

Parent-Student Handbook



“Providing a caring and supportive educational environment which enables students to succeed in an ever-changing world”

2017-2018

Santiam Junior/Senior High School
265 SW Evergreen St.
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Mill City, OR 97360
503-897-2311

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**SANTIAM JUNIOR/SENIOR HIGH SCHOOL
HIGHLY QUALIFIED STAFF / PERSONNEL
DIRECTORY
2017-2018**

Name	Position	Degree	University/College
Todd Miller	Superintendent	Initial Administrator M.A. Special Education B.S. Political Science	Portland State Univ. Western Oregon Univ. University of Oregon
David Plotts	Principal	Continuing Administrator M.A. PE/Health B.S. PE/Health	Portland State Univ. Lewis and Clark College Warner Pacific College
Danley Phillips	Language Arts/ELL	B.S. English Education	Utah State University
Carl Rupp	Government, Economics, English, Journalism,	M.A. in Teaching	George Fox University
Kerry Crowston	Social Studies, Physical Education	M.A. Education B.S. Psychology	Eastern Oregon State Eastern Oregon State
Debbie Fawcett	Computer Education, Business Education, Personal Finance	M.A. Management of HR M.A. Education	George Fox Western Oregon Univ.
Clint Forste	Athletic Director Health/Physical Education	M.A. Special Education B.S. Education	Portland State Univ. Western Oregon Univ.
Jennifer Dodge	Science & Math	M.A. of Educ. Curric.& Instr., B. S. Biology	University of Phoenix, CA. State Univ. Fullerton
J.D. Hill	Mathematics	M.S. Education B.A. Mathematics	Corban University Corban University
Amy Jensen	Guidance and Counseling, Drama	M.A. Education M.A. Counseling & Human Serv. B.S. Sciences	University of Phoenix Portland State Univ. Portland State Univ.
Elizabeth Kackley	Mathematics/Science	M.A. Education	Willamette University
Dustin McGee	Social Studies Health/Physical Education	B.S. Kinesiology	Harding University (AR)
Ross Miller	AP and Honors English	M.A. English B.A. English /Communications	Lewis and Clark College Lewis and Clark College
Kyle Netcher	Special Education	B.S. History	University of Montana Western
Todd Reeser	Student Management Alternative Education	M.A. Special Education B.S. Education	Western Oregon Univ. Western Oregon Univ.
Jason Saari	Spanish, Social Studies	M.A. Spanish B.S. Education	University of N. Iowa Montana State Univ.
Mike Hoffman	Science	B.A. Biology	Western Oregon University
Chris Lindemann	CTE Industrial Arts	AA Construction Management	Chemekata Community College
Rob Harris	Music	B.A. Music	Western Oregon University
Kaleen Rios	Special Education	B. A. Science	Oregon State University

Classified Staff

<u>Name</u>	<u>Position</u>
Ruthie Flores	Head Secretary
Karen Baker	Office Assistant
Deb Tank	Library Aide
Caroline Gillaspy	Activities Director
Dale Hopson	Head Custodian
Charla Howard	Special Education Aide
Aniese Mitchell	Special Education Aide
Ginger Nicot	Special Education Aide
Donda Warriner	Night Custodian
Brett Katlong	CTE Aide

Santiam Junior/Senior High School

Bell Schedule

2017-2018

<u>Regular Schedule</u>	
7:15 - 7:46	0 Period/Prep
7:46 - 7:50	Passing
7:50 - 8:47	1 st Period
8:47 - 8:51	Passing
8:51 - 9:48	2 nd Period
9:48 - 10:00	Break/Passing
10:00 - 10:57	3 rd Period
10:57 - 11:01	Passing
11:01 - 11:58	4 th Period
11:58 - 12:28	Lunch
12:28 - 12:32	Passing
12:32 - 1:29	5 th Period
1:29 - 1:33	Passing
1:33 - 2:30	6 th Period
2:30 - 2:34	Passing
2:34 - 3:31	7 th Period
3:31 - 4:00	Prep

<u>Advisor Schedule</u>	
7:15 - 7:46	0 Period/Prep
7:46 - 7:50	Passing
7:50 - 8:37	1 st Period
8:37 - 8:41	Passing
8:41 - 9:28	2 nd Period
9:28 - 9:40	Break/Passing
9:40 - 10:27	3 rd Period
10:27 - 10:31	Passing
10:31 - 11:18	4 th Period
11:18 - 11:22	Passing
11:22 - 11:58	Advisors
11:58 - 12:28	Lunch
12:28 - 12:32	Passing
12:32 - 1:29	5 th Period
1:29 - 1:33	Passing
1:33 - 2:30	6 th Period
2:30 - 2:34	Passing
2:34 - 3:31	7 th Period
3:31 - 4:00	Prep



SANTIAM JUNIOR/SENIOR HIGH SCHOOL MISSION STATEMENT

“Providing a caring and supportive educational environment which enables students to succeed in an ever-changing world”

GUIDING PRINCIPLES

1. Students can learn and experience success.
2. Student learning is maximized when reinforced at home and in the community.
3. Student learning is enhanced by teacher effectiveness.

GOALS

1. Students will be held responsible for their social and academic development.
2. Instructional practices and curriculum will be appropriate to meet the needs of learners.
3. Decisions will be made in the best interests of learners.
4. The school environment will be positive and caring.
5. Curriculum will be designed to meet the needs of students.
6. The school will be resourceful in incorporating technology to meet the needs of students.
7. Partnerships with parents and community will be promoted.
8. Comprehensive communication will be used to promote positive relationships between students, parents and the school.



