

MCNARY HIGH SCHOOL

STUDENT HANDBOOK 2017 - 2018



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<p>MAIN OFFICE 503-399-3233 7:00 AM – 4:00 PM</p> <p>Athletics: 503-399-3238</p> <p>Bookkeeper: 503-399-3233</p>	<p>Erik Jespersen, Principal Scott Gragg, Assistant Principal (Athletics) Dan Borresen, Assistant Principal (Behavior) Susanne Stefani, Assistant Principal (Curriculum) Phil Kelly, Assistant Principal</p> <p>Debbie Daugherty, Secretary</p> <p>Carla Ward, Bookkeeper</p>
<p>Behavior and Student Services Room 157 7:30 AM – 3:30 PM</p>	<p>Tamara Kuenzi, Secretary Brad Emmert, Behavior Specialist David Zavala, School Resource Officer (Keizer Police) Christine Blanco, School-Based Health Assistant</p>
<p>Attendance Office Direct: 503-399-3772 24 Hour Reporting: 503-399-3492 7:00 AM – 3:30 PM</p>	<p>Kim Ginther, Secretary</p>
<p>Counseling Office 503-399-3147 7:15 AM – 3:30 PM</p>	<p>Kim Pittsley, Counselor Melissa Miller, Counselor Ben Handrich, Counselor Spencer Doyle, Counselor Miguel Camarena, CSOC Aloha Yoshinaga, Graduation Coach</p>

General Information

Alternative Education Programs

Contact counselor for more information.

Assemblies

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Bicycles

Bicycles are not to be left in the school building during school hours. Bicycles should be parked and locked in the racks on the southwest corner of the building.

Skateboards/Roller Blades/Balloons

Skateboards and roller blades may not be used on school grounds immediately before, during, or immediately after school; this includes the parking lot. Students are advised to secure their skateboards and rollerblades in their locker, as directed by the school principal. Failure to follow this rule will result in confiscation of the skateboard or rollerblades. Students are advised that skateboards, roller blades or balloons will not be allowed on the school bus.

Cafeteria

McNary High School serves breakfast from 7:00 a.m. to 7:20 a.m. Monday through Friday. Free and reduced lunches are offered for families who qualify. Our front office will provide the form upon request.

Meal Program:

All schools are on a computerized meal tracking system. Students can pre-pay for meals in the school cafeteria/kitchen. Their ASB/ID card will be used as a debit card, reducing the balance each time they purchase a meal. Students can always purchase breakfast, lunch, or ala carte in any area with cash. Money can be deposited into their accounts at any time during the school year with cash or check. To use a credit card for payment, connect to the District's website, then click on Parent Center, Lunch Menus, and Pay On-Line. Ala carte meals and items are also available.

Breakfast is offered for all students each school day prior to first period class. Students may select from a variety of entrees, including fruit, juice and milk.

Charges: Students are not allowed to charge their meals at either middle or high schools.

Prices: Salem-Keizer Public Schools offers free or reduced price benefits to students who qualify under federal guidelines. Applications are sent to each home in late summer, but applications are always available at your school or through the Food Service office, 503-399-3091 ext. 224.

Breakfast	\$1.15	Reduced Breakfast	\$0.30	Adult Breakfast....	\$2.15
Lunch	\$2.80	Reduced Lunch	\$0.40	Adult Lunch.....	\$3.90
Milk/Juice	\$.40				

The United States Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD) or 888-271-5983, ext 516(toll free). USDA and the State of Oregon are equal opportunity providers and employers.

Change of Address

Parents and legal guardians should inform the Counseling Office as soon as possible if you changed your work/home phone numbers or you have a change of address. When notifying us of a change of address, please provide us with a copy of a current utility bill, title papers, purchase contract, or lease/rental agreement showing that your residence is within the McNary attendance area. If you have moved outside of the McNary attendance area, an In-District Transfer Request may be submitted.

Closed Campus

The school 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. Students seeking to leave the campus during the school day must check through the Attendance Office.

Students leaving campus during the lunch period will be expected to:

1. Have a lunch release pass:
 - Passes will be granted only to Juniors and Seniors with a signed parent permission form that allows them to go to and from their home for lunch; students must have 90% attendance, 3.0 GPA, and no severe referrals.
2. No students will be permitted to loiter in the neighborhood.
3. Don't litter.
4. Be on time for the next scheduled class.
5. Lunch passes may be revoked for low-academic achievement, poor attendance, and violations of the student conduct code.
6. Students that remain on campus are only allowed in designated areas; cafeteria, commons, gym hallway and in front of school.

Computer/Internet Use Policy

The Salem-Keizer School District has policy regarding students using the internet. You must 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 the internet use is followed. Forms for the exclusion or school internet use are available at each school office. Exclusion forms may be accessed on the District website: www.salkeiz.k12.or.us/resources/staff/index.htm. If no form is submitted, staff will assume it is okay for your child to use the internet while at school.

Please review the [Student Rights and Responsibilities](#) handbook regarding misuse of any network or internet system in the Summary of Disciplinary Action section. A copy is sent in the fall to every household and is available online.

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. If you have any questions about the Internet Use Policy, please call our school.

Dances/Social Events

The rules of good conduct and grooming shall be observed for school dances and social events. Guests are only allowed at the Prom and will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Any student owing fees/fines may be excluded from Prom.

Deliveries/Surprise Guests

Office personnel do not take responsibility for items delivered to students at the high school. We encourage parents to try and make arrangements for their students to pick items up before school, during lunch, or after school and to not disrupt class while in session. Please do not send "surprise guests" (Big Bird, Western Union, etc.) to school. It is difficult to emphasize an academic atmosphere while allowing classes to be interrupted for festive occasions for individual students.

Distribution of Material

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the

supervision of the teacher and principal. Students are required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the district's Communications Department for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

Drug Detection Dog Training Exercises

McNary High School and our local law enforcement are partners in maintaining a safe, drug-free campus. On occasion, we assist local agencies in training exercises by allowing their drug detection dogs and their handlers to search the premises. Illegal materials found during these exercises will be handled by school administration.

While some exercises may be announced in advance, others may take place without notice at the discretion of the school administration and in conjunction with law enforcement availability. Any illegal substances or contraband discovered during the course of the training exercise will be turned over to the police and treated as a criminal matter.

Dress Standards

At the end of this handbook is a dress code letter from the office of Secondary Education. The letter outlines acceptable student wear. Safety is an important component of acceptable clothing. Headwear that hides a person's appearance and prevents easy identification or description of any student is a deterrent to safety. Therefore, any other type of headgear pulled down around the ears as well as hoods, are not to be worn in the building. McNary staff and administration believes in dressing for success and appreciates your cooperation in following the clothing guidelines.

Electronic Devices

In the spirit of being world class, McNary is choosing not to put a ban on technology at school. However, electronic devices in the classroom and in the halls continue to be a major distraction in and around schools.

The Policy:

Electronic devices (which include, but are not limited to, phones, iPods, and headphones) are not to be out in the classroom at McNary High School unless permission is given by a teacher or staff member. Signs will be posted in the classroom which convey what is acceptable for electronic use throughout the class.

Procedures:

1. The teacher will give the student a phone-velope when the device is out.
2. The device is to be turned off and placed in the phone-velope.
3. The phone-velope is placed on the corner of the student's desk for the duration of the period.
4. If the device continues to be a distraction, even within the phone-velope, the teacher will move the item to his or her desk.
5. The student may have the device back at the end of the period, or earlier at the teacher's discretion.

Violation of Electronic Policy:

If the student refuses to follow procedures and the above steps have been followed, teachers will call for security to escort the student and electronic device to Student Services. Students are not to be sent to Student Services on their own.

Disruptive Use of Phone at School:

If use of your phone becomes a distraction or a behavior issue, staff will require you to turn your phone in to room 157 for the rest of the day. Refusal/insubordination will result in a phone call home and possible out of school suspension.

