

R. A. Long High School

Student Remote/Hybrid Handbook

2020/21



RESPECT-ACHIEVE-LEAD

A Tradition of Excellence

The mission of the Longview School District is to ensure that every student learns the skills, attitudes, and knowledge to become a responsible, productive, citizen in a rapidly changing society. This is accomplished:

- ☐ *through a partnership of students, staff, parents, and community focused on results;*
- ☐ *in a supportive, caring innovative environment;*
- ☐ *with a commitment to challenge each learner to reach potential.*

Ready to learn. Ready for Life. Together we aspire and achieve.

To achieve the level of excellence that has become expected of R. A. Long students, there are basic expectations which need to be met by all students. These are reflected in the Longview School District Exit Outcomes. Students leaving Longview schools will be:

- Responsible citizens who contribute to the well being of self and others.
- Quality producers who individually and collaboratively perform to a prescribed set of standards.
- Resourceful thinkers who employ a variety of strategies for a specific purpose.
- Effective communicators who convey and receive messages with understanding.
- Self-directed learners who provide for their personal and intellectual growth.
- Knowledgeable persons who demonstrate a mastery of fundamental skills and information by computing accurately; reading with comprehension; writing with clarity; and knowing and applying core concepts and principles of math; technology; social, physical and life sciences; civics and history; geography; arts; health; and fitness.

NOTICE OF NONDISCRIMINATION

The Longview School District is an Equal Opportunity district in education programs, activities, services, and employment. Longview School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal. In addition, the following district employees, located at 2715 Lilac Street, Longview, have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator and Civil Rights Compliance

Coordinator

Tony VanderMaas Director of Human Resources
(360) 575-7004
tvandermaas@longview.k12.wa.us

Section 504/Student ADA Coordinator

Elizabeth West, Director of Special Services
(360) 575-7008
ewest@longview.k12.wa.us

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ADMINISTRATION

Rich Reeves, Principal
Lacey Griffiths, Assistant Principal/Special Education/AVID
DeWayne McCabe, Assistant Principal/Athletic Director

Elaine Therault, Principal's Secretary575-7225
Jennifer Clement, Attendance/Assistant Principal's Secretary575-7115
Traci Thornton, Athletics/Activities' Secretary575-7227
Jaimie Barchus, ASB Secretary..... 575-7128

GUIDANCE & COUNSELING

Guidance Office575-7226

COUNSELORS

Lisa Maxey, H-N, AVID.575-7226
Katrina Miniutti, O-Z.....575-7226
Lindsey Earl, A-G575-7226

2020/21 STAFF LIST

<i>Billy Arn</i>	<i>Math</i>
<i>Alison Askeland</i>	<i>Choir</i>
<i>Jayleen Baker</i>	<i>Art</i>
<i>Jonathan Barker</i>	<i>Social Studies</i>
<i>Andrea Bergquist</i>	<i>Culinary Arts</i>
<i>Erik Bertram</i>	<i>Science</i>
<i>Hanna Burleson</i>	<i>Science</i>
<i>Kerrie Claggett</i>	<i>Special Education</i>
<i>Sara Clark</i>	<i>English</i>
<i>Brian Cohen</i>	<i>Science</i>
<i>Dave Dahlberg</i>	<i>Math</i>
<i>Mary DeGraaf</i>	<i>ASL</i>
<i>Susan Donahue</i>	<i>Theater</i>
<i>Josh Donaldson</i>	<i>Science</i>
<i>Lindsey Earl</i>	<i>Counselor A-G</i>
<i>Eric Elliott</i>	<i>Math</i>
<i>Mike Fajardo</i>	<i>English</i>
<i>Paul Field</i>	<i>Social Studies</i>
<i>Erin Flinn</i>	<i>Social Studies</i>
<i>Gali Gonzalez</i>	<i>Science</i>
<i>Lacey Grady</i>	<i>English/AVID</i>
<i>David Hedge</i>	<i>Special Education</i>
<i>Nick Higgins</i>	<i>CTE</i>
<i>Tamra Higgins</i>	<i>CTE</i>
<i>Mike Hooper</i>	<i>Health/PE</i>
<i>Cynthia Jackson</i>	<i>Special Education</i>
<i>Sharon Jacobs</i>	<i>CTE</i>
<i>Paul Jeffries</i>	<i>Math</i>
<i>Susan Johnson</i>	<i>Special Education</i>
<i>Dave Klander</i>	<i>Band</i>

