

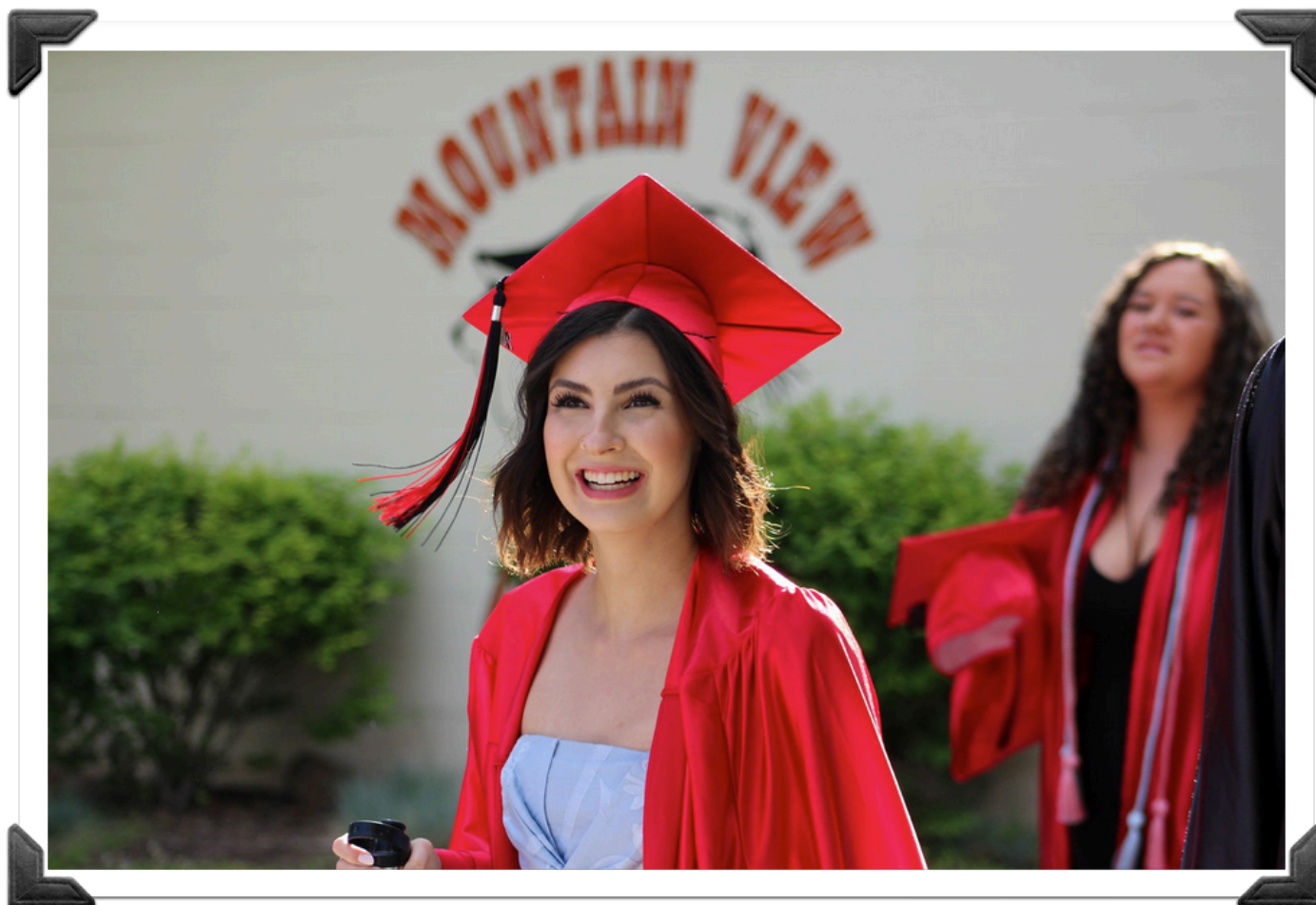


MVHS Student & Parent Handbook

This handbook is intended to serve as a quick reference guide for MVHS students and parents.

