

# Summit High School Handbook



2855 NW Clearwater Drive  
Bend, Oregon 97703  
(541) 355-4000

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# Directory

The following school extensions will connect you with who you need to talk with.  
Just dial 541-355+xxxx

## ADMINISTRATION

Micheal McDonald, Principal x4002  
Reno Holler, Asst. Principal x4007  
Mary Thomas, Asst. Principal x4008  
Kristy Knoll, Dean x4014  
Mike Carpenter, Athletic Dir. x4102  
Sarah Warsaw, Activities Dir. x4103

## COUNSELING OFFICE

Karen Luke x4206  
Andy FlemingL x4004  
Alyssa Lopez x4007  
Carla Gomez x4008  
Garrett Nyman, Skills Support x4103  
Lori Craft, Counseling Intern x4207  
Lea Harmon, Grad Coach x4204  
Amy Micheletti, Secretary x4201

## FAN

Neda Wilson, FAN Advocate x5671

## SCHOOL NURSE

Pam Orton RN/MSN x4023

## SCHOOL RESOURCE OFFICER

Officer Brendan Gould X4021

## EMERGENCY / SNOW INFO

Snow Line 541-322-SNOW

Sign up for Text Message Alerts:

<http://connect.bend.k12.or.us>

## SUMMIT ON THE WEB:

<http://bend.k12.or.us/shs>

Activities and Clubs x4103  
Athletic Questions x4101  
Attendance x4015  
Band x4185  
Building Operations x4046  
Bus Questions x5700  
ELL x2586  
Facility Rental x4001  
Fines and Fees x4005  
Future Center x4158  
Graduation Questions x4200  
Guidance/Counseling Office x4200  
In-District Transfers (ACR) x4001  
Library/Media Center x4034  
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Main Office X4001  
Parking Questions x4026  
Proof of Enrollment x4201  
School Newspaper x4137  
SHS Web Page/Facebook x4003  
Special Education x4245  
Trailhead, Dan Pilver x4225  
Yearbook x4131

## TRANSCRIPTS:

[www.Parchment.com](http://www.Parchment.com)



# 🌀 Welcome! 🌀

This handbook covers the basic expectations, rules, and policies governing the way students, staff, and others relate within the high school community.

The school staff and administration have the responsibility to ensure that all policies are administered fairly and equitably. Students and parents are encouraged to become familiar with the basic principles incorporated in this handbook.

## **Expected Behaviors**

Good habits are foundations of success. As a Summit student, we expect you to actualize the following principle habits to advance your academic success:

- Arrive on time for classes.
- Dressed appropriately.
- Attend classes except when sick.
- Be cooperative in doing what you are asked to do.
- Manage time for class, homework, athletics, activities, and work.
- Find a place to invest in the betterment of SHS and the Bend community.



# Parent Information

## Summit Storm Boosters

The Boosters are a 501(c)(3) non-profit organization formed for the purpose of supporting student activities and their educational experience. Funds are generated through membership, concession sales, and eScript. We support Fine and Performing Arts, Activities and Clubs, and Athletics. We hope to see you with us for all the Summit kids and activities. On the web: [www.summitstormboosters.com](http://www.summitstormboosters.com).

## Friends of Music

The Summit High School Friends of music is a non-profit organization that provides funding and other support for the excellent band, choir, and orchestra programs at Summit. Our award-winning music programs provide a better experience to all students thanks to the ongoing support of Friends of Music. From assisting the programs with the purchase of instruments, music, and equipment to sponsoring students for events and travel, the Friends of Music organization helps make music at Summit more exceptional and equitable. More information at: [summitfriendsofmusic.org](http://summitfriendsofmusic.org).

## Summit Together

Summit Together's mission is to ensure that SHS students and their families are connected to a supportive network of student leaders, parents and community members in order to improve their success and happiness in school. We are establishing parent and teen support, through bi-monthly education workshops and public speakers at Summit High School. We are asking and discussing- what's affecting our teens' daily lives, health and well being. We want to know - what do you find compelling, what are you concerned about and how may we help support and inform you?

