



**South Umpqua
High School
Student
Handbook
2019-2020**

SOUTH UMPQUA HIGH SCHOOL STUDENT/PARENT HANDBOOK

SUSD Mission: “Unlocking the potential in every student.”

GRADUATION REQUIREMENTS

The graduation requirements for South Umpqua High School are:

Credits: Students need to take and pass classes for a total of 24 credits to graduate. Each class passed in a semester counts as ½ (.5) credit.

Honor Diploma: Students pursuing an Honors Diploma must earn at least 2.0 full credits (4 semesters) in an “honors” class and 2.0 full credits (4 semesters) in a foreign language and have a GPA of 3.75 or higher.

ESSENTIAL SKILLS:

The Oregon School Board requires that students demonstrate proficiency in certain Essential Skills as part of the requirement to earn a high school diploma. The requirements are as follows:

- For the class of 2014 (and all others thereafter): Students must demonstrate proficiency in the essential skills of “Read and comprehend a variety of text”, “Write clearly and accurately” and “Apply mathematics in a variety of settings.”

The State Board has approved three assessment options for students to demonstrate Essential Skill proficiency:

- SBAC state test
- Work samples using official scoring guides
- Other approved standardized tests (e.g. SAT, PLAN, ACT, PSAT, Work Keys, Compass, ASSET)

EARLY GRADUATION

Early graduation is defined as graduation at the end of a student’s junior year. Requests for Early Graduation must be in writing, submitted to the principal at least one week prior to the beginning of the student’s junior year, and have a parent/student meeting. Students must meet all credit and attendance requirements in order to graduate early. All additional credit course work must be completed prior to the end of the student’s junior year.

GRADUATION COMMENCEMENT POLICY

Graduation is a privilege, not a right. Students may participate in graduation ceremonies if: (1) they complete all SUHS graduation requirements by school deadlines; (2) they complete all requirements for district approved alternative certificates.

The top students (valedictorian/salutatorian) will be determined at the completion of the second semester of the student's senior year. Students must attend South Umpqua High School for at least two full school years to be eligible for valedictorian or salutatorian honors and cannot be an early graduating junior.

GRADING PHILOSOPHY

The primary concern of the faculty of South Umpqua High School is the educational success of our students. The student's grades reflect their mastery of essential learning outcomes in each course.

The grading system, broadly defined:

- A = 100% to 90%. This mark indicates that the student has completed excellent quality of work to show mastery of the enrolled course essential outcomes.
- B = 89% to 80%. This mark indicates that the student has completed above average quality of work to show mastery of the enrolled course essential outcomes.
- C = 79% to 70%. This mark indicates that the student has completed average quality of work to show mastery of the enrolled course essential outcomes.
- D = 69% to 65%. This mark indicates the minimum quality of work was completed to show mastery of the enrolled course essential outcomes.
- F =. This mark indicates that the student has not completed the minimum quality of work needed to show mastery of the enrolled course essential outcomes. Any student receiving an "F" will need to retake the course.
- I =. This mark indicates the student has not yet demonstrated mastery of the enrolled course essential outcomes. Students will work with their teacher to complete all missing work. Teachers will specify when the coursework must be completed to receive credit for the class. If course work is not completed by the deadlines established by the teacher, the student will receive an "F" for the course.

REPORT CARDS

Report cards are mailed out each semester. Student grades are also available on line through PowerSchool at <https://susd.powerschool.com/public/home.html>

THE HONOR ROLL

Recognition for academic achievement is awarded using an honor roll system with the following criteria:

Principal's Honor Roll: All grades must be an A (90%) or better.

High Honor Roll: All grades must be a B (83%) or better and a grade average of A (90%) must be attained.

Honor Roll: All grades must be a C (70%) or better and a grade average of B (83%) must be attained.

ACADEMIC INTERVENTIONS

To ensure that all of our students can attain these essential skills we have implemented the following supports:

- **Advisor Class:** advisor classes are divided by grade levels to support building and strengthening relationships with students and parents, develop PEP's (personal education plans), support healthy study habits, train safety protocols, give academic support, and be an avenue that assists continued development of positive school culture. Each student completing the yearlong advisor class will earn 0.5 elective credit towards SUHS graduation requirements.
- **Algebra Support/Language Arts Support:** South Umpqua High School provides a Math and Language Arts course to help freshman students succeed in Math and/or Language Arts. The courses are in addition to the students' regular Math and/or Language Arts course and provide additional instruction to help the student master the content in the content area. Students will be placed in the course based on their 8th Grade FAST Bridge Assessment data. The support course will count as elective credit towards the students' graduation requirements.

IN-DISTRICT ALTERNATIVE EDUCATION PROGRAMS

South Umpqua High School strives to meet the needs of all of its students. The following options are available for students who may need alternative education programs:

- Tutorial instruction
- Professional technical programs
- Work Experience
- Early College Program
- Other programs as approved by the District

GED

South Umpqua High School does not have a formal GED program.

