



**South Umpqua  
High School  
Student  
Handbook  
2022-2023**

# ***SOUTH UMPQUA HIGH SCHOOL STUDENT/PARENT HANDBOOK***

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

## **Safe, Respectful, Responsible**

All SUHS students are expected to be safe, respectful, and responsible. Students will act in a way that allows teachers to teach and students to learn. As a student, you have a right to:

- Talk with your teachers, counselor, and other school staff about any concerns.
- Receive fair discipline without discrimination.
- Report any incidents of bullying, harassment, abuse, and verbal or physical threats.
- Access your own records, within appropriate guidelines.
- Receive a free and appropriate public education without distractions.

## **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 quarter count as  $\frac{1}{4}$  (.25) credit. The 24 credits are divided into content areas as follows: English/LA – 4 credits, Math – 3 credits; content at Algebra I and above, Science – 3 credits, Social Sciences – 3 credits, PE – 1 credit, Health – 1 credit, CTE/Arts/2nd Lang.– 3 credits, Electives – 6 credits.

## **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 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)

***\*Because Of Senate Bill 744 this requirement for graduation has been suspended for the next three years. (This is year two of three)***

### **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 third quarter 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 goal 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 goal of all formative/summative assessments, homework, and/or different assigned tasks for individual courses, are to give students opportunities to demonstrate their mastery of the essential learning outcomes.

The grading system in each classroom, broadly defined will be based on a four point rubric scale:

- **4 (Exceeds) = A.** This mark indicates that the student has demonstrated everything on the individual course rubric & added extras to show beyond mastery of the essential learning outcomes.
- **3 (Meets) = B.** This mark indicates that the student has demonstrated everything on the individual course rubric to show mastery of the essential learning outcomes.
- **2 (Revise) = C.** This mark indicates that the student has submitted parts of the individual course rubric and/or assessment but needs to fix a few things to show mastery of the essential learning outcomes.
- **1 (Turned in) = D.** This mark indicates the student has submitted parts of the individual course rubric, but did not complete the assignment and/or assessment in order to show mastery of the essential learning outcomes.
- **NP (Not Turned In).** This mark indicates the student did not submit any part of the individual course rubric and/or assessment that could show mastery of the essential learning outcomes.

- ❖ Each course will be using the four-point grade scale, with the exception of our “Dual Credit” courses, which are aligned with our community college partner UCC.
- ❖ Each course will have specific detailed rubrics outlining the success criteria needed to meet mastery of essential learning outcomes based on the four-point scale.
- ❖ To support student achievement; all teachers will accept late work, will allow test / assessment retakes, and will return student feedback within 3 - 5 days after the assignment has been completed. If late work is not turned in by the end of the quarter, a student may be placed on a success contract.
- ❖ To support student success teachers will develop a “Success Contract” for unsuccessful students on Quarter Grading Days. Success contracts will be given to those students the following week.

### REPORT CARDS

Report cards will be mailed out each quarter. Student grades are also available on line through PowerSchool at <https://susd.powerschool.com/public/home.html>.  
*[This year grades will only be posted though out the quarter on our “Power Schools” system.]*

### 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 a 4 (A) or better.

**High Honor Roll:** All grades must be a 3 (B) or better and a grade average of 4 must be attained.

**Honor Roll:** All grades must be a 2 (C) or better and a grade average of 3 (B) 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. Though each student will be assigned to an advisor, they will have the opportunity to attend different classes during this time to receive academic support if needed. Advisor will be at the beginning of each Monday, Tuesday,

Wednesday, Thursday, and Friday on scheduled school days for 50 minutes and Wednesdays for 15 minutes.

- **High School Success** classes: South Umpqua High School provides Freshman Success classes that all freshman take. This course provides additional instruction/support in all subject areas to help students master grade level content. The support course will count as elective credit towards the students' graduation requirements. We also offer Success classes to sophomores, juniors, and seniors, but placement is determined by students individual academic needs.

### **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
- Alt. Ed and credit recovery program
- Early College Program
- Other programs as approved by the District

### **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 exams. Students who have successfully challenged a course must maintain a full academic schedule of classes.

Students earning less than 3 (B) on the challenge exam must take the course for which the challenge was attempted.

Applications for challenge by exam are available from an administrator. All challenge exams must be completed within the first two weeks of the quarter.

### **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 2:55pm (M, T, Th, F). On Wednesdays, students are released at 1:55pm. School doors will open up at 7:40am.

### **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 when paper copies are needed. All classes at SUHS are linked to our on-line management system “Canvas”. Students are trained how to access and use Canvas. Teachers use Canvas to communicate lessons, assignments, assessments, notifications, and classroom expectations for students.

### **PARENT-SCHOOL COMMUNICATION**

Parents will receive important communication from South Umpqua staff through phone calls, emails, parent conferences, school mailings, and SUHS designated social media. 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 education 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](http://www.susd.k12.or.us).
- If you do not resolve the concern directly with the teacher, contact our counselor.
- If you do not resolve the concern with the teacher and/or counselor, you should then contact our building administration.

- For all general school matters please refer to the high school office.

### CAFETERIA

Our breakfast and lunch program will be provided for no cost to students. Breakfast will be served to students at the door upon arrival at the school. Our doors will open up at 7:40 and breakfast will conclude at 7:50. Students may eat their breakfast in the cafeteria only. The lunch menu is published in the bulletin each day. Lunch will be from 11:35am to 12:05pm each day with the exception of Wednesdays, which it will be from 10:35am to 11:15. Lunch may be eaten in the cafeteria, courtyard, and/or outside the front of the school. There will be no food in the halls and/or classrooms, unless pre-approved by an administrator.