<i>Jodi Kruse</i>	<i>Librarian/Library Science</i>
<i>Maria Lavelle</i>	<i>Chinese</i>
<i>Robin Lewis</i>	<i>English</i>
<i>Alex Martinez</i>	<i>Spanish</i>
<i>August Mason</i>	<i>French</i>
<i>Lisa Maxey</i>	<i>Counselor H-N, AVID</i>
<i>Dwayne McCabe</i>	<i>Assistant Principal/AD</i>
<i>Katrina Miniutti</i>	<i>Counselor O-Z</i>
<i>Nathan Nielsen</i>	<i>Math</i>
<i>Janelle Ormond</i>	<i>Math</i>
<i>J.D. Ott</i>	<i>Social Studies</i>
<i>Christina Reeves</i>	<i>Social Studies/AVID</i>
<i>Joe Reid</i>	<i>CTE</i>
<i>Saskia Rivera</i>	<i>Special Education</i>
<i>Dan Ruiz</i>	<i>Biomedical</i>
<i>Lanette Shepherd</i>	<i>Orchestra</i>
<i>Tracy Snider</i>	<i>English</i>
<i>Brittany Thomas</i>	<i>Physical Education</i>
<i>Ralland Wallace, Jr.</i>	<i>Physical Education</i>
<i>Taylor Wallace</i>	<i>English</i>







RA Long High School Schedule for Hybrid Learning 2020-2021






RA Long Hybrid Bell Schedule – 2020-2021















Monday – Tuesday – Thursday – Friday

 Period	 Class Time	 Leave class for Shuttle	 Bus Departs/Arrives
"0" Hour	7:00-7:50	7:44	7:47/7:56
1 st	7:55-8:50	8:44	8:47/8:56
2 nd	8:55-9:50	9:44	9:47/9:56
3 rd	9:55-10:50	10:44 (to MM for 4 th w/ 2 nd lunch)	10:47/10:57
4 th with <u>second</u> lunch (lunch 11:55-12:25)	10:55-11:50	11:48 12:18	11:50/12:00 (return for 2 nd lunch) 12:21/12:31(to MM for 5 th)
4 th with <u>first</u> lunch (lunch 10:55-11:25)	11:30-12:25	11:20	11:22/11:32 (to MM for 4 th w/1 st lunch)
5 th	12:30-1:25	1:19	1:22/1:31
6 th	1:30-2:25	2:17	2:20/2:27

Wednesday

 Period	 Class Time	 Student Plan
1 st	7:55-8:31	Independent Work - Support
2 nd	8:36-9:13	Independent Work - Support
3 rd	9:18-9:55	Independent Work - Support
Advisory	10:00-10:45	Required to Log into Advisory
4 th	10:50-11:26	Independent Work - Support
Lunch	11:31-12:01	Lunch
5 th	12:06-12:43	Independent Work - Support
6 th	12:48-1:25	Independent Work - Support
PLC	1:30-2:25	PLC
Student Clubs/Activities	2:30-3:30	Student Clubs/Activities

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort "A" <i>Last Name A-K</i>	 In-Person	 @ Home	Independent Work/Student Support+ Advisory	 In-Person	 @ Home
Cohort "B" <i>Last Name L-Z</i>	 @ Home	 In-Person	Independent Work/Student Support+ Advisory	 @ Home	 In-Person
Remote	 @ Home	 @ Home	Required to meet with each teacher + Advisory	 @ Home	 @ Home


ere
lies

Please refer to the mask type expectations to assure you have the proper covering.


- When it is not your day to be on campus, you will still be expected to log in to all 6 classes
- Wednesdays will still be used to get additional help
- Must log in and participate in Advisory on Wednesdays

REMOTE:


- School will be done at home
- Required to log in to each class each day (including Wednesdays)
- Lunch can be picked at designated spots (not on campus)
- Time to meet with teachers individually will be on Wednesday.