ADVANCED COURSE CREDIT

In an effort to encourage students to take courses that are more rigorous certain courses are subject to a higher-grade weighting. Students will receive weighted grades for advanced courses to include Advanced Placement (AP course must be completed in order to take the AP test), Early College, and/or other designated college courses. Weighted grades are used in class ranking students for academic awards, honor roll determination and valedictorian and salutatorian selection.

EARLY COLLEGE

The South Umpqua School District recognizes the need for our students to pursue education beyond the high school level. Our early college program offers students the opportunity to take college courses through Umpqua Community College and/or other Oregon Community Colleges during the school year. Students in their junior and senior years at SUHS are eligible to participate in this program. Students accepted into the program will take at least one course. The UCC, other Community Colleges and SUHS grading scales are different. The grade reported on the SUHS transcript will follow the SUHS grading scale and will be used for all high school ranking and recognition.

CREDIT BY EXAMINATION

The school district affords the opportunity for students to acquire credit for a course/class by examination through challenge tests. Students who have successfully challenged a course must maintain a full academic schedule of classes.

Students earning less than 70% on the challenge test must take the course for which the challenge was attempted. There will be no retakes of challenge tests. Applications for challenge by exam are available from an administrator. All challenge tests must be completed within the first two weeks of the semester.

COUNSELING

The Counselor will provide guidance in behavioral, academic and career counseling areas.

SCHOOL HOURS

SUHS students begin school at 7:55 am and are released at 2:56pm (M, T, Th, F). On Wednesdays, students are released at 1:58pm.

OFFICE STUDENT INFORMATION REQUESTS

Every attempt will be made to provide students and parents/guardians requested student information in a timely manner. However due to unforeseen circumstances, previous notice will be required for the following documents:

Transcripts: A minimum of 48-hour notice secured through the Registrar.

Proof of Enrollment (DMV): 24-hour notice secured through the attendance secretary.

Homework Requests: Requests will be processed as quickly as possible to avoid the student getting behind in their assignments. Upon request from the student or parent/guardian, homework can be picked up from the office no sooner than 24 hours after the request has been made. This is in order to give time for the teacher to process the request. Additional homework may be requested for the same absence period after the previous work has been turned in. This is to avoid duplication of assignments and to access the student's understanding of the content of the assignment before additional work is assigned.

PARENT-SCHOOL COMMUNICATION

Parents will receive important communication from South Umpqua staff through phone calls, emails, parent conferences and school mailings. Additionally, parents are encouraged to contact teachers, administrators and coaches directly through phone or email. Our intention is to communicate in a positive and collaborative manner. If you have a concern about your student's progress please do the following:

- Contact the appropriate staff member directly with your concern. Since the teachers are usually in the classroom with students, please allow time for phone messages to be received and your call returned.
- Teachers may also be contacted via e-mail. A staff roster is available at the SUHS website at www.susd.k12.or.us.
- If you do not resolve the problem with the teacher, you should then contact the building principal.
- If the problem is not resolved at this level, you have the option of filling out the district's official patron complaint form and the board-adopted policy will be adhered to.
- For all other general school matters please refer to the high school office.

CAFETERIA

The multi-choice menu with hot lunch will be offered to serve the students, faculty, administrators and residents of the school district community. A breakfast program will be provided for no cost from 7:30 to 7:50 a.m. in the

high school multipurpose room. Costs for lunch meals will be posted and the menu published in the bulletin.

Note: If Students order food from outside vendors, it must be consumed prior to the start of classes and must not interfere with the educational process.

STUDENT BODY CARD

Students are required to obtain a student body card in order to participate in clubs, athletics, and other extracurricular activities. Student body cards are free of charge.

STUDENT INSURANCE

The South Umpqua School District does not provide insurance coverage for students in the regular school program or the extracurricular programs. Students may purchase insurance from the school district approved insurance company. The necessary forms are available at the high school office. **The school district is NOT the insurance agent** and all questions should be directed to the insurance representative noted on the form.

STUDENT MEDICATION

All Prescription and Non-Prescription Medication: The school must have on file a written request with signed permission and instructions from the student's parent and physician which includes: name of student, name of medication, method of administering, dosage and frequency of administration. The prescription label is suitable if it contains the information listed above. Medication must always be brought to the school office and remain in the original container from the pharmacy or doctor's office.

Nonprescription Medication: This is defined as commercially prepared, non-alcohol based medication. This shall be limited to eyes, nose and cough drops, Cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids. If applicable, any special instruction should be included and all medication should be in the original containers and delivered to the office. **Board policy JHCD-AR States "All medication is to be brought to and returned from school by the parent."**

STUDENT INJURY

An accident report form must be completed and submitted to the office within 24 hours of the time the injury occurred. An attempt will be made to notify parents in all cases except very minor injuries. In case of an emergency, proper procedures will be to call a doctor or ambulance and the parents or emergency contacts.