## Canvas

Canvas is Summit High School's course management system that supports online and in-person learning and teaching. It allows your teachers to post grades, information, and assignments online. Most students are already familiar with Canvas, as it has been our educational portal since the 2019-2020 school year.

## ParentVUE

Parents can check on their students' progress at any time via ParentVue (go to link on SHS website to log in). If a parent does not have a ParentVUE account, email [karen.young@bend.k12.or.us](mailto:karen.young@bend.k12.or.us) to request an activation code and instructions.

## Communicate with a Teacher

Teachers will routinely update grades that may be seen through an online grade book which can be accessed through the district website via ParentVue/StudentVue.

We encourage students to be their own advocate and talk directly with staff members about their concerns. However, if you need to contact a teacher with a question or concern, here are two ways you can do that:

1. Email: Go to our website and choose 'Contact Us' on the 'School Information' tab.
2. Phone: Call the Main Office at 355-4001 and you will be transferred to their extension.

# General Information

## Family Educational Rights and Privacy Act

- Parents or legal guardians of a student or an eligible student (18 years old or older) have the right to inspect and review all materials incorporated into their child's educational records as specified in the Family Educational Rights and Privacy Act of 1974 as codified in the General Education Provisions Act (20 U.S.C. 1232g), Section 438, and Board of Directors Policy JB.
- Parents may obtain a copy of the Family Educational Rights and Privacy Act and policy for Bend Administrative School District No. 1 from the Office of the Superintendent.
- Pursuant to the Family Educational Rights and Privacy Act of 1984 as codified in the General Education Provisions Act (20 U.S.C. subsection 1232g) Section 438, Administrative School District No. 1 designates the following as directory information: Student's name, date and place of birth, major field of study, participation in officially sanctioned activities and sports, weight and height of athletic teams, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

# General Information *continued*

## Family Educational Rights and Privacy Act

- Parents or legal guardians of a student and/or eligible student (18 years of age or older) have the right to request that Administrative School District No. 1 not release any or all of this directory information without the parent's/student's prior consent. The request shall be submitted annually, in writing, to the student's principal.

## Oregon Attendance Laws

ORS 339.010 School Attendance Required; Age Limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years of age who have not completed the 12th grade are required to attend regularly a public full-time school of the district in which the child resides.

ORS 339.020 Duty to Send Children to School. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term.

ORS 339.065 Estimates of attendance; irregular attendance; excused absences.

- (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.
2. An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency . . . or for other reasons where satisfactory arrangements are made IN ADVANCE of the absence.

\*State Law also requires that any student with 10 or more consecutive days absent MUST be dropped from enrollment. Upon return to school the student may be re-enrolled. To re-enroll students must meet with a Counselor or Administrator.

## Reasonable Suspicion Threshold

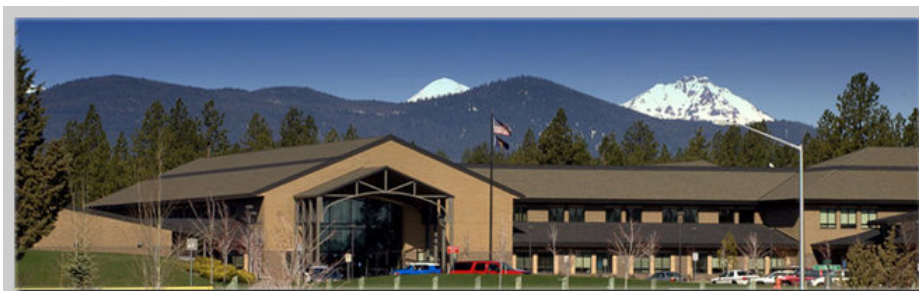
"In order to 'strike the balance between the schoolchild's legitimate expectations of privacy and the school's equally legitimate need to maintain an environment in which learning can take place,' the Court found that school officials could search students without a warrant or probable cause, needing instead only reasonable suspicion 'that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.'" Harvard Law Review: <https://harvardlawreview.org/2015/04/policing-students/> 8-30-2019

## Person with Disability Accessibility

All areas of the campus at Summit High School are accessible to the handicapped. Visitors, parents, and staff needing additional information for the handicapped are encouraged to contact Laurie Shannon, Office Manager, Summit High School.

