

STUDENT HANDBOOK AND ACADEMIC PLANNER



School Phone.....	967-4545
Attendance	967-4551
Counseling	967-4573
Career Center	967-4540
Registrar	967-4553
Special Programs.....	704-3105
Student Services.....	704-3102
Sports Line	967-4560, ext. 3420
School Office Hours.....	7:00 a.m. – 4:00 p.m., daily

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MISSION AND GOALS

PHILOSOPHY OF EDUCATION

We believe in the worth and the dignity of all people, in the importance of seeking truth, in dedication to excellence and in the necessity of a challenging educational environment.

We believe that the responsibility for educating our youth is shared with educators, parents, community and students.

We believe that students who are given the opportunity to gain knowledge and to make responsible decisions should be able to live a rewarding and productive life, valued by self and society.

MISSION STATEMENT

“The West Albany Learning Community will provide a positive, safe school with quality caring relationships engaging all students so they may experience success.”

We believe this mission can be enhanced by:

- Providing for and insisting upon a **safe school**.
- Emphasizing the concept that each student must experience **success** in his or her schoolwork.
- Stressing **relevance** between what the student does in the classroom and what he or she wants to do after graduation.
- Being **flexible** and **innovative** in the way we respond to the needs of the student and the community.
- All members of the community **collaborating** and **sharing** in the responsibility of learning for our students.

WEST ALBANY GOALS/SCHOOL IMPROVEMENT PLAN

1. All students will show continuous individual growth in all core academic subjects , resulting in a 2-point growth in the OAKS four core academic areas (Math, Science, Reading and Writing).
2. All students will be taught in learning environments that are safe, drug-free, and conducive to learning.
3. The West Albany community will commit to strengthening meaningful connections with each and every student.

The Philosophy, Mission and Goals of West Albany High School were developed under the leadership of the Site Council, which consists of students, parents, teachers, business partners and administrators. The entire staff endorses and supports the mission and philosophy of the school.

WEST ALBANY HIGH SCHOOL BELL SCHEDULES

REGULAR SCHEDULE

<u>Blue</u>	<u>Gold</u>	<u>Time</u>
1	2	7:50 – 9:18
Break		9:18 – 9:30
3	4	9:30 – 11:00
Lunch		11:00 – 11:35
5	6	11:40 - 1:07
Passing		1:07 - 1:14
7	8	1:14 - 2:40

WEDNESDAY SCHEDULE

<u>Blue</u>	<u>Gold</u>	<u>Time</u>
1	2	8:25 – 9:40
Break		9:40 - 9:55
3	4	9:55 – 11:15
Lunch		11:15 – 11:55
5	6	11:55 - 1:10
Break		1:10 - 1:25
7	8	1:25 - 2:40

ACTIVITY SCHEDULE I

<u>Blue</u>	<u>Gold</u>	<u>Time</u>
1	2	7:50 – 9:06
Activity		9:11 – 10:00
3	4	10:05 – 11:25
Lunch		11:25 – 12:00
5	6	12:05 - 1:19
Passing		1:19 - 1:26
7	8	1:26 – 2:40

ACTIVITY SCHEDULE II

<u>Blue</u>	<u>Gold</u>	<u>Time</u>
1	2	7:50 – 9:12
Activity		9:17 - 9:40
3	4	9:45 – 11:10
Lunch		11:10 – 11:45
5	6	11:50 - 1:13
Passing		1:13 - 1:20
7	8	1:20 - 2:40

SCHOOL SONG

On West Albany,
 On West Albany
 Fight right through that line
 Take the ball right down the field
 For a touchdown sure this time, Rah-Rah-Rah.

On West Albany,
 On West Albany
 Fight on for your fame
 Fight Bulldogs, Fight-Fight-Fight
 To win this game!

ALMA MATER

Far above Willamette's waters,
 Striving for the sky,
 Stands our dear old alma mater,
 Hail West Albany High.

Now we come to time of parting,
 Yet our heads held high,
 There amidst our cherished memories,
 Hail West Albany High!

The Greater Albany Public School District 8J does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

ELECTRONIC SURVEILLANCE NOTIFICATION

The district may use electronic devices in public areas of district property to ensure the health, welfare and safety of all staff, students and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. This is official notification to students, parents, guardians, and staff that electronic surveillance may occur on school grounds and buses, and evidence of violation may be used in disciplinary proceedings.

ADMINISTRATION AND STAFF

ADMINISTRATION

Susan Orsborn - Principal
Bob Daugherty – Assistant Principal
John Hunter – Assistant Principal
Rich Engel –Athletic Director

FACULTY

Sharyn Abbes
Joanne Alford
Kelli Backer
Lisa Bacus
Danielle Blackwell
Jennifer Bornheimer
Matt Boase
Alison Bryant
Mike Bussard
Cate Caffarella
Ian Condron
Deborah Conrad
Justin Crow
Kevin DeCoster
Jaci Eiquihua
Gareth Engler
Fred Ficq
Cathy Field
John Fradet
Stephanie Gibbs
Jacqueline Kahler
Margie Graves
Linda Griffis

Jean Gritter
Mike Haberly
Shana Hains
Everett Hartman
Krista Hartman
Sylvia Harvey
Jeff Hawkins
Casey Horn
Jodi Howell
Erik Ihde
Marty Johnston
Pete Kozak
Dave Kullowatz
Dan Lawson
Bob Lee
Kerri Lemerande
Don Lien
Jeff Louber
Marcie McArthur
Susan Michaels
Susan Miller
Randy Nyquist
Debbie Pearce

Emily Reiner
Joey Running
June Satak
Casey Sheets
Sandy Slover
Jessica Smith
Scott Smith
Andrew Stanfield
Shawn Stinson
Craig Swanson
Ginny Tolfa
Stuart Welsh
Blain Willard
Emily Williams
Patrick Williams
Mark Wolfe
Erin Yeck
Vince Zettler
Todd Zimmermann

SUPPORT STAFF

Becky Argetsinger
Julie Baker
Jennifer Bates
Theresa Beaver
Terri Bridenbeck
Casey Carpenter
Cathy Case
Rhonda Clayton
Trish Cole
Tammy Connelly
Vicky Cox
Alisa Dahlquist
Jill Dixon

Katelyn Gleason
Bonnie Halliday
Chris Hart
Rachel Hornabrook
Shann Ihde
Kathy Johnson
Melissa Johnson
Roger Lamer
Mike Lawson
Lynn Magnuson
Jane Marshall
Sandra Meston
Cal Mowery

Andrew Peterson
Jeremiah Provence
Wendi Rouzard
Terry Rudzik
Gary Russell
Loren Soderholm
Carolyn Spaulding
Amy Timm
Kathy Winningham
Debbie Younger
Scott Zeigler
Rene Zwart

STUDENT GOVERNMENT

Student leadership carries with it special responsibilities, privileges, and exemplary patterns of behavior. Student leaders shall not violate any law or school rule or conduct themselves in a manner detrimental to their image as school leaders. All Leadership students are expected to represent West Albany High School in a positive manner and to work effectively with students, faculty, and administration. Student Leaders follow the West Albany High School Associated Student Body Constitution.

There will be a Leadership class consisting of the nine student body officers, four class presidents and any other interested students from the freshmen through senior classes. Students interested in enrolling in Leadership class must complete a Leadership Application form and secure any necessary signatures. The form must be completed and turned in by the designated due date. The Leadership Advisor may limit enrollment in the class.

