

Summit High School

Student Handbook

2015-2016



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

Table of Contents

School Information....3-6

Attendance Information....7-8

Student Management....9-11

Grading and Graduation....12

Activities and Athletics....13

Student Life....14-15

Directory

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

If you miss us, leave a message and we will call you back.

| | |
|---------------------------------|----------|
| Activities and Clubs..... | x4100 |
| Athletic Questions..... | x4101 |
| Attendance..... | x4015 |
| Band..... | x4185 |
| Boundaries..... | x4001 |
| Building Operations..... | x4046 |
| Bus Questions..... | 355-5700 |
| Campus Security..... | x4021 |
| College/Career Planning..... | x4158 |
| Head Start Program at SHS..... | x4233 |
| ELL..... | x4050 |
| Facility Rental..... | x4001 |
| Fines and Fees..... | x4005 |
| Graduation Questions..... | x4200 |
| Guidance/Counseling Office..... | x4200 |
| In-District Transfers..... | x4001 |
| Intervention Support Dean..... | x4207 |
| Legal & Criminal Concerns..... | x4021 |
| Library-Media Center..... | x4034 |
| Life Skills Center..... | x4225 |
| Lunch Program..... | x4040 |
| Main Office..... | x4006 |
| Parking Questions..... | x4005 |
| Peer Mentors/Tutors..... | x4200 |
| Proof of Enrollment..... | x4001 |
| Records (Health & Grades)..... | x4200 |
| Report Cards..... | x4003 |
| Scholarship Information..... | x4158 |
| School Newspaper..... | x4150 |
| SHS Web Page..... | x4003 |
| Special Education..... | x4245 |
| Student Visitor Process..... | x4001 |
| Textbooks..... | x4034 |
| Transcripts..... | x4200 |
| Yearbook..... | x4150 |

ADMINISTRATION

| | |
|-----------------------|---|
| Alice DeWittie..... | Principal |
| Michael McDonald..... | Asst. Principal |
| Jay Etnier..... | Asst. Principal |
| Reno Holler.... | Intervention Support Dean & AP Coordinator |
| Gabe Pagano..... | Athletic Director |
| Sarah Warsaw..... | Activities Director |

COUNSELORS

| | |
|--------------------|----------------------|
| Julie Plummer..... | Counseling Secretary |
| Karen Luke..... | Last names A-D |
| Andy Fleming..... | Last names E-L |
| Cindy Holler..... | Last names M-R |
| Carla Gomez..... | Last names S-Z |
| Kent Child..... | Future Center |
| Sandy Schmidt..... | FAN Advocate |

SCHOOL NURSE

| | |
|------------------|-------|
| Laura Brown..... | x4023 |
|------------------|-------|

SCHOOL RESOURCE OFFICE

| | |
|----------------------------|-------|
| Officer Jimmy Krauger..... | x4021 |
|----------------------------|-------|

EMERGENCY / SNOW INFO

| | |
|----------------------------------|---|
| Snow Line..... | 541-322-SNOW |
| Sign Up for Text Message Alerts: | |
| | http://connect.bend.k12.or.us |

SUMMIT HIGH ON THE WEB:

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

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

District Mission Statement

The mission of the Bend-La Pine Public Schools, as a vital part of our dynamic and engaged community, is to prepare each student with the knowledge, skills, confidence and personal integrity to be a thriving citizen in our ever-changing global society by assuring the highest quality education that honors unique talents and individual differences through a range of challenging opportunities.

District Beliefs

We believe that...

- All people have inherently equal worth.
- All people can learn.
- Each individual has unique talents and abilities to be discovered, encouraged, and developed.
- Learning occurs throughout life in different settings, ways, and times.
- People are responsible for the choices they make.
- High expectations coupled with motivation inspire people to higher levels of performance.
- Personal effort is essential to achieve full potential.
- A community thrives when individuals contribute to the well being of others.
- Integrity, respect, and cooperation are essential in building trusting relationships.
- Embracing diversity strengthens and enriches our community.
- A nurturing and supportive family is uniquely important to the healthy development of the individual.
- People are entitled to environments that are physically and emotionally safe.
- Education is a shared responsibility of students, families, staff, and the entire community.

Success at Summit

ACHIEVEMENT BEHAVIORS

Your behavior will influence your success. You should know how you are expected to behave and choose those behaviors that will help you get what you want and need for your future. Academic achievement and strong character traits lead to an increased number of positive options for a student's future.

Very few people know exactly what they will be doing for the rest of their lives; therefore, a student will be best prepared for tomorrow by achieving today.

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 Summit High School are expected to dress appropriately for school. Student clothing and attire cannot be a distraction to the educational environment. For safety reasons, shoes must be worn at all times.