ILLNESSES

If an illness or injury occurs after a student arrives at school, they are to report to the teacher and then to the office. **Sick students must go home.** If a student emergency requires the school to call for medical help, the student will leave with a parent or by emergency personnel.

ATTENDANCE

Oregon Law requires regular and punctual attendance for children between the ages of seven and eighteen unless exempted by the provisions of ORS (339.030) or School Board policy JED - Student Absences and Excuses for additional local requirements.

School officials will make every reasonable effort to aid the parents in ensuring their student's attendance. State attendance laws are a mutual responsibility of the home and the school. Irregular attendance is one of the prime factors associated with student failure and frustration with the schooling experience.

Notification

- Whenever students are absent, parents must contact the school within 24 hours. Parents/guardians may call **863-3118** 24 hours a day to excuse a student's absence. *After school hours, please leave a message.*
- The attendance secretary will make a reasonable effort to telephone the parent/guardian of students not in school who have not notified the school of the absence. Evening automated attendance calls will be made between 5:30–8:00 pm.
- Parents will be notified in writing when a student's attendance becomes a concern.
- Students who need to leave the school, for any reason, must report to the Attendance Office and check out. Parent contact with the Attendance Office must be made either in person, signed note or by phone in order for students to be checked out of school. Those who do not follow this procedure will be considered truant.
- **After 10 consecutive school days absent (for any reason) a student will be removed from the rolls.** Parents will be notified, unless home study arrangements have been made through the district office (see extended illness).

ABSENCE TYPES

Excused Absences

These are absences given for medical appointments, personal illness, family illness, and family emergency. Family trip or other reasons deemed appropriate by the school administrator may be excused when satisfactory arrangements have been made in advance of the absence. The student is responsible for all make-up work involved relative to any excused absence. One day will be allowed to make up for each day missed. In activity classes this may mean time after school or before school to make up the work missed.

Unexcused Absences

These are absences that are given for personal trips, recreational activities (with or without parent permission), and/or any other insufficient reasons. Failure to get pre-arranged excuses and failure of parent to contact the attendance desk the day of the absence will result in the absence being considered unexcused. Students may be allowed to make up the work missed and may receive some reduced credit. Unexcused absences have a severe effect on the learning process and may effect accumulation of credits.

Extracurricular Absences

School-sponsored or sanctioned activities are exempt from and will not be counted in the attendance policy.

Prearranged Absences

The student must make arrangements a minimum of 24 hours prior to when the absence will occur. Prearranged absence forms are obtained through the Attendance Office. Written, phone or personal contact must be made with the parent or guardian before the student will be excused. All Prearranged Absences, over five days, must receive approval by an administrator. Arrangements for a prearranged absence will include:

- Obtaining a prearranged slip from the attendance secretary or an administrator.
- Reporting to the teachers and obtaining teachers' signature on the slip.
- Making arrangements for making up missed assignments.
- Returning the signed prearranged slip to the Attendance Secretary.

Absences Due to Illness

Students who are absent due to illness more than 5 consecutive days will be required to present a doctor's note to verify their illness upon return to school.

Any student who is absent for more than 10 consecutive days or for repeated periods of times will be required to provide written medical documentation stating that the child is unable to attend school in a regular and fulltime basis

due to a personal health condition. This documentation will be valid for a time period not to exceed six weeks. At the end of six weeks, the student is expected to be attending in a regular and full time basis. If an extended time period is needed, the student's parent/guardian will be required to resubmit documentation from a medical doctor to extend the illness leave. A medical doctor's reevaluation will be required every six weeks of an extended illness.

Note: To avoid loss of class time and or credits, Tutoring services may be arranged through the counselor during any extended absence period.

Student Maternity Leave

The student must contact the school counselor to submit a pre-arranged absence request a minimum of six weeks before the student's scheduled due date. This request will be valid for a time period not to exceed six weeks beginning with an agreed upon start date. A tutoring schedule will be setup with an agreed start day not to exceed ten consecutive days after the birth of the child.

At the end of six weeks, the student is expected to be re-enrolled in regular classes. If there are complications where regular classes are not an option, the student's parent/guardian will be required to submit documentation from a medical doctor to extend the maternity leave. Tutoring services will be extended for the time period of the doctor's stipulations not to exceed six weeks. A medical doctor's reevaluation will be required every six weeks of a maternity leave extension.

Truant/Skipping

Truancy is classified as failure to come to school or leaving school without permission from the parent and/or administration. Tardiness and truancy fall under School Board policy 7028.1.

Late Arrival/Early Release

With approval, students may be granted Late Arrival or Early Release from the school day. Students not on track to graduate will not be eligible for Late Arrival or Early Release.