Emergency School Closing Information

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are

appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Please listen to your local media outlets for details or check online at www.salkeiz.k12.or.us

Fire Drills/Earthquake Drills/Emergency Procedures

In an effort to ensure McNary is prepared for any emergency situation, monthly drills are held. Administrators work closely with the Keizer Fire Department and the Keizer Police Department to organize and conduct routine drills. A fire drill will be held monthly so students know how to exit the building in a safe manner. On occasion an earthquake drill will be conducted so students know what to do in the event of an earthquake.

We also conduct an emergency lockdown drill twice a year to familiarize students with the procedures used to secure the building. This gives staff, students and parents confidence that the school does have an action plan for such emergencies.

The staff handbook outlines specifically what teachers need to do in each of these situations as they direct students through the drills. We certainly appreciate the support of parents as we strive to ensure that McNary is a safe place for students.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means students are subject to the school’s student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Food in Classroom

Students may bring food and beverage into the classroom at the teacher’s discretion only. Students are permitted to eat their lunch in the cafeteria, commons, and hallways on the first floor, excluding the North and East hallways. Littering or throwing food may result in students having to eat their lunch in a restrictive environment.

Fundraising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the Activities Coordinator at least [10] days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school’s extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

Gambling-Free Environment

Any gambling activity that leads staff or administration to be suspicious of personal monetary gain or loss is not permitted. Items associated with this activity may be confiscated.

Hall Passes

Students are to remain in the classroom for the entire period. Student personal business is not to be conducted during class time. Teachers are requested not to issue hall passes for any reason. Noted exceptions would be use of the restroom facilities or when a student is ill. A hall pass will also be given if a student is requested to report to the office. No student is to be excused from class without a hall pass. **McNary High School has a 10/10 rule, no hall passes during the first or last 10 minutes of each period.**

Health Services/Medications

The school nurse is available by appointment. Appointments may be made in the Student Services Office.

In case of accident or illness (except extreme emergencies) the student should report to the classroom teacher and obtain a hall pass to the Attendance Office. The parent or legal guardian will be notified. Students should be able to locate a parent or legal guardian at any time in case of emergency. **It is the parent’s or legal guardian’s responsibility to keep the Counseling Office informed of all**

phone number changes, both at home and work.

Students who are required to take medication during the school day must have a parent bring the medication in the original container to student services office and complete a Daily Medication Administration Record form. In addition, students are not to be in possession of “over-the-counter” drugs and medication. These are also to be checked into Student Services Office.

Homeless Students

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student’s school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district’s liaison for homeless students. For additional information concerning the rights of student and parents of students in homeless situations or assistance in accessing transportation services, contact, the district’s Homeless Education Program at 503-391-4060.

Identification Card

Students will be issued an identification card when they register for school. All students are required to have their ID card in their possession at all times. Student identification cards are required to check out library books, utilize student food service account, attend athletic events, activities and student dances. Students must present their ID card for identification purposes to any member of McNary High School administration, faculty, staff and security personnel upon request. There is a \$5 fee for replacement of lost student ID cards.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school’s nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting.

Lockers

Students are not required to obtain a locker. No locker fee will be charged for its use. The school is the owner and has control of student lockers which are provided as a convenience to students for storage of personal items. School lockers may be searched by school personnel with reasonable suspicion.

There is no school insurance covering the contents of lockers. Do not leave valuable items in the locker, use it as a bulletin board, or deface the locker in any way. Only two students per locker. Do not share combinations.

Lockers may be inspected at any time by school staff, and it is the responsibility of the student(s) to leave the locker clean and free of writing, markings, and stickers. The cost of repairing any damage or extra clean-up to a locker will be charged to the student assigned the locker.

Disclaimer: McNary High School is not responsible for the theft of student property. The school does not carry theft insurance. The

school does not reimburse students for stolen property. Students are required to file a theft report in Room 157. The administration and police department will make a conscientious effort to investigate theft and retrieve stolen property.

Students are requested not to bring large sums of money or valuable property to school. Bicycles are to be parked and locked in the designated areas.

Lost And Found

Any articles found in the school or on district grounds should be turned in to the Student Services Office (room 157). Articles will be donated/disposed of at the end of each semester.

New Students Enrolling for the First Time

New students enrolling for the first time at McNary High School should have the following to enroll:

- Parent or legal guardian must be present if student is under the age of 18.
- Written proof of residence within the McNary High School attendance area, e.g. utility bill, title papers, purchase contract, lease/rental agreement (on letterhead of rental company).
- Official withdrawal record and transcript from previous school.
- Immunization record—required by the State of Oregon.

Parking Policies

The Salem-Keizer School District's parking policies require that all high school students who are driving cars, and are eligible to park on campus, shall register their cars with the Student Service Office, shall display the parking permit on the rear view mirror, and shall abide by the rules and regulations governing the use of such cars during the time the student is under the direction of the school. Permission to park on campus may be revoked at any time for violation of any school regulation regarding automotive use.

1. Students who drive cars to school must observe the following rules:
 - 1.1. Vehicles must be registered in the Student Service Office in room 157.
 - 1.2. Parking permits are only available for 11th and 12th grade students with a minimum 3.0 GPA, 90% attendance and a valid driver's license. (9th and 10th grade students are not allowed to park on campus) Permit cost is \$25 per year. **Permits do not guarantee a place to park.** There will be a maximum of 330 permits sold. There will be days when students with permits will not be able to find a parking space. Students are encouraged to contact the office if they know of anyone parking without a permit.
 - 1.3. Permits will be displayed on rear view mirror.
 - 1.4. The parking lot is “off limits” during school hours except for arriving and departing.
 - 1.5. Students are not to sit in parked cars.
 - 1.6. Students will be expected to follow safe driving practices – 15 miles per hour speed limit.
 - 1.7. Vehicles are to be locked at all times.
 - 1.8. Students are to park in the west parking lot only. The island area, the fence line along the soccer/softball fields, and the spaces behind the building on the north east side are reserved for staff.
 - 1.9. In accordance with Keizer City Ordinance 98-388, students may be fined or their vehicle towed if they do not abide by student parking regulations. Progressive consequences will consist of:
 - 1st offense**– \$10.00 Citation and/or vehicle towed
 - 2nd offense**– \$10.00 Citation and vehicle towed
 - 3rd offense**– \$10.00 Citation, vehicle towed, may lose future parking privileges

Lost permits will not be reissued, but a student can purchase another one.

McNary High School student parking is on a **first-come, first-served** basis. Student parking is in the west parking area using

designated spaces only; improperly parked cars may be towed. Parking during the school day (7:00 a.m.–2:30 p.m.) is for students who have purchased permits. Visitors/handicapped parking is located in front of the school and also at the north end near the football field. Students who were not able to purchase a permit, may park in the community. Due to the possibility of damage, students are strongly encouraged not to park their vehicle overnight or on the weekends.

Suspension of Driving Privileges

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

Telephone Messages

Office personnel will not disrupt class to deliver telephone messages or call a student from class to the telephone. Only in case of an emergency will a message be delivered or a student called from class. Calls should be made before or after school or during the student's lunch period. Please do not call or text your child directly during the school day from 7:30 - 2:20.

Tobacco/Drug – Free Environment

The Salem-Keizer School Board has adopted a policy that prohibits smoking or other related drugs on district property, effective July 1, 1993.

District property includes:

- Schools and other district buildings;
- District vehicles;
- Personal vehicles while on district property;
- Outdoor areas, such as playgrounds and athletic fields.

This policy applies at all times to anyone using district facilities. Thank you for your cooperation in making Salem-Keizer Public Schools drug-free

Visitors

Parents are always welcome at McNary High School. Upon arrival in the building, visitors must check in at the Main Office. Please call ahead (24-hour notice) to arrange to meet with teachers, a counselor or an administrator.

To help protect students and school property and to prevent disruptive activity, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds. The main entrance door is open between the hours of: 7:00 am and 4:00 pm. All other exterior doors will remain locked. Visitors are to report to the main office. Unauthorized persons are not allowed on our campus at any time.

Students from other schools are not allowed to visit while school is in session. Non-McNary students on campus may be cited for trespassing.

