

Options Academy

PARENT/STUDENT HANDBOOK FOR

2024-25

Address: 545 W. Locust St Stayton, OR 97383

Phone: **503-769-1618**

Website <https://www.nssd29j.org/our-schools/options-academy>

Director of Alternative Education Programs: Brad Emmert

North Santiam School District

VISION

WE CHANGE KIDS' LIVES... THROUGH A COMMITMENT TO EXCELLENCE, INTEGRITY, EQUITY AND COMMUNITY ENGAGEMENT

MISSION STATEMENT

ENSURE STUDENTS REACH THEIR HIGHEST ACADEMIC AND VOCATIONAL POTENTIAL AND DEVELOP INTO PRODUCTIVE CITIZENS

GUIDING PRINCIPLE

DO WHAT IS BEST FOR ALL KIDS

GOALS

ENSURE THAT EACH STUDENT HAS THE OPPORTUNITY TO ACHIEVE EXCELLENCE THROUGH MEASURABLE PROGRESS AND PERSONAL GROWTH EACH YEAR

PROVIDE QUALITY, SUSTAINABLE FACILITIES AND PROMOTE POSITIVE SCHOOL CLIMATES

PROMOTE STUDENT AND STAFF INVOLVEMENT IN THE COMMUNITY AND INVOLVE THE COMMUNITY IN OUR SCHOOLS

RECRUIT, DEVELOP, VALUE, AND RETAIN HIGH QUALITY STAFF

The Parent/Student Handbook has been prepared to acquaint you with the basic policies and procedures of the North Santiam School District, inform you of the School's Code of Conduct and provide you with a reference for answering your general questions. Please contact the school if you have additional questions.

NORTH SANTIAM SCHOOL BOARD MEMBERS

Members: Alisha Oliver, Laura Wipper, Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Mackenzie Strawn

NORTH SANTIAM SCHOOL DISTRICT SUPERINTENDENT

Lee Loving

District Office Information

County: Marion & Linn

Meetings: Typically Third Thursday @ 6:00 PM, link to [calendar](#)

ESD Served by: Willamette ESD

District Web Page: www.nssd29j.org

District Policy Page: <http://policy.osba.org/nsantiam/index.asp>

NORTH SANTIAM SD29J Enrollment: 2100

1155 North Third Avenue

Stayton OR 97383

Phone: 503-769-6924

FAX: 503-769-3578

Contact Information

Superintendent:	Lee W. Loving	lee.loving@nsantiam.k12.or.us
Director of Teaching & Learning	Nicole Duncan	nicole.duncan@nsantiam.k12.or.us
Director of Special Programs	Melissa Glover	melissa.glover@nsantiam.k12.or.us
Deputy Clerk/Business Manager:	Rhonda Allen	rhonda.allen@nsantiam.k12.or.us
Director of Human Resources:	Danielle Blackwell	danielle.blackwell@nsantiam.k12.or.us
Executive Assistant to the Board:	Tonia Whisman	tonia.whisman@nsantiam.k12.or.us

SCHOOLS IN THE NORTH SANTIAM SCHOOL DISTRICT

Stayton Elementary School (K-3)

Mari-Linn School (K-8)

Sublimity Elementary and Middle Schools (K-8)

Stayton Intermediate & Middle Schools (4-8)

Stayton High School (9-12)

Options Academy (Stayton Virtual Academy K-12 and Locust Street Academy)

The Director of Human Resources, Danielle Blackwell, has been designated to coordinate compliance with the legal requirements of Title II, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The HR Director may be contacted at the District Office, 1155 North Third Avenue, Stayton, OR 97383, or at 503-769-6924 for additional information and/or compliance issues. Full policies are available through the policy website listed above or by contacting the Board Executive Assistant at 503-769-4928 or by Email at tonia.whisman@nsantiam.k12.or.us.

III. DISTRICT POLICIES

For information on a variety of other topics including, but not limited to, those below, please see the District Handbook at <https://www.nssd29j.org/for-families/handbooks>

NSSD Options Academy Programs

Stayton Virtual Academy (SVA)

- A K-12 school where students can access curriculum in an online environment.