STUDENT BODY OFFICERS

President – Harry Reid
1st Vice President – Adam Robertson
2nd Vice President – Taylor Arthur
Secretary – Lily Bowman
Treasurer – Ethan Mink
Site Council Reps – Mitchell Westberg, Miranda D’Agostini
School Board Rep – Reid Kinser
School Board Member – Carley Alderman
Historian – Parker Edwards

CLASS OFFICERS

<u>Senior:</u>	President – Cameron Tate Vice President – Jaclyn Silsby Secretary – Hanna Miller Treasurer – TBA
<u>Junior:</u>	President – Keely Benedict Vice President – Colton Smith Secretary – Isaac Keister Treasurer – Leif Miller
<u>Sophomore:</u>	President – Sawyer Reid Vice President – Edwin Gonzalez Secretary – Brooke Marker Treasurer – Katie Daugherty
<u>Freshman:</u>	President - TBA Vice President - TBA Secretary - TBA Treasurer – TBA

EMERGENCY PROCEDURES

EARTHQUAKE PROCEDURES

If you are in the school building when an earthquake occurs, take the following precautions:

1. Protect yourself from falling objects by getting under a desk or table, preferably away from windows and bookshelves. If you are in the hallway, crouch down close to a wall and cover your head with your arms.
2. Once the shaking stops, evacuate the building using the same route as during a fire drill. Once outside, move well away from the building and stay with your supervisor and class.

FIRE DRILL

Fire drills are an important part of our safety program. When the fire alarm sounds, everyone is to leave the building promptly and quietly in accordance with the directions posted in each room. Once outside, move well away from the building and stay with your class. Remain outside until the all-clear tone sounds. Then return directly to your classroom. **Tampering with an alarm box or setting off a false alarm is a violation of Oregon law and school policy. The consequences of doing so are immediate suspension from school and referral to the Albany Fire Marshal.**

INCLEMENT WEATHER PROCEDURES

School is closed, released early, or delayed in opening because of inclement weather and highway conditions. When this occurs, the district will notify staff, students and parents through the local radio (KGAL-1580 AM, KRKT-990 AM/99.9 FM) and television stations usually by 7:00 a.m. It is best **not to call** the office or radio stations asking for this information. They need to keep their lines free for emergencies. If no announcement is made, school is open and the buses will run their usual routes.

STUDENT SAFETY RESPONSIBILITIES

Students are responsible for helping to maintain a safe school environment. If you become aware of unsafe behavior or situations at school, it is your **responsibility** to tell a staff member. We are aware that students often don't want to "tell" on their friends. However, that idea **does not apply** when a serious safety situation exists. For example, if you have information about weapons at school, conflict among students, self-destructive talk or behavior, drug dealing or students whose judgment is impaired by drugs or alcohol, your **responsibility** is to tell a staff member. The information you give is confidential.

VIOLENT EMERGENCY PROCEDURES

When the safety of our students and staff may be threatened by a potential act of aggression or violence, the following procedures will be followed:

1. If the emergency occurs while students are **in class**, you will be instructed, via the intercom system, to remain in the classroom until further notice. The teacher will quickly bring students who may be in the hallway into their room, lock the door, close the windows, pull the shades, take roll, and wait for further instruction.
2. If the emergency occurs while students are **out of class** (before school, break, lunch, etc.):
 - a) An emergency alarm tone will sound.
 - b) When the alarm is heard, students are to go immediately and directly to their next class (do not go to your locker first). Remain there until further notice.
 - c) If their next class room is not accessible, students are to go to the gym or the cafeteria.

ACADEMICS

The curriculum at West Albany includes the total educational program under the direction of the School District. The educational program includes classroom instruction, laboratory experience, research, reading enrichment, field trips, individual project work, and organized student activities. West Albany's goal is to provide curriculum which meets the varied needs, abilities and interests of all high school students in the community. The Curriculum Catalog is available at West Albany through the Counseling Center.

ACADEMIC HONESTY

West Albany owes its students an environment that teaches and supports honesty and integrity. Academic dishonesty harms the student who is dishonest resulting in a false evaluation of his or her performance and the mastery of the subject matter. Second, it harms other students by lowering the value of their honest achievement. Most importantly, it violates the basic integrity of a high school diploma, which certifies to the general public that the student has in fact, mastered the knowledge and skills necessary to complete graduation requirements. For these reasons, cheating and plagiarism are unacceptable.

What constitutes academic cheating? **Cheating and fabrication:** When a student misrepresents that he or she is mastered information or falsifies information, which includes copying from another's paper, and using unauthorized materials during a test. **Plagiarism:** The suggestion that someone else's words, ideas, or research data are your own academic work. This includes failing to use references, quotation marks, footnotes when using other sources of information. **Assisting in dishonesty:** Helping another person cheat by giving away answers to a test or assignment, taking an exam for someone or selling/buying answers to tests or assignments.

Disciplinary actions for academic dishonesty may include notifying the parents, loss of credit for an assignment or test, lowering the student's term grade, failing the student for the semester, and/or referring the matter to school administrators for further disciplinary action. Teachers will convey their individual policies regarding this issue to students as the course begins.

ACADEMIC LETTER

In order to receive a West Albany Academic Letter, a student must earn a 3.50 GPA for four or more semesters.

ACCESS/RELEASE OF EDUCATION RECORDS

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

The Parent Internet Viewer is now available to parents and students at West Albany High School. This internet portal allows parents and students to view their assignments, grades and attendance on the web. If you did not receive a username and password, please contact our counseling department.

ACHIEVEMENT POLICY

Our courses of study are designed to meet a broad range of individual educational needs. With the advice of counselors, teachers and parents, students choose courses at an appropriate level of difficulty, providing both challenge and the expectation of academic success. A primary factor in achieving that success is the level of student effort.

Students who show a lack of academic achievement will receive help and advice from teachers, counselors and others, and will be given ample opportunity to improve. Continued lack of progress may result in disciplinary action, which may include suspension from school, in accordance with Oregon School Law 339.250.

ADVANCED PLACEMENT TESTING

College credit by examination while still in high school may be earned by enrolling in one or more of the Advanced Placement courses, and taking the Advanced Placement Examination(s). AP classes offered at West are: AP U.S. History, AP European History, AP English, AP Biology, AP Calculus, AP Problematics & Statistics, AP Chemistry, AP Physics, Portfolio Art, and AP Economics. Test dates are usually held in May and will be announced soon after the school year begins. Students must pay a fee in order to take the test.

COLLEGE NOW PROGRAMS/DUAL-ENROLLMENT

High School students in Albany may enroll in some high school courses that are connected to the higher education system through Linn Benton Community College or Oregon State University. These courses offer college credit for students who meet certain requirements. Students should check with their teachers or counselors for a list of high school courses that offer college credit. Additional district information is available from the district Alternative Learning Coordinator.

COUNSELING

Counselors help students achieve maximum education benefits, develop self-understanding, and increase their ability to plan their future. All students are encouraged to use the counseling services throughout their high school careers. West Albany High School believes that the work of the counselor is a supplement to the daily guidance offered by parents at home, and best results can be achieved when counselors and parents correlate their efforts. Parents are urged to contact their student's counselor frequently. Appointments with counselors can be made by calling 967-4573.

Fr.: Kevin DeCoster (A – N) / Mark Wolfe (O – Z)

Jr.: Mark Wolfe

So.: Kevin DeCoster

Sr.: Casey Sheets

FEES

Some courses, such as Woodworking, Art, Foods, Photography, and others, require a fee for materials. These fees must be paid prior to end of the third week of class. Students who have not paid the fee or made other arrangements will be dropped from the class after the third week. Seniors will not receive a diploma or transcript and transcripts will not be mailed to colleges until all fees are paid.

GRADES

Each student's achievement for each semester is represented by an official grade in each course. The students and parents are notified of this grade through a computer-printed grade report that is mailed home about one week after the end of the semester. At six and twelve weeks, a computer-

printed progress report is given to students. Only semester grades are recorded on transcripts or used to figure GPA.