STUDENT CONDUCT

Santiam Junior/Senior High School will affirm that all human beings deserve respect and SJSHS will treat everyone with dignity, fairness and equality. We will avoid and actively discourage jokes and comments where the purpose or effect is to ridicule or belittle any person or group and we will respect the right of individuals to have his/her own beliefs. We all will work with individuals and organizations to create a climate that celebrates diversity, respects all people and promotes harmony among groups.

FIVE LEVELS OF DISCIPLINE

<i>Level</i>	<i>Conduct</i>	<i>Consequence</i>
* Level 0	Pink Slip Any and Only the First Level I Offense	Warning Deemed by Administration
** Level I	Level I Offenses Dress Code Infraction Trespassing Forged Notes Disruption: Class, Functions, Assemblies, Field Trips Profane/Obscene Language Profane/Obscene Act/Pornography Cell Phones/Cameras/ Electronic Device Violation Tardies Skateboards Truancy Scooters Disrespect Internet Violation Bicycles Cheating	In-School Suspension/Friday School/Other School Consequence -Parent Notification -Possible Additional Consequence -Restricted to Campus
Level II	Two Level I Offenses Profanity addressed at a staff member Hazing/Menacing/Intimidation Insubordination/Disobedience/Defiance Threats/Verbal Harassment Gang Activities Nuisance Items B- (water guns, matches, lighters) Air horns, laser lights, etc.) Safety Violation Vehicle Violation	Friday School/Other School Consequence -Parent Conference -Possible Alternative Placement -Possible Additional Consequence - Confiscation of Item
Level III	Three to Five Level I Offenses Any Combination of Levels That Equal Four to Five Nuisance Items A (Tobacco, Alcohol, Illegal Drugs) Damage/Theft of Property Fighting/Assaults Missing Saturday School Sexual/Physical Harassment Defiance regarding electronic device/cell phone policy	Three Day Suspension (In or Out of School) -Parent Conference -Referred to Police -Possible Additional Consequence - Confiscation of Item
Level IV	Six to Eight Level I Offenses Any Combination of Offense Levels That Equal Six to Eight Fighting/Assaults Aggressor Dangerous Items B; (to be defined by the administration and law enforcement)	Five Day Suspension (In or Out of School) -Parent Conference -Referred to Police -Possible Additional Consequences
***Level V	Any Combination of Offense Levels That Equals Nine or Greater Dangerous Items A; (Weapons, Firearms, Explosives, Certain Knives)	*** Expulsion - Referred to Police - Confiscation of Item

ACTIVITIES



ACTIVITIES PHILOSOPHY

Activities are an essential part of the total junior/senior high school program. They are vital if the curriculum is to answer the needs of the developing teenager. Students need to feel the joy and satisfaction that come with active participation with their peers outside of the classroom. With definite guidelines for all to follow, a balance of academics and activities can be achieved. Through our student activities program, we are striving to:

- Provide opportunities for students to gain leadership skills and an appreciation for responsibility and accountability.
- Provide avenues by which students may broaden their interests as an extension of the daily classroom experience.
- Provide opportunity for student-involvement and student recognition within the school program.
- Provide all students a channel of communication through which they can contribute to the total school program.
- Act as a vehicle by which social skills can be developed that will aid students in fulfilling their place in a democratic society.
- Develop within students an identity with their school, which will aid the school in identifying with the community.
- Provide a setting in which a student may gain self-awareness and appreciation of his/her own person and of others.
- Provide for a shared responsibility in the decision making roles of the school.

COACHING & ACTIVITIES

Activities Director	Caroline Gillaspy
Annual Asst.	Shelly Moberg
Athletics Director	Clint Forste
Baseball, Head Coach	Clint Forste
Basketball, Boys Varsity Coach	JD Hill
Basketball, Boys JV.....	Carl Rupp, Spike Aerni, James Fawcett, Dan White
Basketball, Girls Varsity.....	David Plotts
Basketball, Girls Asst.....	Greg Grenbemer, Amber Tinney, Curtis Hansen
Class Advisors, Seniors	Debbie Fawcett
Class Advisors, Juniors.....	TBD
Class Advisors, Sophomores.....	TBD
Class Advisors, Freshman	Debbie Fawcett
Class Advisors, 8 th Grade	TBD
Class Advisors, 7 th Grade.....	TBD
Cooperative Work Experience.....	Amy Jensen
Cross Country Coach.....	TBD
Drama	Amy Jensen
Football, Head Coach	Dustin McGee
Football, Assistant Coach	Carl R., Jeremiah T., Clint F., Stephen W.
Honor Society	Amy Jensen
Student Council	Amy Jensen, David Plotts, Caroline Gillaspy
Robotics Coach.....	TBD
Track Coach, Head.....	Jason Saari
Track Coach, Asst.....	Lisa Best
Volleyball Head Coach.....	Lisa Best
Volleyball Asst. Coach.....	Dan Cunderman
Wolverettes Head Coach	Kayla Budlong
Wolverettes Assistant Coach.....	Daniella Salinas
7 th /8 th Grade Wrestling Coaches.....	TBD
Wrestling Coaches	Kerry Crowston, Joe Davidson

ASSOCIATED STUDENT BODY OFFICERS

President.....	Brittany/ Trey Thomas
Co-Vice President.....	Sean Horning
Secretary.....	Sophie Damon
Parliamentarian.....	Cassie Klagge
Sgt. of Arms.....	