Locust Street Academy (LSA)

- An in-person high school for students who need an alternative process to graduation due to substantial barriers, including but not limited to credit-deficiency and mental health concerns.

GED Prep

- All NSSD students wishing to pursue a GED are enrolled through Options Academy. Students will attend GED Prep through Chemeketa Community College, sponsored by the NSSD.

Alphabetical List of Topics

ACADEMIC CONCERNS

Students experiencing substantial academic or social difficulty in school may need further evaluation. If a student requires such an evaluation, parents may request one by the Student Intervention Team; initiate that process by speaking to your child's counselor. The Student Intervention Team may also recommend an evaluation. Parents will be notified of any referral for an evaluation. During the pre-referral process, the team may discuss students on an individual basis to determine difficulties, interventions, and needs. This statement serves as prior notice to parents of the pre-referral process.

ACADEMIC DISHONESTY

Plagiarism has become more prevalent in academic settings with the increased use of the Internet, which has quick availability to multiple sources and papers for sale on almost any topic needed. Some examples of academic dishonesty are listed below:

- Plagiarizing or representing the words, ideas or informing of another person as one's own and not offering proper documentation.
- Giving or receiving, prior to an examination, the content of that examination.
- Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination.
- Giving or receiving substantive aid during the course of an examination.
- Commencing an exam before the stipulated time or continuing to work on an exam after the announced conclusion of the exam period.
- Submitting the same written work to fulfill the requirements for more than one course.

Students caught cheating may receive a zero on the assignment or test and a referral to the office. If a student gets caught more than once, the punishment will be progressive. In serious cases, loss of credit may result.

AGE OF MAJORITY

When a student reaches the age of majority (18 years old), they become legally responsible for their own

educational records. The school will continue sending information to the parents until students notify the office that parents should no longer receive their school information. Students may extend the right to their educational records to include their parent(s) or guardian by notifying the office in writing.

ASSEMBLY OF STUDENTS

As citizens, students have the right to meet on public property, with some parameters due to the nature of the public school setting.

1. All meetings must be scheduled in advance with a responsible adult volunteer or advisor using a building use form.
2. When students gather for any purpose, they shall not disrupt the orderly operations of the school or violate the rights of other students.
3. Meetings and activities shall not be potentially dangerous or harmful to individuals or school property.

ATTENDANCE

LSA Attendance: Core Classes will consist of roughly 28 days of instruction. Because of the fast pace of the classes, attendance is critical. Students who miss class will be expected to use alternative time to make up missed curriculum and assignments. Students will need to make up the time and assignments for the class before the start of the next block in order to get credit. Opportunities to make up this time include before school, during lab time, and during the end-of-block make up period. Irregular attendance and/or inadequate progress will result in a conference with the teacher and administrator to discuss a plan of action. Students who fail to meet attendance requirements needed to make adequate academic progress may be considered for a different placement. *LSA students who miss more than 25% of an academic block and cannot earn credit for an LSA course may be taken out of in-person classes and put into an online course for the remainder of the academic block. Students who miss more than 25% of 2 blocks in a row, and are not completing credits, will meet with counseling and administration about possibly being moved to a different program where they will have a chance to be more successful in gaining credits towards completion.*

SVA Attendance: SVA will utilize daily attendance reporting. A major positive component of SVA is the flexibility provided through an online curriculum. Students can access the online curriculum at any point within a 24-hour day. Due to the nature of online school, attendance will be taken retroactively (the day after) to accommodate students and families enrolled in the SVA program.

If a student is absent, parents should notify the attendance office by phone on the day of the absence or with a written note upon the student's return. Any absence not cleared by a phone call or note before the third school day after that absence will remain unexcused

You may call the OA attendance secretary regarding attendance and absences at 503-769-1618

Regular and consistent attendance at school is fundamental to student success and personal responsibility. A pattern of regular and punctual attendance reflects a positive work ethic and attitude that is desirable in the workplace.