## Students of Legal Age

Every student 18 years of age or older shall be deemed an adult and shall have the same rights and responsibilities as an adult. Adult students, like all other students, shall comply with the Board policy, established rules, pursue the prescribed course of study and submit to the authority of teachers and administration.



# General Expectations

## Attendance Policies

Good attendance is an early indicator of success at school. Below is a simplified list of policies SHS and parents will follow. More details can be learned from the Attendance Office staff:

- Call by 11am to report an absence: x4015.
- Those students not reported will be contacted by our automated calling system that day.
- Students have **48 hours** to excuse an absence before it is recorded as unexcused.
- Students who must leave during the school day must sign out at the Attendance Office.
- Unexcused absences will fall under the consequences of SHS disciplinary actions.
- Students with excused absences have the number of days gone plus one to make up class work without penalty.
- Students shall contact their teachers concerning assignments missed during an absence.
- Pre-arranged absences may be made for non-illness or emergency absences, such as vacations.
- Tardiness. Being late to class more than three times in a grading period will result in SHS disciplinary action.

## Off Campus at Lunch

Summit has an open campus during lunch for all grades. Students are expected to be good neighbors to our community and to return to

## *Off Campus at Lunch continued*

school on time. Administration reserves the right to remove this privilege if it becomes a barrier to academic progress or behavior concerns. Freshmen are expected to stay on campus.

## Dress and Grooming

The Bend-La Pine School District has a dress and grooming policy designed to provide a quality education in a safe, secure and orderly environment. Students at SHS are expected to dress appropriately for school. For safety reasons, shoes must be worn at all times. Students will be asked to change if their clothing displays drugs, alcohol, illegal/derogatory acts or statements or has been deemed otherwise in appropriate. Summit High School's dress code is in accordance with district regulation "JFCA-AR: Student Code of Dress, available [here](#),"

## Visitors to Summit

Campus Security at Summit is a high priority. Here are the requirements for anyone wishing to visit SHS:

- All visitors must check in at the Main Office upon entering the building.
- Approved visitors are given a printed badge identifying them and must be worn while on campus.
- Parents wishing to visit classrooms need prior approval from the teacher and Administration.
- Student visitors are rarely allowed on campus and must have Administrative approval.

# Student Management

## SHS Discipline Philosophy

Summit High School strives to create a safe and positive community for students to learn and grow, so when complications occur SHS acts swiftly and appropriately.

### We believe:

- Teens know the difference between right and wrong, especially when they have been taught and reminded of appropriate choices while in school.
- Schools should partner with families while using logical consequences to student actions with the goals of changed behavior at school and strengthened character for life.
- Summit Staff, Support Staff, Teachers, and Administration believe that punishments do not change behavior, and do their best to personalize discipline. They will work with individuals on an as-needed basis using Restorative Justice techniques.

## General School Response

**Loss of Privilege:** Attendance at school events (games, dances, etc.), or off-campus at lunch.

**Campus Community Service:** Work with the custodians around SHS after school.

# Student Management *continued*

## **General School Response continued**

**Lunch Detention:** Students eat lunch in supervised assigned area away from peer groups for one or more days.

**Morning Detention:** Students are assigned a 40-minute study time after school.

**In-School Suspension:** From one period to multiple days of out-of-class, but in-school suspension.

**Home Suspension:** Removal from school and all school activities between one and ten days.

**Expulsion:** Up to a calendar year. Student is not allowed to attend any BLP school events. A due process procedure is in place for these students and can be explained in detail to families by SHS Administration.

## **Actions and Consequences**

Below is a partial list, in alphabetical order, of conduct in violation of school policy and the associated school response. SHS sees these as both logical outcomes of poor choices as well as levers to change behaviors. In order to partner with parents for their student, parents will be notified of a student's action and the school-issued consequence - most of these are also violations of the Athletic Contract, and will be addressed as such.

### **Academic Dishonesty**

Plagiarism, cheating, along with any other academic dishonesty.