CLASS OFFICERS

FRESHMAN CLASS

President, Bailey Olson
Vice President, Emma Gillaspay
Secretary, Kasandra Miller-Davis
Sgt. of arms, Jackson Sisk

JUNIOR CLASS

President, Cami Duncan
Vice President, David McCormick
Secretary, Grace Goodell
Treasurer

7TH GRADE

Representatives, Keilyn Thurston, Parker Hanna,
Ellie Lindeman, Ashton Saari, Eve Storm, Nolan Ohrt

SOPHOMORE CLASS

President, Colin Thurston
Vice Presidents, Jillian Urban
Secretary,
Treasurer,

SENIOR CLASS

President, Josh Fawcett
Vice President, Morgan Walczak
Treasurer, Michelle Briley

8TH GRADE

Representatives, Chaz Storm, Matthew Brady,
Grace Lindeman, Kristen Crofoot

GENERAL SCHOOL RULES AND REGULATIONS

It is very important that every student know the rules and regulations by which the school is governed. These rules will be discussed each year during the first week of school. **IGNORANCE OF THE RULES IS NOT ACCEPTED AS AN EXCUSE FOR VIOLATING SCHOOL POLICY.** It is every student's responsibility to know and abide by the school regulations and policies adopted by the Board of Education. Students may be removed from any or all extra/co-curricular activities if they violate school policy or bring discredit to the school. Those participating in extra/co-curricular activities and/or holding leadership positions may be held to a higher standard of behavior.

Changes to regulations in the handbook may be made during the school year. When this occurs, reasonable notice to students and/or parents will be made prior to enforcement.

Introduction:

Oregon State law (ORS 339.240) and Administrative Regulation (OAR 581-21-050) require local school districts to prepare and distribute written rules for students' conduct and discipline. In order to accomplish its major goal of educating students, there are certain standards of behavior that all students must meet to assure an environment conducive to that purpose. In addition, careful consideration will be given to due process procedures and methods whereby fairness and consistency in discipline will be assured each student. The major objectives of discipline are to teach the following fundamental concepts for living:

1. Respect for rights, dignity, and safety of all individuals within the school and community.
2. Respect for law and observance of school district policies, procedures, and local school regulations.
3. Respect for public and private property rights.

FOOD AND DRINK

No food or drink will be allowed at any time by students in the Auditorium, Band room, or in the Library. No shelled items, such as sunflower seeds, will be allowed in the building at any time due to the difficulty of cleanup. Food and drink will be allowed in the building at appropriate times unless spillage or litter becomes a problem. Teachers have the discretion as to whether they will allow any food or drink inside their classroom. Students are not to get or use hall passes to obtain food or drinks from the vending machines or Switchback Cafe. Items purchased after the tardy bell may be confiscated.

Skateboards/Roller Blades/Bicycles/Scooters

Skateboards/roller blades/bicycles/scooters are NOT to be ridden on school grounds at any time. Students at the JR/SR HS will receive instructions at the beginning of the school year where skateboards may be stored during the day if not able to be stored in locker. Skateboards will not be allowed to be carried in the hallways or from class to class. Failure to follow this rule will result in confiscation of the item in use or a citation issued by the police. Skateboards are not to be ridden before/after school close to the buses and other school traffic.

CHEATING

Cheating is a serious violation of school standards and includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. This includes the copying of another's language, structure, idea, thought computer disk/files and representing it as one's own work.

1st Offense: Warning, parent notification, and a zero for all involved.

2nd Offense: Referral, parental notification, and a zero for all involved.

3rd Offense: Referral and a grade of F in the class.

The school tries to foster a climate of honesty and integrity. Taking credit for work or material in which one didn't do is cheating. The teacher will discipline students who cheat. This may range from taking a zero on an assignment to failing the course, or other as determined by the teacher and/or administration. Getting caught cheating may also have an effect on the student's chances of receiving award/honors and/or scholarships and may affect participation in some clubs, organizations and activities or status as an officer in these areas.

TARDIES/TRUANCY

Being on time is important and an expectation in the world of work and needs to be practiced while still in school. When a student is tardy he/she often misses instruction and/or interrupts the class. Students not in class within 15 minutes of the tardy bell (without a written note from a staff member) will be considered tardy. After 15 minutes it will be considered an unexcused absence. Parents excusing absences must be in writing with two days following the absence to be considered excused. At the bell, the student should be in the classroom ready and prepared to learn. Students will use before school, lunch, and after school time, plus passing time to conduct school business. Students waiting to begin doing school business until the end of passing time may receive a tardy. Teachers do have the option of handling tardies prior to referring them to the administration.

BATHROOM PASS

It is the staff's responsibility to properly manage the use of bathroom pass privileges. There are to be no passes during the first and last minutes of class or when instructions are being given.

EARLY RELEASE

Students who have enough credits to graduate without attending school all seven periods each day may be released provided that: 1) the student has a job during the release time or 2) the student is attending a vocational school or college during the release time, or 3) the student is married and caring for a home.

Students applying for Work Release must complete a Work Release form and submit it prior to enrollment. This form includes the signatures of the student, parent, employer, and an administrator.

Students on Work Release are the responsibility of the parent during the release time and are NOT to be on or about the school grounds during this time. Students are to leave the grounds immediately following their last class of the day.

HOME RELEASE

By special permission from the administration an early release student may come on campus to work in the library or with a staff member.

REPORT CARDS

A progress report will be issued at the six and twelfth week period of each semester. Only semester (18 week) grades are recorded on individual student records/transcripts as earned credits toward graduation.

GRADES

Grades will be done on a percentage basis, established by the teaching staff as to what percentage will be accorded the grades A through F. A copy of the grading procedure will be made available to each student the first day of class.

