Sprague
HIGH SCHOOL

2026-2027
Student Handbook

TABLE OF CONTENTS

SCHOOL INFORMATION 4

- Help Directory 4
- Staff list 5

STUDENT ACTIVITIES 7

- Activities 7
- Animals on Campus 7
- Associated Student Body/ASB Officers 7
- How to Communicate With a Teacher 8
- Clubs & Student Organizations 8
- Community Sponsored Club Sports 9

STUDENT LIFE INFORMATION 9

- Advertisements/Posters 9
- Cafeteria, Food, and Beverages 9
- Complaints Submitted by Students, Parents and Concerned Citizens 10
- Dances 10
- Deliveries for Students 11
- Dress Code 11
- Electronic Devices (INS-A004) 11
- Elevator Use by Students 13
- Fees and Obligations 13
- Fee Payment 13
- Food Services 13
- Hall Passes 13
- ID Cards and ASB Cards 13
- In-District Transfer 14
- Native Education 14
- Internet Use Policy 14
- Lockdown 14
- Lockers 15
- Lunch Campus Guidance 16
- ParentSquare Communications 16
- Parking Permits 16
- Personal Property 17
- Phone Calls by Students 17
- Phone Calls to Students 17
- Photos/Video Exclusion 17
- Release Periods 17
- SafeOregon 18
- Safety Drills 18
- Students in Transition Educational Program (S.T.E.P.) 18
- Textbooks 18

ATHLETICS 19

- Athletic Teams Fall Sports 19
- Athletic Teams Winter Sports 19
- Athletic Teams Spring Sports 19
- Athletic Attendance & Other Requirements 20
- OSAA Eligibility 20
- Spectator Behavior at Athletic Events 21
- Student Athlete Agreement 21

ACADEMIC INFORMATION 21

- Add/Drop Policy 22
- Child Sexual Abuse Prevention 22
- College Credit Options 22
- Grading Policy 23
- Redo/Retake 23
- Homework 23
- Honor Society Qualifications 24
- Minimum Course Requirement 24
- Monitoring Student Academic Progress 24
- Oly Prep 24

- Report Cards 25
- Schedule Changes 25
- Synergy Student Information System 25
- TAG 26

GRADUATION REQUIREMENTS 26

- 2026-2027 Diploma Essential Skills and Credit Requirements 26
- College Entrance Requirements 27
- Academic Planning for College Athletes Post Graduation 27
- Graduation Behavior Expectations 28
- Graduation Attire 28
- Honors Diploma 28
- Graduation Honors 28

STUDENT CENTER 28

- Student Center 28
- Change of Address/Emergency Contact 28
- Student Records 29
- Suicide Prevention Resources 30
- Transcripts 30
- Withdrawing Your Student 30

HEALTH 31

- Asthma 31
- First Aid and Illness 31
- Health Alert 31
- Health Insurance Portability and Accountability Act (HIPAA) Disclosure 31
- Health Services 31
- Immunizations 31
- Severe Allergies 32
- Student Self Medication 32
- Medication Administration in School Procedure 32
- Non-Prescription Medications 32
- Prescription Medications 32

STUDENT BEHAVIOR 33

- Academic Honesty Policy 34
- Academic Honesty Consequences 35
- Disciplinary Interventions 35
- Dress Code Policy 35
- Hazing, Harassment, Intimidation, Bullying, Cyberbullying, and Menacing - District Policy: INS-A003 35
- Inappropriate Displays of Affection 37
- Metal Detectors 37
- Sexting 37
- Tardy Policy 37

ATTENDANCE 37

- Attendance Policy 37
- Check In/Out Procedures 37
- Express Clearing Absences 37
- Prearranged Absences 38
- Absence Due to School Related Activity 38
- Homework/School Work Request Policy 38
- Protocol for Excused Absences 38
- Protocol for Tardies 38
- Tardiness and Cutting 38