TARDY POLICY

Excused Tardies

- Parent contacts SUHS 24 hours in advance of doctor appointment (no limit to these per semester unless the school feels it's being abused);

- 3 excused tardies per semester (with either phone call or note from parent);
- Letter home after 3rd tardy has been used, informing parent that no more tardies will be excused for the semester;

Unexcused Tardies

- Lunch detention for unexcused tardies 1-3 **with admittance to class**;
- Contact home after 3rd tardy explaining that further tardies may result in ISS and/or loss of other privileges;
- Continuing of unexcused tardies will result in a parent meeting and the SUHS behavior matrix will dictate consequences.
- 5th period tardies ensuing from off campus lunch will result in a loss of off campus privileges for a time determined by SUHS administration.

WITHDRAWAL FROM SCHOOL

Whenever a student plans to withdraw permanently from school for any reason, the following steps should be followed:

- The parent or guardian must contact the school either in person or by telephone authorizing the withdrawal in accordance with the law.
- The student must contact the office and obtain a "**WITHDRAWAL SLIP/CHECKOUT SHEET**" which must be signed by all persons involved. Teachers will enter a grade at the time of leaving and sign for the return of all library books, textbooks and materials. When the form has been completed, it is to be returned to the office where appropriate refund of fees, minus any outstanding fees owed, will be made. Unless these details are cleared before the student leaves the school, there may be considerable delay in the transfer of credits to other schools or recommendations for future employment.

STUDENT RECORDS TRANSFER

Should you enroll in another school, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of your enrollment in that school.

PARENTS AND UNILATERAL PLACEMENT

Parents are required to notify the district before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the district know that they do not accept the district's offer of free and appropriate public education (FAPE) and if they will be seeking public funding for their placement.

STUDENT CONDUCT

It is the policy of South Umpqua High School to provide a meaningful education to each student, including appropriate consequences for behavior and

conduct. These consequences include a balance between rewards for positive behavior and counseling and/or disciplinary measures for unacceptable behavior. Teachers will establish behavioral expectations for their classes. Students are expected to comply with these guidelines. The classroom instructor will deal with minor student misconduct; major misconduct will be referred to the administration. Student conduct at school sponsored activities (on-campus and off-campus) falls under the jurisdiction of board policy and school regulations.

We ask all students to:

- Attend school every day.
- Report to class regularly and promptly.
- Come to each class prepared to learn with required materials.
- Participate in all classroom activities in a cooperative and respectful manner.
- Follow school regulations.

STUDENT CONDUCT: DISCIPLINE, SUSPENSION, AND EXPULSION

Non-compliant students are subject to disciplinary action including, but not limited to, in-school suspension, out-of-school suspension, expulsion and possible law enforcement referral and will result in loss of awards/honors and participation in extra-curricular activities/events..

Non-compliant conduct includes, but is not limited to, insubordination, willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee, sexual misconduct (verbal or physical) of any kind. Any student who willfully damages, destroys or defaces school property will be disciplined and charged the full replacement cost related to his/her acts.

Willful disrespect, threatening behavior, open defiance of any school employee also applies and appropriate disciplinary actions will be taken.

In-School Suspension: In-school suspension may be used instead of out-of-school suspension at the administrator's discretion.

Out-of-School Suspension: Students will be assigned out-of-school suspensions for more serious disciplinary issues. Procedures for out-of-school suspension include:

- Specification of charges to the student.
- Opportunities for the student to present his/her view of the misconduct.
- Parent/guardian notification of the suspension.
- Students who are suspended are not allowed to participate or attend school activities for the duration of the suspension. Additionally, they are not allowed on school grounds for the duration of the suspension.

Expulsion: Students are subject to expulsion from school for a maximum of one calendar year (see weapons policy exception). Procedures for student expulsion from school include:

- Notice to the student and parent/guardian of the charge(s) and the specific facts that support the charge(s).
- An expulsion hearing as provided for in OAR 581-021-0070.

No Trespass: Any person on a no trespass order will be banned from all district property and/or events.

PERSONAL/INDIVIDUAL CONDUCT

Cheating: Cheating is defined as: An attempt by any student to use unauthorized materials or information during a test or in the preparation of an assignment. Some-examples of unauthorized behavior are:

- Copying from another person's test or assignment;
- Plagiarizing information directly from a source, including the internet;
- Using or possessing unauthorized notes;
- Unauthorized use of a text book;
- Text messaging questions/answers to another person.
- Having other students and/or people complete assigned work.

Students who willingly and knowingly allow their information or materials to be used for cheating shall also be considered cheating.

Teachers are to state clearly what is to be considered authorized and non-authorized work in each class situation.

First Offense: Teacher will notify the student and parent of the offense and record an “F” grade for the assignment.

Second Offense: Teacher will contact parents and refer the student to school administrators. The teacher, administrator and parent will then meet to discuss possible removal from the course with a failing grade.

DRESS AND CLOTHING

Our intention is to offer guidelines that create a respectful, comfortable and positive learning environment at South Umpqua High School. We wish to promote healthy self-expression and body image while providing guidelines that prepare our students for the professional and educational environments they will enter after high school.