STUDENTS SCHOLARSHIPS / FINANCIAL AID

Juniors /Seniors shall obtain all necessary information for college financial assistance through the high school counselor. Seniors are encouraged to apply for any and all financial assistance/scholarships available. Some awards may be rejected after being awarded but time lines for applications need to be met. It is the student's responsibility to locate and apply for scholarships and awards. They may consult the counselor for additional assistance. See the "Senior Bulletin Board" or check the counseling website for additional information on upcoming scholarships and time lines throughout the year.

SCHOOL OFFICE

Unauthorized students are not to be in the high school office area unless they are there to conduct official school business, as this interferes with the work and responsibilities of office personnel. No one is allowed in the high school safe unless authorized by the principal or principal designee. Copy machines are only to be used with prior office staff approval. **All students using the copy machines must sign in and out at the office.**

BULLETIN

Daily information for students and faculty will be channeled through a daily bulletin and/ or over the PA system. This bulletin will be made available to all first period classes. Information for the bulletin shall be submitted to the office on forms. All submissions must be approved by advisors and/or administration. It is the responsibility of the student who arrives late to check the bulletin posted near the office window. Activity calendars are distributed to staff, and are available on digital display as well as posted at the office.

JOB FAIR

Santiam requires all Juniors/Seniors to attend a school sanctioned job fair.

ASVAB / PSAT TESTING

During a student's junior year they are required to take the Armed Services Vocational Aptitude Battery (ASVAB) test to assess personal and academic strengths. All 10th graders have the option to take the PSAT.

ASSOCIATED STUDENT BODY

The students of Santiam Junior/Senior High School are organized as the Associated Student Body (ASB). Every SJSHS student may become a member of the ASB. Students must pay a student body fee to obtain a student body card. All students who participate in HS athletics, dance, and student government must purchase a student body card. This card entitles students to all privileges of the student body, including free admission to all regular home athletic events and reduced admission to away games. Student body cards are available to all students at SJSHS. Students purchasing an ASB card any time during the fall semester will pay the full price of \$20. During the second semester, the cost will be one-half. Student body cards of students who are no longer enrolled become invalid and the student may receive a reimbursement of one-half the cost during the first semester by surrendering their ASB card at the office. No reimbursement will be given during the second semester.

(EXTRA) CO-CURRICULAR ACTIVITIES

Extra-curricular and co-curricular activities are considered to be a privilege. Participation in these activities may occur as long as the student's conduct warrants this privilege. Violations of school rules may result in the suspension or revocation of participation in extra/co-curricular activities.

Participation in activities is voluntary and may be subject to additional restrictions. For the protection of students and staff additional safety precautions may be utilized at extra-curricular activities.

Precautions such as searching bags or items that have a greater risk of concealing something inappropriate may occur. Items such as a "breathalyzer" may be used. Students failing to comply with such requests may not be admitted to the event and parents may be contacted.

(EXTRA) CO-CURRICULAR ELIGIBILITY

OSAA has requirements regarding eligibility and being on track to graduate. Contact counselor or A.D. SATISFACTORY PROGRESS TOWARD GRADUATION (excerpt OSAA Handbook, Rule 8.1.2)

In addition to the specific credit requirement identified above, to be scholastically eligible, a student must also be making satisfactory progress towards the school's graduation requirements by **earning a minimum of the quantity of credits indicated on the chart below for the specified year.**

OSAA Minimum Satisfactory Progress Requirements (For full details check with the OSAA, also used to determine status for class standing at Santiam Junior/Senior High School)

Minimum Satisfactory Progress Requirements						
Credits to Graduate	24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>
Required Prior to Year 2	4.5	4.5	4.5	5.0	5.0	5.0
Required Prior to Year 3	10	10.5	11	11	11.5	12
Required Prior to Year 4	17	17.5	18.5	19	19.5	20.5

(Bold print is current Santiam Requirements as per OSAA).

All returning students who do not meet the minimum credit requirements established above need to enroll in and complete a credit recovery program during summer in order to regain (or attempt to regain) their eligibility. Students who are not "on track to graduate" are not eligible to participate unless an Eligibility Request Form has been submitted to the OSAA office and approved by the Executive Director. These waivers are only granted under rare circumstances.

All incoming 9th graders are OSAA eligible credit-wise. To remain OSAA eligible:

1. Students must pass five classes each semester or become ineligible the next semester.
2. If students are ineligible entering the beginning of a school year they become ineligible for the entire school year. You will not be granted eligibility during the year. See OSAA for any exceptions.
3. Students must continue to "stay on track" and making satisfactory progress toward graduation to remain eligible. See above chart.
4. Santiam Junior/Senior High School may have stricter guidelines to determine eligibility.

OSAA eligibility rules are followed for all who participate in ANY co-curricular activity (athletics, activities, drama, & selection of prince/princesses, etc. For eligibility specifics, students and parents are urged to read the Athletic/Activity, or ASB Executive Council participation packet. The rules outlined in the packet are in effect from the first day the student and/or athlete begins participation in high school and continues throughout the remainder of the school year. These rules are in effect 24 hours a day. If thinking about transferring to another school, students and parents should check OSAA rules as there are strict guidelines and consequences. Contact the athletic director or OSAA for specific details. In order to participate in school sponsored co-curricular activities students must be enrolled in and passing a minimum of five (5) classes / five (5) credits per semester. (As per OSAA guidelines, and be making satisfactory progress toward graduation.)