SCHOOL INFORMATION

Main Office	**7:30am – 4:00pm**	**503-399-3261**
Attendance Absence Line	**24 Hours**	**503-399-5520**
Student Center	**7:30am – 4:00pm**	**503-399-3265**
Athletic Office	**7:30am – 4:00pm**	**503-399-3266**

HELP DIRECTORY

PROGRAM / ACTIVITY	STAFF CONTACT
Activities and Clubs	Chris Trammell
Assessment/Testing	Ashley Lenaets
ASPIRE / College & Career Coach	Ayla Caesar
Athletics (Schedules, Practices, Sign-ups)	Carrie Killip
AVID Coordinator	Jamie Ellis
Bookkeeper	Kaitlynn Butler
Community Resources	Counselors and Grad Coaches
Course Offerings	Counselors and Jesse Clayton
District Tests and Proficiencies	Counselors and Kristi Bosch
Exchange Student Applications	Kat Fornes
Facility Use	Carrie Killip and Abby Anderson
Grading	Teachers
Graduation Requirements	Counselors and Jesse Clayton
Homework Requests	Main Office
In-District Transfers	Kat Fornes
Library/Media/Tech Center	Lisa Hardey
Lunch Program/Food Services	503-399-3091
Parent Volunteers	Amber Payne
Section 504	Counselors
Special Education Teachers	Ginalyn Aufheimer, Shaun Dohman, Carrie Hare, Wes Hare, Patricia Leatheman, Kailey Keene, Laura Nevel, Ryan Warren, Megan Wylie

PROGRAM / ACTIVITY	STAFF CONTACT
Student Management	Behavior Specialist
Student Records	Kat Fornes
Student Schedules	Counselors
Student Volunteers	Elizabeth Hawkins and Admin
Talented and Gifted Programs	David Hansen
Transcript Evaluations	Kat Fornes and Jesse Clayton
Transportation (Bus Route)	503-399-3108
Yearbook	David Hansen

STAFF LIST

ADMINISTRATION
Patrick Dutcher, Principal
Jim Miller, Athletic Director/Asst. Principal
Jesse Clayton, Assistant Principal
Kristi Bosch, Assistant Principal

ART
Allie Lathrop
Emily Maddy
Patrick Maes

ACTIVITIES
Chris Trammell

ASPIRE / COLLEGE & CAREER
Ayla Caesar

BEHAVIOR SPECIALIST
Molly Fillion

COUNSELORS
Kari Stanaway (A-C)
Julie Crandall (D-Ho)
Gabriela Cervantes Martinez (Hu-Mc)
Lisa Bacus (Me-Sam)
Eric Sturgis (San-Z)

CAREER & TECHNICAL EDUCATION (CTE)

Automotive Technology:
Robert Sharp

Education & Teaching:
Tracy Kalar

Engineering & Computer Aided Design:
Nick Snyder

Marketing & Business:
Justin Trammell
Jeff Kurtz

Pre PT & Sports Medicine:
Jamie Ellis
Kimo Mahi
Amy West

Video Production:
Christopher Nolan

GRADUATION COACH
Melissa Lopez
Brandon Southward
Vanessa Waits

HEALTH
Jamie Ellis
Ashlee Herrington
Kimo Mahi
Amy West
Casey Williams

HEALTH ROOM
Heather Chipanera (Nurse)
Dana Allen (School Based Health Assistant)

INSTRUCTIONAL ASSISTANTS

Heather Almero
Jordan Angus
Frances Bates
Kathy Beecher
Leigh-Ann Betchtel
Bryson Chambers
Bryan Cimino
Shaton "Bamm" Daniels
Diana Diaz
Victora Flick
Rob Fraser
Lorena Gress-Martinez (ELD)
Maitel Johnson
Zack King
Wendi Madsen
Kensey McMillan
Melinda Miholer
Randy Peters (CTE)
Kase Rogers
Dominique Saechao
Jessica Sproed
Gabriela Tennies
Kiara Valladares Ortega
Leslie Venti
Quentin Viegas