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. It is understood 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, complaints should be submitted and addressed at 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). The complaint policy and rules are included in the [Student Rights and Responsibilities](#) handbook and are available online. Salem-Keizer School District policy forbids reprisal against a person for filing a complaint or participating in good faith in a complaint process.

Volunteer Program

McNary enjoys a strong volunteer program. Volunteers work in the library, office, and classrooms. Contact Julia Tejada at McNary High School at 503-399-3233 if you would like to volunteer.

College Entrance Requirements

The Oregon State Board of Higher Education has adopted course requirements for admission to colleges and universities within the state system.

These requirements are not the same as those for students wishing to attend a community college or other vocational training program or institute. Community colleges generally offer an "open door" admissions policy for individuals who are at least 18 years old and have graduated from high school or obtained their GED. Visit www.ous.edu for more information

Counselors

Counselors and administrators are assigned to students based on the student’s last name as follows:

Melissa Miller.....A-C & Ti - Wa

Kim Pittsley.....D-Ho & St - Th

Spencer Doyle.....Hr-Mi & We - Z

Ben Handrich.....Mo - Sr

Counselors are available at all times during the school day and before and after school. Students wanting to see a counselor should sign up in the Counseling Office. The counselor will then contact the student. Parents are encouraged to utilize the counseling services to share information and concerns about students and their progress. Call 503-399-3147 for appointments.

Grades – Progress and Semester

Students receive a grade for each course at the end of each semester. The grade is based on the work performed during the entire semester. Progress reports are provided two times during the semester to inform the student and parent(s) of what the grade would be if the semester were ending at that time. The first progress report represents six weeks’ work and the second progress report represents 12 weeks’ cumulative work. The semester grade represents 18 weeks’ cumulative work and becomes a part of the student’s permanent record. (See the Activity Calendar for scheduled days.) Parents and students may also access their current grades via ParentVUE on McNary’s website. A username and password are required. In-Touch usernames and passwords are available through the counseling office.

The following guidelines further define the grading policy:

1. The teacher’s philosophy and process of grading must reflect District grading policies and practices.
2. The teacher’s philosophy and process of grading must be clearly announced, and students in each class must receive a written copy of it.

Grade definitions are as follows:

- A = Excellent
- B = Above average work
- C = Average work
- D = Below average work
- F = Failing work which does not meet minimum requirements

3. Pass/No Pass grades, rather than letter grades, are assigned to students in student aide positions.
4. If prolonged illness, an approved trip, or an emergency has deterred the student from completing class work by grade-marking

time, a student must complete his/her specified amount of work within two weeks after the end of the grading period unless prior arrangements have been made with the school.

If the grade is not changed within the specified time period, it will become a failing grade. It is the student's responsibility to make up the work and remove the incomplete. Once the final grade is awarded, it cannot be subsequently changed.

Graduation Requirements

Each student is required to have a minimum of 24 units of credit in grades 9-12 in order to be eligible to graduate and meet state proficiencies in reading, writing, and math. Students must meet all requirements in order to walk at graduation or participate in graduation activities.

Students must be currently enrolled at McNary High in order to receive a McNary diploma and participate in the commencement program. Students who have withdrawn from McNary to attend a Salem-Keizer alternative program will not receive a McNary diploma or participate in the commencement program.

It is mandatory for seniors to take part in graduation practice in order to participate in the ceremony.

One unit of credit shall equal a minimum of 130 hours of instruction in a planned offering, or one year of a class. One semester is one-half credit. Credit shall be earned as noted on the following page.

Early Graduation

To be considered for early graduation, students and their parents must complete the Early Graduation form available in the Counseling Office. A conference will be scheduled with the student, parents, counselor and principal.

Deadline for Submission: Third Friday in November

Reminder to seniors- If you are dropped due to lack of attendance during the second semester and do not re-enroll prior to the end of the year your dropped classes will be entered on your transcript as Fs and you will not be allowed to participate in the commencement ceremony. Any senior owing fees/fines will not be allowed to participate in senior activities; including senior breakfast, senior banquet, and graduation.

General Diploma, Oregon University System, and NCAA Div. I Requirements

SUBJECT AREA	Salem-Keizer Diploma	Oregon University System (OUS)	National Collegiate Athletic Association (NCAA) Division I
LANGUAGE ARTS	4 Credits 3 – Any English 1 – Composition	4 credits in English – Grades must be C or above	4 Credits of qualifying courses
MATH	3 Credits – Algebra I and above	3 Credits of Algebra or above, with completion, of Algebra II or higher – Grades must be C or above	3 Credits of qualifying courses
SCIENCE	3 Credits	3 credits in Science – Grades must be C or above	2 Credits of natural or physical science
SOCIAL SCIENCE	3 credits	3 Credits in Social Studies – Grades must be C or above	2 Credits
HEALTH	1 credit	None	None
P.E.	1 credit	None	None
APPLIED ARTS, FINE ARTS, OR SECOND LANGUAGE CAREER / TECH ED.	3 credits (in any combination)	2 credits World Language (must be the same language 2 consecutive years) – Grades must be C or above	1 credit of additional qualifying English, math, or natural or physical science. 4 credits of additional qualifying academic/ elective courses
OTHER	6 elective credits All graduates will need to complete: Essential Skills Extended Application Education Plan and Profile	GPA requirements (most OUS schools require a 3.0 minimum), SAT I, and/or ACT requirements	Core GPA, SAT I, and/or ACT requirements. Specific qualifying requirements: NCAA http://www.ncaa.org

Essential Skills:

Students must demonstrate proficiency in identified Essential Skills (ES). These are 21st century skills needed for success in college, the workplace, and civic life. Four assessment options exist for students to demonstrate Essential Skill proficiency: (1) OAKS state test through 2014-2015, or (2) Smarter Balanced Assessment Consortium beginning 2015-2016, or (3) work samples using official scoring guides, or (4) other approved standardized tests (e.g. SAT, PLAN, ACT, PSAT, Work Keys, Compass, ASSETT)

Essential Skills Requirements

Essential Skill	Class of 2015 and beyond
Reading	Required
Writing	Required
Math	Required

New Oregon Diploma Requirements

English/Language Arts	4
Mathematics	3 – Algebra I & Above
Science	3
Social Science	3
Physical Education	1
Health	1
-Second Language -Arts -Career/Tech Ed.	3
Electives	6
Total Credits	24

Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

Honor Code Policy

The following Honor Code Policy has been adopted by McNary High School and is defined as follows:

1. Plagiarism - copying parts or all of another student's assignment that was to have been done individually, or lending an assignment to another student to copy or copying another resource, i.e. textbooks, magazines or the internet, without giving credit.
2. Copying during a test, such as:
 - 2.1. using hidden notes or any inappropriate use of an electronic device.
 - 2.2. copying from another student's paper.
 - 2.3. asking another student for an answer.
 - 2.4. giving answers to another student verbally or by letting him/her see test answers.
3. Changing answers on a daily assignment when given responsibility for correcting that paper.
4. Changing answers on a test paper after it has been returned (unless instructed to make correction).
5. Theft and/or use of stolen examinations.

Consequences for the above observations by a teacher will be as follows:

1. Parent contact by the observing teacher.
2. Explanation that the grade on the specific exam, quiz or daily work will become an "F" or "D".
3. Repeated incidents may result in class failure for the grading period.
4. Use of a stolen examination will necessitate a conference to include the teacher, administrator, parent, and student. The conference resolution may include a failing semester grade.

Incentive Policy

It is important that students make consistent academic progress in each year of high school. Therefore, at McNary High School an incentive policy is in place to reward those who are on track academically and to encourage students who need more help. In order for a student to be eligible for the following privileges, he/she must have not failed more than one class in the previous semester.

- Right to be on Homecoming Court
- Right to run for class or ASB office
- Right to be a teacher/office aide
- Right to request late arrival or early release
- Right to attend Prom as the guest of a junior or senior

For juniors and seniors only:

- Right to request off-campus lunch pass
- Right to attend Prom if on track to graduate

Independent Study

Independent study opportunities are available to students on a very limited basis. Application will usually be accepted for the junior and senior year only. A student must make the request through his/her counselor. The student will give reason(s) why an independent study program is needed. The procedure, including proper forms, will be available through the counselors. The application must be approved by an administrator, before the student may pursue his/her independent study program.