CLUBS & ACTIVITIES

All high school clubs and organizations must file a charter application with the Student Council. The purpose of each club must have educationally-related values for the involved students. Clubs and organizations will not be allowed to operate without an approved charter. Once chartered, clubs and organizations are allowed representation in the Student Council, and ASB student account, and fund raising/activity sponsorship privileges.

Each organization must have on file with the Student Council an up to date constitution, a list of officers, and the advisor's name. Each organization must remain financially solvent. This is the responsibility of the organization officers and advisor. Any organization not financially solvent may have spending or other membership privileges suspended or revoked.

CONCESSION STANDS

Class Representatives are responsible for making sure concession stands are run properly. It is okay for parents/adults to run the concessions on a daily basis, and even be responsible for obtaining supplies and setting work schedules. However, ultimately the activities director is responsible to see that proper procedures are being followed.

There should be a responsible adult present and/or visible to the concession stand at all times. There should be NO loitering around the concession stand. Only honest and responsible students will be allowed to work in the concession stand. All monies are to be put in the cash box/drawer. There will be no "running a tab" for concessions.

There will be a maintenance charge for each group using the concessions. For football, basketball, volleyball and baseball/track, there will be \$50 per sport season charge. Groups wanting to use a concession stand for individual/short term events, will be assessed a smaller fee. Monies will be used to purchase new equipment or repair existing equipment. Additional charges will be assessed for use of individual pieces of equipment on a daily basis. Check the school for specific prices.

STUDENT BODY PURCHASES

No check for expenditures from any student activity account will be written unless there is a purchase order and payment voucher approved by the advisor and Principal/Activity Director/Athletic Director and documentation of an invoice or billing. Any order or purchase made before obtaining an approved purchase will not be guaranteed approval "after the fact". Any reimbursement to a person or organization must have an approved purchase order and voucher with receipts or billing for the expenditure before a check will be written. Advisors are responsible to make sure funds are in the "black" by each school years end. There should be no negative balances. Advisors/Coaches making purchases and not having funds in their accounts to cover these purchases may be required to repay monies owed out of their own pocket. Advisors/Coaches contact the office regarding the use of a "P" credit/debit) card to make purchases.

EVENING MEETINGS

Groups and organizations may hold evening meetings on school grounds under the supervision of their advisor. The advisor is responsible to see that the area is left neat, clean, and secure. There should be no interference with custodial duties.

SENIOR (SKIP) RETREAT

A proposal regarding the details of the trip and an itinerary must be presented by senior class officers to the Principal and School Board for approval for the April board meeting. Students must travel to and from their destination on authorized school transportation. Trips will be day only in length. Students must leave and return on the same day. Students demonstrating inappropriate behavior during the year may lose this privilege. Students must be eligible to participate in graduation ceremonies in order to go on Senior Skip. All school fees owed must be paid prior to Senior Skip.

SANTIAM HONOR SOCIETY (High School Students Only)

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of this school.

Selection Process

Membership in Santiam Honor Society is a privilege, not a right. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is **based on outstanding scholarship, character, leadership, and service.** Once selected, members have the responsibility to continue to demonstrate these qualities. (Constitution of the Santiam Honor Society) The selection of each member to the chapter shall be by a majority vote of the Faculty Council. (Constitution of the Santiam Honor Society) **To be eligible for membership the candidate must be a member of the sophomore or junior class. Candidates must have been in attendance at this school the equivalent of one semester.**

Faculty Council selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character. Criteria is the same as National Honor Society.

- The **scholarship** requirement is based on a student's cumulative grade point average. Candidates must have a cumulative scholastic average of at least a **3.50**.
- The **leadership** criterion is considered highly important for membership selection. Leadership includes offices held in school or community organizations as well as effective participation in other co-curricular activities.
- **Service** is generally considered to be those actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. The contributions the candidate has made to school, classmates, and community, as well as the student's attitude toward service are considered.
- A person of **character** demonstrates the following qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. Students may be removed from Santiam Honor Society for failing to maintain each of the standards.

DANCE AND PARTY RULES

All scheduled social affairs and dances must be approved by the sponsoring group's advisor, and approved by the Administration before being placed on the activity calendar. The following rules shall apply:

1. High School dances will end no later than 11:30 p.m.
2. Whenever any part of the school building is used, it must be left clean and in order. The organization advisor and members are responsible for clean-up. Any additional clean-up costs will be charged to the sponsoring organization.
3. The Activity Director, Counselor, Athletic Director, Principal, or administrative designee along with, one faculty chaperone, and a minimum of two parents must be present at each function. There must be two alternate chaperones listed on the activity request, prior to its approval.
4. Students inviting outside guests to any dance or party, must obtain a "guest pass" approved by the Activity Director or Principal by 3:00 p.m. of the last school day before the dance. Student visitors must currently be enrolled in school or graduated, be under age 21, and be in good standing with school and law officials.
5. Elementary/Middle School students are not allowed to attend high school dances.
6. Upon arrival to the dance, students are to enter the dance. Students, or others not attending the dance, will not be allowed to loiter on the grounds. **For after game dances, students must attend the dance immediately, unless they are still with the coach. For more formal dances, students must arrive within one hour of the start.**
7. Once a dance or party has begun, students may not re-enter the dance after leaving, and must immediately leave the school grounds (due to safety, drug/alcohol reasons).
8. Students who have been suspended or expelled will not be allowed to attend school dances while on suspension or expulsion.
9. No refunds will be given to students who do not attend dances. This includes personal or disciplinary reasons. However, attempts will be made to find someone to purchase unused tickets. If a dance is canceled or the dates changed, refunds may be granted.
10. For the protection of students and staff additional safety precautions may be utilized at extra-curricular activities. Precautions such as searching bags or items that have a greater risk of concealing something inappropriate may occur. Items such as a "breathalyzer" may be used. Students failing to comply with such requests may not be admitted to the event and parents may be contacted.