Check Gmail Daily
Important School Announcements
Emails from Teachers
Use to Ask Teachers Questions












RA LONG HIGH SCHOOL ZOOM/ONLINE CLASS EXPECTATIONS





Check Google Classroom Daily
New assignments
Assignment Due Dates
Class Announcements
Graded Assignments
Zoom/Google Meet Links

BE ON TIME	BE READY TO LEARN	PREPARED
<p>Be OnTime Wake Up Early? Check Computer Battery Login to Zoom or Meet 5 Minutes Early Have GoogleClassroom Open Wear School Appropriate Clothes</p> 	<p>Create a Quiet Study Space (that is not your bed) if you can...</p> <p>Find a quiet place Remove distracting objects (phone, gaming devices, TVs) Have Resources Ready (pens, pencils, notebook, class materials, chromebook, charger, whiteboard, marker, tissue)</p> 	<p>Class Meeting Don't Share Class Meeting Link with Others Don't Take Pictures or Video of Class Meetings Account Shows your First and Last Name (No Nicknames) Computer is charged/Camera is on/Use headphones if you have them</p> 
PRESENTATION	MUTE YOURSELF	MOTIVATED
<p>Wear appropriate clothing Sit up straight Be in camera view</p> 	<p>Mute Microphone Upon Entry of any Zoom or Google Meeting Only Unmute to Speak Stay on Topic Use School Appropriate Language</p> 	<p>Be focused Be attentive Be an active participant</p> 
QUESTIONS?	CHAT RESPONSIBLY/ COMMUNICATION	COURTEOUS
<p>Ask a Classmate Email Teacher - Email Subject Line: Help: Full Name, Class Name - Explain Questions Fully - Be Polite and Professional Type questions in chat box</p> 	<p>Raise your hand to speak Speak clearly Look up when speaking Type questions in CHAT BOX Stay on topic (No side conversation)</p> 	<p>R-E-S-P-E-C-T Be considerate Be Kind No Sarcastic Jokes Don't Type in ALL CAPS Don't Mock or Badmouth Be Patient; Don't Talk Over Others</p> 

MASK REQUIREMENTS: MASKS WILL BE WORN AT ALL TIMES IN THE BUILDING

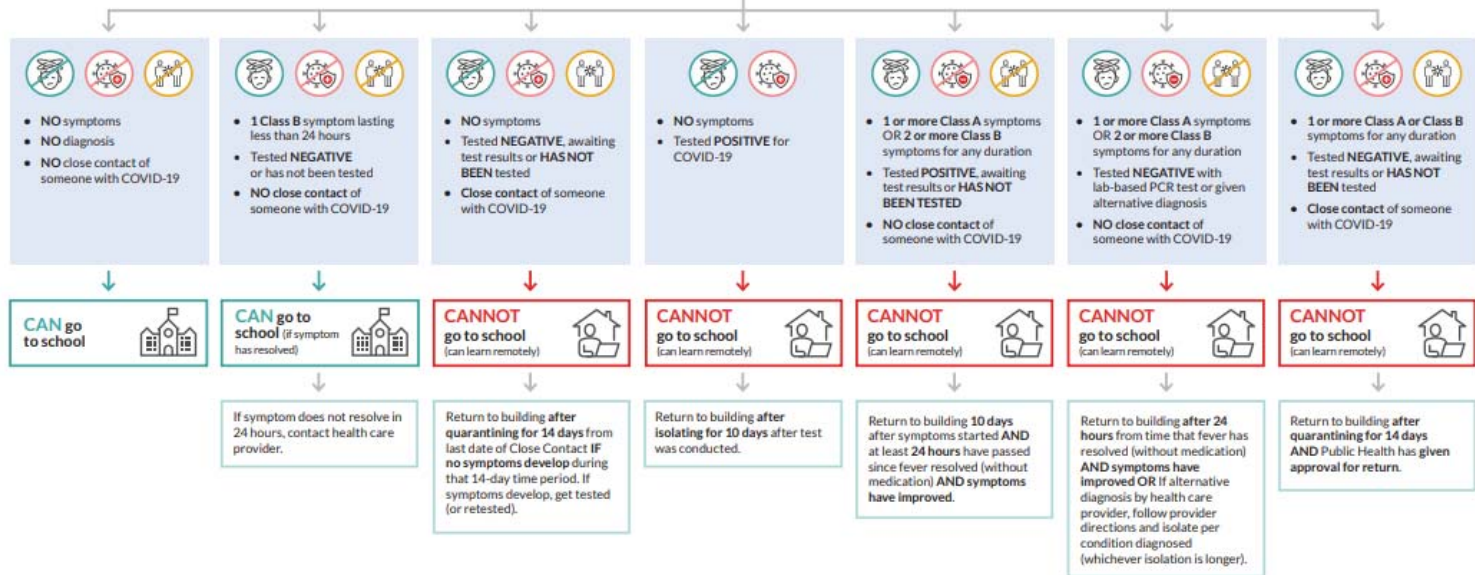
STUDENTS AND STAFF WILL BE WEARING CLOTH FACE COVERINGS:

- Definition: A cloth face covering is fabric that fully covers your nose and mouth.
- Wear face coverings with two or more layers to stop the spread of COVID-19.
- Wear the face covering over your nose and mouth and secure it under your chin.
- Face coverings should be worn by people two years and older.
- Face coverings should not be worn by children younger than two, people who have a documented medical condition preventing them from wearing a face covering or by people who cannot remove the mask without assistance.
- Both factory made and homemade are acceptable.
- Face coverings can be made from a variety of materials like cotton, fleece or linen.
- Neck gaiters are acceptable if the material consists of two or more layers.
- Bandanas and face shields are not acceptable.



COVID-19 Student Symptom Flow Chart

PARENT SCREEN OF STUDENT FOR COVID-19



COVID-19 SYMPTOMS*

CLASS A:

- Fever (defined as subjective or 100.4°F or higher)
- Chills

- Cough
- Loss of sense of taste/smell
- Shortness of breath

CLASS B:

- Fatigue
- Headache
- Muscle/body aches
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*That are not explained by an existing condition, such as allergies or asthma.



CLOSE CONTACT INFO

"Close Contact" means being within 6 feet of a person with COVID-19 for about 15 minutes or more. Members of a household are considered to be close contacts. Close contacts are identified by Public Health.

Questions?

Contact the school health room.

Approved on October 16, 2020 by Alan Melnick, MD, MPH and Steven Krager, MD, MPH, Public Health Officers for Clark, Cowlitz, Pacific, Skamania, Wahkiakum Counties and by Amy Person, MD, MPH, Public Health Officer for Klickitat County

GENERAL INFORMATION

Athletics

Online registration for athletics can be found under the Athletic Tab of the RA Long website. Students are held to the Athletic Code of Conduct from the first day of August practice through the last day of the school year. Any athlete of any season falls under these guidelines. Refer to *Regulation 2151P*

Attendance

If a student is absent, it is the expectation for parents or guardians to call the attendance office, **575-7113** and leave a detailed message. **The answering machine is turned on all hours and on weekends for parent/guardian use.** If no call is made, the parent/guardian should send the student to school the next day with a signed note detailing the reason for the absence.

In order to be counted as present, includes evidence of participation in a task or assignment. Student presence is determined by engaging in planned asynchronous or synchronous activities. If a student does not engage or demonstrate participation in any way, the student would be marked as absent.

Boundaries

Students living outside the R. A. Long attendance area must obtain a boundary permit before enrolling at R. A. Long. In-district permits are obtained from the school of residency. Boundary permits may be revoked if satisfactory attendance and progress is not maintained during each semester and/or if there are discipline problems.

Out-of- district permits (Choice forms) are obtained from the Longview School District Superintendent's Office, 575-7019.

C.P.S. Mandatory Notification *See policy 3421 on page 6 in District Section*

Enrolling

Students and parents new to the district or returning after a period of absence must complete the online registration forms at www.longview.k12.wa.us and go to "Student Enrollment" under the "Family" tab. The school will contact you within two days of online registration. If your student has an IEP, additional paperwork needs to be completed in the Guidance Office of RA Long.

Family Access

Parents and guardians have access to a variety of on-line details about their child's school records including attendance, food service account, and grades (middle and high school only). This is a password-protected service that parents can sign up for at longviewschools.com or **see Dianne Morrow in the Guidance Office**.

Guidance Office & Career Center

A wide variety of services are available to students including scheduling concerns, academic concerns, personal concerns, etc. College and career materials are also available to help students plan for beyond their high school years in the Career Center. Call if you need to access these offices: Guidance Office 575-7222 and Career Center at 575-

Homework *See policy 2423*

Library

The R.A. Long High School library has two locations: upstairs facing the lake and on the World Wide Web. The campus location will be open by appointment only. The World Wide Web library is open 24/7 at <http://www.longview.k12.wa.us/ralong/lib/index2005.htm>. On that site are the library's catalog of our materials, online databases, senior project assistance and lists of websites for specific classes.