1. Teacher may assign an 'F' on the assignment.
2. Teacher may assign an 'F' in the course.

### **Arson**

Arson, setting off a false alarm, bomb threat, or a real or imitation explosive device/

1. Restitution, suspension, potential expulsion. SRO contacted.

### **Assault**

A willful attempt or threat to inflict injury upon another person, when the other does not wish to engage in the confrontation. This may be, but is not limited to, physical contact. Provocative speech can result in the same consequences.

1. Parent meeting, detention and/or suspension, SRO may be contacted.
2. Detention and suspension up to 10 days. Possible disciplinary hearing. SRO contacted.
3. Assault of staff: SRO contacted. Detention and suspension. Disciplinary hearing and possible expulsion.

### **Arson**

Arson, setting off a false alarm, bomb threat, or a real or imitation explosive device.

1. Restitution, suspension, potential expulsion. SRO contacted.

### **Bicycles, Skateboards, etc.**

Bicycles and skateboards are not allowed to be ridden in school and they must be stored during school hours.

1. May be confiscated if used in school and returned to student or parent.

### **Breathalyzer Tests**

SHS may breathalyze any person at a school-sponsored event or during school hours

### **Busses**

School District #1 school bus discipline policy is found on the District website. Students are under the authority of the bus driver, and accountable to the school they attend for any consequences for misbehavior.

### **Drugs, Paraphernalia, Tobacco & Alcohol**

This is behavior as well as a health concern. All violations will be mandatory meetings with a Student Support Counselor.

#### **Tobacco/Nicotine**

1. Detention and/or suspension. SRO contacted.

#### **All Other Drugs**

1. Detention and/or suspension. SRO contacted.
2. Detention and/or suspension. SRP contacted. Potential disciplinary hearing and expulsion.
3. Distribution or Selling: Detention and/or suspension. SRO contacted. Potential disciplinary hearing and expulsion.

### **Fighting**

Mutual combat with 2 or more individuals engaged.

1. Detention and/or suspension. Possible disciplinary hearing.
2. Suspension. Potential disciplinary hearing and expulsion.

### **Forging/Falsifying a School Document, Phone Call or Note**

1. Detention and/or suspension.

# Actions and Consequences *continued*

## Harassment, Bullying, Discrimination, Threatening

This rule applies to school related cyber or social media related content. This rule also applies to all behaviors that contribute to an unsafe environment for students or staff.

1. A school investigation will take place and appropriate disciplinary action taken, which may include suspension or expulsion.

## Hazing or Initiation of Other Students

Any form of hazing or initiation will not be tolerated at SHS or at school-sponsored activities.

1. Parent conference. Suspension. SRO contacted.
2. Suspended pending disciplinary hearing, or expulsion.

## Personal Communication Device

Summit will maintain a distraction free classroom. Devices need to be off and away during instructional times - bell to bell.

1. Device confiscated for the remainder of the school day.
2. Device confiscated for remainder of the day and parents are notified.
3. Device confiscated and parent/guardian ONLY may pick up device from an administrator.
4. Four or more offenses and student will be asked NOT to bring device to school, and will fall under Willful Defiance if brought to school.

## Search and Seizure

If school officials have a reasonable suspicion that a search will produce evidence that a student has, or is in the process of, a violation of school policies, a search of a student, their possessions, lockers, and vehicle (parked on campus) will be conducted.

Appropriate disciplinary action will be taken by the Administration.

*If it is determined a student has lied or otherwise misled a school official during an investigation, the student is subject to disciplinary action.*

## Swearing and Vulgar Language

1. In conversation: Verbal reprimand. Potentially referred to Administration.
2. Toward another student: Refer to Administration. Detention, possible suspension.
3. Toward staff: Detention and/or suspension. Multiple offenses: Suspension and potential removal from class.

## Theft

### Minor (under \$50 total value):

1. 3-day suspension. Disciplinary hearing may be held. Restitution. SRO contacted.

### Major (over \$51 total value):

1. Minimum 3-day suspension, up to 10 days.
2. Disciplinary hearing may be held. Restitution. SRO may cite.

## Unsafe or Obscene Behavior

Intentional unsafe behavior that threatens/endangers students or staff.