LEADERSHIP

Students involved as ASB officers and/or Class Presidents must take leadership class during 0 period or at lunch.

ADD/DROP/CHANGE OF CLASSES

Class changes must be made during the first week of each semester. Requests after this time will be denied, unless an exception is given by councilor. Students, with parent and counselor permission, who wish to drop a class and not receive a grade or credit, must do so by week four of that semester. Requests after this time will be denied and grades will stand. Students will not be given another course of study.

JUNIOR HIGH SCHOOL STUDENTS TAKING HIGH SCHOOL CLASSES

Junior high school students who take high school courses, will have until the end of their freshman (9th grade) year to determine whether or not they want to keep the grade (A-F) they received for the course taken while a junior high school student, or whether to take it as a Pass-Fail class and keep the credit as an elective, or have the class eliminated from their transcript altogether and receive no high school credit. Students will not be able to "go back" after their freshman year and change the class.

OFF-CAMPUS COURSES FOR CREDIT

All classes not offered directly from Santiam Jr/Sr High School, such as Chemeketa CC or Chemeketa online, Oregon Connections Academy (ORCA), Connexus, etc. must have advance administrative/counselor approval to receive credit or risk non-approval after the fact. With prior approval many classes, and possibly fees (or partial fees) associated with the class, may be covered by the district. Students will not be allowed to take courses offered elsewhere if the same/equivalent course is offered at Santiam.

College credits will be transferred using the following criteria:

- Three term hours of any college transfer course will be equal to one-half (1/2) unit, elective or required. For changes to this approval from administration is needed. Other college credits (1, 2, 4, etc.) will be negotiated with the counselor and/or administration prior to taking the class.
- Credits for classes taken from other sources than listed above need to be approved by administration. Classes must be taken from an accredited institution.

TRANSFER CREDITS FROM OTHER HIGH SCHOOLS

In general, the following principles will guide the counselor when evaluating transcripts of transfer students:

- Students who were eligible for graduation in their former schools will not be deprived of graduation at their normal time if they cannot, within the regular SHS schedule, meet the district requirements for graduation. Those who can meet the requirements shall be expected to do so.
- Transfer students must, at a minimum, meet all State of Oregon requirements. The school may, under certain circumstances, request the ODE to waive courses for an out-of state transfer student.

NON-TRANSFERABLE CREDIT

Santiam High School generally will NOT accept credits from non-accredited schools. A student, who cannot fulfill all the above graduation requirements because of semester credits received for course work not approved for public high school credit by the Oregon State Department of Education, may have Santiam High School's course work transferred to the private school that issued the nontransferable semester credit.

TRANSCRIPTS

All requests for copies of transcripts must be made in writing on forms available at the high school office. Students currently attending high school may have copies of transcripts at no charge up until the end of the current calendar year in which that student is scheduled to graduate. Requests after that date will cost \$10.00 for the first copy and \$1.00 for each additional copy (if picked up at the same time). Requests for transcripts mailed will result in additional costs. If fees are owed, no official transcripts will be issued.

EARLY AND DELAYED GRADUATION

Early graduation is the completion of all requirements for graduation in LESS than four (4) years. Students wanting to graduate early, must notify the school administration and counselor by the end of the first nine weeks of the fall semester preceding graduation. Failure to do so will result in the student not participating in graduation exercises and possibly not being eligible for scholarships and other honors. Students graduating early will still be expected to meet ALL the graduation requirements (credits, state assessments, work samples, essentials skills, senior seminar, etc.) The student will be expected to have a formal plan ready to discuss with the counselor/administration/staff regarding their next steps following high school and their plan/goals to achieve success, prior to the end of the first nine week.

Students who have completed four (4) years of high school attendance, but not yet completed requirements, may continue their enrollment until requirements are met, or with approval from administration

GRADUATION

All students who have successfully completed the requirements for a Santiam High School diploma or for a certificate of attendance and are in good standing may participate in graduation exercises. Only students on individual Education Plans (IEP) are eligible for a certificate of attendance and/or Personalized Career Diploma.

While attending school, seniors must be enrolled full-time in order to participate in co-curricular activities. Depending upon the individual needs of the senior, course work may be taken in the regular school setting, alternative education, and work experience or through some other administrative approved option. (Full-time is considered 5 credits or more.)

We want to honor those students who have successfully completed their high school requirements with the privilege of participating in the graduation exercises. Though students may order graduation materials earlier in the school year, and make arrangements for graduation parties, only those who have all requirements completed prior to graduation practice, and are in good behavioral standing will be allowed to participate in the ceremony. No individuals other than graduating seniors will participate in the graduation ceremony without prior administrative approval. This includes walking in and out of the ceremony.

During the graduation ceremony graduates will not be allowed to decorate caps/gowns other than school issued items. Honor cords and the graduating year cord all seniors receive will be allowed. Anything else must have prior approval of administration. During the exiting of graduates from the ceremony, they may choose to wear a "special item" (ie, sunglasses, cowboy hat, etc.). Item may not violate the school policy and not be disrespectful. Graduates will receive their official diploma following the graduation ceremony, if there are no issues during the ceremony and all fees are paid.

Students and parents will be notified periodically throughout the year regarding academic standing. Parents and students should also check academic status.