Our goal at MVHS is to provide each student and parent with:

- A campus environment that is safe, welcoming and built upon mutual respect
- A rigorous academic environment that challenges and prepares students for success after high school
- An engaging high school experience that is inclusive, engaging, rewarding and fun



MOUNTAIN VIEW HIGH SCHOOL

BELL SCHEDULES



HOME OF THE
Cougars

MONDAY/TUESDAY/THURSDAY/FRIDAY					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:25	9:37	72 min	1	2	1
9:37	9:47	10 min	Passing		
9:47	10:59	72 min	3	3	2
10:59	11:04	5 min	Passing		
11:04	12:16	72 min	4	5	4
12:16	12:56	40 min	LUNCH		
12:56	2:08	72 min	6	6	5
2:08	2:13	5 min	Passing		
2:13	3:25	72 min	7A	7B	7C

*40 minute lunch includes a 5 minute passing period at beginning and end

WEDNESDAY					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:25	9:19	54 min	1	2	1
9:19	9:29	10 min	Passing		
9:29	10:23	54 min	3	3	2
10:23	10:28	5 min	Passing		
10:28	11:22	54 min	4	5	4
11:22	12:02	40 min	LUNCH		
12:02	12:56	54 min	6	6	5
12:56	1:01	5 min	Passing		
1:01	1:55	54 min	7A	7B	7C

CLASS MEETING SCHEDULE					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:25	9:32	67 min	1	2	1
9:42	10:49	67 min	3	3	2
Class Meetings : students not in class meeting attend period below					
10:54	12:26	92 min	4	5	4
12:26	1:06	40 min	LUNCH		
1:06	2:13	67 min	6	6	5
2:18	3:25	67 min	7A	7B	7C

ASSEMBLY SCHEDULES					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:25	9:30	65 min	1	2	1
9:35	10:40	65 min	3	3	2
10:45	11:15	30 min	Assembly		
11:25	12:30	65 min	4	5	4
12:30	1:10	40 min	LUNCH		
1:10	2:15	65 min	6	6	5
2:20	3:25	65 min	7A	7B	7C

ADVISORY SCHEDULES					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:25	9:31	66 min	1	2	1
9:41	10:47	66 min	3	3	2
10:47	11:17	30 min	Advisory Time*		
11:22	12:28	66 min	4	5	4
12:28	1:08	40 min	LUNCH		
1:08	2:14	66 min	6	6	5
2:19	3:25	66 min	7A	7B	7C

*Students will remain in the 2nd block class period during Advisory time

2 HOUR DELAY SCHEDULE					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
10:25	11:14	49 min	1	2	1
11:19	12:08	49 min	3	3	2
12:13	1:02	49 min	4	5	4
1:02	1:42	40 min	LUNCH		
1:42	2:31	49 min	6	6	5
2:36	3:25	49 min	7A	7B	7C

Quick Reference Guide (click on the links to jump to that page)

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Attendance Policy & Procedures

Students who attend school regularly are more likely to have success in school, graduate on time, and speak positively about their high school experience. Our goal is to have every student attend 90% of the time or more.

To report or clear an absence parents can:

- Contact our 24-hour attendance line at (541) 355-4415
- Provide a note to our attendance office

Parents have 48 hours to clear an absence.

The table below describes some common examples of excused and unexcused absences:

Excused Absences	Unexcused Absences
Student illness	Cutting class
Medical / dental appointment	Overslept
Family illness or medical emergency	Missed bus
Bereavement	Leaving campus without checking out
Religious holiday	Arriving tardy and not attending class
Participation in a school-sponsored activity	Participation in a non-school sponsored activity
School suspension	Arriving tardy and not attending class

A student who leaves campus during the school day is required to check out with the attendance office. Students returning to campus from an absence are required to check in with the attendance office.

Attendance records are legal documents. Students who forge a parent or doctor's note are subject to the following disciplinary consequences:

- Offense #1: Two lunch detentions
- Offense #2: One day of ISS

Attendance related to athletics & school-sponsored activities:

In order to participate in practice, contests or after-school activities students are required to attend classes for the full day. Failure to do so will result in forfeiture of that day's participation. If students return to school after 12pm midnight for a school-sponsored event their coach or advisor may authorize their excusal from the first class period the following day. The coach/advisor will notify the attendance office prior to the start of the next school day.