1. Detention and/or suspension.
2. Suspension or exclusion from events or areas.

## Vandalism

Willful or malicious defacing or destruction of property.

1. Detention and/or suspension. Restitution. SRO may be contacted.
2. Detention and/or suspension. Restitution. SRO contacted. Disciplinary hearing.

## Weapons - Real or Simulated

Zero tolerance. Refer to district website for details.

1. Suspended pending disciplinary hearing. SRO contacted.

## Willfull Defiance (ORS 339.250)

1. Detention up to 10 day suspension.

# Grading and Graduation

## Grade Point Average and Class Rank

All final grades are given equal value in computing GPA and class rank except AP classes, which receive a weighted grade and P/F classes such as Teacher's Assistant which do not calculate into the GPA.

## Grading

A student's letter grade for each class will be transcribed at the end of each semester. It is based on academic achievement, which may include performance objectives.

**Grading and the "Power of Zero"** A student's letter grade for each class will be transcribed at the end of each semester. It will be based on academic achievement, which may include performance objectives.

Summit High School will also follow a policy of no assignment being transcribed with a grade lower than 50%. We desire a student's grades to be more reflective of learning and growth.



# Grading and Graduation *continued*

## Graduation Requirements and Diploma Guidelines

- **Honors Diploma:** Requires 27 credits and at least 5 “capstone classes.” Counselors can provide detailed information.
- **Academic Diploma:** Awarded to each student who satisfactorily completes 26 credits.
- **Oregon Standard Diploma:** Awarded to each student who completes 24 credits and is approved by the SET Team of Administrators and Counselors.
- **Modified Diploma:** Awarded to each student who satisfactorily attends school and completes an educational program designed to meet their Individual Education Plan but who is not capable of achieving standard academic levels.

## On-Line and Transfer Grades

Students are responsible to work with counselors to insure online and transfer courses meet Bend-La Pine graduation requirements, and to make sure the final grades are transferred into SHS at least two weeks before the graduation. Failing to do so may prevent the student from participation in commencement.

## Progress Reporting

At the end of 1<sup>st</sup> and 3<sup>rd</sup> quarter progress grades will be posted and able to be viewed on Student/ParentVUE. At the end of 1<sup>st</sup> and 2<sup>nd</sup> semester final grades will be posted on Student/ParentVUE and students may request a copy of their transcript through Parchment.com.

# Athletics and Activities

Students involved in activities and athletics represent Summit High School. Participation is a privilege, which may be revoked or amended due to academic, attendance, or behavior violations.

## Dances, Sports Events, Concerts

Attending any school activity is a privilege not a right. Students will be removed for inappropriate comments or actions; further, those students are also at risk for removal from future school functions and any other appropriate disciplinary actions (p.10-11).

If a student is suspended on the day of an event, he/she is not allowed to attend or participate.

If a student is absent on the day of a concert, contest, or dance, he/she may not participate in that event.

## Athletics

Contact the Athletics/Activities Office (355-4101) for complete information regarding getting involved with a sport here at SHS. Here are some things to remember:

- 9th and 11th graders need new physicals to participate.
- A completed Sports Packet and fees paid is required, per sport.
- Any athlete must have passed and currently be passing 5 of 7 classes to be eligible to participate.
- Student athletes must be “on track to graduate” to be eligible.
- Know the consequences of violating the participation agreement.
- **Violating the athletics/activities participation agreement may carry consequences that could affect your college application process** (talk to your counselor).

Contact: Athletic Director, Mike Carpenter at 541-355-4102 for more details.

## Activities

A great way to get the most of high school is to find a place involved with one of our over 50 clubs, groups, and service events. Contact: Activities Director, Sarah Warsaw at 541-355-4103 for a place to join in.

# Student Life

## Commons

This is the heart of our campus. Lots of activity goes on there: eating, visiting, classes, dances, rallies, and more...

## Counseling Center

If you need to see a counselor for any reason, stop in and sign up with your counselor for a time to meet. You will be sent a call slip to your classroom for your appointment. Get to know your counselor!

## Drivers Education

You can learn all about joining one of the driver's education classes at [www.hddriversed.org](http://www.hddriversed.org).