LANGUAGE ARTS

Shannon Baird
Shawn Bookey
Chara Dominy
David Hansen
Julie Harris
Erin Lilly-Davison
Kathleen McElliott
Jennifer Simmons

LIBRARY MEDIA

Lisa Hardey, Librarian
Vacant, Library Media Assistant
Stephanie Young, Library Media Assistant

MATHEMATICS

Sheri Burleson
BJ Dobrkovsky
Abbie Hansen
Madison Hughes
Melinda Kleinman
Karen Peck
Tracy Phipps
Mariah York

OFFICE

Amber Reeves, Office Manager

Main Office:

Abby Anderson (Front Desk)
Carrie Killip (Athletics)
Amber Payne (Sub Coordinator)
Carmen Melendrez (Attendance)
Kaitlynn Butler (Bookkeeper)

Student Center Office:

Kat Fornes (Registrar)
Elizabeth Hawkins (Student Management)
Sharon King (Student Data Specialist)
Jennifer Willadsen (Counseling)
Mariah Fleener (Counseling)

PERFORMING ARTS

Ashley Alexander (Band)
Brett Randolph (Asst. Band)
David Brown (Choir)
Lisa Rael (Orchestra)
Heath Koerschgen (Drama)

PHYSICAL EDUCATION

Kendra Barkes
Lauren Smith
Luke Buchheit
AJ Robinson
Lauren Smith

SCIENCE

Heather Arawn
Ed Clarkson
Jon Geiger
Amanda Keel
Scott Klug
Samantha Roof
Robin Wilson

SOCIAL SCIENCES

Ryan Cash
Brent Charles
Michael Curry
Jordan Graneto
Philip Nickel
Sigrid Olsen
Ryan Pierce
Anna Ward

SOCIAL WORKER

Sharma Owens

SPECIAL EDUCATION

Ginalyn Aufheimer
Shaun Dohman
Carrie Hare
Wes Hare
Kailey Keene
Patricia Leatherman
Laura Nevel
Joi Mitchell (Speech Pathologist)
Ryan Warren
Megan Wylie
LRC Secretary: Ethan Hamilton

STUDENT LEADERSHIP

Chris Trammell

TESTING

Ashley Lenaerts

WORLD LANGUAGES

Diana Alvarez Ramirez (Spanish)
Christy Berry (ELD)
Chris Jones (ASL)
Cheri Lentz (Spanish)
Erin Lilly-Davison (French)

STUDENT ACTIVITIES

Activities

Sprague offers a variety of activities including the performing arts, drama, speech, clubs, service organizations, and a full range of interscholastic athletics. Some clubs and groups are connected to curricular offerings, but most are open to any student. The purchase of the ASB card for those participating in activities/clubs helps generate funds to support these events.

Eligibility

Students participating in activities sanctioned by Oregon School Activities Association (OSAA) must meet academic eligibility requirements. OSAA governs high school athletics and activities in our state.

- Students must be enrolled in five classes during the term they are participating in an OSAA-sponsored activity and must have passed five classes in the term immediately preceding the term for which the student desires to participate in an OSAA-sponsored activity. (High school courses completed during "out-of-school" summer months are applied to the in-school term immediately preceding the out-of-school summer months.) Students must also be aware of the "on track to graduate" requirement of the OSAA.

Animals on Campus

Pets & animals may not be brought on campus, including after school events.

Associated Student Body/ASB Officers

At Sprague High School, the Associated Student Body is composed of elected and appointed officers and the Activities Director. ASB meets regularly as a part of the Leadership class to conduct all business and finances for the Associated Student Body and plans all extracurricular activities.ASB elections are held annually in the spring, and information regarding this process will be shared in the daily announcements. Students running for office must meet district eligibility standards and all ASB members are subject to the Oregon Student Activities Association (OSAA) code of conduct. Point of contact for ASB is Chris Trammell.