Because regular school attendance is important to student success, the staff at MVHS will monitor attendance and apply disciplinary consequences to try to alter behavior and encourage students to attend school more regularly.

Tardies consequences:

- Classroom tardies #1 – 3: the classroom teacher will issue a warning to the student; teacher may contact home
- Classroom tardy #4 – 5: the classroom teacher will contact the attendance office; lunch detention will be assigned and parents notified
- Classroom tardy #6 or more: attendance office & administration will determine next steps

Unexcused absences:

Each week our attendance team will run a report of students with one or more unexcused absences from the week before, and will respond accordingly:

- Unexcused absence #1: the attendance office will issue a warning to the student; parents will notified
- Unexcused absences #2 – 3: lunch detention will be assigned
- Unexcused absences #4 – 5: SIT time will be assigned
- Unexcused absences #6: ISS will be assigned
- Additional unexcused absences*: attendance office & administration will determine next steps

Students who fail to comply with our attendance protocol will be assigned the following consequences:

- 1st offense: assigned one additional detention
- 2nd offense: assigned SIT time
- 3rd offense: assigned ISS

**Attendance protocols start over at each quarter.*

Makeup work – students who will be out of school for an extended time are encouraged to communicate with their teachers directly to discuss makeup strategies. A student who has an excused absence will have an opportunity to makeup work for full credit. At a minimum students will be granted one day for each day absent plus one additional day to makeup work. Teachers will provide alternative procedures for students to makeup class participation points. Teachers may only allow a maximum of 50% credit for makeup work submitted by a student who was truant or had an unexcused absence.



MVHS STAFF

School Services

Announcements / distribution of materials – school announcements are available on the TV screens in the commons. Only school sponsored events and activities are allowed to be advertised on campus. Please see the Activities Director to submit an announcement or hang a poster on campus.

Area change requests (ACR) – students who live outside of the Mountain View attendance boundary are required to submit an Area Change Request form. This requirement applies to all students, even current students who move while already attending MVHS. ACR forms and further information can be found [here](#). Families can check their attendance boundary by using the map or the bus route tool posted online [here](#).

Breathalyzer tests – in order to provide school functions that are safe and sober, MVHS reserves the right to perform a breathalyzer test to anyone in attendance.

Bus information – BLS schools provides bus transportation for students. More information can be found [here](#). Our district also offers a smartphone application called “[My Bus Stop](#)” that helps parents track their student’s bus route.

Cafeteria – our cafeteria is open twice daily (brunch and lunch) to provide students with the nourishment they need to be successful while at school. Information about student meal accounts and school menus can be found [here](#).

College & Career Center – our C&CC is available for students who are interested in exploring internship and job opportunities as well as learning more about colleges and the college application process. More information about our C&CC and opportunities available can be found [here](#).

Communication with parents – our official and most-used means of communicating with parents is via email. Parents are encouraged to register for [ParentVUE](#) or contact our counseling office to ensure we have updated email addresses on file. Occasionally throughout the year we will send information home via US Mail.

Communication with students – our official means of communicating with students is via email using their school-sponsored email address. Students are encouraged to stay in the habit of checking their school email frequently. [StudentVUE](#) is a program available to

students on their school-sponsored iPads, that allows them to track grades and communicate with school staff.

Courses offered – Our curriculum guide offers information about courses we offer. Updated versions can be accessed below, or visit the counseling office for a printed copy.

21-22 Curriculum Guide (https://www.bend.k12.or.us/download_file/view/13808/961)

21-22 Guía curricular (https://www.bend.k12.or.us/download_file/view/13908/961)

21-22 Freshman Curriculum Guide (https://www.bend.k12.or.us/download_file/view/13827/961)

21-22 Guía curricular del grado 9o (https://www.bend.k12.or.us/download_file/view/13826/961)

FAN (Family Access Network) – here at MVHS we have a dedicated FAN advocate to help connect students and families to essential services such as food, shelter, heating, health care, clothing and more. FAN advocates link children and families to critical basic need services with the goal of keeping children healthy and in school. Our FAN Advocate's office is in the attendance office; she can be reached by phone at (541) 355-5672.