Guidelines: These guidelines will be used to determine if dress is school appropriate. In case of questions, an administrator will be consulted. If a

student believes their clothing is not in line with our guidelines they should adjust their clothing before leaving home. If they are not sure they should bring alternate clothing to school and check with an administrator or teacher.

- Clothing guidelines should be in place when student is standing, sitting, walking or moving around in a normal manner;
- Bottom clothing for males and female students should provide sufficient coverage of all personal areas. (Roughly, bottom clothing length should be 1/3 down the thigh and secure at the waistline);
- Top clothing for male and female students should provide sufficient coverage of all personal areas, cover undergarments, and be cut in such a way that they do not gape open. (Generally, low side cuts, backless, see through, strapless, and/or spaghetti strap clothing would not meet this guideline);
- Undergarments need to remain covered at all times;
- Students will remove sunglasses upon entering the building;
- Hats and hoods will be allowed in the hallway but students will remove in classes upon teacher request;
- Costumes are not worn to school unless pre-authorized for special school-sponsored Spirit Days;
- No clothing that demeans others, is inappropriately sexual, promotes violence or advocates behavior that is not appropriate or lawful for teenagers.

Enforcement: Our intention is to be clear, fair and respectful when addressing clothing guidelines. We will follow these steps when working with students:

- 1st time: Speak to student in a private location. At this time we will determine if student will change clothing.
- 2nd time: Call home to parent. Student may change or parent may provide alternate clothing.
- 3rd time: Student will be asked to go home to change clothing. Any other dress code violations will be dealt with as defiance using our behavior matrix.

Public Display of Affection: A school is a controlled public building; therefore, personal intimate contact in excess of holding hands is not allowed.

DISRUPTIVE BEHAVIOR

Electronic Devices: Students in possession of electronic devices, who disrupt the educational process, will have these devices temporarily confiscated at the discretion of the district. (SUSD Board Policy JFCL) Students who use a cell phone to harass, intimidate, threaten or menace another person will forfeit their cell phone privileges. Use of personal electronic devices is not allowed during class time, unless approved by the teacher responsible for that class. Students may only send or receive messages before

or after school or during breaks and lunchtime. The school is not responsible for lost, stolen, or damaged items.

Devices that may interrupt the teacher and other students have no place in the classroom. Examples of such articles include, but are not limited to, the following: cellular telephones, laser pointers, camera devices and other electronic devices.

- A. Electronic devices may not be used in any unethical or illegal manner;
- B. Electronic devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy;
- C. Camera devices may not be used in any locker room, rest room, or any other place where other people have a reasonable expectation of privacy;
- D. We ask all students to make non-emergency calls before school, during lunch, or after school only. Messages from parents will be relayed to the student during the school day. In the case of extreme family emergency (only), we will call a student to the office telephone during class time.
- E. No phones allowed in the hallways or bathroom during class time.

Since the electronic devices are property of parents/guardians, the owners of the electronic device in question can always come to the school office to receive their property.

Progressive Consequences For Repeated Violations Of Personal Electronics Policy

(These offenses are not per teacher but within a school year)

First Offense: teacher gives device to administrator. Administrator gives device back to student after school.

Second Offense: teacher gives device to administrator. Parent must pick up device. Student will be assigned ½ day in-school suspension.

Third Offense: no electronic devices allowed by student for remainder of school year. Student will be assigned full-day in-school suspension.

Repeated Offenses: consequences will be left to discretion of administration.

Student Conduct on Buses: Students who ride buses to and from school or school-sponsored activities will be notified of the rules and regulations governing their conduct on buses as well as of the consequences for violation of those rules. Violation of the code of conduct or conduct that jeopardizes the health/safety of self and/or others may result in the loss of district approved transportation services. (SUSD Board Policy EEA)

Note: Bus rules are posted on all buses used by the District.

Tobacco: The possession or use of tobacco or look-alike products is banned from the high school grounds, school buildings and any school-sponsored

event. These products include, but are not limited to, e-cigarettes (vapor). In order to distinguish from each other, they are also assigned their respective names such as e-cig, e-cigar electronic hookah, hookah pens, vape pipes and advanced personal vaporizers. This list is by no means comprehensive and is only meant as an example of banned products. SUHS is tobacco free for all students regardless of age.

Students found to be in violation of this policy face disciplinary action up to and including suspension and expulsion.

Drugs/Alcohol: A student shall not knowingly possess, use, transmit or be under the influence of any alcohol, drugs or intoxicants of any kind. This also includes any drug or substance obtainable with or without a prescription that has been used or attempted to be used in a manner capable of harmful effects on the student’s health. Drug paraphernalia of any kind is also not allowed. Also prohibited from the school are the presence, consumption and/or distribution of edible items that contain THC/marijuana. Students found to be in violation of this policy face disciplinary action up, to and including, suspension and expulsion. Law enforcement may be contacted.

South Umpqua High School complies with all federal laws.

Contraband taken by school officials will be held for one week before being destroyed. In some cases, items may be returned to parents if requested before the one-week window elapses.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, cheer, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. South Umpqua High School permits Equal Access to all student groups.

