ALL 8 PERIODS SCHEDULE
43 Minute Class/30 Minute Lunch

Period 1 7:28am - 8:11am
Period 2 8:16am - 9:02am
Period 3 9:07am - 9:50am
Period 4 9:55am - 10:38am
LUNCH 10:38am - 11:08am
Period 5 11:13am - 11:56pm
Period 6 12:01pm - 12:44pm
Period 7 12:49pm - 1:32pm
Period 8 1:37pm - 2:20pm

A/B ROTATION SCHEDULE
91 Minute Class/33 Minute Lunch

Period 1 / 5 7:28am - 8:59am
Period 2 / 6 9:04am - 10:35am
LUNCH 10:35am - 11:08am
Period 3 / 7 11:13am - 12:44pm
Period 4 / 8 12:49pm - 2:20pm

ALL 8 PERIOD - 2 HOUR DELAY
60 Minute Class/37 Minute Lunch

Period 1 9:28am - 9:56am
Period 2 10:01am - 10:29am
Period 3 10:34am - 11:02am
Period 4 11:07am - 11:35am
LUNCH 11:35am - 12:08pm
Period 5 12:13pm - 12:41pm
Period 6 12:46pm - 1:14pm
Period 7 1:19pm - 1:47pm
Period 8 1:52pm - 2:20pm

ADVISORY/ASSEMBLY SCHEDULE
80 Minute Class/32 Minute Lunch

Period 1 / 5 7:28am - 8:48am
Assembly 8:53am - 9:33am
Period 2 / 6 9:38am - 10:58am
LUNCH 10:58am - 11:30am
Period 3 / 7 11:35am - 12:55pm
Period 4 / 8 1:00pm - 2:20pm

2ND SEMESTER BEGINS JANUARY 29, 2018

2ST BEGINS SEPTEMBER 6, 2017*
*September 5, 2017 for 9th grade

LUNCH 11:33am - 12:10pm
Period 3/7 12:15pm - 1:15 pm
Period 4/8 1:20pm - 2:20pm
### 2017-2018 Calendar

#### AB Block Schedule

<table>
<thead>
<tr>
<th>AUGUST/SEPTEMBER</th>
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<tr>
<td>A/B A/B A/B</td>
<td>NT 1/2 EC – New Teacher Half-day Inservice</td>
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<td>4 5 6 7 8</td>
<td>I – All Staff Inservice Day (No Students)</td>
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<td>A/B A/B A/B</td>
<td>– First Day of School for Grades 6, and 9</td>
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<td>11 12 13 14 15</td>
<td>– First Day of School for Grades 1-5, 7, 8, 10-12</td>
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<td>M</td>
<td>– First Day of School for Kindergarten</td>
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<td>– 18</td>
<td>H – Holiday</td>
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<td>NS – No Students</td>
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<td>– 19</td>
<td>DH – District Holiday</td>
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<td>– 20</td>
<td>HSF – High School Finals - Early Release</td>
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**Appropriate Activities Required by Statute:**

- Constitution Day: September 18
- Columbus Day: October 9
- Martin Luther King, Jr. Day: January 15
- Lincoln's Birthday: February 12
- Admission of Oregon into the Union: February 14
- Washington's Birthday: February 22
- Women in History Week: March 5-9
- Arbor Week: April 2-6

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**SCHOOL DISTRICT 24J | SALEM, OREGON**

School Calendar Based on Traditional Schedule

**ADOPTED BY SALEM-KEIZER SCHOOL DISTRICT**

March 2017
HELP DIRECTORY

Main Office: 7:00 a.m. – 4:00 p.m. 503-399-3261

Attendance Recorder: 24 Hours 503-399-5520

College & Career Center: 7:15 a.m. – 3:30 p.m. 503-399-3265

Athletic Office: 7:30 a.m. – 4:00 p.m. 503-399-3266

<table>
<thead>
<tr>
<th>Attendance/Discipline, Counseling, Curriculum Management, Scheduling, Student Services</th>
<th>Activities/Athletics/Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chad Barkes, Assistant Principal – Curriculum Lillian White, Assistant Principal – Juniors, Seniors Jesse Clayton, Assistant Principal - Freshmen, Sophomores</td>
<td>James Weber, Athletic Director/Assistant Principal</td>
</tr>
</tbody>
</table>

Activities and Clubs: Robert Schueller
Assessment/Testing: Josh Trammell
ASPIRE: Natalie Dunn
Athletic Payments: Kim Sealey
Athletics, Schedules, Practices, Sports: Melissa Gonzalez
AVID Coordinator: Julie Crandall
Booster Club: David Brown
Calendar: Molly Sorensen
Community Resources Information Center: Counselors
Course Offerings: Counselor/Chad Barkes
District Tests and Proficiencies: Counselor or Chad Barkes
Exchange Student Applications: Sara Eriksen
Facility Use: Molly Sorensen
Fees: Kim Sealey
Grading: Teachers
Graduation Requirements: Counselor/Chad Barkes
Homework Requests: Attendance Office

In-District Transfers: Lillian White
Library/Media/Tech Center: Lisa Hardey
Lunch Program: Food Services, 503-399-3091
Parent Volunteers: Vickie Chaney
Scheduling: Chad Barkes
Section 504: Counselors
Site Council: Craig Swanson
Special Education: Chad Barkes, Asst. Principal
DLC: Rebecca Howe
EGC: David Mihm
LRC: Teresia Adams-Sinclair, Ryan Warren, Laura Nevel, Paul Massee
Life Skills: Bob Turns
Student Insurance: Athletic Office
Student Records: Sara Eriksen
Student Volunteers: Shirley Sheldon/Admin
Talented and Gifted Programs: Sigrid Olsen
Transcript Evaluations: Sara Eriksen/Chad Barkes
Transportation Concerns: 503-399-3108
Yearbook (Odyssey): Ronda Couch
Dear Sprague Olympians:

Dear Sprague Students and Families:

On behalf of an amazing team of teachers and support staff, I welcome you to Sprague High School for the 2017-18 school year. Our staff at Sprague will inspire, challenge and support each student to help them be successful at whatever they choose to pursue. I am proud of the many successes and achievements by the students at Sprague. We continue to boost access to our most challenging courses through our work with Equal Opportunity Schools and we are excited to see how that work better prepares our students for post-high school goals.

The Student Handbook and Planner that follows is an important resource that will help you be successful at Sprague High School. It is extremely important that all students feel welcomed and safe at Sprague High School. The handbook contains expectations, policies and procedures that students are expected to know and understand to ensure a positive and safe learning environment for all.

In addition, the handbook assists you in planning out the school year at Sprague. We are an AVID school which stands for Achievement via Individual Determination. As an AVID school, we help students boost achievement by infusing WICOR (Writing, Inquiry, Collaboration, Organization and Reading) into our instruction. This planner helps address one of those components by keeping students Organized. All teachers and students are encouraged to use the planner to document assignments and deadlines. One way parents can stay connected with their child’s education is to review this planner throughout the year.

At Sprague High School, we are all Olympians! Olympians are the best of the best and it is your turn to contribute to the tradition of excellence this school has created since 1971. Please take time to introduce yourself and let me know how I can better serve the Sprague community as your principal. I wish students and parents nothing but success this year and I am excited for the amazing things that will happen here this year.

Go Olys!

Craig Swanson
Principal
Sprague High School

Our Vision: All Students Graduate and are Prepared for a Successful Life
### ADMINISTRATION
Craig Swanson, Principal
Chad Barke, Assistant Principal
Jesse Clayton, Assistant Principal
James Weber, Asst. Prin./Athletic Director
Lillian White, Assistant Principal

### INSTRUCTIONAL COACH
Sarah Dutcher

### ART
Rhonda Couch-Eberz
Susan Lowery
Emily Maddy
Connie Toland

### ACTIVITIES
Robert Schueller

### ASPIRE
Natalie Dunn

### COUNSELORS
Heather Hagner (A-D)
Julie Crandall (E-K)
Christina Lilly (L-Ri)
Eric Sturgis (Ro-Z)

### CTE
Bryan Hatzenbihler, CAD
Doug Livermore, Auto Mechanics
Jamie Ellis, Medical Terminology
Tracy Kalar, Consumer/Family Studies
Robert Schueller, Business
Jim O’Connell, Business/Computers
Philip Rodin, Computers
Amy West, Health Occup/Sports Medicine

### CLERICAL STAFF
Dana Allen
Vickie Chaney
Sara Eriksen
Melissa Gonzalez
Tracy Goranson
Sharon King
Diane Munson
Amber Reeves
Kim Sealey
Shirley Sheldon
Molly Sorensen

### GRADUATION COACH
Hugh McIntyre

### HEALTH
Jamie Ellis
Kimo Mahi
Amy West
Casey Williams

### INSTRUCTIONAL ASSISTANTS
Suzette Alexander
Katherine Beecher
Jeffrey Bennet
Gayle Boaz
Jason Boone
Lauren Brouse
Michelle Bucholz
Diana Clark
Monica Conrad
Brian Dinan
Jeffrey Flores
Dave Galati
Gabriel Gray
Debra Harris
Yurie Hayes
Cindy Hellman
Kathy Jacobson
Gustavo Mendez
Shelley Stoller
Josh Trammell
Quentin Viegas

### LANGUAGE ARTS
Kristin Andersen
Stefani Atkinson
Rachel Claric
Julie Harris
Jennifer Johnson
Erin Lilly-Davison
Nolan Harris
Kathleen McElliott
Shannon Rozewski
Jennifer Simons
Jeff Swartwout

### LIBRARY/MEDIA
Lisa Hardey, Librarian

### MATHEMATICS
Sheri Burleson
Audrey Church
Bryon “BJ” Dobrkovsky
Melinda Kleinman
Zachary Kramer
Tracy Phipps
Joseph Rasca
Anne Sanders

### PERFORMING ARTS
David Brown, Choir
Richard Greenwood, Band
Tara Lee, Drama
Mary Alice McCann, Orchestra

### PHYSICAL EDUCATION
Luke Buchheit
Janelle Cash
Matthew Head
Jay Minyard

### POLICE LIAISON
Abe Dedek

### SCIENCE
Danielle Ammon
Kaitlyn Beckham
Graham Dey
Dan Dougherty
Eric Earls

### SPECIAL PROGRAMS
Rebecca Howe, DLC
TBD, LRC
Joe Kupris, Speech Pathologist
Paul Massee, LRC
David Mihm, EGC
Laura Nevel, LRC
Diane Schirmer, Deaf/Hard of Hearing
Robert Terns, LSC
Ryan Warren, LRC

### WORLD LANGUAGES
Cara Downs, French
Laurie Hatfield, ASL
Cheri Lentz, Spanish
Diana Alvarez Ramirez, Spanish
Francisco Vegas-Larios, Spanish

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Email addresses and telephone extensions are posted on the Sprague Web Page.
GENERAL INFORMATION

Payment of Fees
Students are held responsible for payment of all fines and fees. Students can be charged for lost/damaged textbooks or library books, lost/damaged school equipment/property and parking citations.

SPECIAL NOTE: All fines and fees must be paid before students will be allowed to participate in sports and/or all semi-formal and formal dances, i.e., homecoming, prom, and graduation.

Inactive student accounts deemed uncollectable after 90 days may be turned over for collection by the Department of Revenue.

Students may purchase an ASB Card for $40. This card entitles the student to free admissions to any Greater Valley Conference game in which Sprague High School is participating, home or away. The student will also have free admission to all after game dances at Sprague High School, excluding fundraisers, the Homecoming Dance, and Prom. A replacement fee for lost/stolen ASB or ID cards is $3.00. If a student chooses not to purchase an ASB card, a student identification card is provided. Sprague ID is used in the attendance office, the library, at lunch and at school functions. Students will not be admitted to home dances without their ID cards. Those students who do not purchase an ASB card will pay a High School student admission price.

We require ASB Cards for those students participating in athletics/activities/music.

Fees and Obligations
School fees, which are listed below, may be paid to the bookkeeper during passing times, lunch, and after school.