Graduation requirements – graduation requirements can be found in our curriculum guide. The [curriculum guide](#) can be accessed online or visit the counseling office for a printed copy.

iPads – All MVHS students are issued a school iPad. Students should bring their charged iPad to school with them on a daily basis. Students are responsible for taking care of the iPad, cover, charging brick and charging cord and can be fined for losing or damaging those items. We strongly encourage families to purchase insurance. If your iPad is lost or stolen please visit the Library as soon as possible. Students who leave MVHS during the school year must return all iPad items prior to unenrolling. Students who misuse their iPads are subject to disciplinary consequences. More information about our district's iPad program can be found [here](#).

Library / Media Center – The Media Center is open from 8:05 a.m. – 3:45 p.m. (closes at 2:05 p.m. on Wednesdays). Here students can read or check out books and get support with iPads, assignments, or projects. Books are checked out for three weeks at a time. Enjoy food outside of the Media Center; drinks are allowed.

Lockers – lockers will not be available to students during the school day. Students are encouraged to carry a backpack with their school belongings. Athletic lockers and storage will be available to students and coordinated by coaches.

Lost & Found – students can bring or look for lost items in the attendance office. Unclaimed items will be donated to a local charity.

Medications – if a student requires medication during the school day a parent or guardian must bring the medication to our school nurse; students cannot bring medication to and from school (exception – asthma inhalers). This includes over-the-counter medications like ibuprofen and Tylenol. If a parent would like school staff to administer medication, or prefer their student self-administer medication, the following forms must be completed and returned to the school nurse:

[Medication permission form](#)

[Medication self-administration form](#)

Additional information can be found [here](#) on the BLS website.

Security cameras – for the protection of students, staff and school property, cameras are in place in numerous areas around campus. Information obtained from camera recordings may be used in the investigation of school rule violations or criminal activity.

Visitors – During regular school hours, all visitors must report directly to the main office to obtain permission to visit. All visitors are required to sign in and out through the district visitor management system with an approved form of identification (valid state drivers license, passport or Consulate or Military ID) and visibly wear their provided visitor badge while on campus. Visitors who fail to check in with the school office or wear the provided visitor's badge will be asked to leave the school facility. Students from other schools are not permitted to attend classes at MVHS without prior permission from administration. For further details on the district visitor guidelines, please review the BLS [Visitors to District Facilities KK-AR](#).

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
 3. Call or text 844.472.3367
 4. Email 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
 2. Call 1.877.968.8491
 3. Text “teen2teen” to 839863
 4. Download the FirstStep mobile app to your mobile phone

Student Expectations

Community neighbors – students are expected to respect the local neighborhood that surrounds our campus, and be good stewards of our local community! Students shall not litter, loiter, trespass or be a nuisance to our neighbors.

Cell phones – to maintain the integrity of an academic environment students are not permitted to access their cell phones during class time without teacher permission. Cell phones should be turned off or silenced and placed in a backpack or classroom holder to limit distractions (“off & away”). During class time students are not allowed to use cell phones in the hallways or common areas unless they have an open period pass. Students can freely access their cell phones before school, during passing periods and at lunch time. If a student does not adhere to our cell phone policy the following consequences will apply:

- 1st offense: the phone will be confiscated and returned to the student at the end of the school day. The student will be reminded of our expectations and a parent email will be sent home
- 2nd offense: the phone will be confiscated and returned to the student at the end of the school day. Lunch detention will be assigned. The student will be reminded of our expectations and a parent will be notified
- 3rd offense: the phone will be confiscated and returned to a parent or guardian at the end of the school day. "Sit Time" and a mandatory student/parent meeting will be required
- 4th offense: a student/parent meeting will be required to discuss other potential solutions and consequences

Dress code – MVHS requires students to dress in a manner that creates a safe and comfortable learning environment for all students and staff. MVHS's policies are based on our district's [Student Code of Dress](#), and is summarized here:

- Clothing and jewelry should not display pictures or insignias that are crude, profane, or sexually suggestive, or which advocate racial or religious prejudice, or which depict drugs or alcohol or any illegal activities
- All clothing should cover underwear, undergarments, midriffs, buttocks and chest area
- Hoods are to be worn down when in the building
- Gang-related clothing (e.g. bandanas, gang colors, jewelry etc.) is not allowed

School staff reserve the right to determine dress code violations. Students will be asked to change their clothing if needed. Students who violate dress code are subject to the following disciplinary consequences:

- 1st offense: warning
- 2nd offense: detention
- 3rd offense: two detentions
- Additional offenses can result in progressive discipline to be determined by school administration

Fees & fines – Students and parents can pay for school-related fees and fines by accessing our [TouchBase](#) computer system. All fines must be paid for students to participate in extra-curricular events including athletics, dances and graduation.