Make-Up Work

If a student will be absent from school for three or more days, it is recommended that the parent contact the school for make-up assignments. Students ill and absent only one or two days are usually able to make up work upon return; however, homework may be collected for students in some situations. Contact the Attendance Office for assistance in requesting homework, at 503-399-3772.

Normally, assignments will be available to be picked up one school day after the request has been received by the school office staff. It is suggested that if the parent is not able to pick up the assignments, that he or she make arrangements with another member of the family, a friend, or another student in the neighborhood to bring the assignments home to the student.

It is the student's responsibility to arrange for make-up work with each of his/her teachers. The first day the student returns to school he/she is expected to contact each teacher and make arrangements for the completion of all work that was missed. This will include a timeline for the completion of the assignments. If a student misses class because of an unexcused absence, he/she may receive reduced credit or no credit for the work.

Monitoring Student Academic Progress

The academic success of students is a primary goal of McNary High School and special assistance is available to those students experiencing a lack of success. Special forms are available to parents to monitor the weekly progress of the student. Please call the Counseling Office for copies of the monitoring form at 503-399-3147.

Schedule Change Procedure

There is a three-week period from the first regular school day of the semester for students to drop/add a class (es). After the cut-off date, dropping a class will result in a failing grade (even if passing) for the semester.

1.0 Procedure for Dropping Classes Prior To the Cut-Off Date.

- 1.1 Students may drop and/or add classes prior to the cut-off date by securing a Schedule Change Request form from the Counseling Office.
- 1.2 A request does not guarantee a schedule change. Factors such as class size, availability of classes, and/or appropriate placement supersede the request.
- 1.3 Students are allowed a three-week grace period at the beginning of each semester to make necessary schedule changes without grade penalty.

2.0 Consequences of Dropping Classes After the Cut-Off Date.

- 2.1 Students who request to drop a class after the three-week grace period will receive a failing grade.
- 2.2 The grade of "F" will be placed on the transcript at the end of the semester and will be averaged into the student's grade point average.
- 2.3 The final semester grade slip will list the class and indicate the failing grade.

3.0 Procedure for Dropping a Class After the Cut-Off Date.

- 3.1 Students will make an appointment with their counselor to request the drop.
- 3.2 Counselors will fill out the NCR Late Schedule Change form. The NCR form includes the schedule change policy on the reverse side.
- 3.3 The Late Schedule Change form requires signatures of the parent, teacher, administrator and counselor. When these signatures are secured, the form is returned to the counselor. (Administrator signature required if request to drop after 3rd week without F penalty.)
- 3.4 The student's schedule is changed when all parties approve the change.

**Parent signature is required after the third week of the semester for class (es) dropped. Students dropping a class after the third week of a semester will be given an "F" for that class. This "F" will be recorded as a permanent grade.

Student Aide Policy

- Only juniors and seniors may request student aide positions. Exceptions only by administrative approval.

- Grading will be pass/no pass.
- Student aides will not be used to check or record attendance, correct student papers, or enter grades in the student grade records.
- A student may be enrolled in only one aide position per semester.
- Student aides are expected to remain in the classroom. If it is necessary to leave the room, aides must have a pass.
- Student aides are not to be sent to the office to use the copy machine.
- Student aides should be under the supervision of an adult at all times.

Student Expectations

1. Attend class regularly.
2. Report to class on time.
3. Bring the appropriate learning materials to class (examples: paper, pencil, books, notebooks, flash drive, and laptop).
4. Participate in the learning activities as directed by the teacher (examples: ask questions, respond to questions, read and think about content, involve self in group activities).
5. Treat everyone with respect and dignity.
6. Obey the district, school and classroom rules and policies.

Talented and Gifted Program

The Salem-Keizer School District identifies and serves intellectually gifted and academically talented students in grades K-12. Identified students score in the top three (3) percent on a nationally standardized tests of mental ability or tests of achievement. Parents who feel that their child may fall into one of these categories may make inquiry to a school counselor.

Transcript Information

Transfer credits may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules. The first three transcripts are free, additional transcripts are \$1.00 each.

Withholding Student Grades

In compliance with ORS 336.165 and District Policy report cards will not be held at semester and the end of the school year for unpaid fees. If there is a student fee, a bill will be sent to parents. Billings are periodically sent to parents and timely payment is appreciated.

Student Activities

Opportunities are provided for young people with varied ethnic and social backgrounds to come together, to share common interests and to increase understanding, cooperation and acceptance of each other. The development of democratic values, positive leadership and responsible citizenship are major objectives.

Foreign Exchange Student Program

Admission Procedure

- 1.0 Application to McNary High School shall only be made by the placement representative from one of the District-approved programs.
 - 1.1 The placement representative shall have prior clearance with McNary High School before preliminary or final placement of a student with the family in the McNary area.
- 2.0 Applications will not be considered until all the following information is received:
 - 2.1 Salem-Keizer Public School District Foreign Student Enrollment Application
 - 2.2 Transcript of grades
 - 2.3 Immunization records
 - 2.4 Personal letter from student

- 2.5 Statement of English proficiency
- 2.6 Copy of birth certificate
- 2.7 Evidence of insurance
- 2.8 Copy of passport
- 2.9 Health records

Student Government

The student government organization at McNary High School is responsible for many special student activities. This group sponsors dances and class activities, creates pep assemblies, organizes elections, promotes community service projects and arranges for recognition of special events and accomplishments.

Student government is organized according to the McNary High School Constitution. Associated Student Body Officers, ASB committee members and class officers are elected during one of three rounds of elections; candidates must maintain a 2.5 GPA, sign an activities policy statement and meet all requirements of the elections process. The student government advisor is Derick Handley.

McNary High School’s officers and class representatives for the 2017-18 school year are as follows:

Executive Board

- ASB President: Hakam Nagra
- ASB Vice President: Brock Wyer
- Community Service chair persons: Sydney Hamilton, Megan Schneider
- Secretary Treasurer: Katelyn Martinez
- Elections Official: Gina Munguia

Class Officers

- Senior Class President: Haley Debban
- Senior Class Reps: Julia Solis, Ryan Wagner
- Junior Class President: Abbie Hawley
- Junior Class Rep: Katy Wyatt, Kylie McCarty
- Sophomore Class President: Ariel Buick
- Sophomore Class Reps: Ashlyn Hamilton, Joe Alvarado
- Freshman Class Rep: Griffen Hubbard, Amy Cortez

McNary High School offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their school program. Club and class experiences are designed to help satisfy the recreational, social, emotional and extended academic needs and interests of all students.

Student Fees

The following are fees McNary students should consider:

ASB Card is \$40.00 and admits students FREE to all Greater Valley Conference games in which the home school is playing and FREE admission to after game-dances held at McNary.

Yearbooks are \$50.00 through 1/2/18

PE Uniform Requirement:

McNary PE Items (Purchased from School)

Cost: Shorts	\$10.00	Shirts	\$6.00
Sweat Pants	\$15.00		

OR

SHIRT – Plain white Shirt

- No tank tops/muscle shirts
- long enough to tuck in

SHORTS – Plain Royal Blue

- No stripes, team logos (college, professional, other high schools), pockets, rivets or jean shorts
- No McNary team-issued shorts

SWEAT PANTS – Plain Royal Blue

- Same requirements as shorts
- No snaps down the legs

SWEATSHIRT – Plain white or gray

- No team logos or pockets
- No McNary team-issued sweatshirts

Athletic Participation: \$175.00 per sport, \$350.00 maximum per student. *Maximum out of pocket does not include: swim, golf, cheer

Dances

Dances are sponsored by the Associated Student Body of McNary High School and are for McNary students.