A grade of *incomplete* will be assigned when circumstances arise which are beyond the control of the student and the teacher. The course should be made up in a timely fashion (usually not extending more than three weeks beyond the end of the grading period). Students who withdraw from a class after more than six weeks will receive an “F”. Exceptions will be made only when the teacher, counselor and administrator determine otherwise.

The District shall withhold the grade reports, diploma and records of students or former students who owe fees, fines or damages of \$50.00 or more, and may withhold the grade reports, diploma and records of students or former students who owe less than \$50.00, until those fees, fines, or damages are paid. Students or parents will receive written notice at least 10 days in advance of withholding, stating the district’s intent to withhold the records until the debt is paid. The notice will include the reason the student owes the money to the district, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. The notice will also state that the district may pursue the matter through a private collection agency or other method available to the district. (Policy JOB)

GRADUATION REQUIREMENTS

In order to receive a regular High School Diploma, students are required to take 24 credits and to attend all classes in accordance with Board Policy and Oregon Revised Statute. Only those students who have fully completed the graduation requirements may participate in the graduation ceremony. The following courses are required by the Greater Albany Public Schools:

CREDITS REQUIRED FOR REGULAR DIPLOMA

English/Language Arts	4 Credits
Mathematics	3 Credits
Science	2 Credits
Social Studies	3 Credits
Health	1 Credit
Physical Education	1 Credit
Career Exploration	0.5 Credit
Fine/Applied Arts or Second Language	3 Credits
Electives including CAM Courses	<u>6.5 Credits</u>
	24 Credits

EARLY GRADUATION

Early graduation is the completion of credit requirements for graduation in fewer than twelve years. Early graduation would make it possible for students to take advantage of diverse learning opportunities outside the school setting. See your counselor or a school administrator for guidelines.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning process and to aid in the mastery of skills. Whatever the task, the experience is intended to be complementary to the classroom process. West Albany High School teachers can be contacted through e-mail. Example: first_name_last_name@albany.k12.or.us (Refer to page 5 for staff listing.)

Parents may request homework whenever students are absent. Usually, this request is made for students who are absent from school three (3) or more days. Please call the Attendance Office at 967-4551 to make the request and allow **24 hours** before picking up assignments. You may want to call to verify that there is homework ready before coming to West. Parents are asked to make arrangements to pick up textbooks from lockers either by getting the books themselves or by asking a student to get them. Parents will need to get the locker number and combination from the student. Work missed as a result of unexcused absences may not be made up for credit. **Please note that West Albany has no school-wide policy about the number of days a student has to make up missed homework. It is the students' responsibility to approach the teacher to find out what assignments have been missed and the due date.**

IF YOU MOVE

The Office must be notified of any change of phone number or address that occurs during the school year so that we can update our records.

IN-DISTRICT TRANSFERS

Parents or guardians desiring an exception to their son or daughter's enrollment at the board designated neighborhood school should file an *In-District Student Transfer Request Form* JECC-AR(2) with the Superintendent's Office. You may obtain this form from any school in the District or at the District Office. Students are admitted on the basis of space availability and the need for the transfer.

INFECTION/DISEASE INSTRUCTION

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and Hepatitis B has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. Students of parents with questions about the district's AIDS, HIV, and HBV health education program should contact our counseling office.

NATIONAL HONOR SOCIETY

The National Honor Society initiates new junior and senior members early in second semester each year. To be initiated, the student must have an accumulative GPA of 3.65 or better. Additionally, candidates must have demonstrated excellent citizenship, service, and a positive attitude in school and community. Transfer students who have been inducted into National Honor Society at their former high schools will be admitted into the West Albany Chapter.

PROGRAM EXEMPTIONS

Students may/shall be excused from a state-required program or learning activity for reasons for religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may or may not be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

SCHEDULE CHANGES

Students are encouraged to give careful thought to the classes they choose. The scheduling process allows students to make class choices; student schedule changes will not be made for a change of heart, to be with friends, etc. Under some circumstances, schedule changes may be necessary. If a schedule change is necessary, make an appointment with your counselor.

STUDENTS' DAILY SCHEDULE/OPEN PERIODS

A full-time student will attend several classes and a study hall, unless special arrangements have been made with a school administrator. Students attend these classes by going to our (4) eighty-eight minute classes one day and the other four (4) the following day. Students must be enrolled in a minimum of five (5) classes. Students who have a Study Hall at the beginning or end of the day (Periods 1, 2, 7, and 8) and are on track to graduate have the option of having an open period. This is given only with signed parent permission. It is granted with the stipulation that the student not be on campus during this time. **Students must arrange their own consistent transportation. Bus riders may not exercise this option.**

STUDY HALL

Study Hall is designed for students to complete homework assignments, improve study skills, and increase their reading ability. Students are expected to arrive on time with learning materials and an appropriate book to read.

TRANSCRIPT REQUESTS

If you need a copy of a transcript either to pick up or to have sent to a college you must fill out a Transcript Request form which is available in the Main Office. Due to the large volume of transcript requests we receive, we now charge **\$2.00 for each Official Transcript requested**. Official transcripts include all grades, test scores, are placed in a sealed envelope, and mailed if necessary. Unofficial transcripts are no charge, do not include test scores, and will not be mailed.

VALEDICTORIAN CANDIDACY

In order to be designated a valedictorian at West Albany High School the following criteria must be met:

1. Obtain a Certificate of Initial Mastery
2. Have the highest GPA computed for all eight high school semesters.
3. Take a minimum of six classes each semester.
4. Attend West Albany High School for the entire senior year.
5. The candidate is required to have a minimum of four (4) credits in each of the following areas: Social Studies, Language Arts, Mathematics, and Science.
6. The candidate will complete a minimum of four (4) classes from the list of courses below, and must take at least one AP exam.

AP Biology	AP US History	AP European History
AP English Lit	AP Calculus	AP Chemistry
AP English Comp	AP Micro Econ.	AP Physics
AP Prob. & Stat.	4 th Year Language	

The student must act with respect, honesty, integrity, courage, personal responsibility, self-discipline, kindness, justice, and social responsibility. The student will show appropriate behavior with no major violations of the student rules of behavior. If a student's behavior is in question, then the Site Council will conduct a review.

STUDENT SERVICES

BUS TRANSPORTATION

The school buses are district owned and provide free transportation for students who live at least one and one-half miles from school. Rooter buses are often provided for away games at very low fares. Complete cooperation is required of everyone at all times. Bus rules are posted on each bus.

Students taking roter buses are expected to follow school rules, bus rules, and go and return on the same bus unless otherwise arranged in advance with the advisor. If you have any questions concerning route and/or pickup times, you should call the Bus Garage at 967-4626.

CAFETERIA

The West Albany cafeteria provides choices of meals for students and staff, ranging from the full plate lunch to sandwiches and snacks. The cost of a regular lunch is \$2.35 and breakfast is \$1.30. You may deposit money into your meal time account at Student Services. Food and drink may also be purchased before school and during breaks.

CAREER CENTER

The Career Center is a facility that compliments the Guidance/Counseling Department. It houses a variety of career and college information such as printed material, the Career Information Service (CIS) computer system, and job/scholarship bulletin boards. It is in the Career Center that career speakers, military personnel and college visitations are scheduled. The Career Center personnel conduct individual career interviews with students.

F.A.C.T. FAMILIES AND AGENCIES COMING TOGETHER

Sometimes families have a hard time finding the health and social services they need. FACT is here to help! FACT will help you learn about programs that you can use, and can assist you in reaching those programs. The FACT office is located in the A.O.S. building. For more information, call 924-3720.

ILLNESS AND PRESCRIPTION MEDICATION

Although good attendance is important, please keep students home if they are seriously ill. Be prepared to provide transportation for students who become ill at school. School personnel cannot provide medication, including aspirin, to students. Prescription medications used by students must be kept in the school office and registered with the secretary.