SELF-DISCIPLINE BEHAVIORS

Students are expected to demonstrate and practice the good habits and attitudes that would enable them to keep a job as a young adult. These habits and attitudes are:

- Attend work (classes) except when sick.
- Arrive on time for work (classes).
- Be cooperative in doing what you are asked to do.
- Find a place to invest in the betterment of SHS and the Bend community.

In making decisions about how to act, or what to do while at Summit High School, you can ask yourself three general questions:

1. Will the behavior benefit me as a person and help me?
2. Will the behavior benefit my friends or classmates at school?
3. Will the behavior benefit the school and make it a better place?

If you answer "NO" to any of these questions, then the behavior is not acceptable at Summit High School.

KEYS TO A GREAT YEAR

Involvement

- Find a place outside of class where you can find and keep friends, and be involved in something really fun and challenging like SPORTS, CLUBS, DRAMA, etc.

Investment

- Call Summit home. Buy in. Have a great time. Show up. Work hard.

Intensity

- Give high school your all. Education is the most important thing in your life, treat it as such. Set high goals, and work to achieve them.

GENERAL INFORMATION

Parent Groups

There are many onramps for parents to get involved with Summit High. You are welcome and your help is always needed to continue to make this a great school for every student.

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

Friends of Music

The purpose of this parent and patron group is to promote all aspects of the SHS Music Program through publicity, promotion, and financial assistance. We have a great tradition of high quality performing arts and this group works to bring students, school and families closer together for the love of music.

On the web: www.friendsofmusic-shs.org

Site Council

Site Council creates an avenue for parents and community members to partner with SHS staff and administration with the intent to define school goals, identify challenges, formulate potential solutions, and shape the direction of Summit High School.

Meeting times on the web: www.bend.k12.or.us/shs/ - Calendar & News

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 and 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 reach them:

- 1.** Email the teacher. Go online where you can find their email on the SHS website.
- 2.** Phone the teacher: Call the school where you will be transferred to their phone.

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.
- 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.

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 Mrs. Heather Cornett, 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.

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.

GENERAL EXPECTATIONS

Students are expected to be healthy, in school, and prepared to learn each day we are in session.

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.
- Upon return to SHS, students report to the Attendance Office.
- Students have 3 school days to excuse an absence before it is recorded as unexcused.
- Students who must leave during the school day MUST obtain an "Off Campus Pass" from 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.
- Homework requests may be made after 3 consecutive absences. Pick up the next day in Attendance Office.
- Pre-Arranged Absences may be made for non-illness or emergency absences, such as vacations.
- Tardiness. Being late to class more than 4 times in a grading period will result in SHS disciplinary action.

OFF CAMPUS AT LUNCH

Leaving SHS at lunch is considered a privilege and as such may be revoked if abused.

Below are the guidelines for students leaving SHS at lunch:

- Juniors and Seniors on track for graduation may leave.
- Sophomores with written permission on file with Attendance may leave.
- Freshmen MAY NOT LEAVE for lunch unless accompanied by a parent or guardian.
- Administration reserves the right to remove this privilege if it becomes a barrier to academic progress or behavior concerns.

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 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 our a safe and positive community for students to learn and grow, so when complications occur SHS act 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.
- Disciplinary consequences can be an effective lever for positive life change.
- 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.
- Violators will be dealt in a way that is firm, just, consistent, and respectful.

LEVELS OF DISCIPLINE CONSEQUENCES

Loss of Privilege

- Attendance at school events (games, dances, etc.), or Off Campus at Lunch.

Campus Clean-Up

- Detention working with the Custodians around SHS.

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 for a specific amount of time.

Expulsion

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

ACTIONS AND CONSEQUENCES

Listed alphabetically below are some of the inappropriate or illegal acts and the consequences they will bring upon the student. 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.

ACADEMIC DISHONESTY

- Plagiarism, cheating, along with any other academic dishonesty.
- First: Teacher may assign an "F" on the assignment.
- Second: Administration and teacher may assign an "F" in the course.

ARSON

- Arson, setting off a false alarm, bomb threat, or a real or imitation explosive device.
- Up to 10-day suspension.
- Law enforcement may cite student.
- Restitution, if needed.

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.
- First: SRO may cite student. Suspension up to 5 days. Parent meeting.
- Second: SRO may cite. Suspension up to 10 days. Disciplinary hearing.
- Assault of staff: SRO may cite. Disciplinary hearing and possible expulsion.

BICYCLES, SKATEBOARDS, ETC.

- Not allowed to be ridden in school. Must be stored during school hours.
- May be confiscated if used in school. 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, ETC

- Oregon law prohibits being under the influence of, and the possession, use, or distribution of alcohol, illegal drugs, inhalants, etc. by students while at school or at any school-sponsored event. The same is true for all delivery paraphernalia.

TOBACCO:

- First: 2-day suspension. SRO may cite.
- Second: 3-day suspension. SRO to cite.
- Third: Up to 10-day suspension. Disciplinary hearing. SRO to cite.