CAMPUS

LSA typically has an open campus for lunch for Juniors and Seniors. Students and guardians will sign an agreement regarding participation in open campus lunch. Students who violate the open campus contract (or have other behavior issues) will lose this privilege. Sophomores are expected to eat lunch on campus daily. Once a student arrives at school or boards a bus to go to school, they must stay at school unless released by a

parent or guardian. Parental or administrative permission must be obtained and verified prior to leaving campus. Students of majority age (18) may sign themselves out for illness, appointments, or other approved circumstances. A pass from the attendance office will be issued and should be shown upon request. Students may lose the right to leave campus if attendance or tardiness becomes an issue.

CONTACTING STAFF

LSA staff are dedicated to partnering with parents for students' success. If questions or concerns arise regarding your student's experience in class, please contact the teacher directly to receive the most accurate and timely information. You may phone the school and ask for their voicemail or email them directly at firstname.lastname@nsantiam.k12.or.us.

COUNSELING

Students attending LSA will have access to counseling services. Counselors can help students with academic, social, emotional, and overall well-being issues. A counselor will be available during specific office hours at LSA by appointment. Additionally, students who have personal crisis situations may be allowed, with permission, to visit the counseling office at Stayton High School or to request that a counselor come to LSA.

DRESS CODE

LSA appreciates students choosing clothing that is appropriate for the school setting. Attire or grooming that is deemed disruptive to the educational environment must be corrected before a student is permitted to return to class or an extracurricular event. Dress that would interfere with the educational process and/or create safety hazards will not be allowed. The following should be considered before choosing what to wear to school.

- ❑ Slogans on clothing cannot contradict the district's educational mission or policy. Clothing with words or logos with alcohol, tobacco products, drugs, vulgarity, gang-related activity or attire, violence, bigotry, or sexual connotations, or those containing double meanings about the above-listed items are not allowed.

ELECTRONICS

Students are expected to engage and participate in the learning process in the classroom. Electronics use throughout the day interrupts teaching and learning and impacts students' overall success in school. Parents, please limit text messaging or calling your student to before, after, or during lunch time.

Teachers will indicate at the start of class, verbally and/or nonverbally, whether or not phones will be used as a tool for learning in the classroom for that lesson. Phones, earbuds, and other electronics shall be stowed by students at all times unless the teacher has indicated that it is an appropriate time to have them available. Students who do not keep these standards may have phones stored for the remainder of the day, or more, if necessary.

FIELD TRIPS

All school-sponsored field trips will use district transportation whenever possible. Transportation by private vehicles must meet additional conditions. Non-District transportation requires the completion of the "Student Transportation by a Private Vehicle" form, which includes a physical inspection of the vehicle and a criminal background check of the driver.

Students may not drive themselves or others to or from a field trip or school-sponsored activity in which they are participating. Exceptions to this will be rare and only with the approval of the parents and principal.

Written parent permission is required for a student to participate in a field trip. Students may be required to contribute financially for selected trips. Students may be excluded from field trips because of behavior or grades.

At registration, parents and students will be able to sign a form allowing district-sponsored and transported field trips during the school day for the calendar year.

GED:

- **What does GED prep look like?**

GED Prep is scheduled through Chemeketa. When you enroll in our GED/High School Options program you will attend classes regularly and have multiple scheduling options. Chemeketa's GED programs include the possibility to earn your high school diploma with individualized pacing in a college environment that will result in better job opportunities when you enter the workforce. You will work closely with faculty and staff to build your skills in preparation for the GED exams and future possibilities.

Upon completion of your GED through Chemeketa, you will also earn free college credits you can use to further your education.

- **Enrolling in the GED Program from NSOA**

Students who are credit-deficient (see below) may be more successful seeking a GED certificate as opposed to earning credits for a diploma. The information below will guide parents and students about whether they are “on-track” to getting a diploma. If you are considering GED, talk to your counselor.