INSURANCE

No medical insurance is provided to students by West Albany High School or Greater Albany Public Schools. Students wishing to purchase a policy from a private insurance carrier may receive an application from the Main Office. The school does not carry insurance for damage or loss to personal items.

LIBRARY

The West Albany Library has more than 12,000 volumes as well as current magazines and newspapers. The Library has 27 computers capable of internet access. In addition, the card catalog and the checkout system are completely computerized. Individual professional assistance is available between 7:30 a.m. and 3:15 p.m. each school day. Call or e-mail Mr. Lawson in the library for additional information or see the library homepage at <http://wahs.8j.net/library>.

LOCKERS

The student's locker is loaned so that textbooks and property can be stored by the student. Neither West Albany nor the District can be responsible for items damaged or stolen from hall, P.E., or athletic lockers. The student should be sure to secure the lock when leaving the locker and should **never** give the combination to anyone. Students should use only the lock issued by the school. **No more than one person should occupy a locker.** Students are financially responsible for damage to

lockers and lost locks. Lockers remain under the jurisdiction of the district even when issued to an individual student. The district reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present.

LOST, FOUND, STOLEN

All lost or found items are turned into the Production Center, and students should inquire there for missing items. Students need to report stolen items immediately. They will be asked to give a brief written description to an Assistant Principal. Students are discouraged from bringing large sums of money or items of value to school. **The school is not responsible for items stolen from lockers on the premises of West Albany High School.**

PEER COUNSELING

Sometimes a student needs someone about the same age to talk to. Trained student peer counselors are available to listen and to help the student reflect on a problem. The peer counselors occasionally suggest referral to a school counselor or to a community agency.

PEER MEDIATION

This program gives an opportunity for students to come to their own solution to a problem rather than having someone impose a solution on them. Mediation is a method of conflict resolution, which stresses compromise and agreement between two parties rather than one party winning and the other losing. For more information contact Dani Blackwell at 967-4545 or the Counseling Office at 967-4573.

PEER TUTORING

This program is designed to give students extra help with their studies. Students have the option of working one-on-one with a tutor or in study groups. For more information contact the Counseling Office at 967-4573.

STUDENT BODY CARDS

This student body card is the student's key to participation in activities and athletics. It is used for checking out library books, admission to games and dances, and identification purposes. Students need to carry their student body cards at all times. **Cards will not be issued to students owing fees, unless arrangements have been made with the Principal.**

STUDENT CENTER

The Student Center and adjoining courtyard is designed to be an additional eating area for students at lunch time. Food will be served by the cafeteria staff. Students may use the center if they have an open period, and they will be expected to stay for the remainder of the period and work quietly. The center is **not** for students who have been removed from class by a teacher.

STUDENT FEES

Our School District’s Check Policy: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver’s license number and state. When paying by check you authorize the recovery of unpaid checks and a \$25.00 returned check fee by means of electronic re-presentment or by paper draft.

Student Fees.....	\$35.00
Athletics (Optional)	\$100.00 per sport (maximum \$200/child, \$300/family)
Annual (all pages are in color).....	\$65.00
Lunch Fee	\$2.35

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Lab fees or materials fees;
3. Personal physical education and athletic equipment and apparel;
4. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
5. Student accident insurance and insurance on school-owned instruments;
6. Fees for damaged library books and school-owned equipment;
7. Lock or locker deposits;
8. Field trips considered optional to the district’s regular school program;
9. Admission fees for certain extracurricular activities;

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver must be made to the Principal. Students must remain current with payment of fees; the school will not “carry over” accumulated debt. In addition to hardship waiver by the principal, students may also request an opportunity to work or provide service to the school to pay fees. Apply in the Career Center for work service opportunities.

Student body fees are used to provide activities, experiences, and services which are a benefit to the students of our school even though it is recognized that not every student will participate to the same degree in these activities. However, these activities are available to every student of our school. Some examples of these services/experiences/activities that are partially supported by student body fees are:

- Student recognition programs;
- Fund to assist needy students;
- Student assemblies and activities;
- Registration fees for academic competition, i.e., band choir, speech;
- Support of school sponsored clubs;
- Printed course catalogs;
- Reduced rate or free admission to student events, i.e., athletic contests, dances.

STUDENTS WHO DRIVE

Greater Albany Public Schools provide transportation to and from school for students living more than one mile from the school site. Transportation is also provided by the School District for many of the schools’ extra-curricular activities such as athletic events and assorted field trip opportunities. However, student/parent transportation situations often occur for many other activities that students participate in at WAHS: sports practices, internships, business partnership experiences, cadet

teaching, school annual and newspaper work, leadership activities, cheerleading and dance teams to mention a few. A student desiring to drive as a matter of convenience during school hours, may do so only with the approval of the parent and advisor. This approval is contingent upon the parent filling out an **Application for Permit to Drive** form. Additionally, the **Permission to Ride** form is also needed for students riding in these private non-school vehicles. Therefore, if a student is driving or riding to these events the parent/advisor must give permission and a form(s) is filed in the Main Office.

TALENTED AND GIFTED PROGRAM

West Albany’s Talented and Gifted students are selected by performance on standardized tests and by a selection process involving teachers, parents, and students. These TAG students are guided to appropriate classes and to activities, which make use of their unique academic talents. Students and parents should contact the Main Office if they have any questions.

TEACHER ASSISTANCE TEAM

The Teacher Assistance Team is made up of staff members who have the desire to help students who are experiencing academic difficulty. The team meets to discuss methods of assisting these students and to assign a staff member to follow up with specific solutions. When appropriate, students are referred for further evaluation.

TEXTBOOKS

Textbooks in good condition are loaned, free of charge, to the students. Loss or damage of any book requires restitution by the person to whom it was issued. All students can help protect themselves by inking their name in the proper place in every book issued to them.

TELEPHONE MESSAGES TO STUDENTS

Our clerical staff is instructed not to accept telephone messages for students from anyone other than their parents/guardians. We request that parents/guardians restrict their calls to unusual or unforeseen reasons to eliminate interruption of classes. Please plan ahead to eliminate these calls whenever possible. Your cooperation in this matter is appreciated.

TUTORING SERVICES

Students who anticipate a prolonged absence (six weeks or more) for injury, illness, or other reasons may receive home tutoring for up to five hours each week. Arrangements for tutoring may be made by contacting a counselor at 967-4573.

STUDENT CLUBS/ACTIVITIES/ATHLETICS

West Albany offers a variety of extra-curricular activities (refer to the Activities, Athletics & Clubs handbook for a complete list). We encourage all students to participate in extra-curricular activities. Research clearly indicates students who stay involved in school activities, clubs, and athletics are far more likely to be successful in all measures of school performance.