Hall passes – students should carry a hall pass with them during class time. Hall passes will not be granted during the first and last ten minutes of class.

Open periods – if a student has a hole in their schedule (an “open period”) they can assemble in the cafeteria to study or leave campus (grades 10-12). Students are not allowed to roam campus or linger in the hallways. Students who remain on campus are expected to not interrupt the learning environment. Students who have an open period must display an “open-period pass.” Students can get an open-period pass from the attendance office.

Parking – to park on campus students are required to acquire a permit from the attendance office. Please bring your driver’s license to register your vehicle. Parking stickers should be placed on the inside front window of the driver’s side. In order to maintain a parking lot that is safe for all, students are expected to follow all driving rules while on campus, including but not limited to:

- Maintaining a speed limit of 10mph
- Parking in designated spaces only
- Not loitering in vehicles during class time
- Ensuring all passengers have permission to leave campus

Failure to follow parking lot expectations can result in the following consequences:

- 1st offense: warning, detention, \$25 fine
- 2nd offense: detention, \$25 fine, suspension of parking privileges for 2 weeks
- 3rd offense: detention, \$25 fine, suspension of parking privileges for 2-4 weeks
- 4th offense: suspension of parking privileges for the remainder of the year

Public Displays of Affection (PDA) – School is a public setting and reserved for PDA events that are appropriate in such settings. Holding hands, hugs and quick kisses are permitted in our building. PDA that goes beyond these simple displays of affection are not allowed on campus. School staff reserve the right to determine PDA violations. Students who violate PDA guidelines are subject to the following disciplinary consequences:

- 1st offense: warning
- 2nd offense: detention
- 3rd offense: two detentions
- Additional offenses can result in progressive discipline to be determined by school administration

Sportsmanship – as spectators, students and parents are expected to behave with the utmost integrity and model appropriate behavior. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of unacceptable conduct include but are not limited to: disrespecting players by name, number or position; negative cheers or chants; throwing objects on the playing surface; use of derogatory or racially explicit language; discriminatory harassment or conduct that creates a hostile environment that is disruptive to the educational environment.



Academic Integrity Policy

MVHS is committed to excellence and maintaining the highest standards and expectations for academic integrity among all students. We believe that students learn and grow from challenging themselves and doing their own work. Academic dishonesty is using a person's work, concepts, ideas or documentation without giving proper credit to the source. Using or providing unauthorized materials for assignments or tests or falsifying school records are also forms of academic dishonesty. Some examples of academic dishonesty include:

- Looking at someone else's test or quiz or allowing them to look at yours
- Using unauthorized notes on a test or quiz
- Copying another student's work or allowing them to copy yours
- Having unauthorized access to an exam or quiz
- Using a cell phone, tablet or computer to share or receive information about a test or quiz
- Collaborating on work that is intended to be done independently
- Lying about attendance or the ability to complete assignments or assessments
- Submitting work that is not your own (e.g. turning in a paper you did not write)
- Copying or closely paraphrasing written work that is not your own without proper citation

A teacher's professional judgement guides the implementation of the MVHS Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the policy, evaluating evidence and determining whether the policy has been violated. Teachers will work with administration throughout the process. Students are to conduct themselves in a sensible manner as to not give teacher cause to consider their actions a violation of the policy.

Consequences for policy violations:

- 1st offense: assign a "zero" for the particular assignment/test. Detention or school service may be assigned. The teacher should submit a referral to the main office and contact home. The teacher has the discretion to allow the student to makeup the assignment/test for partial credit.
- 2nd offense: assign a "zero" for the particular assignment/test. The student may receive a one letter grade drop to their final grade. Detention, school service or ISS may be assigned. The teacher should submit a referral to the main office and contact home. The teacher has the discretion to allow the student to makeup the assignment/test for partial credit.