Keep your family emergency contact information current--Notify the school every time there is a change in address, phone numbers, or a change in who is authorized to pick up your child. In an emergency evacuation, students will be released only to individuals on the authorized pick-up list.

Student Transfers

A full program of classes at other accredited secondary schools will be honored by the Longview School District as the equivalent of a full program of classes in this district when evaluating credits for graduation. Official documentation, however, is required from the school so classes and grades can be evaluated appropriately.

Withdrawing/Dropping School

Parent/Guardian permission is required before a student can be withdrawn. Contact the attendance office to begin the process. Be sure that all books are returned and previous fines/fees are paid to ensure prompt forwarding of records. *Students must be enrolled in school until age 18.*

Withdrawing/Dropping Classes

After a week, students will need to complete a request to drop a class and turn it into Mr. Reeves. It may result in a W or F on the transcript.

PARENT/GUARDIAN/STAFF PACT:

A right is something that belongs to you and cannot be taken away by anyone. Staff and students and parent/caregivers have similar rights.

All have the right to be treated with respect and fairness at school

The staff will try to respond to all parents and caregivers with sensitivity and follow processes which support the intent of the Human Rights Act and have regard for the Privacy Act when discussing with parents matters relating to the school, children and their families. Parents and caregivers are expected to pay the same courtesy to staff.

All have a right to be heard

Parents and caregivers are encouraged to talk freely about their ideas and feelings during scheduled parent teacher meetings, and through school consultation processes. Appointments should be made at appropriate times but parents may not interrupt class teaching time and should respect the need for teachers to prepare for meetings, and the desirability of any matter to be discussed in private. No teacher will conduct a discussion with parents who are abusive or threatening in their behavior. In such cases they will be asked to leave and support may be called. (PLEASE ALLOW 24 HOURS FOR STAFF TO RESPOND, AS THEY MAY NOT BE IN THE BUILDING OR HAVE OTHER OBLIGATIONS.)

Everyone has a right to tell their side of the story

Parents are encouraged to discuss concerns and or problem behavior and consequences with the staff member concerned in the first instance. This may also need input from senior staff and other support agencies. While every child has individual rights these do not outweigh the rights of all children to a positive learning environment.

Parents and caregivers have a right to expect school to be a safe place

The school will provide safe classrooms, equipment and rules to ensure pupil safety at school.

#JackCode

MASKS: Cloth face masks must be worn at all times in the building (except when seated in the cafeteria to eat breakfast or lunch)

10-10: First 10 minutes and last 10 minutes of class, no one in the hallways.

1:1 DEVICES: Bring Chromebook everyday charged and follow contract!

HALLWAYS: Must follow one way arrows and have a pass at all times if in the hallways during class time.

HATS: RA Long is a NO HAT school. They cannot be visible in a classroom. If they are taken by an adult, you can pick it up on Fridays only. If it is taken Friday, you get it back the following Friday. Hats are not allowed in the hallways at any time including before and after school.

SIGN IN/OUT: If you are leaving campus or coming to campus after school starts, YOU MUST SIGN IN TO THE FRONT OFFICE. If you are sick, report to the nurse.

****PARENTS MUST SHOW PHOTO ID****

SHUTTLE: The shuttle is for *students that have class* at MM ONLY!!! (Not for lunch, public transit, etc.) If there is not a **shuttle sticker** on your ID, you will be unable to leave class and ride shuttle.

DRESS CODE: Read and reread the dress code....***IT IS NOT UP FOR NEGOTIATION.*** If you choose to come dressed in something inappropriate, you will be asked to change and/or offered a loaner. ***Skirts and shorts are to be no shorter than two inches above the knee (includes rips in jeans). REPEAT VIOLATIONS WILL RECEIVE DISCIPLINE.***

HEADPHONES: In the hallways, you may only have ONE ear bud in at any given time. In the classroom, headphones are at the discretion of the teacher. (If they are taken by an adult, they will be returned on Fridays.) ***Bluetooth speakers are prohibited.***

TARDIES: You are expected to be in your class when the bell rings. Five tardies=Friday School.

CELL PHONES: With one to one devices, students' cell phones should be off and away in the classroom setting. Phones that are taken will be picked up after school on first offense with progressive steps after that.