1. Students will be admitted by ID cards only.
2. Students may not leave the dance and reenter.
3. Guest passes are issued only for Prom.
4. All school rules and regulations are in effect.
5. Students may be denied dance privileges if attendance, grades, or behavior is not in good standing.

Clubs and Organizations

See Activities Coordinator, Derick Handley for a current list of clubs and organizations.

Athletic Activities

McNary High School Athletics Activities

We believe that the program of interscholastic athletics is an integral part of the total education program. Athletics provide opportunities for students to participate in competitive sports involving physical activity. Boys and girls are encouraged to participate in the various programs offered by the school district. We believe that all participants should have equal opportunity for varied sports experiences commensurate with their interests and abilities, and they should have complete freedom of choice in selecting activities. Because of the vast number of individual differences in abilities and interests, the program should be selected on the basis of needs, interests, and basic abilities of students and be organized to be appropriate to their physical and emotional maturity.

The athletic and activities programs are under the same administration and control as the rest of the school program. The students taking part in the program are expected to conduct themselves in an exemplary manner. Contests are to be the culmination of ethically and educationally sound instructional methods employed by the coaches and demonstrated by team members. The coach must assume a major role in the molding of youth in their charge. He/She should develop leadership and exhibit outstanding sportsmanship for emulation of students engaged in activities and/or spectators. The coach/instructor must insist upon ethical behavior and good citizenship. Coaches should instill a desire to win with a display of moderate self-esteem in winning and minimal dejection in losing. It is recognized that striving to win is a part of the American way of life and is one of the measures of success in any endeavor. The coach and athlete strive to win, but not at "any cost." Sportsmanship and excellence must be stressed at all times. The winning should transpire as an outgrowth of ethical coaching and competition.

Eligibility

All high school students must meet the following **specific** qualifications/requirements:

- Have a signed participation form with parent approval.
- Submit indication of student accident insurance coverage.
- Indicate emergency medical treatment approval.
- Satisfy Oregon School Activities Association's eligibility standard.
- Satisfy Oregon School Activities Association's residency standard.
- Travel by school authorized transportation or student parents only. (District provided transportation is dependent of distance traveled and individual sports).
- Additional information will be provided prior to each season.
- State law requires students in grades 7-12 participating in school athletics to get a physical every two years. Students participating in pre-season activities connected to school-sponsored athletics should get a physical in 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.
- A student must have been in regular attendance, be currently enrolled in five classes and have passed five classes in the previous semester.

For more information, contact the Athletic Director at 503-399-3238.

Accident Insurance

For each of the past several years, the school district has made available to students enrolled in the Salem-Keizer Public Schools an opportunity to purchase student insurance. This is not required; it is a voluntary matter for each family to decide.

Students who take part in the athletic program **MUST** be covered by some form of insurance. Parents, please note that school time or full-time insurance does not cover football. Also note that football insurance covers only football and no other sports activity.

A copy of the insurance policy is available in the Athletic Director's office for examination by any parent. A brochure describing the program is available for each student. This is a limited policy. Its provisions should be carefully studied. Students must have authorization from the school before going to the doctor. In the event of an emergency, students may go to the doctor and report the accident to the office the following day.

Due Process for Student Athletes

If a student athlete faces disciplinary action, which could result in dismissal from an athletic team, the following due process will be used. This process is not intended to supersede the district's student discipline policy and procedures.

1. The coach shall meet with the student and inform him/her of the reasons for the disciplinary actions. The student shall have the right to present his/her version of the situation.
 - 1.1 The parents shall be notified if the disciplinary action will lead to possible removal from the team and reasons for the action.
2. If the student or parent wishes to appeal the action, he/she will meet with the coach to attempt to resolve the situation.
3. If the student or parent is not satisfied with the resolution of the situation, he/she may appeal it to the Athletic Director within two days of notification of the disciplinary action.
 - 3.1 The Athletic Director, in consultation with the coach, will determine whether the student athlete shall continue activity with the team during the appeal process.
4. Upon receipt of the appeal, the Athletic Director or other designee of the principal, will investigate the situation including conducting an informal hearing. The student will have the opportunity to present his/her version of the facts. The Athletic Director or other designee of the principal shall respond to the complaint within two days of the hearing and make a written record of the findings and recommendations.
5. If the student or parent is not satisfied with the response, he/she may appeal to the principal within two school days of the

response.

5.1 The principal or designee shall investigate the situation and conduct a hearing.

5.2 If there is a serious dispute of the facts, the principal may appoint a neutral party to serve as hearings officer to conduct the investigation and attempt to mediate a resolution to the situation. The hearings officer shall make written recommendations to the principal.

5.3 Upon completion of the hearing and review of the recommendation, the principal shall inform the athlete and his/her parent of his/her decision. All processes set forth in paragraphs 5.1 and 5.2 shall be completed within five school days of the appeal to the principal.

6. If the student or parent is not satisfied with the response, he/she may use the district complaint process AG and AG-R.

Sportsmanship - No. 1 Priority

McNary spectators and athletes are expected to show good sportsmanship by being respectful of opposing teams, coaches, fans, and officials.

Student Behavior

The Salem/Keizer school district is committed to providing a safe and welcoming learning environment (see [Safe and Welcoming Schools](#)). In order to assist students in the pursuit of a quality education, McNary High School and the Salem-Keizer School District have established guidelines for student behavior. These guidelines are designed to create a pleasant and safe environment for the education of all students.

Students' attitudes toward school play a large role in determining how well they do in school. A student's primary purpose for coming to school should be to learn and grow through classroom and extracurricular activities.

The Salem-Keizer School District [Student Rights and Responsibilities](#) handbook can be found on the District webpage at www.salemkeizer.org and a copy will be sent to each household in August each year. It is available for students and parents to advise them of the various areas of student behavior and the consequences for infractions. Students and parents should carefully read and familiarize themselves with this handbook. A portion of the information is included in this handbook.

Drugs, Weapons on School Property

Salem-Keizer Public Schools has a "zero-tolerance" policy against weapons, alcohol and other drugs on school grounds or at school activities.

These measures are important to keep our schools safe from the national trend of growing violence and drug abuse. Here are the main points to remember:

- Possessing, selling, using or being under the influence of drugs or alcohol is not allowed on school grounds or at school activities. This includes, but is not limited to: inhalants, "look-alike" drugs, all illegal drugs, drug paraphernalia, or the misuse of over-the-counter and prescription drugs.
- No weapons are allowed on school grounds or at school activities.
- No knives, toy weapons or "look-alike" weapons are allowed. This includes, but is not limited to: hunting knives, pocket knives, pellet guns, paint pellet guns, BB guns, and air guns.
- "Look-alike" weapons and drugs are included in our policy because real weapons and drugs are now often disguised as "fake." School and police officials cannot always tell which weapon or drug is real and which is not real.
- Students who violate our "zero-tolerance" policy will be subject to the expulsion process.
- Along with possessing weapons or illegal drugs or "look-alike" weapons or drugs, students should be aware that being involved in a situation with these materials also makes them subject to the expulsion process.
- Expulsion can last up to one year.
- Students are encouraged to inform school officials if they know about weapons or drugs at school or school activities.

Appeal Process

1. A student or his/her parent shall have two school days, from the principal's or his/her designee's or hearing officer's decision to suspend, in which to appeal the decision to the Superintendent or his/her designee (Secondary Director).
2. The Superintendent or his/her designee (Secondary Director) will review the findings and recommendations of the principal or his/her designee or hearing officer and/or may conduct an informal hearing, and render a written decision within three school days from the notice of appeal.
3. The student or his/her parent shall have the right to appeal the Superintendent's or his/her designee's (Secondary Director) decision to the Board within two school days from the receipt of said decision, and the Board may review the record and/or hold such hearings as it deems appropriate.

Sexting

Sending sexually explicit texts or photos to someone else via cell phone or other electronic devices is prohibited. 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.

Damage to School Property

Parents are liable for all damage to school property caused by their sons and daughters. This includes damage, tampering, or altering technology and/or other school resources.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

Harassment/Bullying/Cyber

McNary has a culture and expectation that all groups and individuals will be treated with respect. The McNary High School community is one which honors diversity, in which students, staff, parents, and patrons may feel free from harassment of any kind.