Sprague Leadership and Associated Student Body (ASB) for 2026-2027

ASB President_____Corben Banker
ASB Vice President_____Jett Basl
ASB Secretary_____Malia Nakagawa

ASB Service Coordinator____Cate Nickel
ASB Media Coordinator_____Adi Vigo
ASB Sports Coordinator_____Chloe Hubbard
ASB Spirit Coordinators_____Adrianna Phillips and Andersen Webb

Sprague Class Officers for 2026-2027

SENIOR CLASS OFFICERS
President_____Deepika Ilango
Vice President_____Kyra Arceneaux
Secretary_____Izzy Gabel
Service Coordinator_____Layla Matheny
Sports Coordinator_____Abby Mack
Spirit Coordinator_____Reeves Haney
Media Coordinator_____Logan Borell

JUNIOR CLASS OFFICERS
President_____Maddison Morrow
Vice President_____Mason Astley
Secretary_____Sofia Meduri
Service Coordinator_____Ukaiah Ramseyer-Ouska
Sports Coordinator_____Eliza Lohrman
Spirit Coordinator_____Berkeley Paluska
Media Coordinator_____Eden Kerr

SOPHOMORE CLASS OFFICERS
President_____Peyton Hindal
Vice-President_____Ella Kronser
Secretary_____Savanna Shields
Service Coordinator_____Aiden Fields
Sports Coordinator_____Sadie Carter
Spirit Coordinator_____Avery Dablow
Media Coordinator_____Parker Sutton

How to Communicate With a Teacher

We use email to communicate with teachers or staff. To communicate via email, the address pattern is: **lastname_firstname@salkeiz.k12.or.us**.

Clubs & Student Organizations

Sprague has student organizations covering a variety of interests. Each club offers opportunities for leadership, planning, and means of developing pride in one's accomplishments. New clubs must be approved by the school administration. If you are interested in starting a club, please see the Athletics Program in the Office to pick up a Charter Application.

All clubs must meet the following requirements:

- All clubs must be open to all members of the student body.
- Each club must have a constitution approved by ASB.
- All club finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.
- All clubs must have a faculty advisor who will assume responsibility for the club.

All club meetings and activities will be held during the school day unless special arrangements are approved by the administration.

List of School Clubs

CLUB	ADVISORS
Student Advisory Council	Molly Fillion
AVID Club	Jamie Ellis
CAD Club	Nick Snyder
Auto Club	Robert Sharp
Colorguard	Olivia Mundale
DECA	Jeff Kurtz
Environmental Club	Robin Wilson
HOSA	Amy West
Key Club	Casey Williams
Manga Club	Lisa Hardey
Math Club	Sheri Burleson
Mecca	Diana Alvarez
National Speech & Debate Association	Michael Curry
National Honor Society	Robin Wilson
Spanish Club	Cheri Lentz
Spanish National Honor Society	Cheri Lentz

Community Sponsored Club Sports

A community sponsored club sport may, on an annual basis, request the use of a school name through an application process. While Sprague High School offers athletics sanctioned by the OSAA, community sports are not affiliated with the Sprague High School Athletic Program.

The Principal and/or Athletic Director retain the right to approve, deny, or revoke the use of the school name at any time. These programs are independent from and receive no funding, in-kind services, or supervision from the Salem-Keizer Public Schools. Schools cannot release information regarding student grades, attendance records, or other personally identifiable information. Parents must release this type of information directly to the club.

STUDENT LIFE INFORMATION

Advertisements/Posters

All signs or advertisements posted in the school must be pre-approved by school administration.

Cafeteria, Food, and Beverages

The Commons is the place for students to eat snacks and lunch. Students are expected to eat in an orderly fashion and exhibit appropriate manners. Students are also responsible for keeping the Commons clean by disposing of trash in the garbage cans provided. Students who fail to pick up after themselves may be asked to assist in cleaning the Commons area after lunch.