*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

Student body cards are free of charge for the first issue; replacement cards will have a five-dollar charge. Student body cards allow students to attend sporting events free of charge and used for ID purposes for dances, and/or away OSAA sanctioned events and/or activities. Student body cards will also be used for any other activities where student identification is deemed necessary.

### 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 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.
- **After 10 consecutive school days absent a student will be moved from our "Active Membership" to our "Inactive Roll" if they do not attend for a minimum of a half-day on the 11<sup>th</sup> consecutive day.** 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 trips 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 (P.E. for example) 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 affect 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 nine weeks. At the end of nine 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 nine 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 nine 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 nine 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 nine weeks. A medical doctor's reevaluation will be required every nine 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.

### **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 quarter unless the school feels it's being abused);
- 4 excused tardies per quarter (with either phone call or note from parent);
- Letter home after 4<sup>th</sup> tardy has been used, informing parent that no more tardies will be excused for the quarter;

### **Unexcused Tardies (per class)**

- 1<sup>st</sup> Tardy will be a verbal warning, 2<sup>nd</sup> will be a phone call home, 3<sup>rd</sup> will be a lunch detention;

- An additional contact home with 3<sup>rd</sup> tardy explaining that further tardies may result in loss of other privileges and a parent meeting may be requested;
- 3<sup>rd</sup> period tardies ensuing from off campus lunch will result in a potential 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.

### **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 based on our district behavior model PBIS (Positive Behavioral Interventions & Support). Our school wide rules are "Be Safe, Respectful, and Responsible". All classroom expectations will be in-line with our school wide rules. 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 classroom activities in a cooperative and respectful manner.

- Follow our school wide rules.

### **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 and/or 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 subject to consequences.

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

**First Offense:** Student conference with the teacher and the student must redo 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 consequences.

## **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 non-prescription 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 students.

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

- 1<sup>st</sup> time: Speak to student in a private location. At this time, we will determine if student will change clothing.
- 2<sup>nd</sup> time: Call home to parent. Student may change or parent may provide alternate clothing.
- 3<sup>rd</sup> time: Student will be asked to go home to change clothing. .

**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.
- F. If a student needs to use the bathroom during class time, they will be required to check their phone in with the teacher or leave it in a designated area of the teachers choosing, once the student returns from the bathroom, they may retrieve their phone.

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**

**First Offense:** Teacher will give a verbal warning and reteach the classroom and/or schoolwide expectation

**Second Offense:** Device given to teacher and picked up after class by student. Parent contacted by the teacher.

**Third Offense:** Device given to an administrator, student may pick up the device after school, Parent will be contacted and a lunch detention assigned.

**Repeated Offenses:** Consequences will be left to discretion of administration, but may include loss of device privilege for the rest of the academic year.

#### **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 up to 5 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.

#### **Parking Passes:**

In order to support the safety of all students and our campus, each student of age to drive with a valid driver’s license must have a South Umpqua High School issued parking pass, if they wish to park their vehicle on campus during the designated school hours. Parking passes will be assigned to individual drivers and must be visible from outside of the parked vehicle. Parking passes will be issued during the first two weeks of school, once a student shows the front office their valid driver’s license and proof of insurance. The following actions will transpire if a vehicle is found without a parking pass:

- All attempts will be made to find the driver of the vehicle.
- If a parking pass has not been issued, once the appropriate documents have been provided, a parking pass will be issued.
- If the parking pass was lost or not present, a new one will be issued. On the third time of a lost parking pass, a five dollar fee will assigned and once paid, a new parking pass will be issued.
- If a student continually parks their vehicle during the school day without a parking pass, their parent will be contacted and a consequence up to but not limited to the revoking of all on campus parking privileges.

**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.<sup>1</sup> 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 be 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 no later than 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 UMPQUA HIGH SCHOOL FACULTY AND STAFF:**

**Administration**

Principal: Carl Simpson  
Assistant Principal: Ryan Savage  
Athletic Director: Thomas Armstrong  
Counselor: Beau Shelby  
Graduation Coach: Emily Figueroa-Wolfe

**Administrative Staff**

Office Manager: Heather Kelley  
Registrar: Kami Hixson  
Attendance Secretary: Beth Wylie  
Activities Coordinator: Stephanie Pires

**Faculty and Academic Departments**

Applied Arts: Travis McGoffin, Josh Zietlow,  
Harold Johnson,  
Fine Arts: Emily Savage, Jeff Soffer, Autumn Howard  
Physical Education: Steve Stebbins  
Health: Keri Vermillion  
English: Lauren Reber, Ryan Townsend, Shannon  
Fye  
Librarian: Kristina Gale  
Mathematics: Megan Perkins, Russell Devoogd,  
Dennis Feero  
  
Science: Rebecca McPheeters, Dennis Feero  
Lia Bain, Justin Hulse  
Spanish: Roberto Perez  
History: Steve Gale, Thomas Congdon, Luke Gregg  
  
Special Education: Lori Risner, Randy Smolensky  
Senior Seminar/Gear Up: Shannon Fye

**Support Staff:**

ISS: Amy Hill  
Instructional Assistants: Vicky Crowl, Julie Fenter, Jessica Elst,  
Lyn Racioc, Della Nixon,  
Library Technician: Kathy Brown

**Kitchen Staff**

Pam Neet, Christine DeWitt, Linda Frazier,  
Tonja Mitchell, Leslie Nay, Tresa Rondeau

**Custodial Staff**

Custodians:

Rick Mitchell,

**Staff Phone Contact Information:**

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