AIM	J. Howell, J. Marshall
Annual, <i>Pedigree</i>	M. Haberly
Art Club.....	D. Conrad
Band	S. Welsh
Baseball	D. Lien, S. Stinson, M. Bussard, M. Johnston
Basketball, (boys)	T. Zimmermann
Basketball (girls).....	C. Swanson, E. Ihde, P. Williams

Bulldog Lifters	TBA
Cheerleading	J. Smith
Cultural Diversity.....	J. Godby, J. Gritter
Cross Country (boys & girls).....	C. Swanson
DJ dogs.....	B. Daugherty
Drama.....	C. Caffarella
E-3 Internship.....	J. Marshall
Earth Club	G. Engler
Equestrian Club.....	C. Sheets
FBLA	K. Hartman
FLASH.....	J. Marshall
Football	R. Nyquist, M. Haberly, J. Louber, M. Bussard, R. Engel, Don Lien, S. Zeigler
Foreign Exchange Club	J. Godby
GSA.....	J. Gritter
Golf (boys & girls).....	D. Rector, J. Phillips
Hi-Steppers	L. Bacus
National Honor Society	C. Sheets
Latino Club	J. Marshall
Leadership (Student Government).....	E. Ihde
Lit Club	S. Michaels
Math Club	TBA
Mock Trial Club.....	J. Howell
Peace on Earth.....	TBA
Peer Mediation.....	D. Blackwell
Robotics	TBA
Rotary Interact	TBA
Scholarship Committee.....	J. Alford, K. Hartman, E. Ihde
Soccer (boys)	G. VanKeulen, A. Blicher
Soccer (girls).....	E. Ihde, J. Crow
Softball.....	R. Erner
Speech	J. Crow
Swimming (boys & girls)	B. Romancier
Swing Dance	J. Godby
Tennis (boys)	E. Ihde
Tennis (girls).....	D. Blackwell
Track (boys & girls).....	R. Nyquist, K. Lemerande, J. Louber, C. Swanson, E. Engel
Vocal Music	C. Caffarella
Volleyball.....	K. Backer
Water Polo.....	R. Romancier
Westwind Video.....	A. Stanfield
Wrestling.....	C. Horn, M. Johnston, A. Peterson J. Horn, B. Whitaker
Youth & Government	E. Ihde, T. Zimmermann

CLASS ADVISORS

Seniors/10	Erik Ihde
Juniors/11.....	Krista Hartman
Sophomores/12	Jessica Smith

We have high expectations and standards of conduct for all students who participate in our extra-curricular programs. Students who represent our school and community in clubs, contests, performances and sporting events are expected to model character and class for fellow students, parents, staff, and community members, consistent with IGDA-AR(2). These expectations are in effect during the entire calendar year. Violation or failure to live up to these expectations may result in ineligibility and removal from participation.

Student participants are required to maintain at least a 2.0 accumulative GPA or be making continuous progress. Grades will be checked at 6-week intervals throughout the school year. Participants who do not meet the requirements will become ineligible until the Athletic Director verifies the participant is again meeting the standards. In addition, the OSAA requires students pass at least 5 classes the previous semester, be enrolled in and passing 5 classes at the time of competition, and be making satisfactory progress toward graduation. Any time a participant is found not passing 5 classes, he/she becomes ineligible for a period of two weeks. Grades will be checked and the participant remains ineligible until they are found to be passing 5 classes. Individual coaches may require a participant to attend a study hall if he/she is failing a class.

ACCIDENT INSURANCE

Students involved in Interscholastic Athletics, Cheerleaders, Hi-Steppers, or other physically demanding extra-curricular activities are encouraged to carry personal medical or accident insurance. **West Albany High School does not insure students for injuries, which occur at school.**

ATHLETIC CODE (WEST ALBANY)

Students participating in athletic programs will be expected to adhere to the Athletic Code. The code includes: 1) Refraining from the use of drugs, alcohol and tobacco, 2) Maintaining proper respect for others and their property, 3) Exhibiting appropriate behavior as outlined in the Student's Rights and Responsibilities Handbook. The code is administered by the coaches within each sport and the Athletic Director. Failure to comply with the code will result in disciplinary action which could involve temporary or permanent suspension from participation.

ATHLETIC CODE (MID-WILLAMETTE CONFERENCE) - SUMMARY

The Mid-Willamette Conference Athletic Code prohibits: Possession or use of drugs, alcohol, tobacco, or performance enhancing drugs. Being in the company of person(s) who possess or are using drugs, alcohol or performance enhancing drugs. You are expected to leave the company of these person(s) within a reasonable amount of time.

Consequences: **1st offense** – Ineligible for 21 calendar days of competition (ineligibility carries over to next sports season). **2nd offense** – Ineligible for 42 calendar days of competition (ineligibility carries over to next sports season). **3rd offense** – Permanent loss of eligibility in High School sports. **All offenses** – Referral for assessment and compliance.

Prior to an incident or investigation, an athlete may seek help by self reporting with no penalty. Policy is in effect all school year, 24 hours per day.

ATHLETIC FEES

The fee for participation in athletics is \$100.00 per student per sport with a maximum of \$200.00 per student per year and a maximum of \$300.00 per family per year. The fee is paid to the Student Service Center. Students must remain current with payment of fees; the school will not “carry over” accumulated debt. In addition to hardship waiver by the principal, students may also request an opportunity to work or provide service to the school to pay fees. Meet with the Athletic Director for work service opportunities.

ATTENDANCE AND ACTIVITIES

A student must attend ALL classes on a school day in order to be eligible to participate in a performance or contest that day. The exception is a school sponsored activity which requires the

student to be away from school. Additionally, all participants in all extra-curricular activities and sports are expected to maintain at least 90% attendance.

SPECTATOR BEHAVIOR

It is important for spectators to model the type of positive behaviors we are teaching our athletes. These behaviors include: showing respect for the opponent; showing respect for the officials and accepting their decisions; knowing and understanding the rules; maintaining self-control; refraining from making disrespectful remarks or booing. OSAA Rules require us to cheer for our own team **only** and to refrain from comments, chants, or cheers directed at the opposing team. Our athletes are learning to compete to the limits of their ability and to do so within the rules and with good sportsmanship. Positive fan support is important and appreciated. However, inappropriate fan behavior will not be tolerated. Fans acting inappropriately will be asked to leave. Please demonstrate good sportsmanship at all times and encourage those around you to do the same.

Once a student arrives at an activity or athletic event, they are not allowed to leave and return without an Administrator's approval. The district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free educational environment. All school day rules apply to all school activities on our site or away from our building.

Procedure: Violators shall be suspended/expelled and referred to the appropriate law enforcement agency. An attempt will be made to contact parents/guardian.

LETTERING

To be eligible for an athletic letter award, the athlete must complete the requirements and receive the recommendation of the head coach of that sport.

PARTICIPATION PERMITS

Participation permit forms must be completed and returned to the Student Services Center **before** an athlete will be allowed to practice or compete. A form must be completed before the first sport each school year. Forms are available from West Albany Student services or from our website www.albany.k12.or.us/wahs/athletics.php

PHYSICAL EXAMINATIONS

Oregon Department of Education (ODE) requires a Pre-Participation Physical Examination (PPE). ODE requires that all students who participate in interscholastic sports have a physical examination once every two years. In addition, the PPE must be documented on the form adopted by the State Board of Education. These forms are available through the West Albany High School Student Services office or may be downloaded from the OSAA website: www.osaa.org.

TEAM RULES

Athletes are expected to follow all team rules as determined by the coaching staff. Failure to follow the rules will result in disciplinary action, which could involve temporary or permanent suspension from the team.

STUDENT RESPONSIBILITIES

We expect every student and staff member to act with:

- **Respect:** Recognizing the worth and rights of self and others, the value of property and the environment. Respect includes valuing authority and being courteous to others.
- **Honesty/Integrity:** Integrity – being true to one’s ethical beliefs and taking action based on those beliefs.
- **Courage:** Having the internal strength to follow through on what one believes to be right and fair. Courage includes taking action on personal commitments.
- **Personal Responsibility:** Being responsible for one’s own actions and future. Having ownership and being accountable for the outcomes of decisions, and learning from mistakes.
- **Self-Discipline:** Being able to control or improve one’s pattern of behavior in moral, mental, and physical wellness.
- **Kindness:** Thinking and caring about the welfare of others. Engaging in the considerate personal interaction that enriches the lives of others.
- **Justice:** Upholding what one believes to be fair. Being fair minded in the treatment of others.
- **Social Responsibility:** Being willing to participate in or develop community through volunteerism, voting, community service, and showing respect for country.