FOOD: Food is not allowed in any classroom

STUDENT EXPECTATIONS FOR BEHAVIOR

ACADEMIC HONESTY POLICY

Academic coursework and assessments are administered to measure student learning and growth. Submitted coursework must reflect the student's true learning. It is imperative that the staff at R. A. Long High School require academic honesty.

Academic honesty is defined as follows:

Each student does his or her own academic work. A student does not use, accept, or receive aid on class tests or assignments unless specifically authorized by the teacher. A student does not plagiarize information by putting forth someone else's work or ideas as the student's own work; a student gives credit to the source through accepted documentation.

PROHIBITED DISHONEST BEHAVIORS

- ❖ Obtaining or accepting a copy of a test or answer key
- ❖ Providing a copy of a test or answer key to another
- ❖ Copying another student's answers during an examination with or without his or her knowledge
- ❖ Using notes or other materials not permitted during a "closed book" examination
- ❖ Providing another student answers to or copies of examination questions
- ❖ Representing as one's own work the product of someone else's creativity
- ❖ Copying material almost word for word from a written source and turning it in as your own work
- ❖ Duplicating another student's project for submission as one's own work
- ❖ Having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home examination for which credit is given
- ❖ Permitting another student to copy the student's homework, paper, project, computer program, laboratory report, or take-home examination, other than for a teacher-approved collaborative effort
- ❖ Plagiarism: downloading another student paper from an online source or quoting from a paper as if the student generated the words
- ❖ Using prohibited electronic devices (palm pilot, cell phone, graphic calculator, laptops)
- ❖ Getting coaching or help on a project or paper to the extent that the work is no longer that of the student
- ❖ Forgery
- ❖ Misstating how many pages you've read on a reading log
- ❖ Purchasing or selling the work of another
- ❖ Altering graded tests to try to get additional credit
- ❖ Using false excuses to obtain an extension on a due date
- ❖ Any other action intended to obtain credit for work not one's own

CONSEQUENCES

The following consequences will result due to violating the academic honesty policy, regardless of the student's intention to cheat or not.

First Offense in a Course

1. The student earns a grade of zero on the assignment or test.
2. The teacher notifies the parent/guardian of the incident and the consequences.
3. The teacher notifies the appropriate administrator through a written referral, which will become part of the student's cumulative record.
4. The teacher keeps documentation of the incident for future reference.

Second Offense in a Course

1. The student earns a grade of zero on the assignment or test.
2. The teacher will send a written referral to the appropriate administrator who will reiterate the academic honesty policy and will notify the parent by letter of the incident and the consequences.
3. The teacher keeps documentation of the incident for future reference.

Third Offense in a Course

1. The student receives a grade of Failing (F) for the semester in that course.
2. The student is referred directly to the appropriate administration.
3. The administrator notifies the parent/guardian regarding the incident and the consequences and completes documentation by letter.
4. The teacher keeps documentation of the incident for future reference.

Online Harassment

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from all forms of discrimination and harassment including sexual harassment, hazing, and bullying.

See policy 3207 on page 15 in District Section

Sexual Harassment

We care about the dignity of all individuals and assume the responsibility for providing an environment that is free from all types of discrimination, including sexual harassment. Informal and formal complaint processes are available to anyone who believes they have experienced deliberate verbal, visual, or physical advances which are unwelcome by the person for whom they are intended. *See policy 3210 on page 21 in District Section*

GRADUATION & CREDITS

Departments	Credits
English	4.0 Credits
Math	3.0 Credits
Science	3.0 Credits
Social Studies*	3.0 Credits
Physical Education**	1.5 Credits**
Health	0.5 Credit
Career & Technical Education	1.0 Credit***
Fine Arts	2.0 Credits***
World Language	2.0 Credits***
Electives	4.0 Credits
Total	24.0 Credits

*Washington State History is a required course; if it was not completed in middle school, it must be taken in high school.

** 1 credit of PE requirement can be met by successful completion of two WIAA sport seasons.

***Flexible requirements: 1 art credit, world language credit, career concentration credit, and electives may be substituted according to a student's High School and Beyond Plan.

Credit/Class Information

Required Minimum Credit - One credit represents a passing grade in a class that meets a minimum 180 clock hours in a given year. Classes meeting other than 180 clock hours will grant proportional credits. With this formula, a student earns one credit for a full year class or .5 of a credit for a semester class.