ALL OTHER DRUGS:

- First: 10-day suspension, or 3-day suspension with a drug/alcohol assessment (parent paid). SRO may cite.
- Second: 10-day suspension. Disciplinary hearing, recommend expulsion.
- *Distribution or Selling*: Mandatory Disciplinary hearing, recommend expulsion.

FIGHTING

- Mutual combat with 2 or more individuals engaged.
- First: 3-5 day suspension. Possible disciplinary hearing.
- Second: 10-day suspension. Mandatory disciplinary hearing. Recommend expulsion.

FORGING/FALSIFYING A SCHOOL DOCUMENT, PHONE CALL, OR NOTE

- First: 1-3 day suspension.
- Second: 3-5 day suspension. Possible disciplinary hearing.

HARASSMENT, BULLYING, DISCRIMINATION, THREATENING

- This rule applies to all behaviors that contribute to an unsafe environment for students or staff.
- 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.
- First: Up to 10-day suspension. SRO may cite. Parent conference.
- Continued: Suspended pending disciplinary hearing, or expulsion.

MOTOR VEHICLES

- Having a vehicle on campus is a privilege, not a right. This privilege may be revoked if abused.
- All general vehicle rules and obligations are in force at SHS.
- Violations are subject to school and police consequences.
- All student drivers must purchase a "Parking Permit" (\$25) to park on campus. 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, his possessions, lockers, and vehicle (parked on campus) will be conducted.
- Appropriate disciplinary action will be taken by the Administration.

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, his possessions, lockers, and vehicle (parked on campus) will be conducted.
- Appropriate disciplinary action will be taken by the administration.

SWEARING, VULGARITY, AND OBSCENE BEHAVIORS

- In conversation: Verbal reprimand. If refused, refer to Administration.
- Toward another student: Refer to Administration. Possible suspension.
- Toward staff: First, minimum 1 day suspension. Second, possible disciplinary hearing.

THEFT

- Minor (under \$50 value)
 - 3-day suspension. Disciplinary hearing may be held. Restitution.
 - SRO may cite
- Major (over \$50 value)
 - Minimum 3-day suspension, up to 10 days. Disciplinary hearing may be held. Restitution.
 - SRO may cite.

UNSAFE BEHAVIOR

- Intentional unsafe behavior that endangers students or staff.
- Suspension or exclusion from events or areas is possible.

VANDALISM

- Willful or malicious defacing or destruction of property.
- First: Up to 5-day suspension. Restitution. SRO may cite.
- Second: Up to 10-day suspension. Restitution. SRO cite. Disciplinary hearing.

WEAPONS - REAL OR SIMULATED

- Zero tolerance. Refer to district website for details.
- Suspended pending disciplinary hearing. SRO may cite.

WILLFUL DEFIANCE (ORS 339.250)

- First (and any subsequent): Automatic suspension up to 10 days and mandatory parent conference.

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

GRADING AND GRADUATION

GRADE POINT AVERAGE AND CLASS RANK

All final grades in all courses are given equal value in computing GPA and class rank except AP classes, which receive a weighted grade.

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.

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 On-Line and Transfer courses meet Bend La Pine graduation requirements, and to make sure the final grades are transferred into Summit High School at least one week before the graduation. Failing to do so may prevent the student from participation or on time graduation.

PROGRESS REPORTING

At the end of 1st and 3rd quarter, progress grades will be mailed home. At the end of the 1st and 2nd semester we will mail home student report cards and transcripts.

Parents can check on their students' progress at anytime via ParentVue (go to link on SHS website to log in).

If a parent does not have a ParentVue account, they can send an email to karen.young@bend.k12.or.us for help with this.

ACTIVITIES AND ATHLETICS

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.

Contact: Athletic Director, Gabe Pagano, 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 30 clubs, groups, and service events.

Contact Stacey in the Activities Office 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 called by an aide for your appointment. Get to know your counselor!

DRESS CODE

Students are expected to dress appropriately. Minimal expectations include: **all** underwear is covered (including bra straps), shoulders are not completely bare, tops cover entire midsection. Students will be asked to change if their clothing displays illegal/derogatory acts or statements or has been deemed other inappropriate.

DRIVER'S EDUCATION

You can learn all about joining one of the driver's education classes at www.hddriversed.org.

FAN

FAN stands for Family Access Network which is the health and social service providers, schools, community organizations, and individuals who work all year to assist any student at SHS. Contact Sandy in the FAN office located in the Counseling Center.

FINES

Any materials checked out to a student including books, athletic equipment, technology, library books are that student's responsibility. School records such as Report Cards, DMV forms, etc. will be held until the fines are cleared.

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.

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.

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.

LOST AND FOUND

SHS Lost and Found is in the Attendance Office. 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.

STUDENT ID CARDS

Each SHS student will receive a Student ID card at the same time school pictures are taken. This ID 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. If lost, replacement cost is \$2.

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 Sandy Schmidt (x 4211) our FAN advocate.