ATTENDANCE

The primary responsibility for attendance lies with the student and the parents. Students are expected to attend school daily in accordance with the annual school calendar and to be punctual to all of their classes. Every effort should be made to avoid having students out of scheduled classes. Oregon State Compulsory Attendance Law requires that parents/guardians be responsible for sending children between the ages of 7 and 18 years to school and maintain regular attendance at the school. Failure to send a student to school and maintain a student in regular attendance is a Class C violation and is punishable by a citation.

- Student must present a signed and dated note from a parent explaining the absence, or the parent may contact the Attendance Office (967-4551). This must be done within three days of the last day absent.
- Students who fail to have absences excused are subject to disciplinary action by the school.
- The student will confer with the teacher to receive classroom work missed due to the absence.
- If a student is absent from class, the school attempts to make telephone contact with the home.
- After a student accumulates six absences in any class in a semester, a letter is mailed by the high school to the student’s home to invite the parents/guardians to schedule a conference with the vice principal to discuss the problem. The letter will also identify possible withholding of credit; a change in the student’s program or other consequences will be identified as potential administrative actions.
- In accordance with GAPS Board Policy and Administrative Regulation JEA-AR(3), students who accumulate excessive absences (8) will have academic credit withheld. A mandatory meeting with parent, student and administrator will be held to determine the status of the student and an appropriate course of action.

CHECKING IN AND OUT OF SCHOOL

If a student finds it necessary to leave during school hours, he/she must check out through the Attendance Office. Students will need verification by a parent note or phone call in order to leave

campus. If a student arrives at school after classes begin, he/she is required to check in at the Attendance Office. Failure to follow these rules may result in an unexcused absence.

OFF CAMPUS LUNCH PRIVILEGE

The Administration and School Board will determine whether or not off campus lunch privilege will be allowed under District Board Policy: JEFA. Only students who have a signed parent permission slip on file in the office will be allowed to participate. (Form available in the front office.) Freshmen and sophomores are not eligible for the privilege. Any student who leaves campus unauthorized during lunch will forfeit the privilege. Students who participate are still responsible for all school behavioral expectations, and standard school consequences will still apply to off campus violations. In accordance with Board Policy: JEFA, the student must:

- use the most direct route to and from school;
- avoid trespassing on private property;
- not violate any city, state, or federal law;
- maintain a no-tardy policy upon returning to school from lunch;
- not ride in a vehicle driven by anyone other than a parent, unless written authorization is obtained from the parent.

In addition to the above criteria, West Albany students will maintain a clean neighborhood, be respectful of local businesses, and observe rules of safety at all times. Students will not “visit” or “drop-in” at other schools.

CLOSED CAMPUS

All students attending school in District 8J shall remain on the respective grounds of the schools they attend from the time they arrive at school in the morning until dismissed in the afternoon. Personal business must be taken care of before or after school. **All parking lots and athletic facilities are off-limits to students during the day.**

COMPLAINTS

The Greater Albany Public School District has established a policy that provides for the prompt resolution of complaints by students, parents or members of the public about district policies and state standards, and to appeal a decision made by district personnel. Board Policy KL, is available in the school office or from the District Office.

COOPERATING WITH LAW ENFORCEMENT AGENCIES

West Albany school officials cooperate and work in conjunction with the Albany Police, Linn County Sheriff, and Oregon State Police as the need arises. Occasionally police request to interview students at school. Generally this is discouraged, but when it is deemed necessary, it will be allowed. In every case not involving child abuse, an attempt will be made to contact parents and request permission for the interview to take place. If parents cannot be contacted, the interview will only take place if, in the judgment of the school administrator, the child may possess information concerning an immediate and impending danger to persons and/or property. The interview will not take place during school time if parents refuse permission.

DANCES

Dances, sponsored by various clubs and organizations, are held throughout the year. They generally occur in the cafeteria. Student Body Cards are required for admission. **If you wish to bring a friend who does not attend WAHS, you must fill out a guest pass and have pre-approval from an administrator.** Admission will be granted or denied on an individual basis. Generally only

high school aged students will be admitted. No one twenty-one years of age or older will be admitted. Middle School students are never admitted. Inappropriate or unsafe behavior such as moshing, lifting students overhead, etc. are not allowed and will result in disciplinary action and loss of dance privileges. Appropriate attire and behavior are required at all times. Dances end at 11:00 p.m.

Once a student arrives at a dance, they are not allowed to leave and return without an Administrator's approval. The district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free environment.

Procedure: Violators shall be suspended/expelled and referred to the appropriate law enforcement agency. An attempt will be made to contact parents/guardian.

DRESS STANDARDS

Responsibility for personal dress and grooming rests primarily with students and their parents. However, the District sets standards for dress, grooming, and appearance in the following ways:

- Prohibits any clothing that is considered unsafe, dangerous unclean or a health hazard; contains offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious or ethnic values; contains language or symbols representing gangs, violence, vandalism, sex, drugs, alcohol or tobacco; is immodest, disrupts or interferes with the educational process.

If the student's appearance violates one of the standards listed above, the student may be denied the right to attend school until the problem is corrected. A complete list of inappropriate dress can be found in the document "Unacceptable Dress and Appearance". This document is available in the Main Office. Students participating in voluntary extracurricular activities must conform to any required dress and grooming standards established by the coach or advisor with the concurrence of the school administration.

INTERNET/E-MAIL USE

Internet and E-mail use is available to your students. The system allows students to communicate with other schools, colleges, organizations and individuals around the world through our network. The use of the Internet provides students with the opportunity to share information, learn concepts, and research subjects in depth when otherwise such resources are unavailable. All classrooms and various labs throughout the building have this ability.

With this educational opportunity comes responsibility. Students and parents should have reviewed Administrative Rule IIBGA-AR regarding Electronic Communications during the registration process. Copies of this IIBGA-AR are also available in our Main Office. Please acquaint yourself with this policy. Inappropriate use of the system could result in loss of privileges to use this educational tool. In addition, student may be subject to discipline up to and including expulsion, and may also be referred to law enforcement for a violation.

The school staff will do their best to monitor the use of computers capable of electronic communication by students. Also, a software filter to screen out pornographic or other objectionable material is built into all school computers. However, parents/guardians are ultimately responsible for setting and conveying standards that their children should follow when using all media and information services.

CYBER-BULLYING

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyber-bullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

GANGS AND RELATED ACTIVITY

The Board of Education and West Albany believe that the presence of secret societies and/or gangs creates a threat of substantial disruption or material interference with school and school activities and is harmful to the educational process. Therefore, it is the policy of this school district that student membership in such secret societies and/or gangs in the school environment are prohibited.

For the purpose of this policy a “gang” is defined as a group of people who interact among themselves to the exclusion of others, who have adopted symbols indicating membership, and who violate or promote the violation of the law or initiate, advocate, or promote activities which threaten the safety or well being of persons or property. Therefore, no student on or about school property or at any school activity shall be permitted to:

1. wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge symbol, sign or other thing which is evidence of membership or affiliation in any gang;
2. commit any act or use verbal or non-verbal speech, including gestures, handshakes, or other such signs, showing membership or affiliation in a gang;
3. use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:
 - A. soliciting others for membership in a gang;
 - B. requesting any person to pay for protection or otherwise intimidating, threatening, or harassing an person;
 - C. committing any illegal act or other violation of school rules or district policy;
 - D. inciting other students to act with physical violence or other form of harassment against any other person.

Nothing contained in this policy is intended to discourage the formation of, or membership in, organizations and activities, which are not related to gang activities.

Students who violate this policy will be subject to disciplinary action within the guidelines of district policy, including suspension and expulsion.

GENERAL SAFETY PRECAUTIONS

Our school regulations are designed to protect the safety of everyone. Common courtesy dictates that we observe those regulations. Running in the halls, congregating in large groups and/or sitting on the hall floors may hamper traffic flow and constitute a safety hazard. All students are urged to act responsibly with regard to behavior, which may involve the safety of themselves or others.