(what considered on/off track by grade)

Freshman:	6.5 credits
Sophomore:	13.0 credits
Junior:	19.0 credits
Senior/Graduate:	24.0 credits

All students pursuing a GED will be enrolled in NSSA OA as well as Chemeketa Community College, where they will be attending GED prep courses. Bussing to the Salem campus of CCC is provided by the school district.

GRADES

LSA

Grade Calculations

Teachers will calculate grades by the following after they have rounded the percentage to the nearest whole number:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
I	Up to 59%

Grade Designations

INC (Incomplete) - Because we are using standards, most students should receive an Incomplete and the opportunity for course completion extends to the following block(s).

P (Pass) - This grade indicates that the student receives credit for a course, but no letter grade. This credit is not computed in the GPA.

NP (No Pass) - This mark indicates that the student receives no credit for a course, and no letter grade. This credit is not computed in the GPA.

NG (No Grade) - This mark indicates that the student receives no credit for a course, and no letter grade. This credit is not computed in the GPA.

SVA

K-8

Students are expected to complete online courses in their entirety. At the conclusion of first semester, student grades will be transcribed based on current completion. However, core courses will be considered incomplete and students will remain enrolled in core courses in order to complete. At the conclusion of Semester Two, student grades will be transcribed; however, students will not have the opportunity to complete outstanding courses. Classes that are considered Core courses include English Language Arts (ELA), Mathematics, and Health (Grades 6-8 only).

9-12

Students are expected to complete online courses in their entirety.

Complete Final Exam

80% completion in order for course to be considered for completion

Carry over for Math (3 week carryover window in be eligible for semester two of the course)

GRADEBOOK ACCESS

Parents and students are able to track grades, academic progress, attendance, and registration information by logging in to their students' ParentVue app provided by the district. For online students, families will have login access where they can see student progress.

GRADUATION REQUIREMENTS

Options Academy Students will be working towards earning an Oregon Diploma. Graduation requirements can be found in the addendum of this handbook. Parents may request a copy of their child's transcript at any time. To be on track to graduate with an Oregon School Diploma (24 credits), students must have the following credits at the end of each of the following years:

Freshman:	6.5 credits
Sophomore:	13.0 credits
Junior:	19.0 credits
Senior/Graduate:	24.0 credits

HONORS DIPLOMA: NSSD Options Academy does not have an honors diploma, nor will we recognize a “valedictorian.” Students will be working towards an Oregon Diploma. The requirements for this diploma can be accessed here:

<https://www.oregon.gov/ode/students-and-family/oregondiploma/pages/default.aspx>

MOVEMENT TO AND FROM Options Academy

From SHS to LSA

Students who wish to transfer from SHS to LSA will first meet with counseling to determine if it may be a good option for the student. If the student decides to apply, counseling will set up a meeting with SHS and LSA administration to discuss the possible change. Factors that will be discussed include credit deficiency, student grade level, behavior attendance, and availability of a spot in the program. Only 11th and 12th graders will be eligible for enrollment at the beginning of the 2023-24 school year.

Transfer from other districts and during the school year to LSA

Students transferring from other districts that are interested in Locust St. Academy can discuss this option with counseling. If there is interest (and space in the program), a team meeting will be held to determine if it is the right fit for the student. If a student (from within or outside of the NSSD) wishes to transfer to LSA and is accepted, that student will begin at the next academic block. During the time between enrollment and the next academic block, the student will work on completing missing credits at LSA.

Expelled Students

Students who are expelled from Stayton High School may, if written into the expulsion plan, be placed at LSA. Those students will be expected to follow all district rules and policies around attendance and behavior. If they fail to do so, they may be found in violation of their expulsion and a different placement may be needed.

From SHS to SVA

Students desiring to move to SVA (online) from SHS are expected to speak with the counseling office. There will be four enrollment windows throughout the school year for this move. Students have the first two weeks of each semester to potentially shift from in-person to online. Additionally, a student may move at Week Nine of each semester, so long as they have communicated this desire at least one week prior to the enrollment window for logistical purposes.