During warmer weather, students may eat snacks and lunches outside if litter is disposed of properly. Any areas that are off limits to students for lunch will be posted for students/staff to see.

Complaints Submitted by Students, Parents and Concerned Citizens

Salem-Keizer Public Schools is committed to reasonable, effective and timely means of addressing complaints submitted by students, parents, and other concerned citizens of the District.

We understand that conflict and interpersonal differences are a natural part of everyday life, and that conflict can be an opportunity to grow and learn. The goal is to advance mutual understanding and safety of individuals and groups throughout the school community.

Whenever possible, written complaints should be submitted and addressed to the school or department, and in the recognized channels of communication as outlined in the District's Complaint Policy and rule (ADM-P008).

Copies of the complaint form and complaint policy and rules are available in each school and District office. Salem-Keizer School District policy forbids reprisal against a person for filing a complaint or participating in good faith in a complaint process.

Dances

The safety and security of every student is our highest priority at Salem-Keizer Public Schools. We work to create a welcoming climate, while at the same time ensuring safety and security. The activities and events the district hosts throughout the year are of high interest and value to all of our students and we encourage everyone to participate.

To ensure the safety and security of students at dances, the following rules are in place:

1. The guest application form must be completed in its entirety for a guest to be eligible prior to purchasing a ticket on their behalf, and a Sprague student may only bring one approved guest.
2. Guest passes are only issued for formal dances that require individual approval through the Main Office, and may be limited due to space availability.
3. Guests must be currently enrolled and attending high school, Salem-Keizer GED Program, EDGE, or be an early graduate during the academic year. Guests that are not SKSD students are required to provide photo ID upon submission of the guest application to the Sprague office.
4. Guests must obtain their high school administrator's confirmation of good standing.
5. The application must be faxed or emailed to directly from the guest's high school for consideration.
6. All guests and students must confirm their identification; students are admitted by a list that has been checked.
7. Students engaged in dancing deemed inappropriate by the administration or supervisors will be asked to correct their behavior. If the behavior continues, students will be removed from the dance and parents contacted. Inappropriate dancing includes but is not limited to: provocative dancing, "grinding", crowd surfing or aggressive dancing. Dance fees will not be refunded if a student is removed.
8. The Sprague student and guest may be searched at the door prior to entry to the dance and may be subject to a breathalyzer test.
9. All purses and bags will be searched and stored (not accessible in the dance area).
10. Students or guests who show signs of being under the influence will be investigated.
11. No open containers of liquid are allowed into the dance.
12. Depending on the capacity of a dance location such as prom, attendance may be restricted to specific grade levels, and may exclude guests.
13. Students who have had disciplinary actions may be excluded from dance attendance.

14. These rules apply whether the dance is held on or off campus.

Deliveries for Students

In order to maintain a focused learning environment, the office will not accept deliveries of any kind to the school for students. This includes deliveries from outside businesses, such as Grub Hub, Uber Eats, flowers, balloons, or other deliveries. Students will not be paged between class periods to pick up items, and we will not interrupt class time for delivery of personal items.

If a student has ordered lunch from a delivery service, it is up to the student to meet the driver during lunch time. We will not accept food items to deliver to students from a food delivery service.

Students are not allowed to carry balloons and/or flower arrangements (unless part of a class assignment) to class during the school day. Please do not bring these items to school.

For the safety of our students, we will only accept items from individuals that are listed on the student's contact list.