HALL PASSES

Students are required to have a hall pass any time they are in the hall during a class period. Students without a pass may face discipline consequences. Students are never to leave a class without the permission of the teacher.

HAZING/INITIATIONS

All forms of hazing or initiation, which cause a student to be embarrassed or uncomfortable, are prohibited.

RELEASE OF INFORMATION

The school will not ordinarily disclose personally identifiable information about students without consent. Exceptions to this include release of student information to educational and governmental institutions. Also, the school will release directory information about students without prior consent. Directory information is designated as student names, photographs, dates and places of birth, participation in sports and activities, weight and height of athletic team members, dates of attendance, honors won, and previous schools attended. If a parent or adult student does not want directory information released, a written statement to the principal must be submitted.

As required by the Federal Elementary and Secondary Education Act of 2001, student names and addresses for students in grades 11 and 12 will be released to the nation's armed forces recruiters, unless the parent or student has requested this information not be shared with military recruiters. (Policy JOB)

SCHOOL RESOURCE OFFICER

The City of Albany assigns a uniformed officer to WAHS. The officer will help promote safety in schools by utilizing community policing principles. He/she will focus on problem solving through pro-active efforts to educate and communicate, and will provide support to the administration in dealing with criminal acts by students or others on the school campus.

SCHOOL PROPERTY

The West Albany High School campus is continuously being maintained and upgraded, and each student has the responsibility to help keep it clean and safe. If accidental damage to the building occurs, report it to the office immediately. Students and parents are financially responsible for damage caused to the building (i.e., broken windows). Vandalism is punishable by law.

STUDENT PARKING

All students driving to school must register their car in the Main Office whether they park in the paid lot or on the street at no cost. The front two-thirds of the lot will be reserved for senior parking at a cost of \$10.00 per student. Parking will be available on a first-come basis. The only reserved spaces will be for the Senior Class and Junior Class Officers, and the Student Body Officers. The back one-third of the lot (behind the delineating line) will be open parking to junior students at a cost of \$10.00 per student. Parking will be available on a first-come basis. Paid parking does not guarantee you a parking space in the paid lot.

Conditions for Student Drivers: To register your car the office will need the license plate number, make, and model of the car. You will then receive a parking permit hangtag. The hangtag must be displayed prominently in your car at all times. Students will drive safely in the lot and around the school at all times. There is absolutely no student parking between West Albany High School and Memorial Middle School. Violations of any parking policy will result in disciplinary action, loss of parking privileges, and may be referred to local police. Vehicles improperly parked may be towed at the owner's expense. **District Administrative Rule JFG: The school has the right to search my vehicle "upon reasonable suspicion" on school property, or at a school sponsored activity. The school is not responsible for loss or damage.**

SEXUAL HARASSMENT

It is a violation of district policy for any student or staff member to harass other students or staff members through conduct or communication of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile, or offensive educational environment. Behaviors such as sexual insults or comments, offensive touching, physically blocking or restraining another student's movement, displaying sexually suggestive posters in lockers or on notebooks, "de-panting", etc. are all considered forms of sexual harassment, are prohibited, and disciplinary action will be taken.

Complaints about sexual harassment may be made to teachers, counselors, or administrators. Filing a complaint, when done in good faith, will not adversely affect the complainant. Bad faith allegations may result in disciplinary action against the accuser. A sexual harassment deterrent program will be available.

SKATEBOARDS, IN-LINE SKATES, HACKEY-SACKS, FRISBEES

1. Skateboards and in-line skates represent a safety hazard and are not allowed on the school campus.
2. Hackey-sacks, Frisbees, balls, etc. are not to be used inside the building.

TARDIES

Students are expected to be on time to each class and be prepared with materials to start work at the bell. Late arriving students miss part of a lesson, disturb other students, and interrupt the teaching process. Unexcused tardiness is unacceptable. Each teacher follows the school policy to consequence students who are tardy to class and writes an administrative referral for excessive tardiness. Tardies are cumulative per class, per semester.

TOBACCO, DRUGS, ALCOHOL

Philosophy: The school's obligation is to protect the health, welfare and safety of students, and to promote and teach students to make healthy choices. West Albany High School has been designated a drug-free zone. Therefore, the promotion of drugs, alcohol or tobacco is prohibited.

Policy – JFCI-AR: The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes drug possession, selling and/or use at school during the regular school day and/or at any district/school related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

The Board seeks to ensure a learning environment, which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. All searches for evidence of a violation conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, “reasonable suspicion” to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place;
2. The search shall be “reasonable in scope.” That is, the measures used are reasonable related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are not considered reasonable except in cases of imminent danger.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Routine inspections of district property assigned to student may be conducted at any time. Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent. District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Procedure: Violators shall be suspended/expelled. Violators will also be referred to health authorities or to the appropriate law enforcement agency. An assessment for alcohol or drug dependency may be required before the student will be permitted to return to school.

VEHICLES (AUTOMOBILES, CYCLES)

Students who drive to school must register their vehicles in the Main Office. Juniors or seniors wanting to park in the parking lot will be charged \$10.00. They will be issued a hangtag parking permit that must be hung from the rearview mirror in the front windshield of the vehicle that they drive to school. Students will drive safely in the lot and around the school at all times. **District**

Administrative Rule: JFG The school has the right to search my vehicle “upon reasonable suspicion” on school property, or at a school sponsored activity. **The school is not responsible for loss or damage.**

Student parking areas include:

Area A - The lined area **without numbers** on Liberty Street. The areas marked with yellow stripes and “No Parking” are fire zones and must be kept clear at all times.

Area B - The overflow area along elm Street behind Memorial Middle School. The sidewalk behind Memorial is to be used when walking to and from this parking lot.

1. The bus lane is reserved for visitors and students who have temporary business to conduct within the school. Students may not park in the bus lane for more than 15 minutes. Parking is allowed between **8:30 a.m. and 2:00 p.m. ONLY.**
2. The speed limit is 20 mph on surrounding streets and 5 mph within parking lots and bus lane.
3. There is **no** student parking inside the fenced area of Memorial Stadium.
4. Violations will result in disciplinary action, loss of parking privileges, and may be referred to local police. Vehicles improperly parked may be towed at the owner’s expense.

VISITORS

School policy is to accept only those visitors who have legitimate business at school. Visitors and guests must register in the Main Office immediately upon entering the building through the front door and wear a visitor pass. Student-aged visitors are ordinarily not accepted. Parents are always welcome. We do ask that all parents check in at the Main Office when they enter the building and wear a visitor pass if they plan to be in areas other than the office. To be assured of a meeting, please call ahead for an appointment with the administrator, teacher or counselor with whom you wish to meet.

INDIVIDUAL ELECTRONIC DEVICES

1. Individual electronic devices are to be turned off and not used in the building.
2. Use of pagers and cellular telephones are not allowed in the building because of their potential to disrupt the educational environment.
3. Students may use individual electronic devices outside of the building during lunch, break, before and after school.
 - Improper use of any item will result in confiscation of that item. Any item confiscated will be returned to the student or parent/guardian at the end of the following school day.
 - The second offense results in Saturday School.
 - Subsequent offenses will require a parent or guardian to pick up the confiscated item and consequences escalate.

WEAPONS (BP-JFCJ)

Students shall not bring, possess, conceal or use a weapon on district property, or at activities under the jurisdiction of the district. For purposes of this policy, and as defined by state and federal law, weapon includes:

1. "Dangerous weapon" – any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable or causing death or serious physical injury;
2. "Deadly weapon" – any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" – any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon or any firearm silencer;
4. "Destructive device" – any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device, which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

Weapons may also include, but not be limited to knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocketknives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building Principal approval and Superintendent notifications for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

Students found to have brought, possessed, concealed or used a dangerous or deadly weapon, firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year as required by law. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement as appropriate. The Superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

DISCIPLINE

West Albany's purpose in enforcing school rules is to create within the school an educational climate conducive to learning and to protect all members of the school community. In fulfilling this responsibility, the school must exercise direction and discipline of students. School rules are derived from the three following sources.