- 3rd offense: assign a “zero” for the particular assignment/test. The student may receive a one letter grade drop to their final grade, or automatically assigned a failing grade in the class. Detention, school service or ISS may be assigned. The teacher should submit a referral to the main office and contact home. The teacher has the discretion to allow the student to makeup the assignment/test for partial credit. Students who have 3 or more violations are disqualified from receiving an honors diploma.
- Additional offenses can result in progressive discipline to be determined by school administration



Disciplinary Consequences

Every student reserves the right to attend a safe, welcoming and inclusive campus free from danger or distractions that may impede the learning process. It is the responsibility of both staff and students to foster a safe and enriching environment. Students will be held accountable for actions that are detrimental to our learning environment. MVHS subscribes to a progressive-discipline approach that provides students an opportunity to learn and reflect on their actions and do better in the future. Below is a list of disciplinary consequences that can be utilized by MVHS staff:

- **Detention** – detention occurs during lunchtime. Students are required to report to the detention classroom immediately after getting food
- **SIT time** – SIT stands for “Student Improvement Time.” SIT time occurs after school on Wednesdays from 2:15 – 3:30pm
- **ISS** – ISS stands for “In School Suspension.” Students are required to work on school work during ISS. Students may also be required to “give back” to our school community by providing community service to our campus during ISS time. Students may be asked to reflect on the behavior that led to ISS and to provide a written or oral reflection
- **Suspension** – this consequence temporarily removes a student from the school setting. In certain situations a student may not be able to return to school until specific pending action occurs. Suspensions are determined by administration and are not to exceed 10 days unless a specific situation requires an extended suspension. Students are not allowed to be on school property or participate in extra-curricular events while suspended
- **Expulsion** – this consequence permanently removes the student from the school setting for the remainder of the semester or for one calendar year. Students are not allowed to be on school property or participate in extra-curricular events while expelled

Bullying / Cyberbullying / Verbal harassment – it is inappropriate for any student to engage in behavior that creates a hostile educational environment for any student or staff member. This includes behavior that is intended to distress, threaten, demean, annoy or torment another person. Harassment in the form of slurs based on religion, race, disability or sexual identity or preference is not allowed. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Students who harass other students can be held responsible for their actions if their behavior negatively impacts the school environment,

even if the harassment takes place outside of normal school hours. Law enforcement may be contacted

- 1st offense: 1-3 days ISS or suspension
- 2nd offense: 5-10 days suspension
- Additional offenses can result in progressive discipline to be determined by school administration

Drugs, alcohol, tobacco & vaping – it is illegal for a student to be involved in the possession, use or distribution of controlled substances. Students may be cited by our School Resource Officer for drug & alcohol infractions. School disciplinary consequences are outlined below:

Drugs & alcohol

- 1st offense: 3 days suspension, recommendation to our drug & alcohol counselor
- 2nd offense: 6-10 days suspension
- Additional offenses can result in progressive discipline to be determined by school administration

Vaping & tobacco – Vaping is detrimental to the human body and can be addictive and habit forming. More information on vaping risks can be found [here](#).

- 1st offense: 2 days ISS and successful completion of our vaping education program
- 2nd offense: 3 days suspension
- 3rd offense: 6-10 days suspension
- Additional offenses can result in progressive discipline to be determined by school administration

Fighting / Physical harassment – fighting is mutual combat when participants are involved beyond self-defense measures. Physical harassment includes tripping, hitting, kicking, shoving, spitting at, slapping or attempting to injure another person. Law enforcement may be contacted.

- 1st offense: 3 days ISS or suspension
- 2nd offense: 5-10 days suspension
- Additional offenses can result in progressive discipline to be determined by school administration

Search & seizure – when students are brought to the office for a potential disciplinary issue school staff will collect the student's backpack and cell phone. Any property deemed a detriment to the safety and welfare of students and staff may be seized if school officials

have reasonable suspicion that a violation of school rules is being committed or about to be committed:

- A search of a student or their property will be limited to a situation that involves reasonable suspicion that the student poses past, current or future harm to the school community
- Illegal items (weapons, drugs etc.) or disruptive items (e.g. mask) may be seized by school staff
- Cell phones can be searched with reasonable suspicion that content on the phone is in violation of school rules or poses a threat or risk to other students or staff

Sexual harassment – includes unwelcome sexual advances, requests for sexual favors, verbal, written or physical conduct of a sexual nature that interfere's with a person's education or any behavior sexual in nature that creates an intimidating, hostile or inappropriate school environment. Law enforcement may be contacted.