ALTERNATIVE EDUCATION/TUTORIAL/CREDIT RECOVERY

Students who have chosen to end their formal school education, who have severe behavioral problems or erratic attendance and are not making satisfactory progress toward completing a high school diploma, may be offered alternative education. Alternative education is an administrative decision not a student choice. Students may not drop a regular class in order to complete that class in alternative education. Contact the school for more details.

ACADEMIC RECOGNITION-HONOR ROLL

The Honor Roll will be determined two times per year. (First and Second Semesters) and certificates awarded. The three Honor Roll categories will be as follows:

1. Highest Honors (G.P.A. 4.00)
2. Honors (G.P.A – 3.50 – 3.99)
3. Honorable Mention (G.P.A – 3.00 – 3.49)

To be placed on the Honor Roll the G. P. A. must be based on a minimum of five graded classes. Honor Roll certificates will be awarded to students at a student body assembly whenever possible. Honor Roll listings will also be released for newspaper publication.

DISTINGUISHED SCHOLAR PROGRAM – HS STUDENTS ONLY

Awards include the School Academic Letter, Academic Emblem, Academic Medallion, and Certificate. These will be awarded to a student when the following criteria are met for a total of three (3) semesters (do not have to be in succession). The criteria are:

1. 3.50 or higher semester G.P.A.
2. A minimum of six (6) graded credits per school year
3. No semester grade less than a C in a qualifying and/or current semester.
4. Enrollment in a minimum of four (4) of the following areas during the school year: English, Social Studies, Mathematics, Science, World Languages, and pre-approved college-level courses.

An additional emblem and certificate will be awarded for each subsequent semester in which the same criteria are met. An Academic Medallion will be awarded in addition to the Emblem and Certificate to a student who meets the criteria for a total of six (6) semesters. Distinguished Scholar awards will be presented at a special evening dessert. Recipients and their parents will be invited to attend the awards presentation. Decisions may be appealed to the building Site Council. (Council meets monthly).

ADVISOR PROGRAM

All students will be assigned a staff member who will serve in the capacity of an academic career advisor. The Academic Advisor will help provide career guidance and counseling, assist students in establishing the connection between school and their goals beyond high school, and provide students a mentoring relationship with a school staff member. Advisor groups will meet monthly throughout the school year. At each group meeting, students will complete activities related to their education plan, goal setting, organization skills, education development, life skills, career education, character education, and other activities. Students will be assigned to groups by grade level. The student, the student’s advisor and the student’s parent(s) will meet to discuss and review the student’s Educational Plan each year (usually during Parent-Teacher Conferences). Advisor-Advisee (formerly career development), along with other career related activities are graded (1/4 credit per year) and part of the student’s educational plan/profile. Active participation and attendance is a must. Failure to complete activities will result in students retaining current grade status and not moving to next grade level until assignments are completed. Students not satisfactorily completing work will not graduate.

ACADEMIC HONORS DIPLOMA

An Academic Honors Diploma will be awarded to graduating seniors who have otherwise met the school’s graduation requirements and who meet the following criteria:

- Accumulative G.P.A. of 3.50 or higher through the eighth semester.
- Enrollment in a minimum of six (6) graded classes in each of the eight semesters.
 - Of the units of course work taken from the listing below a minimum of five (5) units must receive a grade of B or above.
 - Completed a minimum of eight (8) units of course work from the list below.

COURSE	UNITS	COURSE	UNITS	COURSE	UNITS
Accounting	0.5	Algebra II	1	College Algebra	1
Adv. Sr. English	2	Chemistry	1	Health Occupations	0.5
Calculus	1	Management	0.5	Marketing	0.5
Astronomy	.5	Physics	1	Physiology	0.5
Earth Science	0.5	Second Language IV	2	Sports Medicine	0.5
Humanities/Honors Eng. 2 & 3	2	Zoology	0.5	Climatology	0.5
Oceanography/Marine Biology	0.5	Animal Science	0.5	Sports Physiology	0.5
Pre-Approved College Course	0.5	Veterinary Science	0.5		
Second Language III	1	Certain College Classes*	0.5		
Trigonometry	1	Adv. Health	0.5		
Adv. Accounting	0.5	Anatomy	0.5		

*See counselor prior to class whether it would meet criteria. Other classes may be offered throughout the school year. Students receiving an Academic Honors Diploma will be acknowledged at the graduation ceremony and receive a specially designated diploma.

TRANSFER STUDENTS

Transfer students who wish to be considered for awards in the Honor Roll, Distinguished Scholar, or Honors Diploma programs must complete the same requirements as other students if possible to do so. Upon enrollment the transfer student and counselor will review the transcript, and determine any awards for which the student is eligible. Any exceptions or substitutions in the awarding of criteria due to a transfer situation must approve by the principal. Regardless of his/her previous academic record, transfer must achieve the criteria for at least one semester for the Academic Medallion while enrolled in Santiam High School.

SENIOR CLASS RANKINGS

Through the first progress report of the 8th semester, all class rankings will be based on a cumulative G.P.A. Final class ranking through the eight semesters will be based on Academic Honors diploma status and accumulative G.P.A. All students graduating with an Academic Honors Diploma will be ranked in order ahead of all other graduating students.

VALEDICTORIAN / SALUTATORIAN

All students receiving a 4.15 or above on a weighted scale will be considered a Valedictorian. This means there can be multiple Valedictorians. To be considered a Valedictorian, students must take an average of at least two classes (from 10th grade on) per semester from the Weighted Courses list and/or Distinguished Scholar list. However, all classes taken (including classes taken prior to high school such as 8th graders coming over to take high school classes), will be considered in the total GPA.