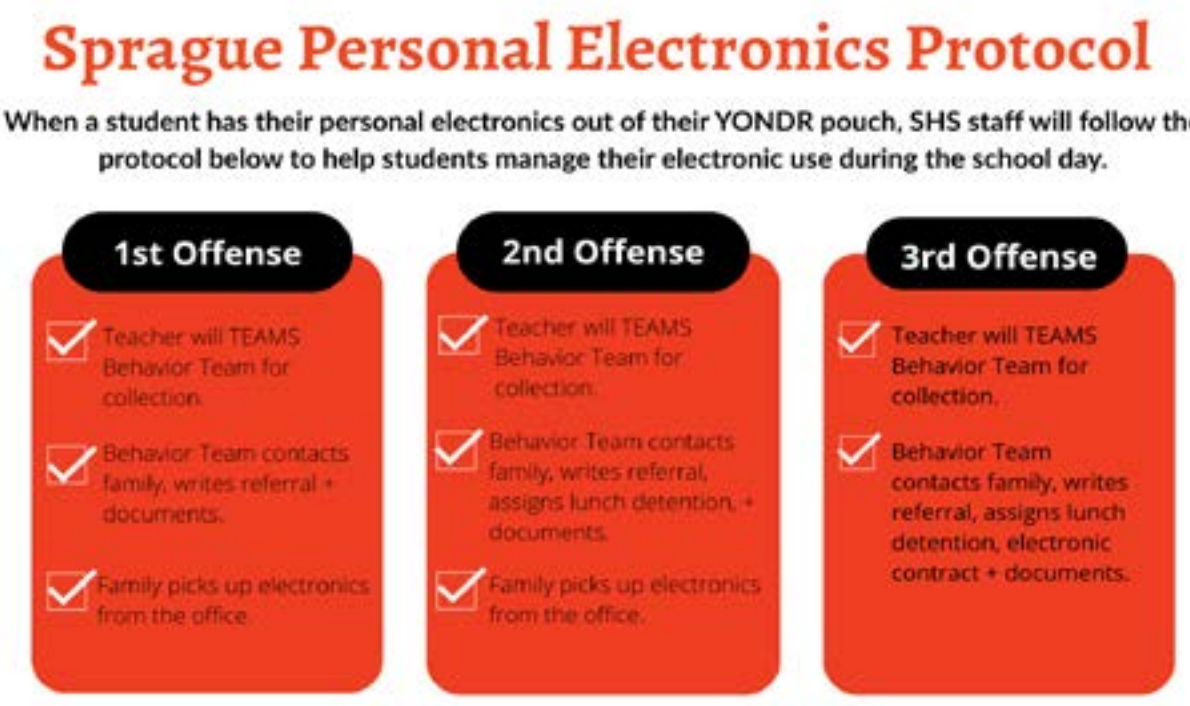
Dress Code

Please see the district website for the most up to date information regarding dress code expectations - District Dress Code

Electronic Devices (INS-A004)

Electronic devices can be disruptive and distracting to the learning and school environment. Any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school's network infrastructure. This does not include a laptop computer or other device required to support academic activities. Computers and handheld mobile devices including but not limited to, iPod, iPod Touch, iPhone, smartwatches, iPad, Android Phones, Android Tablet, Nook, Kindle, Kindle Fire, etc., which are not owned by the district. Electronic devices also include earbuds or other types of headphones.

1. The use and access to electronic resources (including cell phones) will vary based on what is developmentally appropriate for the grade level of the students, the extent to which this access can support the educational environment, and the degree of potential disruptions that can occur



as a result student usage. As a result, the following policy guidelines will be enacted for each grade level.

a. K 12: Students may use cell phones and personal electronic devices before entering and after leaving the school day. During the school day, students are not allowed to use their phones in classrooms, common areas (lunch) or during passing times. In general, students will be asked to turn their cell phones off and place them inside of their cell phone pouch. Parents who need immediate communication with their student are asked to call the school's main office. [See exception to policy for schools using cell phone pouches 1c below] b. Secondary schools implementing a system of cell phone management using cell phone pouches, have the following expectations: Students will be issued a cell phone pouch for their use during the school year. Students are expected to place their cell phones and other personal electronic devices inside of their cell phone pouch upon arrival inside of the school building each day. Cell phones will remain inside of this pouch for the remainder of the school day. The pouch may be opened as the student is leaving school grounds after the dismissal bell, for a release period, or for open campus. Students will remain in possession of their cell phone pouch during the day by storing it in their backpack, purse, locker, etc. Any phones taken by staff will require a parent/guardian pick up in the main office at the end of the day. Secondary schools implementing a system of cell phone management using cell phone pouches, have the following expectations: Students will be issued a cell phone pouch for their use during the school year. Students are expected to place their cell phones and other personal electronic devices inside of their cell phone pouch upon arrival inside of the school building each day. Cell phones will remain inside of this pouch for the remainder of the school day. The pouch may be opened as the student is leaving school grounds after the dismissal bell, for a release period, or for open campus. Students will remain in possession of their cell phone pouch during the day by storing it in their backpack, purse, locker, etc.