## Family Access Network (FAN)

FAN is the health and social service providers, schools, community organizations, and individuals who work all year to assist any student at SHS. Contact Neda Wilson our FAN advocate at 541-355-4211.

## Fines

Any materials checked out to a student including books, athletic equipment, technology, library books are that student's responsibility.

## First Aid

If you are in need of medical attention, come to the Attendance Office. If a student is feeling ill, a health room is available for use. If needed, our staff will contact the school nurse. Regular check out procedure must be followed before a sick or hurt student leaves campus.

## Future Center

School-to-Career and Future Center volunteers work alongside Counseling to assist students in planning their next steps after high school. This is the place for information on colleges, careers, military, scholarships, exchanges, job-shadows and internships, and credit for the job you already have. To contact the Future Center call Jeff Rankin at (541) 355-4161.

## Insurance

It is recommended that families carry their own, or join the BLP District insurance. You can find information regarding this on the district website.

## iPad Information

The Bend - La Pine School District is dedicated to providing a quality, current, and agile education. To achieve this outcome, the district issues iPads to all high school students, and expects the iPad to be an integral part of the high school education. Parents and Students will need to:

- Read and Sign the Acceptable Use Policy booklet, along with insurance information
- Have an iPad cover that protects the screen and corners
- Any previous iPad fines need to be cleared
- Consider insurance options - the District strongly recommends buying insurance

The iPad is for student work and educational purposes only. Discipline for misuse of the iPad is explained in the Acceptable Use Policy. If you need financial assistance with insurance or iPad covers, please contact Neda Wilson (x 4211) our FAN advocate.

## Lockers

Lockers are assigned through the Attendance Office. These are given out on a "first come, first served" basis. Here are some reminders:

- These lockers are SHS property, so treat them with respect.
- DON'T EVER give your locker combination to another student.
- Try not to leave valuables in your locker.
- A student locker may be searched at any time by Administration.

# Student Life *continued*

## Lost & Found

Small items that are turned in are held in the Attendance Office. Lost clothing items are held in the clothing bin near the entrance to the SHS Cafe. Items will be held for a reasonable amount of time, then donated to local charities.

## Medications

Any student taking prescription medications that **MUST** be taken at school **MUST** be checked in at the Attendance Office who will then administer them to the student during the day. Medications must be clearly labeled with the student's name, in the original container, and stored in a secure place. An "Authorization for Medication by a Staff Member" form must be on file with SHS. In order for a student to carry non-prescription medication, they must have on file with SHS a current "Authorization for Self-Medication" form. Both forms are available in the Attendance Office.

## Parking at Summit

Students who choose to drive to SHS and park on school grounds must adhere to the following rules:

1. Campus speed limit is 10 mph. Drivers and passengers need to conduct themselves in a safe manner.
2. You can not, under any circumstances, park in spaces reserved for others. This includes but is not limited to the following: staff, visitor, disability parking, fire zones, marked tow away zones, and any space reserved with an orange cone. Never park in such a way that you block an entrance or roadway. Never park or drive onto a curb, grass or rocks.
3. No driver or passenger is allowed to loiter in the school parking lot before or after school hours.
4. Violation of any of the above-mentioned regulations may result in parking privileges being revoked.

## SafeOregon & First Step

SafeOregon is a system for students to report harmful or potentially harmful behavior against other students, school staff, or the school site. Use SafeOregon if you, or someone you know, is struggling or are in danger of being hurt, or need help from an adult and you're not sure who to tell. SafeOregon reports are anonymous or confidential. Anonymous means you don't need to leave any information about yourself when reporting a tip. Confidential means you can leave your name but will only be shared with school administration or possibly law enforcement if someone needs help immediately. You can include your contact information if you want someone to follow-up with you or you have questions.\*

### You can report a tip in five different ways:

1. Access the "First Step" app on your school iPad
  2. Online at [www.safeoregon.com](http://www.safeoregon.com)
  3. Call or text 844.472.3367
  4. Email [tip@safeoregon.com](mailto:tip@safeoregon.com)
  5. Download the FirstStep mobile app to your mobile phone
- You can include a photo or screenshot with your tip when using the mobile application, web form, or when sending an e-mail.
  - You can send a tip 24 hours a day, any day of the year. All tips are reviewed by SafeOregon staff and sent to the most appropriate place for follow-up.
  - Use 911 to report an emergency if you or someone you know needs immediate help.
  - SafeOregon is for serious concerns and focuses on sharing important information, preventing tragedies and saving lives. It's against Oregon law to misuse SafeOregon. Prank tips or deliberate false reports may be investigated by law enforcement.