From LSA to SVA or GED

LSA is designed to help a limited number of students achieve success that they may not have in a traditional setting. LSA students who are unsuccessful there may be moved to another program, to allow for the ability of the student to graduate or complete a program. For example, if a student’s attendance is not sufficient to move them towards completion, a meeting may be held with counselors, administrators, students and parents regarding the possibility of a change in placement. These changes may be SVA (online) or GED (Chemeketa).

ILLEGAL SUBSTANCES

Illegal substances include alcohol, illegal drugs, prescription drugs intended for another person, drug paraphernalia, tobacco in any form, and substance look-alikes, vape pens, fake substances etc. Any student found to be in possession will face disciplinary action, up to and including expulsion. All school rules apply to students who leave campus during school hours and use drugs and/ or alcohol. Use or possession of illegal substances will result in a suspension. All possessions of illegal substances will result in referral to law enforcement. Searches may include law enforcement and/or drug dogs.

PARENTAL INVOLVEMENT

The staff and administration of LSA want parents involved by attending parent conferences, open houses, and co-curricular events. Parents are welcome to come to the school at any time during school hours to schedule a time to meet with teachers and administrators about all aspects of our educational program. Teachers are only available during their preparation periods for extended conferences, so prior appointments are needed. Please check in at the main office for a visitor's pass between the hours of 7:30 am - 3:00 pm.

PETITIONS BY STUDENTS

Petitions are routinely used in student government elections and have been positively used by students in seeking to change various school rules. When the usual avenues of representative student government are not successful, the petition is the best formal and legitimate process for request and appeal. However, the school has an obligation to protect the rights of staff and students. It also will preserve the rights of students to be heard and ensure their protection in the process. As a result, the following is required:

1. All petitions should be routed through the Associated Student Body (ASB) advisor for review.
2. All petitions must have principal approval prior to circulation. Failure to do so may result in disciplinary action.
3. The process shall not disrupt classes or other school routines. The administration will inform the petitioner as to location and times for signatures to be acquired.
4. Petitions from outside the school and seeking to capitalize on the "captive audience of students" will not be allowed.

SPORTS AND CLUBS

Students enrolled in Options Academy have the option to join sports teams at SHS and should refer to the SHS handbook for details. All students are required to meet academic requirements. In season, students must maintain 2.0 GPA, and must be on track to graduate (see the OSAA chart below).

Minimum Satisfactory Progress Requirements

Credits to Graduate	24
Credits Per Year	6
(70%) – Prior to Grade 10	4.5
(80%) – Prior to Grade 11	10
(90%) – Prior to Grade 12	17

STUDENT CONDUCT

Discipline follows a progressive format. Multiple referrals may result in an increased level of discipline. Proper student conduct is not only necessary to an orderly operation of the school, but progressive discipline reinforces positive behavior that will serve the student later in life. It is the effort and intent of Locust St. Academy to discipline students without malice or favoritism and with full observance of both the spirit and letter of the law regarding student rights, due process, the laws of the State of Oregon, and the administrative rules governing the operation of schools.

Disciplinary action will be recommended for a student who is found to have been dishonest concerning their involvement in, or knowledge of, incidents that compromise the health and safety of others, damage or vandalism to school property, or the disruption of the orderly process of school.

There will be assessments for damages and extra costs to the District in cases of vandalism and disruption of school. This may also include the value of monetary rewards given in the course of investigations. The cost of rewards given for information leading to the identification of someone calling in a false fire alarm or bomb threat, for example, would be part of a damage assessment on the person who committed the act.

Minor Infractions

Students exhibiting minor misconduct will be redirected by the teacher. Continued disruptive behavior or violation of class rules will lead to redirection from administration as well as contact with parent(s). Students who continue to be disruptive or who do not follow class rules can expect other interventions.