ASB Card $40.00
ASB Card Reprint $3.00

Athletic Participation Fees
(These fees must be paid separately from other fees.)
Per Sport $175.00
Maximum per student per year $350.00
Maximum per family per year $700.00

Reduced Lunch
Per sport $70.00
Free Lunch
Per sport $35.00

Miscellaneous Fees:
Parking Registration Fee
(non-refundable) $20.00
Parking Citations $15.00
Yearbook
2017-2018 $60.00
(after January 29) $65.00
2016-2017 $65.00
Previous Years Misc.

Photos/Video Exclusion
Salem-Keizer Public Schools often takes photos or video of school activities or events in which students are featured. These photos or videotapes are frequently used as promotional items for the school district. Parents— if you DO NOT want your child photographed or video taped while at school, please send a written notice to your child’s school office as soon as possible after registering your child. If there is no written notice on file, the school will assume it has the right to photograph or videotape your child.

Elevator Use by Students
If a student is unable to negotiate the stairs, an elevator key will be issued from the Business Office. A $5 deposit will be required. A refund will be made after the key is returned.

If You Move – Please Tell Us
It is important that the school office maintain an up-to-date mailing list. Parents/students are requested to notify the Registrar at 503-399-3265 immediately when a change in address or telephone number occurs.

Food Services
Sprague High School has one lunch period. A full course meal is served daily in our Commons. A la carte meals and salad bar are also available. Instead of issuing lunch tickets, the number of purchased meals is entered into the computerized system. Students must use their ID cards, which are scanned and tracked within this system.
Online payments may be made to student accounts through EZSchoolPay, which may be accessed through the Food Services page of the Salem-Keizer Public Schools website at www.salkeiz.k12.or.us/food-nutrition-services. Free and reduced lunch application forms are available online and in the guidance office. Food and Nutrition Services phone number is 503-399-3091.

**Students**

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<tr>
<td>Lunch</td>
<td>$2.80</td>
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<tr>
<td>Breakfast</td>
<td>$1.15</td>
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**Complaints submitted by Students, Parents and Concerned Citizens**

The Salem-Keizer School District is committed to reasonable, effective, and timely means of addressing complaints submitted by students, parents, and other concerned citizens of the District.

We understand that conflict and interpersonal differences are a natural part of everyday life, and that conflict can be an opportunity to grow and learn. The goal is to advance mutual understanding and safety of individuals and groups throughout the school community. Whenever possible, written complaints should be submitted and addressed to the school or department, and in the recognized channels of communication as outlined in the District’s Complaint Policy and rule (AG and AG-R). Copies of the complaint form and complaint policy and rules are available in each school and District office. Salem-Keizer School District policy forbids reprisal against a person for filing a complaint or participating in good faith in a complaint process.

**Calendars**

Updated school calendars are included in the weekly emailed message in order to keep students and parents informed. They are also updated and posted on Sprague High School’s web page, spraguehs.com. All activities, dates, times, locations, etc. listed in this planner are subject to change. Information is as accurate as possible at time of print. Some information, such as winter and all spring sports, were not available prior to the planner being printed. Please visit the Greater Valley Conference website for updated and additional information.

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**Sprague Dress Code Policy**

Listed below is the general overview of Sprague’s current policy and expectations. If students are found to be in violation, Administration will expect them to correct it, call home for more clothes, or check out and go change.

1. **Shorts, Skirts and Dresses** –
   - Must be as long or longer, than ones fingertips fully extended down to their side.
   - Must not have holes that expose skin in the area above their fingertips.
   - Shorts, skirts, and dresses should not be excessively tight fitting. If a skirt or dress has a slit, the slit must meet the same guidelines (top of slit is at the fingertips, fully extended). Shorts must be worn at the waist (no sagging). If a belt is needed to hold shorts up, one must be worn.

2. **Pants** - must not have holes that show skin/undergarments above the fingertip extended area, and must be worn at the waist (no sagging). If a belt is needed to hold pants up, one must be worn.

3. **Belts** - must be worn in the belt loops. No part of the belt should be hanging.

4. **Shirts/Tops that aren’t allowed** –
   - Halter tops, tube tops, spaghetti straps, muscle shirts, crop tops, backless shirts/dresses. All must cover the midriff, shoulders, waist, back and cleavage, and must not be excessively tight fitting, expose undergarments or be see through.
   - Tank tops are allowed, but straps must be at least 1 inch wide.

5. **Shoes** must be worn at all times. Bedroom slippers/shoes are not allowed.

6. **Leggings/Yoga Pants** are allowed only when worn under a dress code approved clothing item (shorts, skirts or dresses).

7. **Inappropriate apparel** –
   - Pajamas or clothing representing drugs, tobacco, alcohol, sex, gangs, violence or that are crude, suggestive or divisive in words or pictures may not be worn.
   - Trench coats may be worn only if open.
8. Items not allowed on campus –
- Blankets used as outerwear and other attire that is distracting to the learning environment.
- Items that could be used as a weapon, such as studded bracelets, studded belts, handcuffs, chains (including chains on wallets and hanging chains)
- Clothing, jewelry, including buckles or items with gang symbols, nicknames, weapons, drug/alcohol references, profanity or obscene language, or double meaning references.
- Clothing or items with racial put-downs, sexually demeaning pictures, words, numbers or sexual innuendos.
- Students must not have graffiti or gang related symbols including gang nicknames, drawings, or lettering on notebooks, backpacks, or assignments. No shaved or notched eyebrows.
- Students are not to bring permanent markers to school

*** The administration reserves the right to make the final decision in regard to appropriate and inappropriate dress as well as what is considered distracting to the learning environment.

Consequences:
We will take a “zero tolerance” approach and students who are out of compliance will not be allowed to attend class and must correct the violation or be sent home to change. Students/parents will be required to sign a dress code contract that will list further consequences for reoccurring violations.

For items under #8, the item will be confiscated and turned in to the main office. All confiscated items will be returned to a guardian only. Excessive confiscations (more than three) the item will not be returned to the student or guardian.

THE DRESS CODE CAN BE AMENDED AT ANY TIME WHEN DEEMED NECESSARY BY THE SCHOOL ADMINISTRATION. *(QAM Instruction INS-A025 establishes that schools may individually expand dress code guidelines.)*

Cell Phone Policy
This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and wellbeing of students and staff.

*This policy also applies to tablets, iPods, iPads, MP3 players, personal laptop computers, etc

Policy Expectations:
- Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:
  - Before school until the beginning of the school day (7:23AM tardy tone).
  - During a student’s lunch period.
  - After school as signaled by the 2:20PM tone ending the last class period.
  - Personal electronic devices are not to be used in areas of the school campus that are designated as “Instructional Zones.” Instructional Zones include all buildings (classrooms, hallways, media center, administration offices, College and Career Center, gymnasiums, restrooms and locker rooms) except the cafeteria. Cell phones should be preferably powered off, on silent or airplane mode, whenever a student is in an Instructional Zone.
  - Personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, social media (SnapChat, Instagram and Facebook etc, included but not limited to only these apps) and taking or distributing unauthorized or inappropriate photographs or recordings of other people.
  - Personal electronic devices may not be used to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication.
  - Personal electronic devices may not be used for any activity prohibited by the Sprague/SKSD Code of Conduct, to circumvent SKSD/Sprague network security or for any unauthorized access to or inappropriate use of the SKSD/Sprague
computer network.

- Sprague/SKSD will not be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student’s personal electronic device brought onto Sprague property.

- However, school personnel will have the authority to make exceptions to allow students to use personal electronic devices for instructional purposes within the confines of a classroom.

- If a student is found to be in violation of the Cell Phone Policy, the personal electronic device (cell phone, etc.) will be confiscated by school personnel.

- Refusal by a student to surrender the device will result in additional consequences.

CONSEQUENCES FOR NOT FOLLOWING POLICY EXPECTATIONS
(Staff Managed)

- **Level 1:** If a student is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel (teacher) to surrender the device. If he/she does so, and it is the first offense, the incident will be documented and the staff member delivers device to the administration office. The device will be returned to the student following the last period (2:20PM) or when checking out for the school day. Teacher will notify parent/guardian.

- **Level 2:** If it is the second offense, there will be documentation and the device will be kept by the school until the parent/guardian comes to pick up the device following the last period (2:20PM). Office Staff will notify parent/guardian.

- **Level 3:** If it is the third (or more) offense, there will be documentation, consequences for insubordination (as per guidelines of the Sprague Student Handbook) and the device will be kept by the school until the parent/guardian comes to pick up the device following the last period (2:20PM). Office Staff will notify parent/guardian.

REFUSAL TO SURRENDER PERSONAL ELECTRONIC DEVICE PROCEDURE
(Office Managed)

- **Level 1:** Insubordination. If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office for immediate consequences in accordance with the Sprague Student Handbook. Administration will notify parent/guardian.

- **Level 2:** Insubordination. If the student refuses to surrender the device to an administrator, an attempt will be made to contact a parent to obtain assistance supporting the student to surrender the device. If the student does so, the device will be returned to a parent. The administrator will assign immediate and/or future consequences in accordance with the Sprague Student Handbook.
**Internet Use Policy**

**Attention parents**—the Salem-Keizer School District has changed its policy regarding students using the internet. You must now submit a form to the school if you DO NOT want your child using the internet while at school. Please note: it is up to the parent to make sure this exclusion from Internet use is followed. Forms for the exclusion of school Internet use are available at each school office. If no form is submitted, staff will assume it is okay for your child to use the internet while at school. Just as a reminder, school computers do have safety filters against inappropriate web sites for children, and our staff members monitor all Internet use at school. **Students on inappropriate sites will lose the privilege of using the internet.** If you have any questions about this change in Internet Use policy, please call our school.

**Animals on Campus**

Pets & animals may not be brought on campus, including after school events. All animals must be preapproved by administration.

**Parking Permits**

Sprague High School has limited parking for students who drive automobiles to campus during the school day. The following rules will be in effect for the 2017-2018 school year.

Parking is on a first come-first serve basis, in designated student areas only. A permit does not guarantee a parking space and parking on the Sprague campus is a PRIVILEGE. Students must remain in good academic standing, have 80% or better attendance and follow school rules, or risk having their parking privileges revoked.

**The following rules will be in effect for the 2017-2018 school year.**

**Requirements:**
1. Pay the non-refundable $20 permit fee.
2. Pay all past-due school fees.
3. Complete the Sprague Vehicle Registration Form.
4. Present, along with your completed Registration Form, the following 3 items—your valid Oregon Driver’s License, your current vehicle insurance card, and your valid vehicle registration.

**Regulations of a Sprague Student Parking Permit:**

1. Your parking permit must be hung on your rear view mirror.
2. You may park ONLY in student parking spaces in the first and second West lots, and last row in the North lot (back), designated by no writing in the space or a sign in front.
3. You may NOT park in reserved spaces, as listed next, from 6:30am-3:30pm., Monday-Friday;
   a. Staff parking spaces, designated by a white number
   b. Visitor spaces, designated by white ‘Visitor’ (students are never visitors!)
   c. Student Drop-off spaces — designated by ‘Driver Remains at Wheel’ sign.
4. You may NOT park in designated areas, as listed, AT ANY TIME:
   a. Red Curb Fire Lane Zones (against the law; may result in a ticket or vehicle tow)
   b. White Curb or marked/striped Zones
   c. Yellow Curb Zones or Loading Zones
   d. Blue Curb Handicapped Spaces (may result in a ticket)
   e. Salem Police Space (may result in a ticket)
   f. “SPRAGUE” Spaces, designated by a yellow letter
   g. “OLYS” Spaces, designated by an orange letter

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Sprague Leadership:

**THE SPARK THAT IGNITES THE TORCH!**
5. You may NOT park unsafely or in traffic obstructing areas, as listed next, AT ANY TIME:
   a. Stairwells, Crosswalks, Walkways, Pathways, or Grass areas
   b. Corners or Curves of Walkways or Parking areas
   c. Double-park or park in 2 parking spaces
6. You must obey all City Traffic Laws, especially the posted speed limit of 15 MPH, no passing other vehicles and follow the traffic direction in the parking lots.