VIOLENT/THREATENING BEHAVIOR

Extortion: Extortion is defined as demanding money, or something of value (e.g., lunches) from another person in return for protection from violence or threat of violence. Disciplinary action could be up to and including suspension and expulsion

Fighting: Students engaged in fighting will receive out-of-school suspension for a period of 3 school days and could possibly face additional disciplinary action up to, and including, expulsion.

Harassment: Includes language, behavior, or offensive physical contact that insults, ridicules, or torments another person (including by electronic means). A student who is found to have harassed another student or staff member will face disciplinary action up to and including out-of-school suspension and expulsion.

Reporting Harassment: Students who believe they have been the subjects of harassment are to report the incident to a staff member or administrator. Staff to whom an incident of alleged harassment has been reported by a student **must** report the incident to the building administrative supervisor. (SUSD Board Policy JFCF/GBNA) Students found to have falsely accused and/or reported a student for harassment will be subject to disciplinary action as well.

Intimidation/Threats/Bullying/Menacing Behavior: This is defined as an intentional, serious threat by word or act (including physical and/or verbal, telephone, or cyber bullying/ threatening), which places another person in fear of imminent serious physical injury (ORS 339.250[3]). This includes, but is not limited to, words, target lists, or conduct directed toward another person because of their race, gender, color, religion, national origin or sexual orientation. Students who threaten, intimidate, coerce, or harass fellow students or school district employees face disciplinary action up to, and including, out-of-school suspension and expulsion.

Verbal Confrontation: Students will not engage in heated verbal arguments with students or staff. Students that do engage in this behavior which includes yelling, arguing, name calling and verbal conflicts will face disciplinary action up to and including suspension or expulsion from school.

Secret Societies/Gangs: The South Umpqua School District believes the presence of secret societies/gangs and activities related to secret societies/gangs can cause a substantial disruption of or material interference with school or school activities. A "gang" as defined by this policy is any group of two or more persons whose purposes include the commission of illegal acts. (SUSD Board Policy JFCEA) Students found to be in violation of this policy face disciplinary action up to, and including, suspension and expulsion.

Vandalism/Property Damage: Students who willfully damage school property or unlawfully enter school property face disciplinary action up to and including suspension and expulsion. Law enforcement officials will be

contacted. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages.

Weapons: Firearms, other weapons and replicas of weapons are forbidden on school district property, property under the jurisdiction of the district or at activities under the jurisdiction of the district. Appropriate disciplinary action will be taken against students who possess weapons and those students who assist possession of a dangerous weapon, including suspension and expulsion (SUSD Board Policy JFCJ).

Note: Students who have been suspended or expelled from South Umpqua High School for any reason are “no trespassed” from all school district properties for the duration of the suspension/expulsion. Persons must request a meeting with administration to discuss the possibility of being allowed back on school district properties.

AUTOMOBILE PRIVILEGES

Students who do not drive in a responsible manner will not be allowed to drive on campus and may be cited by law enforcement officers. Because student parking is voluntary, **student vehicles are subject to search while on school grounds.**

Student Vehicle Use: All students who drive vehicles to school are subject to parking and driving rules developed by the district. Driving and parking privileges can be revoked for disciplinary or safety reasons. (JHFD)

- Students must not exceed 10MPH while driving on campus.
- Students must park in designated spots.
- Student may not loiter in the student parking lot.

Students who have permission to drive others during off campus lunch must show evidence of:

- Valid driver’s license, Registration and Proof of Insurance.

The South Umpqua School District is not responsible for damages done to vehicles parked in the South Umpqua High School parking lot or other areas adjacent to the school.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

SUSD Board Policy EEBB: Transportation of students will be by the district’s transportation system or by a district employee’s vehicle, properly insured, except as provided below. Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the Private Vehicle Transportation request;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law.1 A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags. The district will develop procedures to implement this policy.

Students who ride to a school-sponsored activity **must:** (1) Have a completed *Student Transportation in Private Vehicles* form on file with the athletic office, and (2) have a signed note from parent(s) or guardian **before** they may ride "**home**" in a private vehicle. Parents' simply telling the director of the specific activity is not sufficient. This note must be delivered in person by the parent(s) or guardian to the high school administrator, head coach, teacher, or advisor of the activity/sport involved.

CLOSED CAMPUS

When students arrive on campus by any mode of transportation, they are to remain on campus for the entire day. Parent permission is required for any lunch time absence. The student must check out in the office before departing. The parking lot is closed to student access unless given permission by administration.

Note: STUDENT GUESTS ARE NOT ALLOWED ON CAMPUS.

OFF CAMPUS LUNCH PROGRAM

As part of the students' rewards programs students may be granted the privilege of an off campus lunch period. This privilege is restricted to Juniors and Seniors who are academically eligible and have also completed the appropriate paperwork which is to be signed by both parent and student.