1. Responsibility, self-discipline, and self-respect: the democratic principles of self-respect for the persons and property of others and for the welfare of the group.
2. Respect for the rights, dignity, and safety of individuals within the school community: personal ethical standards, including courtesy, decency, morality, clean language, honesty, wholesome relationships with others, pride in one's work, and achievement within one's ability.
3. Respect for the law and observance of school district policies, procedures, rules and regulations: Constituted authority, namely rules, regulations, and policies consistent with Oregon Law, School Board Policies, and rules adopted by West Albany High School.

Students at all school-sponsored events are governed by school district rules and regulations and are subject to the authority of school district officials. These rules and regulations apply whether the event occurs on or off school grounds, or whether the event occurs during regular school hours. Violation of school regulations may lead to disciplinary actions up to and including suspension or expulsion.

OFF-CAMPUS AND OUTSIDE-OF-SCHOOL-TIME CONDUCT

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

DEFINITIONS OF DISCIPLINARY ACTIONS

Administrative Options – It is recognized that not all disciplinary actions can be included or defined. Therefore, the Administration reserves the right to determine certain disciplinary actions, which more accurately meet the needs of the student. These options may include, but are not limited to, community or school service, individual contracting, agency referral, or counseling.

Student Conference – Formal or informal conference between student and one or more school members.

Parent Contact – Telephone call or letter to legal guardian.

Parent Conference – A meeting with student, parents, teachers, counselor and administrator.

Detention – Assignment of student to a supervised project, either during the school day or after school. Noon detention is held every day.

Saturday School – Assignment to Saturday supervised study period held at Memorial Middle School from 8:00 a.m. to 12:00 p.m.

Suspension – In School: Temporary removal of the privilege of attending classes, interacting with the student body, and from all school events including evening activities. Student will spend the day studying in a room at school. Out-of-School: Temporary removal of the privilege of attending school and from all school events and activities. Suspended students are not to be on our campus for **any** reason, not allowed on any other school campus, and they are to remain under the supervision of their parent or guardian during the school day.

Expulsion – The termination of the student's right to attend school and all school events, including evening activities, for up to one calendar year.

DUE PROCESS

When an alleged offense occurs, the procedure below will be followed:

1. The student will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his/her view of the occurrence.
2. If discipline is to follow, the student will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.
3. When a student is suspended or when stronger discipline is contemplated, the student's parents will be notified as soon as possible.
4. In working through disagreements, the District complaint procedure will be followed.

DEFINITIONS AND CONSEQUENCES OF INFRACTIONS

Consequences for the most common student behaviors that interfere with education are listed below. Actions taken will vary based on individual circumstances. Note: Disciplinary action may extend beyond the following guidelines. If an infraction violates the law, the appropriate enforcement agency may be contacted.

INFRACTION	DEFINITION	CONSEQUENCES	
		MINIMUM	MAXIMUM
Affectionate Display	Inappropriate or expressive physical contact.	Student Conference	Suspension
Aggressive Behavior	Physical behavior directed toward another person, including but not limited to kicking, hitting, biting, shoving, tripping, slapping, attempting to injure.	Student Conference	Expulsion
Alcohol/Drugs Possession/Consumption	Possession, consumption, use, sale of any alcoholic beverage, narcotic, or drug, or drug paraphernalia on or about the school premises or at any school-sponsored activity.	Suspension Report to proper authorities Due Process Hearing.	Expulsion
Altering School Records	Changing teacher grades in book or computer, altering hall passes, etc.	Saturday School	Expulsion
Arson	Act or attempted act of fire setting.	Suspension & reimbursement report to proper authorities.	Expulsion
Assault	Physical attack	Suspension	Expulsion
Bus Misconduct	Disregarding bus regulations.	Student Conference	Suspension
Cheating	Using another student's work as your own or misleading behavior or actions.	Zero on assignment, Admin. referral	Suspension
Class Rules Violated	Fail to comply with teacher's classroom rules.	Detention	Suspension
Consequences Not Served	Failing to report for detention, Saturday School or on campus while suspended	Reassign	Expulsion
Computer Misuse	Electronic tampering such as keying profane/obscene language & accessing pornographic sites or information. Willfully deleting files, changing computer passwords or default settings & downloading inappropriate materials.	Saturday School	Expulsion
Cyber-Bullying	Harassment through electronic means.	Student Conference	Expulsion
Defiance/Insubordination	Willful disobedience, uncooperative.	Saturday School	Expulsion
Disrespectful/Rude/Profane Remarks	Any use of this type of language.	Student Conference	Suspension
Disrupting Class	Inappropriate behavior that deprives others of their rights or that disrupts educational procedures/environment.	Detention	Expulsion
Dress, Inappropriate	Unclean, immodest, unsafe, disruptive, etc.	Correct Problem	Suspension

INFRACTION	DEFINITION	CONSEQUENCES	
		MINIMUM	MAXIMUM
Explosives/ Fireworks	Use, threat to use, possession or sale of device.	Suspension Report to proper authorities.	Expulsion
Failure to Identify Yourself	Refuse to tell staff member your name.	Saturday School	Suspension
False Fire Alarm	Intentionally activate a false fire alarm.	Suspension	Expulsion
Fighting	Physical contact with intent to inflict harm.	Suspension	Expulsion
Forging a note or pass	Producing false or misleading information, forging parent(s) signature or teacher's.	Saturday School	Suspension
Gang-Related Behavior	Violating district policy related to gangs.	Student Conference	Expulsion
Hall Violations	Running, yelling, profanity, throwing things, leaving a mess, blocking the hall, etc.	Student Conference	Suspension
Individual Electronic Devices	Cell phones, IPOD, MP3, hand-held games, etc.	24-hr confiscation	Suspension
Non- Achievement	Continued lack of student effort toward academic achievement.	Detention	Suspension
Nuisance Materials, Possession	Items that are unsafe or disruptive, i.e., cellular phones, paging devices, skateboards, walkman, inappropriate magazines, etc.	Student Conference/ Confiscate Items	Suspension
Off-Campus and Outside-of- School-Time Conduct	Potential to disrupt or impact the safety and efficient operation of the school.	Student Conference	Expulsion
Safety Violation	Acting in an unsafe manner	Student Conference	Expulsion
Tardiness	Unexcused tardiness to class.	Warning	Suspension
Theft	Steal, possession of items not belonging to you.	Suspension	Expulsion
Threat/ Harassment/ Menacing	Committing extortion, coercion or blackmail; Name-calling, ethnic or racial slurs or derogatory statements that may substantially disrupt the school environment or incite violence; Inappropriate physical or sexual contact disruptive to other students or school environment; Offensive conduct of a sexual nature, whether verbal or physical; Statements or actions that intimidate others, including hazing.	Student Conference	Expulsion
Tobacco	Use or possession of tobacco in any form, when on or near campus or attending any school activity.	Suspension. Report to proper authority	Expulsion
Trespassing/ Loitering	Presence in unauthorized place or without legitimate reason. Refusal to leave school property.	Student Conference	Expulsion
Unexcused Absence	Absence not excused by the school or parent.	Student Conference	Expulsion
Vandalism	Intentional destruction of school.	Saturday School	Expulsion
Vehicle Misuse/ Parking	Inappropriate and/or unsafe use of vehicle. Cars parked in restricted areas are subject to towing at the student's expense.	Student Conference	Expulsion
Weapons	Bring, possess, conceal, or use a weapon.	Expulsion	Expulsion