Violations of a Sprague Student Parking Permit:
If you do not follow each/all of the regulations, as listed in the previous sections, you will be issued a $15.00 fine for each violation. You may also be referred to Sprague administration for disciplinary consequences which can include revocation of your parking permit; and/or, to the Salem Police Department, which can include a City of Salem citation. Continued parking, once your permit has been revoked, will result in serious disciplinary action, including the vehicle being towed.

STUDENT ACTIVITIES

All student experiences provided by a high school may be recognized as part of the total curriculum program. Therefore, activities provided at Sprague are an integral part of today’s comprehensive high school program.

A balanced activities program provides opportunities that enhance and enrich the lives of students. The Sprague High School Philosophy Statement in part reads that our school should help students develop compatibility and self-discipline. A carefully planned activities program encourages students to discover and achieve these goals.

Sprague High School Activities Program
This program is designed to help students:
1. Provide healthful experiences for the use of leisure time.
2. Develop school pride, school spirit, and school unity.
3. Respond to the diverse needs and interests of students.
4. Improve self-concept.
5. Improve school/community relations.

Benefits of Activities
Activities support the academic mission of schools. They are an extension of a quality educational program. Students who participate in activities tend to have higher grade point averages (GPAs), better attendance records, lower drop-out rates, and fewer discipline problems.

Activities provide valuable experiences through communication and organization. It is the aim of the activities program to promote self-discipline, confidence and develop skills in handling challenging situations; qualities that they can use to become responsible adults and productive citizens.

Activities
A variety of activities are available to Sprague students. Some clubs and groups are connected to curricular offerings, but most are open to any student. The purchase of the ASB card for those participating in activities/clubs helps generate funds to support these events.

Activities/Eligibility
Students participating in activities sanctioned by Oregon School Activities Association (OSAA) must meet academic eligibility requirements. OSAA governs high school athletics and activities in our state.

The student must maintain a 2.0 GPA on each progress report during the semester in which they are participating and meet OSAA’s academic eligibility which require that the student:

• Has passed a minimum of five (5) classes the semester immediately prior to participation.
• Is making satisfactory progress toward graduation.
• Is enrolled in and passing a minimum of five (5) classes during the semester in which they are participating.
• Has all fees and fines paid prior to participating in the activity.
Student Council
The Student Council is the legislative and supervisory body of the Associated Student Body. At Sprague High School, Student Council is known as the Governing Board. It is composed of elected and appointed officers and the Activities Director as designated by the school constitution. The Governing Board meets regularly as a part of the Leadership class to conduct all business and finances for the Associated Student Body and plans all extracurricular activities.

ID Cards and ASB Cards
All students will be issued an Identification Card. **THIS CARD MUST BE CARRIED AT ALL TIMES AND USED FOR IDENTIFICATION AT SCHOOL AND FOR ALL SCHOOL ACTIVITIES.** Failure to carry your card at all times may result in disciplinary action. Identification cards are required for admission to all school dances. Sprague ID cards are made during the beginning of the school year. A $3.00 fee will be charged for replacement of any lost or stolen ID card. Replacement ID cards can be obtained before school, during lunch and after school Monday-Friday in the attendance office.

An ASB logo (which will be printed on your ID card) can be purchased for $40.00. This entitles the holder to a free admission to all home and away athletic events (except play-offs). It also provides active membership in the Associated Student Body and discounts for all school activities. The ASB will save a student approximately $200.00, if not more, at athletic events and activities.

ASB/Governing Board Elections
Election days are held in the spring and will be announced in the daily announcements. Students running for office must meet district eligibility standards. If you missed the current election period and want to help, there are plenty of opportunities to volunteer. Please see Mr. Schueller for more details.

Sprague Leadership and Associated Student Body (ASB)
2017-2018 SCHOOL YEAR
ASB President ...................... Zach Matot
ASB Vice President ............ Caleb Lounsbury
ASB Secretary ..................... Dana Nunez
ASB Sports Commissioner, . . McKell McCuistion
ASB Fine Arts Comm ............ Saffron Cooper
ASB Inter-Club Comm .......... Makayla Weeber
ASB Treasurer ..................... Hayden Cole
ASB Spirit Commissioners .... Macie Frith, Gabe Garcia, and Daniel Garcia
ASB Oly Nation Comm ......... Cuylie Johnson
ASB Marketing Comm ........... Taylor Savage
ASB Technology Commissioner .... ???
ASB Outreach Comm ............ Becky Adams and Ellie (Christian) Deletetto
Oly Pageant Coordinators ...... Natalia Perez and Deepak Ilango
House of Representative Comm . Samantha (Sam) Fretwell

Sprague Class Officers for 2017-2018 School Year

**Senior Class Officers**
Senior President ............... Usach Nelson
Senior Vice President .......... Angie Eter
Senior Secretary/Treasurer ... Abby Thompson

**Junior Class Officers**
Junior President ............... Macey Smith
Junior Vice President .......... Savannah Joye
Junior Secretary/Treasurer ... Montanna West

**Sophomore Class Officers**
Sophomore President .......... Hannah Li
Sophomore Vice-President ...... Victoria Eller
Sophomore Secretary/Treasurer . Genevieve Hughes

**Freshman Class Officers and Delegates**
Are you interested in being part of Sprague Leadership and making a difference? There will be information to help you complete the process the first week of school. You will be required to take Leadership class as an elective, be prepared to participate in planning and setting up for dances, spirit weeks, and pep assemblies after school, and attend athletic, theatre, and music performances throughout the year to support your peers.

This is a great way to get involved and make a difference at Sprague. Please visit Mr. Schueller in room 142 to get more information.

**School Clubs**
Sprague has a student organization for every interest. Each club offers opportunities for leadership,
planning, and means of developing pride in one’s accomplishments. New clubs must be approved by the Student Council. We are hoping to expand our club offerings. If you are interested in starting a club, please see Mr. Schueller to pick up a Charter Application.

**All clubs must meet the following requirements:**
- All clubs must be open to all members of the student body.
- Each club must have a constitution approved by the Student Council.
- All clubs finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.
- All clubs must have a faculty advisor who will assume responsibility for the club.
- All club meetings and activities will be held during the school day unless special arrangements are approved by the administration.

**MASTER CLUB/ORGANIZATION LIST**

<table>
<thead>
<tr>
<th>Club</th>
<th>Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL Club</td>
<td>Laurie Hatfield</td>
</tr>
<tr>
<td>Auto Club</td>
<td>Doug Livermore</td>
</tr>
<tr>
<td>CAD Club</td>
<td>Bryan Hatzenbihler</td>
</tr>
<tr>
<td>Chain Reaction</td>
<td>Gayle Boaz</td>
</tr>
<tr>
<td>Colorguard</td>
<td>Jennifer Freeman</td>
</tr>
<tr>
<td>Computer Club</td>
<td>Phil Rodin</td>
</tr>
<tr>
<td>DECA</td>
<td>Bobby Schueller</td>
</tr>
<tr>
<td>Theater Club</td>
<td>Tara Lee</td>
</tr>
<tr>
<td>Dungeon &amp; Dragons Club</td>
<td>Graham Dey</td>
</tr>
<tr>
<td>Environmental Club</td>
<td>Graham Dey</td>
</tr>
<tr>
<td>French Club</td>
<td>Cara Downs</td>
</tr>
<tr>
<td>French National Honor Society</td>
<td>Cara Downs</td>
</tr>
<tr>
<td>Frisbee Club</td>
<td>Jeremy Wanak</td>
</tr>
<tr>
<td>Garden Club</td>
<td>Graham Dey</td>
</tr>
<tr>
<td>Gay Straight Alliance</td>
<td>Laurie Hatfield</td>
</tr>
<tr>
<td>Health Club</td>
<td>Amy West</td>
</tr>
<tr>
<td>Manga Club</td>
<td>Lisa Hardey</td>
</tr>
<tr>
<td>Mock Trial</td>
<td>Chris Carnahan</td>
</tr>
<tr>
<td>National Forensic League</td>
<td>Michael Curry</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Sheri Burleson</td>
</tr>
<tr>
<td>Spanish Club</td>
<td>Cheri Lentz</td>
</tr>
<tr>
<td>Spanish National Honor Society</td>
<td>Cheri Lentz</td>
</tr>
<tr>
<td>Student Ambassadors</td>
<td>Gretchen Wunderlicht</td>
</tr>
<tr>
<td>Youth Legislature Club</td>
<td>Philip Nickel &amp; Bobby Schueller</td>
</tr>
</tbody>
</table>

Visit the website at olyathletics.com

Salem-Keizer Public Schools fund the following athletic programs: football, cross-country, soccer, volleyball, cheerleading, dance, wrestling, swimming, basketball, tennis, track and field, baseball and softball. Golf was cut from the budget a number of years ago, but has continued to be funded by the SAY Golf program.

All of these sports are sanctioned by the OSAA, Oregon School Activities Association, which governs high school athletics and activities in our state.

Participation in these programs requires meeting state, district, and school standards, as outlined in the Athletic Handbook. The district and school accounting system monitor funds for these programs. When coaches or parents fundraise for them, they are deposited into an ASB club account. Expenditures require advisor and administrative approval.

**Community Sports**

A community sponsored club sport may, on an annual basis, request the use of a school name through an application process. While Sprague High School offers athletics sanctioned by the OSAA, community sports are not affiliated with the Sprague High School Athletic Program.

The principal retains the right to approve, deny, or revoke the use of the school name at any time. These programs are independent from and receive no funding, in-kind services, or supervision from the Salem-Keizer Public Schools. Schools cannot release information regarding student grades, attendance records, or other personally identifiable information.

Parents must release this type of information directly to the club.

*(District Policies & Rules: IGDB/IGDB-R)*

**Athletics/Eligibility**

Athletics play a large role in the student life at Sprague High School.

The High School Student-Athlete Agreement Statement is in effect from the first day an athlete begins participation in a high school sport and continues throughout the remainder of the school year and all subsequent years of the student athlete’s
attendance in the Salem-Keizer School District. It is in effect twenty-four (24) hours a day. Before participating in a sport, the student athlete and his/her parents or guardian are required to sign the athletic policy.

To be able to participate in a sport, the student must maintain a 2.0 GPA on each progress report during the semester in which they are participating and meet OSAA’s academic eligibility which require that the student athlete:

• Has passed minimum of five (5) classes the semester immediately prior to participation.
• Is making satisfactory progress toward graduation.
• Is enrolled in and passing minimum of five (5) classes during the semester in which they are participating.
• In addition, all fees and fines must be paid prior to starting an athletic season.

**Athletic Attendance Requirements**

Athletes shall be in school the entire day of an interscholastic activity or practice session if they intend to participate in that day’s event. **Exceptions will be handled by the coach and/or the athletic director.**

**Physical Examinations**

State law requires students in grades 7-12 participating in school athletics to get a physical every two years. Students participating in a preseason activity connected to school-sponsored athletics should get a physical during the summer if they have not had one in the last two years. Students who have a valid doctor’s note for physicals taken in the last two years do not have to get another one to participate in fall sports. Should a physical expire during a season, the athlete must renew his/her physical prior to the start of that season.

Please stop by the Athletic Office to pick up your physical examination form before you visit your doctor. For further clarification, please contact the Athletic Department.