Students gain and retain eligibility for this privilege based on academic performance and behavior. This privilege may be revoked at any time. Students, who fail to drive safely, leave campus when not eligible, take a student off campus who does not have that privilege or violate any off campus rules will have this privilege suspended or revoked. Students who leave campus when not eligible may receive discipline up to and including suspension (in-school or out-of-school) or expulsion. Students are not allowed to have visitors during lunch unless pre-arranged by an administrator.

CLOSED CIRCUIT VIDEO SURVEILLANCE

Our school is monitored 24 hours a day by surveillance. Cameras have been installed in secure locations to provide maximum safety for students and staff.

FIRST STUDENT BUS COMPANY VIDEO RECORDING SYSTEM

All busses are equipped with a video camera recording system. First Student is a private bus company contracted to provide bus services for the district. This video tape system is the exclusive property of the contracted bus company First Student. If issues arise, the bus company and school administration has the right to view recorded events. Parents/ guardians may request that recorded events be viewed by school administration or bus company management. The video may not viewed by parents/guardians due to confidentiality of other students on the tapes. All students and their parent/guardians are afforded their right to privacy. **Please contact South Umpqua School District office if any questions arise.**

LOCKERS

Lockers are school property and are issued to students for their convenience. Students are assigned lockers (two to a locker – juniors and seniors / one per freshman and sophomore) at registration time. All students will be accountable for assigned lockers and locks. A change of locker location may be requested at the office. **Lockers are NOT personal property and may be searched periodically.** Only school locks will be used on hall lockers and P.E. lockers. Any damage (including locker not being cleaned out completely) to a locker caused by a student will result in disciplinary action and a possible fine. The school is not responsible for items lost, damaged or stolen from a student locker.

LOST AND FOUND

Check in the office for personal items including clothing, textbooks, and study materials that have been lost or found. Students are urged to leave highly valued articles and large sums of money at home as the school is not responsible for lost or stolen articles. Clothing will be kept for 4 weeks, in 2 separate bins. After that, it is considered a donation to the school.

STUDENT DANCES

All school rules and regulations are in effect, including dress code. School dances are a privilege; administration reserves the right to prohibit students from attending dances, including prom.

Dances shall be chaperoned by high school faculty, administration and parents. Closing time of the dances shall be 11:00 p.m. with the exception of the Homecoming, Winter Formal and the Prom. Closing time for these shall be no later than 12:00 midnight.

Dances and dancing shall be of a socially acceptable nature. Leaving the specific area of the building at any time during the dance constitutes leaving the dance for the evening. There shall be no re-entry. Elementary students, Middle School students, or guests over the age of 19 will not be allowed to attend high school dances.

Guest passes will be available at the office for the dances one week before the dance. Parents are encouraged and invited to attend all of the school dances.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students who choose to take part in extra-curricular activities (sports and clubs) will have their grades evaluated on a weekly basis. In order to participate, students must be currently passing at least five classes. Student-athletes must also meet OSAA eligibility guidelines to participate in sports.

SPECTATOR CONDUCT/EXPECTATIONS

All school rules apply at events (games/meets/matches, assemblies, plays, and performances by activities' groups), including those held off of South Umpqua High School property. As a member of the Oregon School Activities Association, SUHS follows all OSAA guidelines for spectator conduct.

TEXTBOOKS AND EQUIPMENT

Students are responsible for the textbooks and instructional equipment loaned to them. Students will be charged a replacement cost for books checked out and not returned at the end of the school year. Students will also be charged for defacing or damaging books that still can be used by the school district. If charges are not paid, report cards, DMV Proof of Enrollment form, and/or diploma may be withheld.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

- Civil rights — including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion and decisions, which the student believes, injure his/her rights;
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
- The right to privacy, which includes privacy with respect to the student's education records.
- Students have the right to know the standards of behavior that are expected of them, as well as to know the consequences of not following or adhering to those standards.
- The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through information distributed annually.

FREEDOM OF EXPRESSION

As citizens of the United States and the State of Oregon, students at South Umpqua High School are permitted freedom of expression. Student expression rights, however, must be balanced against the obligation and duty of school officials to provide a learning environment free of disruption. Therefore, it is the goal of South Umpqua High School to encourage responsible student expression, as part of an orderly and productive learning environment.

FIRE, EMERGENCY AND EARTHQUAKE DRILLS

Fire, lockdown, and earthquake drills are held at different times throughout the school year. Posted in each classroom are directional signs to designate how to leave the building in case of fire. When an alarm sounds students are to proceed quietly and quickly to the designated areas to wait until the bell rings to signal to return to class. Students will not be checked out during safety drills.

STUDENT COUNCIL-SCHOOL FUNCTIONS

The Student Council has jurisdiction over all student activities, organizations, and functions funded by student body funds. All student activities must be cleared through the administration and Student Council. The high school principal, or an appointed delegate, shall act as advisor for the Student Council. They shall have the power of veto on any student action. The Student Council may ask for the reason for the veto and for reconsideration of the veto.