Any student receiving a 4.0 or above regardless of classes being weighted or not will be considered at least a Salutatorian. This means there could be multiple Salutatorians. (This does not apply to students on IEP's; not taking regular classes).

Determination of Valedictorian and Salutatorian will be based on the G.P.A. through the 2nd progress report of the 8th semester of the senior year. Students receiving modified, career, or special diplomas are not eligible for

Valedictorian/Salutatorian honors. Weighting will be given to the courses listed under Academic Honors Diploma on the following basis:

	Weighted Points	Regular Points
A	4.5	4.0
B	3.4	3.0
C	2.3	2.0
D	1.2	1.0
F	0.0	0.0

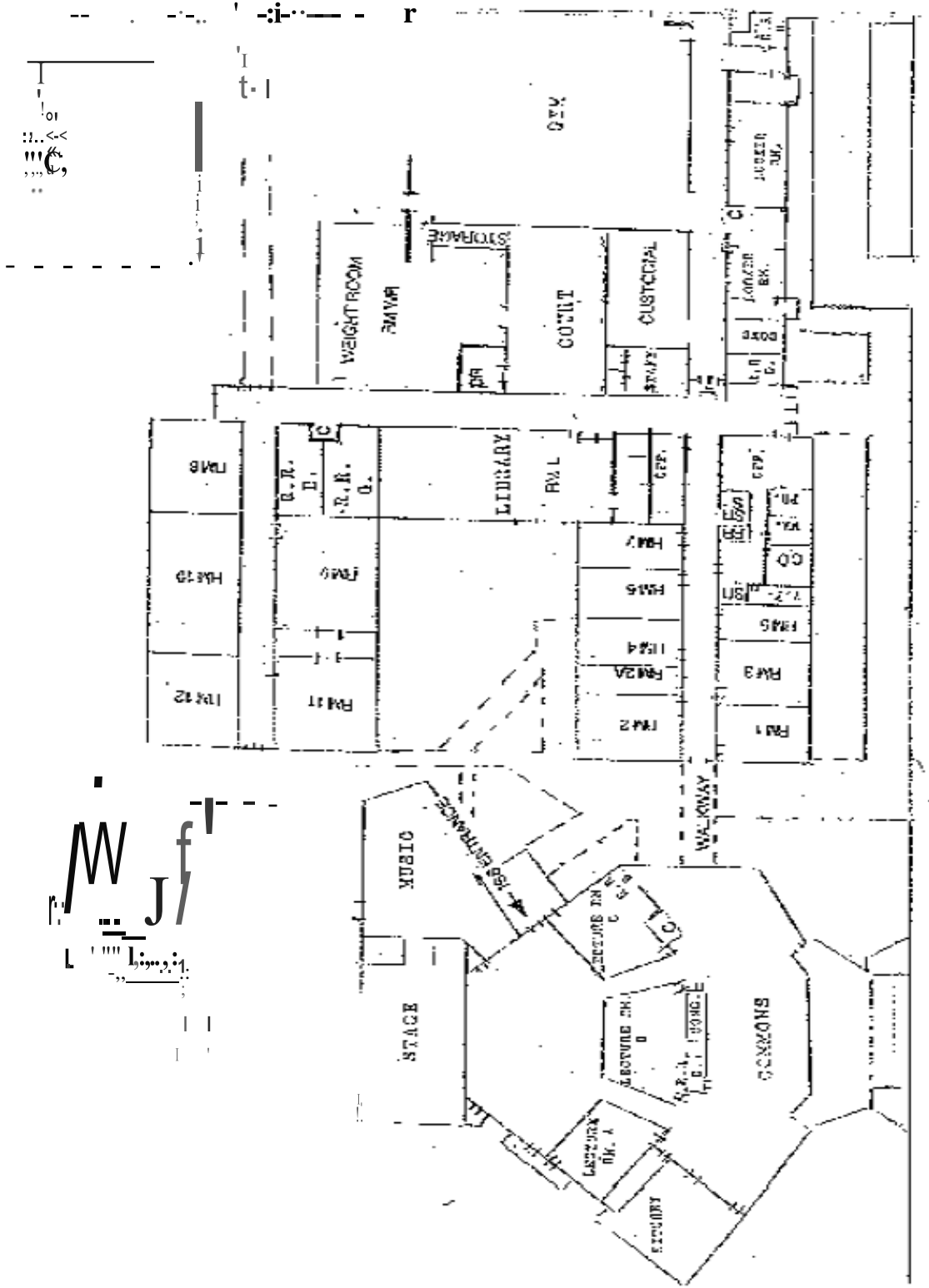
This weighting will be used for the sole purpose of determining class Valedictorian and Salutatorian. To be considered for Valedictorian or Salutatorian, the student must have been enrolled in a minimum of six (6) graded classes in each semester.

The goal of awarding valedictorian/salutatorian is to recognize superior work, but it is also to encourage students to take higher level course work without getting penalized for taking a risk. The valedictorian(s) and/or salutatorian(s) may be permitted to speak as part of the district's planned graduation program at the discretion of the building principal or designee. All speeches must be reviewed and approved in advance by the building principal or designee. Privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of Board policy, administrative regulation or school rule. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Santiam High School prior to and continuously following the 10th school day of the student's senior year.

Administration and/or school board has the final authority to choose valedictorian and/or salutatorian status.

** For grade level unit requirements please contact the school. **

SANTIAM HIGH SCHOOL



Santiam Canyon School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Santiam Canyon School District office for additional information and/or compliance issues:

Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, PO Box 197, Mill City, OR 97360, and/or 150 SW Evergreen St., Mill City, OR