Required Class Load - Each student in the ninth and tenth grades will be enrolled in a minimum program of six daily class periods or its equivalent. In grades 11-12, it is recommended that students be enrolled in the equivalent of at least five classes. Athletes must be enrolled in a minimum of five classes in order to maintain WIAA eligibility.

Year-Long Commitment - Students enrolling in year-long courses are making a commitment to remain in the course for the entire year. Students will not be allowed to drop a year long course at semester break without parent/teacher/counselor acknowledgment and principal permission.

Grading Guidelines –

- Students withdrawing from class after the second week of the semester classes will receive either an F or an NC grade based on the following:

F – Unsatisfactory effort, unsatisfactory attendance, student does not work in class, student decides the course is too much work, although has the ability to pass.

NC – Satisfactory effort, satisfactory attendance, error in original placement, or student does not have the ability to pass.

- Zeroes will be given for remaining work and calculated into the grade at the time of withdrawal.
- In extremely unusual and/or emergency situations (i.e. –student is physically, mentally, or emotionally unable to complete the course because of hospitalization, death in the family, etc.) The NC still remains a choice of the teacher, even during the final four weeks.

Waiver of Required Courses - Students have the right to appeal required courses to a building administrator if they desire to have them considered for a waiver. “...individual students may be excused from participating in physical education otherwise required under this section on account of physical disability, employment or religious belief, or because participation in directed athletics or military science and tactics or for other good cause.”

RCW 28A/05.040 Criteria for the waiver must be met before a waiver is granted.

Class Standing - Students will be promoted regardless of credits earned until their senior year. A student will retain junior standing until a minimum of 16 credits are earned. It is advisable to have a minimum of 4 credits at the beginning of the sophomore year, and a minimum of 10 credits at the beginning of the junior year to be in good credit standing for graduation.

What do you need in order to graduate?

- 1. Required credits complete**
- 2. Testing (see testing table)**
- 3. Senior Project:** Students must complete the Aspire to Achieve Culminating Project/Presentation (See career center or advisor for more details)
- 4. Successful completion of High School and Beyond Plan:**
 - 1. Advisory Booklet**
 - 2. Student Led Conferences**
 - 3. 24 Hours of Community Service**
 - 4. 12 Service to School Points**
 - 5. Post-Secondary Activity**

TESTING

In conjunction with the Longview School District, R. A. Long provides a comprehensive testing program. Tests available to R. A. Long students include the following:

Testing:

Class of 2021 and Beyond
SBA – English/Language Arts
SBA – Math
WCAS - Science

SAT I / SAT II

The SAT I / SAT II (“college boards”) are usually taken in the spring of the junior year or early in the senior year. The SAT I is administered six times a year and may be repeated. Registration for these tests is mailed in well before the actual test date, along with the test fee. Most students currently register on-line. The SAT II portion of this program includes test in specific subject areas and is required by a few select colleges and universities. A single fee allows students to take three achievement tests on a particular test date. Mark Morris is the local SAT I and SAT II test center.

ACT – American college Testing Program

The ACT is similar to the SAT as far as numerous test dates nationwide, but different in structure. Some colleges recommend the ACT which is administered locally twice a year.

PSAT/NMSQT – Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test

PSAT/NMSQT must be taken in October *the junior year* to qualify for National Merit Scholarships. Other programs using this test include the Weyerhaeuser four-year scholarship, ROTC, academies, and other specialized scholarships. Sophomores may take this test for experience in test taking.

The PSAT scores are reported in three categories; verbal, mathematics and written language. Scores are reported in the range of 20 (low) to 80 (high). The PSAT scores are not usually used by colleges as admissions criteria. Merit scholars are selected with these test scores. Other selected scholarships may require these scores.

AP – Advanced Placement Program

AP tests are designed for exceptional students to demonstrate college level skills while in high school, and they are given in specific areas, with a charge of approximately \$80 for each test. Students who qualify for free and reduced lunch are eligible for a reduced rate. Advanced standing or credit is granted by colleges, depending on results. AP tests occur during May and are administered by the Guidance Department.

ELPA 21- ELPA 21 is a group of states that designed and developed an assessment system for English language learners. The system is based on the English Language Proficiency Standards and addresses the language demands needed to reach college and career readiness.

Smarter Balance – Test given to all 10th grade students, as well as those that have not previously passed. This test is a graduation requirement and will be in the areas of Reading, Writing, and Math.