OVERNIGHT AND OUT OF STATE TRIP SUPERVISION GUIDELINES

Day, Overnight and Out of State activities can provide a positive experience for our students. These opportunities can also present serious problems for the district if supervision procedures are not well defined. It is important students and parents understand the rules and regulations of the district as they pertain to discipline and consequences for inappropriate behavior by students. In order to aid our schools with proper supervision procedures we have identified the following guidelines:

- All parent permission slips travel form need to be in place before the student is allowed to go on the trip.
- Prior to departing on an overnight stay, all luggage/bags shall be subject to search for illegal or forbidden items.
- Athletic or activity director shall be responsible for establishing procedures for room and bed checks with the head coach or person in charge of the activity, two weeks prior to leaving on any overnight events. Head coaches or activity directors shall be responsible for discussing these procedures with all personnel supervising the activity as well as with all students. All coaches and/or supervisors shall be at the motel when lights out has been established for students and will remain throughout the night.
- Head coaches or designated supervisors will conduct a bed check. Students will not leave their assigned room after bed check without permission of the chaperone.
- Students in home stays are subject to the same rules/regulations of motel stays.
- Students will be under supervision or direction at all times
- All employees and adults who are in the capacity of chaperons shall act as appropriate and responsible role models for our students.
- All adult supervisors shall be aware of all district policies regarding field trips. Parent and students shall have a copy of the rules and regulations of the district regarding athletic/activity participation.
- Parents and students shall be notified of all procedures involving overnight stays.
- If students/adults are found to violate the established rules or policies, they will bear all expenses of returning home immediately.

SOUTH UMPOUA HIGH SCHOOL FACULTY AND STAFF:

Administration

Principal: Carl Simpson
Assistant Principal: Ryan Savage
Athletic Director: Ryan Savage
Counselor: Beau Shelby

Administrative Staff

Office Manager: Heather Kelley
Registrar: Deanna Faulkner
Attendance Secretary: Beth Wylie
Activities Coordinator: Kami Hixson

Faculty and Academic Departments

Applied Arts: Aaron Eubank, Brandon Sadoff
Fine Arts: Emily Figueroa-Wolfe, Jeff Soffer, Autumn Howard
Physical Education: Steve Stebbins
Health: Keri Vermillion
English: Autumn Howard, Josh Zietlow, Lydia Lefever
Librarian: Kristina Gale
Mathematics: Peggy Heinrichsen, Russell Devoogd, David Leasure
Science: Devin Bowen, John Campbell, Dennis Feero
Spanish: Roberto Perez
History: Steve Gale, Ryan Goll
Special Education: JoAnn Paselk, Candace Spears, Dustin Pires
Senior Seminar/Gear Up: Shannon Fye

Support Staff:

ISS: Amy Hill
Instructional Assistants: Vicky Crowl, Julie Fenter, Deena LaChance, Peter Nay, Della Nixon, Beth Werner
Library Technician: Terri Kalebaugh

UCC College Programs

Upward Bound: Jeremy Cornish, Destiny Hunt
ETS: Jeremy Cornish

Kitchen Staff

Food Services Director: Pam Neet
Cafeteria Support Staff: Christine DeWitt, Linda Frazier, Tonja Mitchell, Leslie Nay, Tresa Rondeau

Custodial Staff

Custodians:

Paul Funk, Johnny Werner

Staff Phone Contact Information:

Main Office 541-863-3118
Fax: 541-863-5486

Phone Extensions:

Campbell, John 6007
Bowen, Devin 6001
DeVoogd, Russell 6012
Funk, Paul 6035
Heinrichsen, Peggy 6006
Eubank, Aaron 6038
Faulkner, Deanna 6054
Feero, Dennis 6004
Fenter, Julie 6022
Figueroa-Wolfe, Emily 6030
Fye, Shannon 6019
Gale, Kristina 6041
Gale, Steve 6020
Goll, Ryan 6021
Hixson, Kami 6050
Neet, Pam 6063
Hill, Amy 6002
Howard, Autumn 6015
Kalebaugh, Terri 6061
Kelley, Heather 6048
LaChance, Deena 6022
LaFever, Lydia 6017
Leasure, Dave 6005
Simpson, Carl 6042
Paselk, JoAnn 6022
Perez, Roberto 6013
Pires, Dustin 6023
Sadoff, Brandon 6028
Savage, Ryan 6043
Shelby, Beau 6049
Soffer, Jeff 6025
Spears, Candace 6009
Stebbins, Steve 6032
Vermillion, Keri 6010
Wylie, Beth 6049
Zietlow, Josh 6016

District Title II and IX Coordinator

Andy Johnson

Director of Student Achievement

558 Chadwick Lane
Myrtle Creek, OR. 97457
Phone: (541) 863-3115

Section 504 Coordinator

Diane Dunas

Student Services Coordinator

558 Chadwick Lane
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Phone (541) 863-3115