**Athletic Teams**

<table>
<thead>
<tr>
<th>SEASON</th>
<th>TEAM</th>
<th>HEAD COACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>Cross Country</td>
<td>Tom Jimenez</td>
</tr>
<tr>
<td></td>
<td>Football</td>
<td>Jay Minyard</td>
</tr>
<tr>
<td></td>
<td>Soccer, Boys</td>
<td>Shawn Barnes</td>
</tr>
<tr>
<td></td>
<td>Soccer, Girls</td>
<td>Kevin Plechl</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
<td>Anne Olsen</td>
</tr>
<tr>
<td>WINTER</td>
<td>Basketball, Boys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Basketball, Girls</td>
<td>Casey Williams</td>
</tr>
<tr>
<td></td>
<td>Dance Team</td>
<td>Vernita Reyna</td>
</tr>
<tr>
<td></td>
<td>Swimming</td>
<td>Robert Harrison</td>
</tr>
<tr>
<td></td>
<td>Wrestling</td>
<td>Nolan Harris</td>
</tr>
<tr>
<td></td>
<td>Cheerleading</td>
<td>Katrina Schmitz</td>
</tr>
<tr>
<td>SPRING</td>
<td>Baseball</td>
<td>Luke Buchheit</td>
</tr>
<tr>
<td></td>
<td>Golf, Boys</td>
<td>Pete Potloff</td>
</tr>
<tr>
<td></td>
<td>Golf, Girls</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Softball</td>
<td>Rachelle Knuth</td>
</tr>
<tr>
<td></td>
<td>Tennis, Boys</td>
<td>Uriah Jones</td>
</tr>
<tr>
<td></td>
<td>Tennis, Girls</td>
<td>Jennifer Schmelling</td>
</tr>
<tr>
<td></td>
<td>Track</td>
<td>Brent Charles</td>
</tr>
</tbody>
</table>

**Educational Options**

Sprague High School is fully committed to a program of educational excellence. Specialized courses exist in all areas of the curriculum. College-level or advanced placement courses are offered in English, mathematics, business, social studies, science, health services, computer science, visual and fine arts, and world languages. Advanced technical training is offered in child care, drafting/CAD technology, marketing, and graphics/design production. Special services and classes are available to handicapped and special education students. For specific descriptions and information regarding course offerings, please see the High School Registration Bulletin.
Sprague Academic Letter
To qualify for a Sprague Academic Letter, students must accomplish the following:

1. Be currently enrolled at Sprague High School.
2. Have completed at least 7 semesters of high school and be on track for graduation.
3. Have completed at least 1 semester at Sprague High School.
4. Have a cumulative grade point average of at least 3.5.

Academic letter recipients are identified and presented with their letters in the spring of each school year.

Add/Drop Policy
Classes that are dropped after the third week of the semester may be reflected on the student’s transcript as an “F” grade. Therefore it is crucial that students maintain good attendance, turn in daily homework, and conference with counselors and teachers at the first sign of difficulty.

Changes-Program or Class Schedule
All schedule changes are handled through the College & Career Center. Schedule changes are disruptive to a student's learning process. After enrollment in a class, the only changes that will be made are:

- improper level placement
- incomplete schedule
- duplicate course

Colleges and Universities
Success in college relates directly to careful planning while at Sprague. You are encouraged to work closely with your counselors in planning an academic program that will best prepare you for your college experience.

Admission policies vary from campus to campus, so it is important for you to understand the entrance requirements at each college or university long before you apply. Meeting the minimum qualifications for admission does not guarantee that you will be admitted to your first choice college. Therefore, always protect yourself with alternate choices.

The following 12 units of college preparatory work must be completed in high school to meet minimum admission requirements to the Oregon public four-year colleges and universities.

a. **English (4 years).** Shall include the study of English language, literature, speaking and listening, and writing, with emphasis on and frequent practice in writing expository prose during all four years.

b. **Mathematics (3 years).** One unit is highly recommended in the senior year. Algebra II and above taken prior to the ninth grade are accepted.

c. **Science (3 years).** Shall include one year each in two fields of college preparatory science, such as biology, chemistry, physics, or earth and physical science; one recommended as laboratory science. Three years are recommended.

d. **Social Studies (3 years).** Refer to specific high school graduation requirements.

e. **World Language (2 years).** General admission requirements include a minimum of two years of the same world language. The Oregon Public Universities System currently considers the study of American Sign Language as meeting this entrance requirement.

Study at Oregon's colleges and universities is demanding, and your high school grade point average (HSGPA) will be a good indication of your ability to handle college-level work. Check with the colleges for individual requirements.

There are alternatives to meeting the GPA requirements at each campus. These may include SAT or ACT scores, predicted college GPAs and summer session work. Your counselor or the campus admissions office can give you the details.

Report Cards
The school year is divided into two 18-week semesters. The semester progress reports will be given at the 6-week period and at the end of the 12-week period. Semester report cards will be given at the end of each week grading period. Only semester grades carry academic credit and are recorded on the student’s permanent record. Progress reports and semester grades will be issued approximately 10 days after the end of each period. Please refer to the school calendar for ending dates.
Grading Policy
A letter grade of A, B, C, D indicates the level of achievement.

An INC (Incomplete) indicates that the student has not completed the required course work by the end of the grading period, as a result of illness or emergency. This is a temporary grade. All required work must be made up within 30 school days. Otherwise the incompletes are changed to failing grades.

A grade of “F” or “NP” indicates that the student’s work was not performed to a level deserving of credit. The grade of “F” is averaged into the student’s cumulative grade point average.

A grade of “P” (pass) is available in a few pre-specified courses. The system is used in selected courses where it is believed the student performed to a level that deserves credit. A grade of “P” (pass) does not impact a student’s grade point average.

Homework
The purpose of homework is to enrich the school experience of the student by fostering initiative and the ability to learn independently for the present and future. Further, it enriches and extends classroom instruction by providing additional practice and application. Students and parents should expect homework from most Sprague High classes. In their written class syllabus, individual teachers will describe their policy on the amount and frequency of homework and how it will be assessed and recorded. Parents and students can also expect homework to be evaluated and returned in a reasonable amount of time. Questions regarding homework should be directed to the student’s teacher.

Honor Society Qualifications
National Honor Society members are selected and inducted at the end of their junior year. Seniors who meet the qualifications for the first time during their senior year will be inducted before graduation.

To qualify, the following requirements must be met:
• The student must have earned a cumulative grade point average of 3.5 or better after five semesters of high school.
• The student must have earned enough credits to be on track for graduation.
• At least 75% of credits must be in academic areas based on the National Collegiate Athletic Association (NCAA) approved list as provided by the District. Health and Consumer Economics credits are also included. Since NHS recognition is for accomplishments in high school, academic credits earned in middle school do not count toward the 75% minimum.
• The student is required to have a minimum of 13 credits from the NCAA list after 5 semesters, 15.5 credits after 6 semesters, and 18 credits after 7 semesters of high school.
• The student must have demonstrated responsibilities as outlined by the student responsibility guide which include:
  a) respecting the rights of others,
  b) attending all classes each day on time,
  c) making reasonable effort to learn,
  d) following reasonable instruction of teachers,
  e) complying with the rules of the District and school, and
  f) conducting themselves in a manner that will not bring discredit upon themselves or other members of the school.
• Transfer students who are seniors and have been inducted into National Honor Society at their former school will be welcomed into Sprague’s Chapter.

Minimum Course Requirement
• All freshmen and sophomores are required to be in attendance at school for a full schedule, 8 classes (4 periods each day.) Early release or late arrival periods are not allowed.
• Juniors are required to enroll in a minimum of 7 classes. Seniors must enroll in a minimum of 5. Students taking college courses off campus will be granted a release period for those courses which will be counted toward the minimum course requirement. General release periods, however, will not count toward the minimum. In certain situations a maximum of two Work Experience periods may be allowed.

Special Education Case Managers
Freshmen - TBD
Sophomores - Robert Terns
Juniors - Laura Nevel
Seniors - Ryan Warren
Student Transfers, ERC and SST - Paul Massee
Graduation
Participation in the graduation ceremony is a privilege determined by a student in good standing earning a compilation of 24 required and elective credits to earn a Sprague High School diploma and meeting all testing and career related learning standards and requirements.

Only students who have completely met these requirements and paid all fines and fees will be allowed to participate in graduation ceremonies.

Early Graduation
Students who have met all requirements for graduation prior to the end of their senior year may apply for early graduation after the 1st semester grades are final. Applications may be obtained by scheduling an appointment with your counselor. Early graduation applications are due 9 weeks before the end of the term. Any applications turned in after that may be declined.

COLLEGE & CAREER CENTER

Services
The College & Career Center at Sprague High School serves as a resource center for students, staff, and parents. Students and parents are encouraged to visit the web page on the Sprague website for course and career planning, scholarship information and other resources. Sprague provides a comprehensive guidance and counseling program that assists each student in acquiring the knowledge, skills, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners. As an integral part of its educational program, Sprague delivers guidance curriculum, individual education planning and services responsive to individual needs. The guidance curriculum also includes career planning, decision-making, identification of special needs, monitoring students’ academic progress, attendance, and post-high school planning. We invite parents and guardians to be involved in these processes. All students are assigned a counselor based on the first letters of their last name and grade levels:

Counselors:
- Heather Hogner: A-D
- Julie Crandall: E-K
- Christina Lilly: L-Ri
- Eric Sturgis: Ro-Z

Counselors are available to assist students with personal and/or family concerns.

Students wishing to see a counselor should make an appointment directly in the counseling department located in the College & Career Center or by emailing their counselor directly. In the event of an emergency or crisis, services will be provided to the student immediately.

STUDENT SERVICES

In-District Transfer
Students on In-District Transfers are required to maintain passing grades, have minimal absences and discipline referrals. Violation of any of these three areas will result in the student being placed on probationary status. Further failure to adhere to these standards will result in revocation of the In-District Transfer. Student involvement in severe discipline cases (drugs, fights, etc.) will result in automatic revocation. Students who are on an In-District Transfer for enrollment to a specific program must maintain enrollment in that program each year to maintain their In-District Transfer.

Planning Post High School Education
Students intending to enroll in a post high school education program must plan carefully to assure entrance requirements are met and completed prior to established deadlines. Your counselor has more detailed information.

Transcripts
Transcripts are free of charge; unofficial transcripts are available online.

Student Records
Annual notification to parents:
Parents and students 18 years and older have the following rights regarding student records:

- Inspect and review the education records of the student
- Request amendment to education records
- Consent to disclose personally identifiable information contained in student education records, except to the extent that this procedure authorizes disclosure without consent
- File a complaint with the U.S. Department of Education if the District has failed to comply with the Family Educational Rights and Privacy Act (FERPA).

These rights are detailed in Salem-Keizer policies and procedures, which can be found on the district website, in each school office or in the Office of the Superintendent.

In accordance with Federal Guidelines and Oregon Law, the following procedures concerning Student Records are in effect in Salem-Keizer Public Schools.

1. This is to inform parents, guardians, or students who are 18 years of age or attending an institution of post-secondary education that upon notice from another school district in which a student has enrolled, all of the student’s educational records will be forwarded. At any reasonable time a parent or guardian may inspect his/her child’s student records.

2. Should a parent, guardian, or eligible student request amendment of education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of a student’s privacy or other rights, a hearing may be scheduled with forty-five (45) days of receiving such a request. The building principal will inform the requesting person of specific procedures. A copy of any portion of a student’s education records is available to parents at the cost of reproduction.

3. The following kinds of personally identifiable information will be defined as directory information and may be available for release by each school of District 24J: Student’s name, address, telephone number, photo, audio visual, date and place of birth, major field of study, participation in district activities, weight and height of athletic team members, dates of attendance in district schools, diplomas granted, awards received, and the most recent previous education agency of institution attended by the student.

4. A parent, guardian, or a student who is 18 years of age has the right to refuse to permit the designation of any or all of the above designated categories of personally identifiable information. The parent or guardian of the student or the eligible student must inform the school of the school district in writing that such personally identifiable information is not to be designated as directory information or disclosed, except to the extent that school district policy authorizes disclosure without consent. Such notice is to be delivered to the school district within thirty (30) days from the date of the student’s school registration for the current school year.


6. A person may obtain a copy of District Code of Policy and Rules, section JR at each school location, from the Office of the Superintendent of Schools, and from the district’s web page, www.salkeiz.k12.or.us.

7. Salem-Keizer Public Schools requires all official documents, files, and records to reflect the student’s legal last name. Please contact the school’s registrar if you have any questions.

Student records, except for the transcript and permanent record, are destroyed at age 25. Special education records are destroyed at age 27.

**Monitoring Student Academic Progress**

The academic success of students is a primary goal of Sprague High School and as such, special assistance is available to those students experiencing a lack of success. Special forms are available to parents wishing to monitor the weekly progress of
their student. These forms are available to download from the Sprague Guidance web page.

**Synergy Student Information System**

Synergy ParentVUE is a tool to help families stay informed about their student’s progress. This tool can be used to access your student’s grades, attendance information, and also to communicate with teachers. Students will have access to the same information using Synergy StudentVUE.