AVANT- Language Proficiency Test

ASVAB- Armed Services Vocational Aptitude Battery

STUDENT ATTENDANCE

Parent/Guardian Responsibilities

If a student is absent, it is the expectation for parents or guardians to call the attendance office, **575-7113** and leave a detailed message. **The answering machine is turned on all hours and on weekends for parent/guardian use.** If no call is made, the parent/guardian should send the student to school the next day with a signed note detailing the reason for the absence.

Definition of Remote Learning Absence: The emergency rule defines a remote absence as when a student is not participating in planned instructional activities on a scheduled remote learning day. The rule provides examples of what student participation could look like in order to be counted as present, including, but not limited to:

- Daily logins to learning management systems;
- Daily interactions with teacher(s) to acknowledge attendance (including messages, emails, phone calls, or video chats); or
- Evidence of participation in a task or assignment. Student presence is determined by engaging in planned asynchronous or synchronous activities. If a student does not engage or demonstrate participation in any way, the student would be marked as absent.

Daily Attendance Taking: The emergency rule establishes that districts must take daily attendance for all students participating in remote and in-person learning. Daily attendance data is a leading indicator that provides frequent and actionable data to inform educators and schools of barriers students are facing. It can signal a need for additional support or flag where the student is experiencing challenges with our system(s). This signal is even more critical during the COVID-19 pandemic, where responding to weekly contact or a less frequent data point is not sufficiently responsive to address inequities and barriers for students furthest from educational justice and resources.

RAJ Resource List **2020-2021**

<u>If I need assistance with...</u>	<u>then I talk to...</u>	<u>Where?</u>	<u>Phone Number</u>
ASB	Jaimie Barchus	ASB Office	575-7227
Advisory	Jodi Fowler	Career Center	575-7990
Athletics	Traci Thorton	ASB Office	575-7227
Attendance Line (automated)	Jennifer Clement	Main Office	575-7225
Attendance	Jennifer Clement	Main Office	575-7225
AVID	Reeves/Griffiths	Main Office	575-7115
Chromebook Issues	Jodi Kruse	Library	575-7138
Clubs	Jaimie Barchus	ASB Office	575-7227
College/Career Information	Jodi Fowler	Career Center	575-7990
General Concerns	Main Office	Main Office to set up an appointment with Admin	575-7225
Credit Recovery/Discovery Applications	Your counselor	Guidance Office	575-7226
Discipline	Lacey Griffiths	Main Office	575-7115
Discipline	DeWayne McCabe	ASB Office	575-7227
Discipline Grade 12	Rich Reeves	Main Office	575-7225
IEPs	Lacey Griffiths	Main Office	575-7115
Lost items	Jennifer Clement	Main Office	575-7115
Lunch Account	Annette Johnson	Nutrition Services	575-7172
Medical Concerns/Medications	School Nurse	Nurse's Office	575-7109
Mental Health Issues	Dianne Morrow	Guidance Office to make an appointment with LCMH	575-7226
PE Uniform	Jaimie Barchus	ASB Office	575-7227
Police Issues/Stolen items	Officer Jolly	Main Office	575-7115
Registration	Dianne Morrow	Guidance Office	575-7226
Running Start	Dianne Morrow	Guidance Office to make an appointment with counselor	575-7226
Scheduling	Dianne Morrow	Guidance Office to make an appointment with counselor	575-7226
Scholarships	Jodi Fowler	Career Center	575-7990
Social Issues	Dianne Morrow	Guidance Office to make an appointment with counselor	575-7226
Substance Abuse	Dianne Morrow	Guidance Office to make an appointment with counselor	575-7226
Teen Parent Program	Michelle Strozyk	Teen Center	575-7150
Testing-SBAC, EOC, COE, AP	Dianne Morrow	Guidance Office	575-7226
Transcripts	Tami Retterath	Guidance Office	575-7222

Counselor- Lindsey Earl

Counselor- Lisa Maxey

Counselor- Katrina Minuitti

Last name A-G

Last name H-N, AVID

Last name O-Z

****When you are absent from school, call 575-7113 to report your absence 24 hours a day.**

****When leaving early from school, call ahead at 575-7113 OR have a parent/guardian write a note to bring to the front office.**

****If you are feeling ill during school, visit the nurse's office and the nurse will call.**