We define harassment as the use or tolerance of written, verbal, or physical behavior which serves to threaten, demean, or torment another person. We define racism as the use of words, power and/or actions to carry out racist beliefs. We define cyber bullying as the use of any electronic communication device to convey a message in any form: text, image, audio or video that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. See the [Student Rights and Responsibilities](#) handbook for further information.

Please note that students are to take responsibility for their role in online/phone activity. The school cannot be expected to deal with back and forth name calling in which both students are complicit. Students have the ability to block senders and not respond to others, so they need to exercise that right and control the use of their technology.

The staff at McNary High School exemplifies an environment without racism or harassment of any kind; we expect our students to respect everyone around them. The school will take any report of bullying (cyber or other) seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the administration, preserving evidence when available. Any student who resorts to racist or harassing behavior toward another will receive the appropriate guidance and redirection, as well as swift and severe disciplinary consequences, up to and including expulsion from school.

Gang Organizations Prohibited

A gang organization is a group of persons who interact among themselves to the exclusion of others, who have adopted recruitment

criteria for eligibility and membership; who use symbols for indicating such eligibility and membership; who claim a particular school, neighborhood, or community area as their exclusive territory; and who engage in behaviors which are criminal, antisocial, or discriminatory.

Such organizations will not exist at McNary High School nor in other schools of the Salem-Keizer School District.

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

Sexual Harassment

McNary High School strongly disapproves of any form of sexual harassment or sexual violence. Sexual harassment is defined as: any unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or communication of a sexual nature.

Incidents of sexual harassment may include:

- **Verbal harassment**, such as derogatory comments, jokes, slurs, or remarks/questions of a sexual nature;
- **Physical harassment**, such as unnecessary or offensive touching;
- **Visual harassment**, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures.

Student Dress

At the end of this handbook is a dress code letter from the office of Secondary Education. The letter outlines acceptable student wear. The letter can be found at the end of this handbook. Safety is an important component of acceptable clothing. Headwear that hides a person's appearance and prevents easy identification or description of any student is a deterrent to safety. **Therefore, any other type of headgear pulled down around the ears as well as hoods, are not to be worn in the building.** McNary staff and administration believes in dressing for success and appreciates your cooperation in following the clothing guidelines.

P.E. Uniform Policy

If student does not wear the required P.E. uniform;

1st - Warning to student (preferably call home)

2nd - Warning to student - contact home (parents)

3rd - Student assigned lunch detention

4th - Student in ISS for a period

5th - Student in ISS and lunch detention

6th - Parent contact and referral

Students Not In Class During Class Time:

Students found in the halls or commons during class time will be escorted back to class or to the Celt Center.

No Hall Pass List:

Because of discipline issues, students may be placed on the No Hall Pass List. They will be required to have security escort to leave the classroom.

Late Arrival / Early Release:

Students who have late arrival or early release are not allowed on campus unless they are in class. Hanging out in the commons or wandering the halls is not an option! Students found in those areas will be taken to the Celt Center. Refusal to go to the Celt Center and follow the guidelines for the quiet study area will lead to out of school suspension.

In School Suspension / Detention

In School Suspension (ISS) / Detention in our Celt Center will be assigned as a consequence for various disciplinary reasons. Students

who fail to attend ISS / detention may face suspension.

Detentions are: Monday through Friday. 2:30 - 3:15 p.m.

McNary High School Discipline Guidelines

Be Respectful, Responsible, and Safe

Action	Consequence
Weapons	<p>1st Offense:</p> <ul style="list-style-type: none"> ● Up to 10 days of out of school suspension with possible recommendation for expulsion ● Police Notification ● Parent Notification ● Confidential Incident Report to Secondary. ● Check for IEP/manifestation ● Possible Threat Assessment
<p>Drugs/Alcohol (use or possession)</p> <p>*If it is distribution, then immediately take to an expulsion.</p> <p>** Athletes will be referred to the Athletic Director</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● Up to 10 days of out of school suspension with possible recommendation for expulsion ● Possible reduction to 5 if assessment is scheduled and later done ● Contract signed ● Police notification ● Parent notification ● Confidential Incident Report to Secondary ● Check for IEP status <p>2nd Offense:</p> <ul style="list-style-type: none"> ● 10 day out of school suspension ● Recommend for Expulsion ● Police notification ● Parent notification ● Confidential Incident Report to Secondary ● Check for IEP/manifestation
Physical Assault Aggressive Behavior	<p>1st Offense:</p> <ul style="list-style-type: none"> ● 1-5 days of out of school suspension ● Contract signed ● Students and parents notified that second fight will result in a recommendation for expulsion ● Police Notification ● Check IEP status <p>Serious or 2nd Offense:</p> <ul style="list-style-type: none"> ● Up to 10 days of out of school suspension

	<ul style="list-style-type: none"> ● Recommend for Expulsion ● Confidential Incident Report to Secondary. ● Possible Threat Assessment ● Parent notification ● Check for IEP/manifestation ● Parent Notification
Vandalism	<p>1st Offense:</p> <ul style="list-style-type: none"> ● Up to 5 days of out of school suspension ● Depending on severity could be a recommendation for expulsion or a contract with student ● Police notification ● Restitution paid ● Parent notification ● Confidential Incident Report to Secondary ● Check IEP status <p>2nd Offense:</p> <ul style="list-style-type: none"> ● 10 days of out of school suspension ● Recommendation for Expulsion ● Restitution ● Police notification ● Parent notification ● Confidential Incident Report to Secondary ● Check IEP/manifestation
Abusive Language/Gesture toward staff member	<ul style="list-style-type: none"> ● Up to 3 days out of school suspension ● Continual offenses result in contract between student, parent and administration, and increase of disciplinary action, including possible expulsion.
Insubordination toward staff member	<ul style="list-style-type: none"> ● Up to 3 days suspension in or out of school ● Continual offenses result in contract between student, parent and administration, and increase of disciplinary action, including possible expulsion.
Violation of School Rules <ul style="list-style-type: none"> ● inappropriate language ● classroom disruption ● process referral for violation of classroom rules 	<ul style="list-style-type: none"> ● Lunch and/or After School Detention ● Community Service ● Suspension, in or out of school
Harassment/ Intimidation/ Bullying/ Gang Related Activity	<p>1st Offense</p> <ul style="list-style-type: none"> ● Up to 3 days suspension in or out of school ● parent meeting, contract and police contact <p>2nd Offense</p> <ul style="list-style-type: none"> ● 3-5 day suspension

	of the day. If the problem persists, the item may be held for parent pick up from the Student Center.
Attendance/ Truancy Tardies	Unexcused absences: All unexcused absences will be subject to disciplinary action Tardies: Within 5 minutes: handled by teacher Chronic (5 in a 3 wk period) referred to admin process referral After 5 minutes: handled by Student Services Center
Lying/ Cheating/ Plagiarism	1 st Offense: <ul style="list-style-type: none"> ● Zero on assignment/test ● Parent contact by teacher <p>Repeated violations may result in failing the class</p> <p>Use of a stolen exam will result in a conference with the teacher, student, parent and administrator and may result in a failing semester grade.</p>
Inappropriate Clothing	Change or cover clothing If refuse: <ul style="list-style-type: none"> ● Up to 1 day of school suspension
Fire setting	<ul style="list-style-type: none"> ● Up to 10 days of out of school suspension. ● Possible Threat Assessment ● Police notification ● Fire Marshall notification ● Parent Contact ● Possible recommendation for expulsion. ● Confidential Incident Report to Secondary. ● Check IEP status
Theft/Property Damage	<ul style="list-style-type: none"> ● Up to 10 days of out of school suspension ● Possible recommendation for expulsion ● Restitution ● Police notification ● Parent notification ● Confidential Incident Report to Secondary. ● Check IEP/manifestation.

Attendance and Academic Success:

There is a direct correlation between student success in classes and consistent attendance. Conversely, the strongest predictor of student failure is poor attendance. It is not simply the loss of instructional time, but more importantly, the break in continuity of learning that impedes students' ability to progress when they return.