**How do I get my ParentVUE login information?**

ParentVUE accounts should remain the same from year to year. Please visit the Sprague office for an activation key.

**I am a student. How do I login to StudentVUE?**

StudentVUE is available to students in Grades 6 and above. Students can login to StudentVUE using their regular Salem-Keizer username and password. If you do not know your Salem-Keizer username and password, please contact your school office or teacher after school begins. Students will not be able to view or access their final schedules until late August.

**How do I login to the ParentVUE/StudentVUE mobile app?**

To login to the free ParentVUE/StudentVUE mobile app, download the ParentVUE application if you a parent or the StudentVUE application if you are a student. When prompted to enter the district URL, which will be posted here in mid-August. Then login with your username and password.

**I forgot my password. How do I reset my password?**

Parents have the ability to reset their own passwords. If you have forgotten your password, follow the below steps:

1. Click on the Login to ParentVUE/StudentVUE link on the top of this page
2. Click I am a parent >>
3. Under the username and password field, click on Forget your password? Click here.
4. Enter the email address you used to activate your account and click Send Email to be emailed your login information.
5. Students can work with their teachers, after the start of school, if they need their passwords reset.

**My account has been disabled. How do I re-enable my account?**

For security reasons, ParentVUE accounts are disabled if a password is entered incorrectly more than three times. To re-enable your account, please contact your student’s school.

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### IMMUNIZATION REQUIREMENTS BY GRADE LEVEL

Students must be “IN COMPLIANCE” by Exclusion Day, February 21, 2018.

<table>
<thead>
<tr>
<th>STUDENT ENTERING GRADE</th>
<th>Additional Requirements</th>
<th>HEP A Series</th>
<th>TDAP (1 Dose)</th>
<th>DT Series</th>
<th>POLIO Series</th>
<th>MMR Series</th>
<th>VARICELLA Series</th>
<th>HEP B Series</th>
<th>HBOC B Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
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</table>
| HEP A MMR VARICELLA    | Dose 1 must be received at/after 12 months of age. Doses received before 12 months of age are considered invalid.  
La primera dosis debe recibirse a/los 12 meses de edad o después. Las dosis recibidas antes de los 12 meses de edad se consideran inválidas. |
| VARICELLA              | OR history of chickenpox disease. Students 13 years of age will require 2 doses of Varicella IF dose 1 is received at/after age 13.  
O historial de la enfermedad de varicela. Los estudiantes de 13 años pueden necesitar 2 dosis de varicela. |
| HBOC                   | Is required for children up to age 5 years (2 – 59 months).  
Se requiere para niños menores de 5 años. |
Can I use the same login for all my kids at Salem-Keizer Public Schools?
Yes. Your ParentVUE login gives you access to information on all your kids enrolled at Salem-Keizer Public Schools. If you are not seeing one or more kid with your login, it can be an indication of a duplicate record for you in the system. Please contact your student’s school (the student you are unable to see in ParentVUE) to fix this issue.

What does the Report Card module show?
The report card module shows a student’s final grade. This is not a replacement for mailed-home report cards.

Special Education – Unilateral Parental Placement into A Private School
Parents are required to notify their home 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 FAPE, that they will be making a unilateral placement and that they will be seeking public funding for their placement.

Every Student Succeeds Act (ESSA) – Important Information for Parents
December 2015, the federal government signed into law the Every Student Succeeds Act (ESSA), which replaces No Child Left Behind (NCLB) and affords states greater flexibility in working to improve teaching, learning, and student achievement.

ESSA establishes a framework for preparing Oregon’s students for life beyond K-12, whether that is attending college or pursuing a career. A prepared graduate should have the knowledge and skills necessary to succeed in college, technical, or trade schools, or enter directly into the workplace without having to take remedial or developmental courses. Additionally, graduates should be able to apply their knowledge and skills to real-world situations. The Federal law acts as newly-obtained leverage to improve the educational landscape in Oregon and reflects many of our state’s educational priorities including:

- Ensuring students graduate high school ready for college and the workplace
- Reducing gaps among student groups in achievement, opportunity, and graduation
- Supporting and improving struggling schools
- Expanding access to high-quality early learning opportunities for our youngest learners
- Keeping the focus on high-quality classroom instruction through professional development and meaningful feedback for educators

The adoption of the Every Student Succeeds Act establishes a transition from the federally-established “Highly Qualified Teachers” (HQT) and educator evaluation requirements to state-directed licensure and evaluation requirements. Oregon remains committed to ensuring that students are served by qualified and effective teachers through:

- State licensure requirements established and monitored by the Teacher Standards and Practices Commission (TSPC)
- Statewide evaluation requirements for teachers and administrators established by Senate Bill 290 and Oregon Administrative Rule.

The Oregon Department of Education will work with lawmakers, stakeholders, and community members during 2016-17 to refine policies and guidance related to ESSA.

Health Insurance Portability and Accountability Act (HIPAA) Disclosure
Salem-Keizer Public Schools may be required by law to disclose protected health information regarding students.

We may disclose your student’s protected health information to state and federal agencies who regulate us as required by law. For example: Oregon Department of Education, Oregon Department of Human Services, Oregon Medical Assistance Programs, United States Department of Education under the Individuals with Disabilities Education Act also known as IDEA.

Health Services
Students must have emergency information on file in the Attendance Office in case of accidents. Parents will be notified of accidents and are responsible for transporting students except in cases of emergency.
First Aid and Illness
Students in need of first aid will be attended by staff members who are trained in accordance with American Heart Association Certification Standards. Additional emergency assistance may be provided by nurses working for the Salem-Keizer School District and/or emergency medical technicians.

Immunizations
All public school students must meet the requirements of the Oregon Immunization Law. Under the direction of the county health office, non-compliant students will be excluded from school. See chart below.

HEALTH INFORMATION
Salem-Keizer School District maintains a computerized health alert system. A health alert flags a health condition, which may affect a child during the school day.

HEALTH ALERT
Salem-Keizer School District recommends that parents complete a Pupil Medical Record for students:
• When the parent marks “YES” for Health Condition on the registration form.
• When the student’s health status changes.
• When the student is taking medication at school.
A school health nurse will review and code the form for entry into the health alert system. The nurse will contact the parent if the student needs an individualized health management plan.
Parents/students may obtain a health management plan from the school. Contact School Health Services (503-399-3101) to request changes to the health management plan.
Parents need to complete a new medical form (SS60) when a student’s health status changes. Students are encouraged to have a physical and dental examination prior to entering high school.

ASTHMA
Asthma is the leading serious chronic illness among students in Oregon. All students who are identified as having asthma must have an Asthma Treatment Plan (Form SS38) completed. This plan identifies the student’s asthma triggers and signs and symptoms of an asthma episode.
It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the parent completes the blue medication administration card for inhaler use or when the student’s asthma severity changes.

SEVERE ALLERGIES
A student who has a severe allergy may have the emergency medication epinephrine prescribed for use in the event of an exposure. All students with epinephrine prescribed must have a Severe Allergic Reaction Emergency Plan (Form SS44) completed. This plan identifies the substance for which a student is allergic and the symptoms they may experience. It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the student completes the blue medication administration card for administration of epinephrine.

District Procedure for Medication Administration in School
Parents are encouraged to administer medication to their students before and/or after school hours. Prescription and non-prescription medications may be given at school only by trained staff. Parents are responsible for bringing the medication to the school office and completing the Daily Medication Administration Record form.
Medication will not be administered unless accompanied by written parental consent and appropriate instructions (see specific criteria listed below). Verbal requests to change medication amounts, frequency, or administration times cannot be accepted.

Prescription Medications:
• Requires written instruction from a physician; a prescription label meets this requirement. Any changes in instructions (e.g. dosage or frequency) must also be per a physician’s written order.
• Requires written consent and instruction from a parent/guardian.
• The medication must be in the original pharmacy container.
• Medications may only be given as ordered by the physician on the prescription container. They cannot be dispensed at alternate times to accommodate early releases from school and/or
classes. They may be given within the 30 minute “window” before or after the prescribed time. The school may not give the student medication not normally dispensed during school hours because the dose was missed at home.

- Verbal physician orders can only be taken by a licensed nurse.

**Student Self Medication**

Students who are developmentally and/or behaviorally able, may be allowed to self-administer prescription and non-prescription medication if a self-medication agreement form has been completed, and signed by physician, parent/guardian, and school administrators and is on file at the school.

**Non-Prescription Medications:**

Limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician.

- Requires written parent/guardian permission that includes the following:
  - Student Name
  - Name of medication
  - Dosage (per manufacturer’s recommendation)
  - Frequency of administration
  - Other special instruction (e.g. purpose for medication symptom specific)
  - Signature of parent/guardian
  - Must be commercially prepared
  - Non-alcohol based
  - Necessary for student to remain in school
  - Must be in the original container with the manufacturer’s recommended dosage schedule included.
  - The school may only administer medications following the manufacturer’s recommendations.

**STUDENT POLICIES AND PROCEDURES**

**Discipline Policy**

Sprague High School has a tradition of young people who behave in an exemplary manner. The upcoming school year will only add to the continuing tradition of scholarship and citizenship. Any questions concerning discipline matters should be directed to the appropriate assistant principal.

**School Buses**

Riding the school bus is a privilege. Students riding school buses on a regular basis to and from school or occasionally as a participant in a school activity are expected to follow the instructions of the driver and to conduct themselves in a way that assures their safety and the safety of the other passengers and driver. Questions regarding school bus transportation may be answered by calling 503-399-3108.

**Attendance Policy**

Students are expected to arrive on time to each class. If students are tardy within the first ten minutes, they report directly to their assigned class and teachers will document each tardy. If students arrive later than ten minutes to class, they need to report to the Attendance Office to receive a pass. Teachers will admit those students once they have obtained a pass.

Students arriving or returning to school with an excused absence should report to the Attendance Office to obtain a pass.

Teachers will verify that their class’ attendance is accurate at the end of each period within Synergy. Teachers may refer students with excessive tardies to Administration for further review and possible consequences.

**CONSEQUENCES FOR TARDIES**

**1st and 2nd Offense**

Teachers issue a verbal warning and assure tardies are documented.

**3rd to 5th Offense**

Teacher contacts parent/guardian via email or phone call to inform that tardy will result in a lunch detention. A copy of the detention must be given to both the student and the Discipline office staff. Teacher will assure tardy is documented.

**6th Offense and After**

Teacher will submit a Disciplinary Referral for
tardies to the Discipline Office. Teachers will be notified via the Daily Communicator which students have reached this level. Students will be issued a disciplinary referral for any tardy from this point forward, regardless of which period it occurred.

**Prearranged Absences**
When a student knows in advance of a planned absence or other situation where he/she will be out of school 3 or more days, the attendance office has available prearranged absence notes for the student to take to their teacher for a signature and to receive homework assignments. Please allow several days prior to the absence to make the necessary arrangements with the student’s teachers.

**Protocol for excused absences**
Parents have 3 days to submit an acceptable written or verbal explanation to excuse the student’s absence.

**Sign in/out procedures**
Anytime students arrive late to school or leave early, students must sign in and sign out through the attendance office to be excused, including during passing and/or lunch time. Students can be signed in late and admitted to class without a parental excuse. Students signing out must have a parent note or parents need to come into the Attendance office before the student is allowed to leave campus. The Attendance office will not accept telephone calls from parents to release students.

**Procedure for tardies**
The following are examples of when you would go to the attendance office before going to class:

1. Students who are late to class for any reason past the first 10 minutes.
2. Students who are checking in/out of school for short absences.
3. Students who have checked out and coming back to school after a short absence.

**Express Clearing Absences**
To save time, you may access the message machine as follows to quickly clear absences:

- **Dial (503) 399-5520**
- At the tone please record the student’s full name, student number, date of absence, and reason for absence.

Please have information ready before you make the call. When information is incomplete, absences cannot be cleared in a timely manner.

**Activity Absence**
School-related approved field trip absences are treated as an extension of the school curriculum and are excused. However, it is the responsibility of the student to complete any make up work that is required. The school does not sanction student unauthorized preparation for activities that takes them out of another class.