- 1st offense: 3 days ISS or suspension
- 2nd offense: 5-10 days suspension
- Additional offenses can result in progressive discipline to be determined by school administration

Theft – theft will result in 3 – 10 days ISS or suspension and person's responsible will be required to pay restitution to the victim. Law enforcement may be contacted.

Vandalism – vandalism will result in 3 – 10 days ISS or suspension and person's responsible will be required to pay restitution to the victim or school. Law enforcement may be contacted.

Weapons – students are not allowed to possess, use or distribute real or imitation weapons on school property. Weapons include knives or other sharp objects, firearms and explosives. Any object may be considered a weapon if it is used or intended to be used to cause bodily harm. Potential consequences for weapons violations can include suspension and/or expulsion. Law enforcement may be contacted.

Willful disobedience – in order to retain a safe and orderly learning environment Oregon Education Law requires students to comply with school rules and to follow the authority of school staff. Intentional defiance of school rules or staff authority is subject to disciplinary consequences.

MVHS Collaborative Problem Solving

It is important to have open lines of communication so students, parents and staff have an avenue to be heard and problem solve together. At times, issues arise; these issues or concerns can typically be solved with open and effective communication. As adults it is important that we model for our students how most problems can be solved by working together. Below outlines some basic avenues for communication should issues arise. It is expected that the student will be included in any meeting to be a part of the problem-solving process, unless agreed upon otherwise. In all situations outlined below, our administrative team will work together closely to help ensure a fair and equitable process for all involved.

Concern about a student grade or class assignment:

1. Contact the teacher to express concern and work directly with the teacher to resolve the issue
2. If it is not resolved at the teacher level, contact the student's counselor or the assistant principal and work with them to resolve the issue
3. If the concern is not resolved at the building level it can be appealed to the director of high schools

Issue that involves a teacher:

1. Contact the teacher to express concern and work directly with the teacher to resolve the issue
2. If it is not resolved at the teacher level, contact the student's assistant principal and work with them to resolve the issue
3. If the concern is not resolved at the building level it can be appealed to the director of high schools

Issue that involves a coach:

1. Contact the coach to express concern and work directly with the coach to resolve the issue
2. If it is not resolved at the teacher level, contact the athletic director to work with them to resolve the issue
3. If the concern is not resolved at the building level it can be appealed to the director of high schools

Concern about a disciplinary action:

1. If the disciplinary action was taken by a teacher or campus monitor, the student and/or parent should contact them directly to express their concern
2. If the concern still exists, the student or parent can contact the assistant principal
3. If the concern still exists, the student or parent can contact the director of high schools

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 First Step app on your school iPad

Visit the **Attendance office** if:

- ▶ You are feeling sick, or need to see the nurse
- ▶ You need to report or clear an absence
- ▶ You need to check-out or check-in to school
- ▶ You lost a personal item
- ▶ You have a locker problem
- ▶ You need to reach a campus monitor
- ▶ You need to reach our school resource officer
- ▶ You need to contact our FAN advocate
- ▶ You want to report vandalism
- ▶ You 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
- ▶ You would like to submit a school-wide announcement
- ▶ You would like to hang posters around campus
- ▶ You have questions about a school-sponsored event
- ▶ You want to bring a guest to a dance
- ▶ You have questions about our Leadership program

Visit the **College & Career Center** if:

- ▶ You would like information about internships or job opportunities
- ▶ You would like information about college and the application processes

Visit the **Counseling office** if:

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

Visit the **Library / Media Center** if:

- ▶ You would like to check a book in or out
- ▶ You would like help with research or school work
- ▶ You have an iPad issue
- ▶ You 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
- ▶ You are considering an area change to another school in Bend
- ▶ You would like to connect with an administrator
- ▶ You have general questions and aren't sure where to go or who to ask