Attendance Procedures:

To excuse a tardy:

If your student will be late, or coming in excused from an appointment, please call ahead or send a detailed note with your student to check in at the Attendance window. If the student checks in without a note or a phone call from the parent, the absence/tardy will remain unexcused unless you call the Attendance Office at 503-399-3772.

Excused Absences:

Please send a detailed note with your student or notify us on the 24-hour absence reporting line at 503-399-3492. Please do not leave check out messages on this line.

Excused and Unexcused Absences Defined

Excused absences need an acceptable written or verbal explanation from a parent or legal guardian within three (3) school days of the student's return to school. Oregon law requires the school to review any absences and determine whether or not it is excused or unexcused. The school has discretionary judgement in regard to excused and/or unexcused absences.

Excused absences include:

- illness of student;
- serious illness or death of family member;
- medical appointment that cannot be scheduled outside the school day;
- religious reasons;

Activity/school related absences:

- field trips and activities
- school action which prevents the student from attending class

Examples of unexcused absences:

- oversleeping
- missing the bus;
- car difficulties;
- truancy;
- parents did not report the absence

Checkout Procedures:

Parent or legal guardian must come in to the school, provide advance written permission, or call to check out their student. please give us at least 30 minutes advance notice, if possible.

Students must check out through the Attendance Office before leaving school. We ask that student bring a note from the parent (with date and requested check out time) to the attendance office at the beginning of school to get a checkout slip. If parents are unable to provide a note, please call in advance to pre-excuse your student. If your student returns to school after being checked out, they must check back in at the Attendance Office, so that we can adjust their absence accordingly.

If a student is ill and needs to go home, the student will need to go to the Attendance Office to call a parent/guardian.

Those absences that are listed above as excused absences (O.R.S. 339.065(2)), will allow a student to turn in make-up homework,

which includes taking a quiz/test, for class credit. A teacher has the right to ask the student to do the make-up assignment or take the quiz/test to assure the teacher the student is progressing, but credit for such work will not be allowed. Good attendance is required of applicants for driver's licenses and/or permits. The DMV will be notified for possible revocation of driver's license if students between 15-18 years have missed 10 consecutive or 15 nonconsecutive days in two or more classes per semester.

Attendance 24-hr Recording Line (All Day Absences Only)

When a student is going to be absent, a parent must call 503-399-3492 on the day of the absence and leave a message on the recording machine. Please include:

- Student's Name • Grade • Student Number
- Date of Absence • Reason for Absence • Your Name and telephone number

For all other absences or for student's late arrival or early checkout, please call the Attendance Office is 503-399-3772.

Do not leave homework requests on the absent recording line, call the Attendance Office.

Pre-Arranged Absences

Pre-Arranged absences require that the parent call the Attendance Office or write a note to the attendance secretary. For planned vacation or if the student is going to be out of school for a planned medical procedure or vacation, the student can pick up the Pre-Excused Absence Form from the Attendance Office and take it to their teachers for signatures. It is the student's responsibility to return the form to the Attendance Office once all signatures are gathered in order for the forth coming absences to be considered pre-arranged and excused. If a student is going to be out for more than 10 days, please contact the Counseling Office. Absences affecting finals, requires pre-approval from counselor/admin/teacher.

Parent Notification

Parents/guardians are called daily via the autodialer when a student is unexcused absent and/or tardy for one or more periods. Automated phone calls start going out at 2:45pm.

Self-Release

With a Student Release Application form, students may write their own notes to excuse their absences from McNary High School if the student meets one of the following criteria:

- is 18 years old
- is legally emancipated from parents
- is married
- is living on their own, outside residence of parent/guardian

Student Release Applications are available in the Student Services Office. Completed forms are returned to the Student Services Office for approval from an administrator before students are allowed to excuse their own absences. If this privilege is abused, it may be revoked.

Tardy Policy

Students who are unexcused late to class will fill out a form at an appropriate tardy station that will indicate why they are late and what they need to do in order to avoid being late again. Campus monitors, teachers, and administrators can help students who need assistance developing successful strategies for getting to class on time.

Students who take both lunches or are very late getting back from lunch will be assigned lunch detention or after school detention the following day from 2:30-3:15.

If a student is more than 10 minutes late:

- Student goes to Attendance Office for an admit slip and will be marked very late (VLT).
- VLT tardies will be monitored by the Student Services Center. If tardiness continues, the McNary progressive set of consequences will be followed.

A student who has a legitimate reason for being tardy to class (e.g. detained by a teacher in a previous class, an appointment with a

counselor or an administrator, a doctor’s appointment) will be admitted to class after receiving an admit slip from the Attendance Office.

School Bus Rules & Regulations

Safety, pupil comfort, and cost efficiency are directly affected by pupil conduct on the school bus. The Oregon State Department of Education has adopted Rules Governing Pupils Riding School Buses, OAR 581-53-010.

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both in the morning and in the evening.
5. In accordance with the District’s discipline policy and rule JD and JDR, students shall not bring a weapon, including lookalike weapons; tobacco, alcohol, or other drugs; or other potentially hazardous material onto the bus.
6. Students shall not bring animals, except approved assistance guide animals, onto the bus.
7. Students shall remain seated while the bus is in motion.
8. Students may be assigned seats by the driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Students shall not extend their hands, arms, or heads through the bus windows.
11. Students shall have written permission to leave the bus other than at home or school.
12. Students shall converse in normal tone; loud or vulgar language is prohibited.
13. Students shall not open or close windows without permission of bus driver.
14. Students shall keep the bus clean and must refrain from damaging it.
15. Students shall be courteous to the driver, to fellow students, and passerby.
16. Students who refuse to obey promptly the direction of the bus driver or refuse to obey regulations may forfeit their privilege to ride on the busses.

In addition to the rules adopted by the Oregon State Department of Education, local school districts are authorized to adopt and enforce rules that will further enhance a safe, comfortable, and efficient transportation system. Therefore, School District 24J adopts the following rules to supplement the Oregon State Rules.

1. Large items which cannot be safely transported while held in a pupil’s lap or stowed in an empty seat or directly under a seat are prohibited unless the bus has a baggage compartment.
2. Students shall not bring skateboards, roller blades, balloons or other potentially hazardous items on the bus.
3. Students shall not interfere with any school bus operating controls except in an emergency or as instructed by the driver.
4. Students shall conduct themselves so as to promote an atmosphere free from discrimination, harassment, prejudice, and racism.

Suspension of Transportation Privileges for Misconduct Related to School Bus:

As provided in OAR 581-53-010, “Pupils who refuse to obey promptly the directions of a driver or refuse to obey the regulations may forfeit their privileges to ride the school bus.” It may become necessary to suspend a student’s bus riding privileges. To ensure equal and consistent criteria throughout the district for determining when a pupil’s transportation privilege will be suspended and for what length of time, the following schedule of standard suspension periods generally apply:

Number of Misconduct Notices

Issue to a Student

1

Suspension Period in School Days

Warning

2	Warning
3	3
4	6
5	10
6	10
7	or more may result in Expulsion from Transportation privileges

Notices are cumulative over the past 24-month period prior to each Notice of Misbehavior.

An exception to the suspension may be made providing the transportation staff feels that a more positive approach is being used to correct inappropriate behavior.

A misconduct incident involving physical assault, verbal abuse, or acts of defiance against a bus driver, a rider, and/or a passerby, interference with the bus operating controls, vandalism, and/or the lighting of combustible material may result in an immediate suspension or expulsion, regardless of the student’s prior record of misconduct.

Suspension of a student’s transportation privilege is not equivalent to a student’s suspension or expulsion from school. Suspension of transportation privileges does not excuse a student from attending school. When a student’s transportation privilege is suspended, the parents, guardians, and/or the student are responsible for transporting the student to and from school. When a student is suspended or expelled from school, they may not ride the school bus.

(Transportation suspensions can be appealed. For more information, call the Transportation Department at 503-399-3108.)