**Hall Passes**
Hall passes will not be issued the first and last ten minutes of class.

**Homework/School Work Request Policy**
Parents may request homework whenever students are **legitimately absent from school 3 or more days**. Please call the Attendance Office at 503-399-3261 to request homework. Homework can be picked up by the end of the next work day.

**Fraudulent Behaviors**
*Forgeries:* A student who forges the signature of a staff member or the student’s parent/guardian and/or falsifies any information (written or via telephone calls) may be SUSPENDED from school.

In addition, the following should be noted:

*Falsification of attendance records will result in each involved absence being declared a truancy. All future absences will be required to be cleared in writing.*

**Bulletins/Announcements**
Daily and weekly bulletins pertaining to school events, meetings, and information are announced during the school day. In addition, they may be posted in the main hall and on Sprague’s web page.

**Advertisements/Posters**
No signs or advertisements will be taped to the walls, doors or lockers in the building. All outside advertisements and bulletins must be PRE-APPROVED by an administrator.

**Cafeteria, Food, and Beverages**
The Commons is the place for students to eat snacks and lunch. Students are expected to eat in an orderly fashion and exhibit appropriate
manners. Students are also responsible for keeping the Commons clean by disposing of refuse in the garbage cans provided. Students who fail to pick up after themselves may be asked to assist in cleaning the Commons area after the lunch hour.

During warmer weather, students may eat snacks and lunches outside if litter is disposed of properly. The lower level hall and the gym areas are off limits during lunch.

**Open Lunch/Open Campus**

At the present time, Sprague High School has an open campus during lunch time only for students who drive. Students within walking distance may go home for lunch if they have written parent permission and a lunch release card issued by the office.

To encourage the continuation of this open campus policy, students must not litter in the community, loiter on private property or in the student parking lots, congregate in groups on the streets or sidewalks, or in any way exhibit behavior that is offensive to Sprague neighbors. Abuse of this privilege can result in its loss.

**Campus Release**

The purpose of campus release is to provide seniors and juniors who are on target for graduation an opportunity to substitute a portion of the regular class time with employment, college studies, or an identified personal need. As NO CREDIT is offered for campus release, keep in mind that 24 credits is the minimum requirement for graduation.

**A STUDENT WHO IS GRANTED EARLY RELEASE OR LATE ARRIVAL MAY EITHER ARRIVE AT THEIR SCHEDULED TIME OR WORK QUIETLY IN THE COMMONS.** Students who abuse the privilege of campus release will be re-scheduled into classes, if possible, or will receive disciplinary action. Release periods must coincide with the start and finish of student’s schedule.

**Cheating/Plagiarism Policy**

**Academic Honesty:** Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Sprague High School, academic integrity is a shared endeavor characterized by truth, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole.

**Definition:** Violations of academic honesty include but are not limited to the following:

**Plagiarism**

- presenting someone else’s words, ideas, artistry, product or data as one’s own
- presenting as new and original an idea or product derived from an existing source

**Collusion/Inappropriate Assistance**

- helping another commit an act of academic dishonesty
- knowingly or negligently allowing work to be used by others. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 1.65.114)

**Cheating**

- an act of deceit, fraud, distortion of truth or improper use of another’s effort to obtain an educational advantage
- includes but is not limited to unauthorized access to examination materials prior to the examination itself

**Fabrication/Falsification/Alteration**

- intentional misrepresentation, invention, exaggeration or alteration of information or data, whether written, verbalized or demonstrated

**Unauthorized Multiple Submission**

- submitting or using any work previously submitted for credit without prior permission of instructor

**Sabotage and Tampering**

- intentional altering or interfering with documents or other student’s work
- intentional depriving others of academic resources

**Policy:** Students cheating on assignments/projects/tests in a given class will be disciplined under the following guidelines:

**Infractions:**

1. **FIRST INCIDENT:** May receive a zero on the assignment or test, or be asked to complete another assignment of equal value. The teacher will communicate with the parent.

2. **SECOND INCIDENT:** Student will be given a zero for the assignment or test and will receive disciplinary consequences. Administration will contact parents.
3. If a student has more than 2 incidents it can become a part of his/her permanent record which is reported to colleges. Please visit the Sprague website for more detailed description of the basic rules for avoiding plagiarism & academic dishonesty.

**Child Sexual Abuse Prevention**
Sprague will meet the expectations of Oregon Senate Bill 856 with the implementation of four instructional sessions per year regarding child sexual abuse prevention. Curriculum will be age and developmentally appropriate.

**Cyberbullying**
Use of any electronic communication device to harass, intimidate or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Acts of cyberbullying will not be tolerated by student to student, staff to student and student to staff. This is in accordance with District Administrative Policy INS-A003.

** Sexting**
Sending sexually explicit texts or photos to someone else via cell phone or other electronic device. Students should never take, post or send nude photos of themselves or anyone else. Individuals who produce, or receive and forward nude photos of a minor could be charged with a crime. Students who violate district policy (including but not limited to INS-A003, INS-A004 or JD/JD-R) will be disciplined accordingly.

**Electronic Devices**
Electronic devices can be disruptive and distracting in nature and it will be at the teacher’s discretion whether students can access them during their specific class. These devices include, but are not limited to, the following: laptop computers, iPads, cellular phones, audio equipment (iPods, MP3 players, headphones, etc.), or electronic games and devices that serve no reasonable educational value or foreseeable use to the educational process. **Students who disrupt the learning environment by using these devices will surrender them when asked and may make arrangements at that time to pick them up at the end of the day. Laser pointers will be confiscated.**

**Safety Drills**
When the fire alarm sounds, do the following immediately:
1. Pick up your personal belongings; leave books. Do not go to your locker.
2. Move quickly and quietly to assigned exit, or closest exit if not in a classroom.
3. Teachers will close the windows and lock the doors.
4. First student out of the exit doors will hold doors open.
5. Students are to keep at least 50 feet away from the building until directed by staff to return.

By law Sprague practices two lockdown drills and two earth quake drills per year. Please follow staff directions to ensure drills run effectively.

**School Lockers**
School lockers belong to the school district and students are permitted to use them as a convenience. Students choosing to use the lockers must do the following:
1. Go to school website and complete the registration form.
2. Accept responsibility for items left in the locker. The school, its personnel, and the members of the school board assume no liability for items stored or left in the lockers.
3. Exercise proper care of the school locker and be prepared to assume financial responsibility for neglectful acts which cause damage or defacing of the locker or lock.
   - Student will be assessed and charged for any damage and permanent writing in the lockers at the end of the school year. Minimum fee is $5.
   - Students will be assessed a fee of $5 for not cleaning out their lockers at the end of the year or when they withdraw from school at any time.
4. Immediately report to attendance office any lock or locker which is not operating properly so repairs can be initiated as quickly as possible.
1. Interior locker decorations must be removable and in good taste.
2. We will have a locker clean out at the end of each semester.

Lockers may be opened at the discretion of building administrators without students present. The school retains a right to search lockers under any circumstances.

Telephone Calls to Students

Our secretaries are instructed not to accept telephone messages for students from anyone but parents/guardians. We further request parents to restrict their calls to unusual or unforeseen emergency reasons to eliminate interruptions of classes.

Telephone Calls by Students

If a student is ill or having some difficulty, we will call the parent or have the student call in our presence. Cell phones are not to be used during class time.

Textbooks

There is a central textbook depository located in the back of the library.

• Students must have their student ID card to check out textbooks.
• Students are responsible for all textbooks issued to them.
• Students must check out books at the beginning of the semester and check them back into the library at the conclusion of the course.
• Students are asked to write their name, name of teacher, and current year in their textbooks.
• Students who misplace, damage, or lose their textbooks will be financially responsible for them. Stolen textbooks must be reported to the School Resource Officer and a case number assigned.

Valuables

Sprague takes reasonable precautions to secure personal property. However, thefts do occur. Therefore students are discouraged from bringing valuable items and large sums of money to school. In the event of a theft, obtain a Theft/Loss Report Form from the discipline secretary.

Visitors and Guests

1. Guests and visitors will not be allowed during the school day.
2. Guest speakers who have clearance from a teacher will be allowed.
3. There will be no guests allowed at Sprague dances. The only exceptions to this policy are Homecoming and Prom. Sprague students may bring guests to those dances by obtaining administrative approval at least three days before the dance. No guest over the age of 19 will be approved. Copies of picture ID with guest’s birthday is required.

Description of Disciplinary Interventions

Lunch Detention - Located in Room 136

Students are asked to go directly to the detention room once they pick up their lunch. Assignments are made 1-2 days in advance so the students can plan ahead. Missing a lunch detention results in two additional lunch detentions. If further intervention is necessary, additional discipline may be assigned.

SUMMARY OF DISCIPLINE

(The full text of the District Policies and Procedures on Discipline, can be found in every district office or on the district website at www.salkeiz.k12.or.us/qam/discipline-students)

These policies and procedures are designed to protect the safety, rights and responsibilities of students, parents and employees. These apply to student conduct which occurs while a student is:

1. On school premises before, during, or after normal school hours.
2. At a school-sponsored event before, during, or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
3. Traveling to and from school or a school-sponsored event. On school premises at any other time when
the school is being used for a school-sponsored event.

4. Enrolled in summer school and/or intersessions.

5. Off school premises when such conduct involves threats or harm to students, staff and/or district property.

6. In addition, the student may be referred to a school counselor, the CARE Team, the Youth Services Team or Threat Assessment Team.