Major Infractions

Serious misconduct is defined as any act that is considered **criminal under Oregon law, violates the civil rights of people, or creates a substantial disruption to the learning environment**. Past practice and current intentions of the District have established the following guidelines for some of these infractions. An attempt to contact the student's parent(s) or guardian by phone is made in the case of all serious infractions. Any serious infraction may call for a recommendation for expulsion without preliminary actions and/or the involvement of law enforcement authorities.

When the police find the need to question a student, the office will attempt to make a courtesy call to the parent or guardian before questioning begins. The police have the authority to question students in a school setting without getting the parent's permission. In some cases, the law requires that parents are not called during an investigation. Police may, at their discretion, question a student even if a parent cannot be located. An administrator will be available during the questioning if the student requests his/her presence.

STUDENT RECORDS

When there is a divorce, both parents still have full opportunity to inspect student records, unless the custodial parent provides the school a court document denying access to school records by the non-custodial parent.

The principal or designated representative may withhold the report cards or diploma of the pupil who owes a fee, or has lost or willfully damaged district property, until the fee has been paid (see Board Policy JO - Student Records and Oregon Law, ORS 339.260). For students who move and still have fees to pay, unofficial transcripts will be mailed or faxed within 10 working days of the request from a receiving school district for placement purposes only.

Student academic and behavioral records, the district student record policy and associated forms may be examined through the SHS Counseling Center. Requests for copies of these records and documents may be obtained at a cost of ten cents per sheet and will be available within 10 days.

STUDENT VEHICLES

1. Students who drive to school may be permitted to park on campus by obtaining a valid parking permit.
2. Parking stickers should be attached to the bottom left rear window.
3. Students are to park in Options Academy parking areas only—**not** in the staff parking visitor parking, or SHS parking.
4. Students may not occupy vehicles when in parking lots during the instructional day.
5. Vehicles should be properly secured and locked (NSSD is not responsible for vandalism to vehicles).
6. Reckless or speedy driving on the school grounds will be considered a violation of driving policy for students and dealt with accordingly.
7. Stayton Police have the right to enforce traffic regulations on school grounds including illegally parking in fire lanes or in handicapped parking spaces.
8. Vehicles that are illegally/improperly parked or without a proper sticker may be towed at the expense of the owner.
9. Whenever a student car is parked on an NSSD campus, it is subject to being searched.
10. Violations of the above policies can result in restriction or revocation of driving and parking privileges.

TARDIES (LSA)

Tardiness occurs when a student is not in their scheduled class when it begins. Tardies will be recorded for each student on a daily basis and the school will monitor student tardy trends and patterns. Consequences for tardiness will occur as follows:

1. Students who are showing a pattern of tardiness will have a meeting with the LSA teacher and/or administrator.
2. Students who continue to have tardiness issues may be required to make up additional class time during lab time, or have other privileges (such as open campus lunch or phone use), temporarily removed.

VISITING STUDENTS AND GUESTS

Locust Street Academy has a closed campus policy. **Students are not allowed to have guests during the school day.** Having guests in the building can be a disruption to the educational process. Special educational visits will be allowed when approved by an administrator. All parental visitors are required to stop by the office when visiting during the day, check in, and pick up a visitor's pass.

WEAPONS

Weapons in schools are not tolerated. If a student brings a weapon to school or is in possession of one at school, he/she may be recommended for expulsion. This includes, but is not limited to, guns, knives, explosives, firecrackers, look-a-like weapons, etc. Other objects that may be used to hurt or threaten people may also result in expulsion including mace, pepper spray, bats, etc.

Addendums/Etc.

SchoolsPLP login page (SVA)

<https://nsantiam.schoolsplp.com/login>

Blocks Schedule (LSA)

<https://docs.google.com/spreadsheets/d/13HOI82vne6DCBVggeBjBIJ9RX6VFPDSRw3y0VF56lnM/edit?usp=sharing>

Daily Schedule (LSA)

<https://docs.google.com/spreadsheets/d/13HOI82vne6DCBVggeBjBIJ9RX6VFPDSRw3y0VF56lnM/edit?usp=sharing>