Note: The District has installed audio/video recording equipment on several school buses to monitor student behavior. This serves as notice to all students and parents that both audio and videotaping may be done at any time. The use of recording equipment does not minimize the student’s responsibility for his or her own personal safety.

Other Information

Student Interview by Law Enforcement Officers

See [Student Rights and Responsibilities](#)

Suspension or Expulsion from School

The right of students to attend public schools is guaranteed by law. Along with this right is the responsibility to conform to reasonable rules designed to protect the safety of others and the orderly educational process. Violations of school rules may result in suspension, diversion or expulsion.

Truancy and Daytime Curfew

See [Student Rights and Responsibilities](#)

Student Disclosure Information

The following kinds of information will be considered directory and will be available for release by each District 24J school; student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photographs, and the most recent previous educational agency or institution attended by student. Please notify McNary High administration in writing if you do not wish to have the above information published.

Social Security Number

We are required by law to inform you about the use of student social security numbers. The following is provided for your information.

Providing your student’s social security number (SSN) is voluntary. If you provide it, the District will use the SSN for record keeping, research, and reporting purposes only. The District will not use the SSN to make any decision directly affecting your child or any

other person. Your student's SSN will not be given to the general public. If you choose not to provide the SSN, your child will not be denied any rights as a student. Providing the SSN means that you consent to the use of the SSN in the manner described.

OAR 581-021-0250 authorizes school districts to ask you to provide your student's social security number (SSN). The SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The District and Oregon Department of Education may also match your student's SSN with records from other agencies and the SSN will be used only for statistical purposes as follows:

- The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research and program improvement.
- State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
- Other state agencies use the information to help state and local agencies plan educational programs and training to help Oregon citizens get the best jobs available.

State and federal law protects the privacy of your student's records.

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 know as IDEA.

Student Records

Student records, except for the transcript, are disposed of at age 25. Special education records are disposed of at age 27.

Parents or other persons in parental relationship of students, under age 18 have the right to:

- Inspect and review the education records of the student
- Request amendment to education records
- File a complaint if the District does not comply with the Family Education Rights and Privacy Act
- Obtain a copy of District policy

The Salem-Keizer School District 24J does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquires regarding the non-discrimination policies:

John Beight
Affirmative Action and Title IX officer
Assistant Superintendent
2450 Lancaster Dr. NE, Salem Oregon, 97305
Phone (503) 399-3061

July 2017

Dear Parents and Guardians of Salem-Keizer High School Students:

The Salem-Keizer School Board and District staffs are committed to maintaining an appropriate climate in our high schools. Our schools are making every effort to be consistent in establishing an acceptable dress code. The School Board recognizes that a dress code policy enables the District to promote a safe and appropriate educational setting, which is free from unnecessary disruptions or outside influences.

Our main purpose as an educational institution is to assist students in presenting themselves in a manner that promotes a positive and productive school environment, personal pride, and academic success. Students' dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices. To clearly establish this climate, the following are not acceptable:

- Any clothing, jewelry including buckles or items with gang symbols, nicknames, weapons, drug/alcohol references, profanity or obscene language.
- Any clothing or items with racial put-downs, sexually demeaning pictures, words, numbers or sexual innuendo.
- Pants designed to sag below the hips will not be allowed. Pant legs must not drag on the ground.
- Belts are to be worn in the belt loops. No part of the belt should be hanging.
- Buckles with any gang, drug/alcohol, tobacco signs or symbols, cut out letters, or numbers.
- That which compromises modesty. Immodest clothing such as halter tops, tube tops, muscle shirts, backless tops/dresses, see-through attire. Clothing that exposes inappropriate areas, including undergarments and midriffs, shall not be worn at school.
- Graffiti or gang-related symbols including gang nicknames, drawings or lettering on clothing, notebooks, backpacks or assignments.
- Chains such as security and dog chains.
- Jewelry items that attract attention and are disruptive to the learning process including spiked jewelry.
- Overalls with one or both straps unfastened.
- Sunglasses and gloves.
- Full-length coats and rainwear inside the school.
- Stocking caps, hoods, scarves, hairnets, and bandanas.

**(INS-A025 – 4 Policy 4.2 establishes that schools may individually expand dress code guidelines.)*

Individual schools may establish additional restrictions that apply to their schools; we will be working with families and communities on these issues. The intent of this letter is to promote a safe, educational environment for your son or daughter, and to provide some guidance that will be helpful in the selection of school clothing and supplies. Thank you for your cooperation.

Sincerely,

Larry Ramirez, Director, High School Education
Secondary Education
Julio de 2017

Estimados padres y tutores de los estudiantes de las escuelas superiores de Salem-Keizer:

La Mesa Directiva Escolar de Salem-Keizer y el personal del Distrito se han comprometido a conservar un ambiente apropiado para la educación en nuestras escuelas superiores. Nuestras escuelas están haciendo un gran esfuerzo para ser consistentes al establecer un código de vestimenta. La Mesa Directiva Escolar reconoce que el código de vestimenta permite al Distrito promover un entorno educativo seguro, apropiado y libre de interrupciones innecesarias o influencias externas.

Nuestro propósito principal como institución educativa es ayudar a los estudiantes a tener una apariencia personal que fomente un entorno escolar positivo y productivo, su orgullo personal y el éxito académico. La ropa de los estudiantes debe ser discreta, debe estar limpia, pulcra y acorde con los principios de salud, higiene y seguridad. Con el fin de establecer claramente estas normas, no se permite en la escuela ni en las actividades patrocinadas por la escuela nada de lo que aparece a continuación:

- Ropa o joyas entre las que están las hebillas o accesorios con símbolos de pandillas, apodos, armas, referencias a drogas/alcohol, palabrotas o lenguaje obsceno.
- Ropa o accesorios con mensajes denigrantes tanto para el que lo lleva puesto como para los demás, como son mensajes raciales denigrantes, imágenes, palabras, números o textos degradantes de naturaleza sexual.
- Pantalones abolsados o flojos que cuelguen por debajo de la cadera. Las perneras (patas del pantalón) no deben arrastrar por el piso.
- Los cintos (cinturones) deben llevarse por dentro de las presillas del pantalón. Ninguna parte del cinto o cinturón debe quedar colgando.
- Hebillas con símbolos o signos de pandillas, drogas, alcohol, tabaco, o letras, números o símbolos recortados.
- Cualquier prenda de vestir o accesorio que no sea discreto. Ropa indiscreta, como las camisetas con tirantes o sin mangas, blusas o vestidos que dejen la espalda descubierta o vestimenta de tela transparente. En la escuela, no se podrá vestir ropa que deje al descubierto más de lo que es conveniente, como la ropa interior, los hombros y la mitad del tronco.
- Las pintadas (graffiti) o los símbolos de pandillas, los sobrenombres o apodos de pandilleros, los dibujos o palabras en la ropa, los cuadernos, las mochilas o las tareas escolares.
- Las cadenas, como son las cadenas de seguridad y las de perro.
- Las joyas que llamen la atención y que interrumpan el aprendizaje, como son las joyas con púas.
- Pantalones overoles que no tengan los tirantes abrochados en los hombros.
- Los lentes de sol y guantes.
- Los abrigos e impermeables largos (por debajo de los muslos) dentro de la escuela.
- Prendas de vestir que cubran la cabeza, como las gorras hechas con calcetines, las capuchas, las bufandas, las redecillas y los pañuelos.

**(INS-A025 – 4 La regla 4.2 establece que las escuelas pueden incrementar las normas del código de vestimenta).*

Las escuelas, por separado, pueden añadir otras reglas de vestimenta que serán válidas sólo en dichas escuelas. Trabajaremos junto con las familias y la comunidad en estos asuntos. Con esta carta, tenemos el propósito de promover un entorno educativo y seguro para su estudiante, y proporcionar una guía que sea útil a la hora de escoger la ropa y los materiales que se llevarán a la escuela. Muchas gracias por su cooperación.

Atentamente,

Larry Ramirez, Director de Educación de las Escuelas Superiores
Educación Secundaria