If you have feelings of self-harm or suicidal thoughts, you can reach out to someone in four different ways:

1. Online at [OregonYouthLine.org](http://OregonYouthLine.org)
2. Call 1.877.968.8491
3. Text "teen2teen" to 839863
4. Download the FirstStep mobile app to your mobile phone

# Student Life *continued*

## Skills Support Specialist

If you need help navigating student life at Summit, please come see our specialist in the counseling office. They will help you gain new skills, tools, and know-how to promote and enhance your personal wellness.

## Student ID Cards

Each SHS student will receive a Student ID Card at the same time school pictures are taken. This card will denote if they have paid for ASB (Associated Student Body) which allows them to attend all regular SHS home athletic events for free when shown and also allows for a discounted ticket price to some of our dances. If lost, replacement cost is \$2. See Karen Young in the Counseling Office to get a replacement card.

## SHS Trailhead

Summit High's Trailhead program provides a safe space for students who need a structured social and emotional support system on an ongoing basis in order to regulate during their school day. Trailhead is individualized to meet the needs of each of its members.

## Where Do I Go?

### If you are concerned about yourself or someone else at school:

- If it is urgent, contact any school staff member immediately.
- Contact your school counselor.
- Use the SafeOregon/First Step app on your school iPad.

### Visit the Attendance office if you:

- are feeling sick, or need to see the nurse
- need to report or clear an absence
- need to check-out or check-in to school
- lost a personal item
- have a locker problem
- need to reach a campus monitor
- need to contact our FAN advocate
- want to report vandalism
- want to report a spill that needs to be cleaned up

### Visit the Athletics / Activities office if you:

- want information about any sport or club
- would like to submit a school-wide announcement
- would like to hang posters around campus
- have questions about a school-sponsored event
- want to bring a guest to a dance
- have questions about our Leadership program

### Visit the College & Career Center if you:

- would like information about internships or job opportunities
- would like information about college and the application processes
- would like information on scholarship opportunities

### Visit the Counseling office if you:

- would like to check in with you counselor
- are having academic or personal issues and would like to speak to a trusted adult
- would like to learn more about our academic programs
- are moving or withdrawing from school
- have issues with your schedule

*Where Do I Go continued on next page*

## Where Do I Go? *continued*

### Visit the Library / Media Center if you:

- would like to check a book in or out
- would like help with research or schoolwork
- have an iPad issue
- would like a quiet place to read, study or do work

### Visit the Main office if you:

- want to pay for a parking permit, ticket or a school fine
- are considering an area change to another school in Bend
- would like to connect with an administrator
- have general questions and aren't sure where to go or who to ask
- need to reach our school resource officer

## Transcript Information

Once you are in high school, your transcript becomes the one place for all your grade and course history. You should check this often to ensure it is accurate. You can see your unofficial transcript on the Course History tab of StudentVUE.

If you need an official transcript, you must go through [parchment.com](http://parchment.com). Our district has partnered with Parchment.com to deliver high school transcripts securely and confidentially to participating colleges, universities, trade schools and employers by electronic transmission, or to mail an official copy if an electronic copy is not accepted. You can also request a transcript for yourself. All current and former students may request an unlimited number of copies at no charge. You can track the status of your request and receive notification when it is complete.

### **ALL TRANSCRIPT REQUESTS MUST GO THROUGH PARCHMENT.COM**

**Parents:** Please require your student to create his/her own account. If you also create an account, it can conflict with their account and jeopardize the transmission of transcripts.

**Current students:** Use the registration code sent to your school email to set up a Parchment account. Please change the email address in the account to a personal email address as the school district email account is not available to you after you graduate.

**Former students:** You must have a valid email address to create an account.