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<tr>
<th>OFFENSE</th>
<th>PROGRESSIVE SEQUENCE OF CONSEQUENCES</th>
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<tr>
<td><strong>Assault, Physical</strong> – To intentionally, knowingly, or recklessly cause physical injury and/or cause substantial pain to another person.</td>
<td>• A student who physically assaults another person will not be returned to the classroom until his/her assigned consequence has been completed and may be reassigned to another class, classroom, or school.</td>
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</tbody>
</table>
| **Aggressive Behavior** – Physical behaviors directed toward another person, including, but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure. | • Contact with parent.  
• Suspension for up to 10 school days.  
• Restitution.  
• Referral to law enforcement.  
• Continuing suspension and recommendation for expulsion.  
• Evaluation (mental health, counseling) at parent’s expense. |
| **Threat** – To place another person in fear of imminent physical injury by word (written or verbal) or conduct. | • Contact with parent.  
• Conflict management meeting.  
• In-school suspension with a special project.  
• Suspension for up to 10 school days, with a special project. For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028  
• Referral to law enforcement.  
• Conference with parent prior to return of student to school.  
• Continuing suspension with recommendation for expulsion.  
• Evaluation at parent’s expense. |
| **Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing; Student** - (INS-A003 & INS-P028) - Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student, or student to staff. Harassment, intimidation, and bullying may be based on, but not limited to, the protected class status of a person. Protected class is defined in Administrative Policy INS-A003. Students are encouraged to report concerns by completing a confidential student report form (INS-F030) located in the school office, library, and counseling center. Parents, guardians, and community members may file a complaint by meeting with the school administrator or by the procedure for resolving formal complaints as outlined in the District’s policy (ADM-A005) and procedure (ADM-P008). A person may make an anonymous report directly to the school principal. All reports will be investigated by the school administrator. A person may request a review of the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent. Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of district policy. A student found to have falsely accused another as a means of reprisal, retaliation, or a means of hazing, harassment, intimidation, bullying, cyberbullying or menacing, shall be subject to disciplinary actions. | • Contact with parent.  
• Conflict management meeting.  
• In-school suspension with a special project.  
• Suspension for up to 10 school days, with a special project. For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028  
• Referral to law enforcement.  
• Conference with parent prior to return of student to school.  
• Continuing suspension with recommendation for expulsion.  
• Evaluation at parent’s expense. |
| **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature that unreasonably interferes with a person’s education and/or a person’s participation in school activities, or that creates an intimidating, hostile or offensive school-related environment. | • Contact with parent.  
• Conflict management meeting.  
• In-school suspension with a special project.  
• Suspension for up to 10 school days, with a special project. For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028  
• Referral to law enforcement.  
• Conference with parent prior to return of student to school.  
• Continuing suspension with recommendation for expulsion.  
• Evaluation at parent’s expense. |
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>PROGRESSIVE SEQUENCE OF CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discriminatory Harassment - The belief that members</td>
<td>• Removal from classroom or any district activity.</td>
</tr>
<tr>
<td>of one race are superior to members of another race</td>
<td>• Contact and conference with parent.</td>
</tr>
<tr>
<td>or ethnic group and the use of words, and/or actions</td>
<td>• Detention, in-school suspension.</td>
</tr>
<tr>
<td>to carry out those beliefs.</td>
<td>• Suspension for up to 10 school days, with a special project or in-school suspension with a special</td>
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<td></td>
<td>project. For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028</td>
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<td></td>
<td>• Continuing suspension and a recommendation for expulsion.</td>
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<tr>
<td>Insubordinate Behavior – Behaviors which are defined</td>
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<tr>
<td>as insubordinate may include, but are not limited to:</td>
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<tr>
<td>disobeying or defying the authority of district</td>
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<td>personnel; verbal, physical, and/or profane or rude</td>
<td></td>
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<tr>
<td>behaviors; disrupting any classroom, school or</td>
<td></td>
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<tr>
<td>district-sponsored activity; behavior that constitutes</td>
<td></td>
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<tr>
<td>a safety risk to the student or others and/or multiple</td>
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<td>referrals for insubordinate behaviors.</td>
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<tr>
<td>Weapons – Possessing, transmitting, selling, or in</td>
<td>• Confiscation of item related to offense.</td>
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<tr>
<td>any way displaying any weapon, device, instrument,</td>
<td>• Contact and conference with parent.</td>
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<tr>
<td>material or substance, firearm, illegal explosive,</td>
<td>• In-school suspension.</td>
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<tr>
<td>or other implement, which could reasonably be</td>
<td>• Suspension for up to 10 school days, For students in grade 5 or below, refer to section 3.3.3 of</td>
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<tr>
<td>considered or used as a weapon, or attempted to be</td>
<td>Discipline: Students INS-P028</td>
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<tr>
<td>used as a weapon, or threatened to be used as a</td>
<td>• Referral to law enforcement authority.</td>
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<tr>
<td>weapon, or is readily capable of causing death or</td>
<td>• Continuing suspension with recommendation for expulsion.</td>
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<tr>
<td>serious physical injury and/or which is of no</td>
<td></td>
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<tr>
<td>reasonable or educational use to the student.</td>
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<tr>
<td>Look-alike Weapons – Possessing, transmitting,</td>
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<td>selling, or in any way displaying any device,</td>
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<td>instrument, material or substance, or other implement</td>
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<td>which could reasonably be considered a weapon, as</td>
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<td>defined in policy and/or which is of no reasonable</td>
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<td>or educational use to the student.</td>
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<tr>
<td>Alcohol and Other Drugs – Possessing, buying, use of,</td>
<td>• Confiscation of item(s) related to offense.</td>
</tr>
<tr>
<td>or being under the influence of an alcoholic</td>
<td>• Contact and conference with parent.</td>
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<tr>
<td>beverage; inhalants, including solvents and other</td>
<td>• Referral to law enforcement authority.</td>
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<tr>
<td>dangerous substances; or of any other drug as defined</td>
<td>• Suspension, in or out of school, for up to 10 school days, For students in grade 5 or below, refer</td>
</tr>
<tr>
<td>by but not necessarily limited to the Uniform</td>
<td>to section 3.3.3 of Discipline: Students INS-P028</td>
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<tr>
<td>Controlled Substance Act, ORS 475.005; possession of</td>
<td>• Continuing suspension and a recommendation for expulsion.</td>
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<tr>
<td>paraphernalia, possession of look-likes being</td>
<td>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028</td>
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<tr>
<td>represented as being a controlled substance and/or</td>
<td>• Possible recommendation for diversion.</td>
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<tr>
<td>misuse of prescription or non-prescription drugs.</td>
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<tr>
<td>OFFENSE</td>
<td>PROGRESSIVE SEQUENCE OF CONSEQUENCES</td>
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</tbody>
</table>
| **Alcohol and Other Drugs** – Selling,  | • Confiscation of any item(s) related to the offense.  
| distributing or possession with the     | • Contact and conference with parent.  
| intent to sell alcoholic beverages,     | • Special project as assigned by administrator.  
| inhalants, including solvents           | • Suspension, in or out of school for up to three (3) days. **For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028**  
| and other dangerous substances; or any   | • Referral to law enforcement authority.  
| other drug as defined by, but not       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| necessarily limited to, the Uniform      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Controlled Substance Act, ORS 475.005,   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| including look-alikes being represented  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| as being a controlled substance and/or  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| misuse of prescription or non-prescription drugs.                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| **Tobacco or Tobacco Products** –       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Smoking, possessing, selling, buying,    | • Confiscation of any item(s) related to the offense.  
| transmitting, distributing, or otherwise | • Contact and conference with parent.  
| using tobacco or tobacco products.       | • Special project as assigned by administrator.  
| This applies to look-alike tobacco and   | • Suspension, in or out of school for up to three (3) days. **For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028**  
| tobacco products and to those substances | • Referral to law enforcement authority.  
| represented as being tobacco and        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| tobacco products (such as e-cigarettes   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| and their contents).                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| **Attendance - Unauthorized absence** – | • Contact with parent.  
| Any unauthorized absence from class      | • Development of attendance contract to be determined by school administrator.  
| without prior permission from parent or  | • Detention or in-school suspension.  
| person in parental role.                | • Referral to law enforcement authority.  
|                                           | • Retention/failure to receive credit for course work.  
| **Attendance - Tardiness** – Any        | • Contact with parent.  
| unauthorized absence from class without  | • Development of attendance contract to be determined by school administrator.  
| prior permission from parent or person   | • Detention or in-school suspension.  
| in parental role.                       | • Retention/failure to receive credit for course work.  
|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| **Firesetting** – Any act or attempted   | • Confiscation of item related to offense.  
| act of firesetting.                      | • Contact and conference with parent.  
|                                           | • Referral to law enforcement authority.  
|                                           | • Restitution.  
|                                           | • Removal from participation in school activities until restitution is made.  
|                                           | • Suspension for up to 10 school days. **For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028**  
|                                           | • Continuing suspension and recommendation for expulsion.  
| **Computer Network and Internet** –     | • Contact with parent.  
| Any misuse or use of any network and/or | • Suspension or revocation of system privileges for minimum of 30 calendar days.  
| or internet system to threaten damage   | • In-school suspension.  
| to district property or personnel or in  | • Suspension for up to 10 school days. **For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028**  
| any way sabotages or modifies district   | • Permanent revocation of system privileges.  
| programs, the district’s computer       | • Referral to law enforcement.  
| networks and/or internet system, as      | • Continuing suspension and recommendation for expulsion.  
| defined in District policy INS-A004.     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
5. Report any changes in locker partners so registration can be updated and combinations changed to help control thefts.

**SUSPENSION**

Suspension is the temporary removal of a student from all school building(s)/property and from participation and/or attendance in or at school activities or district-sponsored events and or activities, including athletics and access to school transportation, for not more than ten school days. A student, parent, or other person in parental relationship shall have two school days from the school administration’s decision to suspend, in which to appeal the decision to the Superintendent or designee. The Superintendent or designee will review the written record and/or may conduct an informal hearing, and render a written decision within three (3) school days from the notice of the appeal. A student, parent, or other person in parental relationship shall have the right to appeal the Superintendent or designee’s decision to the Board within two (2) school days from the receipt of said decision.

**EXPULSION**

Any student who violates district policies and procedures may be subject to expulsion. Expulsion is the removal by the School Board or its designee of a student from school building(s)/property, school transportation, and from participation in school activities for not more than one calendar year.

If students with disabilities and/or students who have current special education evaluations pending have committed an offense for which expulsion is a suggested disciplinary consequence, prior to this change of placement, a determination will be made as to whether the student’s misconduct is caused by the student’s disability or an inappropriate placement.

A student who has been recommended for expulsion will receive a hearing before a hearing officer; the hearing will be conducted pursuant to ORS 332.061 and in accordance with district policy and procedures as may be directed by the Superintendent. A student may be represented by legal counsel or other person at the student’s expense. The student, parent or other person in parental relationship shall be permitted to inspect, in advance of the hearing, any affidavits or exhibits, which the district intends to submit at the hearing. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits. The case shall be determined solely on the evidence presented at the hearing. The hearing officer shall render a decision in writing within 24 hours of the hearing. Within five school days of the receipt of the hearing officer’s initial decision, or seven calendar days if the expulsion decision occurs after school ends in June, the parent, other person in parental relationship, or the student if 18 years of age or over may request a Board review of the decision on a Notice of Appeal form developed by the Superintendent’s Office. The appeal shall be filed with the Office of the Superintendent.

**DIVERSION**

Upon recommendation of the school administrator, a student who has violated district weapons or drug/alcohol policy or rule may be given the option to participate in the District’s Diversion Programs.

**ALTERNATIVE EDUCATION**

Students who have been expelled from the district will be notified of alternative educational programs.
designed to provide a variety of environments, times, structures and/or methods of instruction that they can participate in during the time they are expelled.

### STUDENTS’ RIGHTS AND RESPONSIBILITIES

**ASSEMBLY OF STUDENTS**

School District 24J recognizes the constitutional right of students to assemble. However, it should be noted that many schools are crowded, limiting the availability of space. Student assembly should be related to the school program, should not disrupt classes, and should not cause a hazard to persons or property. Requests for student assembly shall be made in advance to the principal, and students will be notified of the decision within a reasonable time.

**BICYCLES & SKATEBOARDS**

Any student may ride a bike to school. However, students riding bicycles to school must know and practice the safety rules and demonstrate good riding habits. The following guidelines are in addition to the regular rules for safe bicycling:

1. Oregon bicycle helmet law ORS 814.485 requires any child up to 15 years of age to wear an approved bicycle helmet when riding in any place open to the general public - streets, roads, sidewalks, and parks.
2. Bicycles are not to be ridden on the school grounds during school hours or during the hours of after-school activities.
3. Riding double on a bicycle is not permitted.
4. Penalties for unsafe bicycle conduct or failure to follow the rules may be made by the principal, school staff, or parents.
5. Students are advised to securely lock bicycles to the racks. While every effort is made to provide a secure place for bicycles during the school day, students should realize that they bring their bicycles at their own risk.

Any student may ride a skateboard to school. However, students riding skateboards to school must know and practice the safety rules and demonstrate good riding habits. The following guidelines are in addition to the regular rules for safe skateboarding:

1. Oregon skateboard helmet law ORS 814.600 requires skateboarders to wear protective head gear.
2. Skateboards are not to be ridden on the school grounds at any time. Upon arriving on district property, the skateboarder must carry the board and walk.
3. Skateboards are not to be ridden around school buses.
4. Penalties for unsafe skateboard conduct or failure to follow the rules may be made by the principal or school staff.

### CLOSED CAMPUS

The district restricts students to the school grounds during the school day with certain exceptions. All students shall remain on the school grounds from the time they arrive in the morning until their regular dismissal time at the end of the school day. This attendance requirement includes the noon hour period with the following exceptions: to go to and from their home for lunch as requested by parents; to run an errand or keep an appointment as requested by parents; and to carry on a planned program of the school, such as work study. Students seeking to leave the campus during the school day must obtain permission from the school administration.

An open campus (INS-P024) or unrestricted lunch period for students attending Salem-Keizer high schools is a privilege that is annually determined based on application by the student body of the school and action of the high school level director.

### COMPLAINT PROCESS (ADM-P008)

The district is committed to resolving complaints in a timely manner, by direct, informal discussions, beginning with the school or department involved. Communication is essential during this process so that the involved parties may better understand the reasons behind each other’s position. Whenever possible, complaints should be submitted and addressed at the school or department, and through the recognized channels of communication as outlined in the District’s Complaint Procedure (ADM-P008). The complaint procedure is available on the district’s website. Salem-Keizer School District policy forbids
reprisal or retaliation against any person acting in good faith in a complaint process.

**ELECTRONIC RESOURCES AND THE INTERNET (INS-A004)**

A student under age 18 may use electronic resources, including the Internet, in Salem-Keizer schools unless his/her parent or other person in parental relationship denies the student access through completion of an exclusion form (INS-F048). The district may suspend or revoke access of a user to electronic resources and/or the Internet and may report the violation to law enforcement authorities if the user violates District Policy.

**CONDUCT ON SCHOOL BUSES**

Students who use district transportation do so in accordance with District Procedure TRN-P036. Continued use of district transportation is contingent upon student observance of District Discipline Policy and Procedures.

**CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS**

The district will give full rights under procedure INS-P022, Student Records, to either parent, or other persons in a parental relationship, unless the district has been provided with written evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Non-custodial parents should furnish the school with their address to which school materials should be sent.

ORS 107.154(1) and (4) provides that unless otherwise ordered by the court, an order of sole custody to one parent shall not deprive the other parent of the following authority:

- To inspect and receive school records and to consult with school staff concerning the child’s welfare and education, to the same extent as the custodial parent may inspect and receive such records and consult with such staff.
- To authorize emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical purposes, unavailable.

A student will not be released to a person claiming legal custody of a student unless that person is listed on student records by the custodial parent or can provide personal identification and a legal custody order issued by the State of Oregon.

**DRESS AND GROOMING (INS-W023)**

While dress and grooming are basically the individual responsibility of students and their parents, the total learning climate of a school is important to educational progress. When dress and grooming disrupt or directly interfere with the educational process, it becomes a matter for counseling with the student and/or parent.

Inappropriate clothing, apparel, and/or jewelry may be confiscated. Examples of inappropriate clothing include clothing that is immodest; advertises, depicts, or promotes the use of tobacco, tobacco products, drugs, alcohol, racism, harassment; or is sexually explicit or demeaning. Additionally, clothing adorned with weapons or implements which could be used as weapons, and/or clothing which is worn for the purpose of establishing and identifying gang membership is not acceptable and will be confiscated.

Individual schools may choose to expand the guidelines with approval from their site council and parent advisory committee. Schools adopting school uniforms for students will follow the district school uniform Work Instruction (INS-W023).

**ELECTRONIC DEVICES**

Electronic devices can be disruptive and distracting to the learning and school environment. These devices include, but are not limited to: cellular phones, pagers/beepers, audio equipment, or electronic games and devices that serve no reasonable educational value or foreseeable use to the educational process. Students who carry or wear these devices may be asked to surrender them to the office where they will be held. Parents will be notified to pick up the item. Cellular phones may be carried with parental permission as long as they are not disruptive in the school environment.

**EQUAL EDUCATIONAL OPPORTUNITY FOR ALL STUDENTS (ADM-A009)**

It is the policy of School District 24J that no student enrolled in the district shall, on the basis of age, disability, national origin, race, color, religion, gender, sexual orientation, marital status or financial ability be excluded from participation.
in, be denied the benefits of, or be subjected to  
discrimination in any educational program or  
activity administered or authorized by the School  
Board. School District 24J staff shall make a  
continuous effort to provide an equal educational  
opportunity for students and to eliminate those  
conditions which may cause discrimination.

**FOOD SERVICE MEAL PROGRAM**

School District 24J participates in the National School Lunch and Breakfast programs. Both programs are regulated by the United States Department of Agriculture (U.S.D.A.). The U.S.D.A. has established guidelines for students that participate in either the lunch or the breakfast programs. For lunch, students are encouraged to take all food components (grain, meat/meat alternate, fruits, vegetables, and milk) of the meal that is offered, but under U.S.D.A. guidelines, are only required to take 3 out of the 5 food components, one being at least a 1/2 cup fruit or vegetables. For breakfast, students are required to take 3 out of 4 items offered comprised of 3 food components (grain with an option of meat/meat alternate allowed, fruits/vegetables, and milk). USDA/ODE Statement: This institution is an equal opportunity provider.

**FREEDOM OF EXPRESSION (INS-A029)**

School District 24J recognizes that every student has the right of free expression and encourages the exercise of this right. Students also have a responsibility to assist in maintaining orderly school operations.

School officials have a duty to prevent the distribution of libelous or obscene material or material that will clearly disrupt the educational process. Student publications will be free from discrimination, harassment, prejudice and racism. Therefore, publications and student speeches are subject to reasonable review and approval by the school administration. Such review will be made without unnecessary delay. The school principal is the editor and publisher of all school publications.

**GANG ORGANIZATIONS**

A gang is defined as a group of three or more people whose members have a common name, symbol, or colors; and who engage in criminal behavior as one of their activities. Such organizations will not be tolerated in district schools.

Any student found using any manner or means in representing a gang, recruiting potential gang members, promoting gang membership or activities, violating the District’s Code of Policy and Rules, or engaging in any criminal gang activity, will be subject to referral to law enforcement authorities and will be subject to disciplinary action up to and including expulsion.

This is not intended to discourage the formation of, or membership in, organizations and activities which are not criminal, antisocial, discriminatory or related to gang organization.

**HIGH SCHOOL ATHLETICS**

High school athletes are expected to observe all District Policies. Policies involving the use of tobacco products, alcohol and other drugs apply from the first day the athlete begins participating in a sport(s) and continues throughout the school year and all following years of athletic participation in Salem-Keizer schools. This policy is in effect 24 hours a day, through the end of each school year. Athletes who violate these policies will face the same consequences as students who do not participate in sports, in addition to being immediately suspended for a minimum of three weeks from sports competition, and will undergo a drug assessment upon first offense.

High school athletes are also required to maintain a minimum 2.0 grade point average on each progress report to be eligible to participate in all co-curricular athletic activities as written in Salem-Keizer School District Policy INS-A014, relating to Student Athlete Expectations: High School.

**LOCKER AND PERSONAL PROPERTY INSPECTION**

Lockers and desks belong to the school district and are under control of the school administration with students permitted use of them as a convenience. The schools are concerned about the use of lockers for storage of illegal items and are also concerned that lockers are cared for properly. Based on the standard of reasonable suspicion, personal property may be inspected and lockers may be opened at the discretion of the building administrator in a prudent way, at appropriate times, and in a reasonable manner.

**MOTOR VEHICLES**

High school students may drive motorized vehicles to and from school. Certain school regulations,
however, are necessary because of insufficient parking, concern for safety, protection of property, and interruption of the school program. Parking fees may be assessed by the district. No student vehicles will be permitted to leave the school grounds during the hours in which school is in session, including the lunch hour, without the permission of the building principal. Permission to drive a motorized vehicle to school may be revoked at any time for violation of any school regulation regarding vehicle use. No student attending a middle school shall be permitted to drive a motorized vehicle to school.

Parents are responsible to register motorized vehicles with the school office before their student can drive to school. Students who are 18 years old or emancipated must register their cars with the school. Those students shall abide by the rules and regulations governing the use of such vehicles during the time the student is under the direction of the school.

**Responsibility of Students To and From School**

The school is concerned for the safety and conduct of students on the way to and from school and for the protection of neighboring property. All pupils on the way to and from school are subject to the reasonable control of the school and the District Discipline Policy and Rule.

**Right to Review Student Records**

A parent or other persons in a parental relationship and also eligible students as written in District Procedure INS-P022, have the right to:

1. Inspect and review the education records of the student.
2. Request amendment to education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy and other rights.
3. Consent to disclosure of personally identifiable information contained in student education records, except to the extent that this policy authorizes disclosure without consent.
4. Pursuant to the provision of Oregon Administrative Rule 581-021-0410, file with the United States Department of Education a complaint alleging that the district has failed to comply with the Family Educational Rights and Privacy Act.
5. Obtain a copy of District Procedure INS-P022. The complete policy may be seen at each school, the Office of the Superintendent and on the district’s web site.

A parent or other person in parental relationship or an eligible student who wishes to inspect education records shall submit his/her request to the building principal or his/her designee.

**School Attendance**

Salem-Keizer Public Schools is committed to providing a quality education for all students. A strong correlation exists between the student’s academic success in school and his/her daily attendance. A student is expected to be present in each of his/her classes during any grading period in order to meet the goals and objectives of the class.

In terms of attendance, a student is either present or absent. An excused absence is one which is approved by the principal or his/her designee in one of the following situations: Illness of the student, emergency, pre-excused, or extenuating circumstances. An unexcused absence is one which is neither excused nor official, and may result in disciplinary action.

Each principal or his/her designee shall develop and implement an attendance policy and procedure that includes the expectation of student attendance and encourages such attendance. Each school will develop and implement a building tardy policy. The parent or other person in parental relationship will be notified by the district if a student has missed school and the absence has not been cleared. Appeal of disciplinary action taken as a result of unexcused absences may be made through the district’s complaint process.

Additionally, the school administrator (or designee) shall notify the parent or person in parental relationship of the student’s nonattendance or irregular attendance. If the nonattendance (failure to attend school) or irregular attendance (eight unexcused one-half day absences, or the equivalent thereof, in any four-week period) problem persists, the school administrator (or designee), shall provide written notice in person or by registered or certified mail to the parent or person in parental relationship that the student must appear at school on the next day following receipt of the notice and must maintain regular attendance for the remainder of the year.
If the above notice is not complied with, the principal or designee, under the provisions of ORS 339.925, shall provide notice in writing (written in the native language of the parent) to the parent or person in parental relationship that: The parent or person in parental relationship and the child must attend a conference with a designated school administrator to discuss the situation; the parent or person in parental relationship must enroll his/her child and ensure the student attends a full-time school on a regular basis; failures to enroll, send, and maintain the child in regular attendance is a Class C violation. If the nonattendance or irregular attendance problem persists, the Superintendent or designee may elect to issue a citation in accordance with ORS 339.925. If the truancy of an older student is deemed to be beyond control of the parent or person in parental relationship, the matter will be referred to juvenile authorities.

SEARCH AND SEIZURE (INS-A015)

School officials have the authority to conduct searches of district property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keeping schools safe. Whenever possible, searches will be done with the consent of the student and in their presence. If unauthorized, illegal or unsafe materials are discovered during any type of search, school officials will exercise one or all of the following options: Seizure of contraband; report to the proper authorities; initiate the district discipline policy and procedure. On an annual basis, parents, students, staff and community will be informed that the district may conduct canine searches of school property and if school officials have reasonable suspicion to believe that contraband is present in a school, an unscheduled canine search may occur.

SPECIAL EDUCATION CHILD FIND

All students, birth to 21 years of age may be eligible for specially designed special education services. Students qualify under guidelines established by federal law and directed in each state by the Department of Education.

School districts must identify, locate and evaluate all resident children with disabilities, regardless of the severity of the disability, who are in need of early intervention, early childhood special education or special education services.

When a student is referred for special education, an evaluation may be recommended. All referrals start at the neighborhood school. Trained staff will complete observations, conduct diagnostic evaluations and gather information from a variety of sources. All initial evaluations are made with the signed permission and knowledge of the parent and/or guardian. Parent/guardian input is considered at all stages of the evaluation, eligibility and placement.

STUDENT INTERVIEW BY POLICE OFFICERS

Law enforcement officers may interview students at the school site. School authorities may attempt to notify the parents or guardians of such action only with the consent of the investigating officers.

STUDENT FEES AND CHARGES (INS-A012)

Students and their parents/guardians shall be held financially responsible for any materials lost or willfully damaged.

The district shall pursue the collection of debts to the full extent allowed by Oregon State statute.

Nonpayment of fees, fines, and/or restitution for damaged/lost property may result in: Loss of privileges related to the student’s participation and/or attendance at school events and/or non-academic activities including but not limited to ceremonies and/or activities related to graduation, athletic events, and school sponsored dances or parties (including prom). The district may take legal action, including referral of an outstanding amount to collections or by filing a civil complaint in Circuit Court after giving the notice required in ORS 339.270.

TRUANCY AND DAYTIME CURFEW

Salem has a daytime curfew ordinance and Keizer has a truancy ordinance which prohibit minors (between 5 and 18 years old) from being in public places during regular school hours to decrease truancy and/or the crime rate. If irregular attendance occurs, the district shall investigate, send notification of the irregular attendance to the parent or other person in parental relationship, and determine what corrective measures should be taken. The district may proceed with legal action in accordance with state law, including referral to law enforcement for the issuance of a citation for up to $200.