b. Personal electronic devices may be used when use complies with the terms of:
   - The student's medical provider's order for the care and treatment of a medical condition.
   - The student's individual education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C 794.
   - A written exemption provided for the student based on a process and guidelines adopted by the school district to allow school building administrators to accommodate the individual circumstances of a student or to further specific education outcomes for a student.

2. Students who do not follow cell phone expectations, and/or forget to bring their cell phone pouch or refuse to use it properly, will be subject to the school's progressive discipline policy. If such a device is observed by staff, during school hours, it shall be confiscated by staff until redeemed by a parent/guardian/caregiver.
3. The district is not responsible for the security, support, usage charges, damage, or theft of personal electronic devices. Students shall take precautions to protect personal electronic devices by:
   a. Not leaving their personal electronic devices or cell phone pouches unattended
   b. Password-protecting all electronic personal devices
4. The school will advise students and parents of this prohibition and any other school-based restriction annually, including that the District is not responsible for students' lost or stolen cell phones, headphones, or other electronic devices.
5. Students will be charged for lost or damaged pouches.

Elevator Use by Students

If a student is unable to negotiate the stairs, an elevator key will be issued from the Main Office. A $10 fee will be charged for unreturned keys.

Fees and Obligations

School fees, which are listed below, may be paid to the bookkeeper during passing times, lunch, and after school.

ASB Card:

ASB Card	$40.00
ASB Card Reprint	$3.00

Miscellaneous Fees:

Parking Pass Fee *(non-refundable)*	$25.00
Parking Citations	$25.00

Students may purchase an ASB Card for $40. This card entitles the student to free admissions to any Central Valley Conference game in which Sprague High School is participating, home or away. The ASB card also provides the student with discounted rates for dances and other school events. A replacement fee for lost/stolen ASB or ID cards is $3.00. If a student chooses not to purchase an ASB card, a student identification card is provided. The student ID card is used in the attendance office, library, lunch, and at school functions.

Fee Payment

Students are held responsible for payment of all fines and fees. Students can be charged for lost/damaged textbooks, library books, chrombooks/chargers, Yondr pouches, other school equipment/property, and parking citations.

Food Services

Meals will be provided free for all students this year. Sprague High School has one lunch period. A full course meal is served daily in our Commons. A la carte meals and salad bar are also available. For more information, visit Food Services (https://salkeiz.k12.or.us/students-families/food-services).

Hall Passes

During class time students are expected to have a pass when they are outside of the classroom. To support the learning environment at Sprague, passes will not be issued the first and last ten minutes of class. Students who are in the halls without a pass will be directed back to their scheduled class to obtain a teacher issued pass.

ID Cards and ASB Cards

All students will be issued a Student Identification Card. All students are required to have their ID card in their possession at all times. Student ID cards are required to obtain yearbooks, attend athletic events, activities, and dances. Lost or damaged ID cards can be obtained in the Main Office before school, during lunch, or after school for a $3.00 fee.

An ASB logo (which will be printed on your ID card) can be purchased for $40.00. This entitles the holder to free admission to all home and away athletic events (except play-offs). It also provides active membership in the Associated Student Body and discounts for school activities.

In-District Transfer

If you are a resident of the Sprague attendance area and wish to leave Sprague to attend another school within the district, you must go through the In-District Transfer Request process and its established guidelines (Policy INS-P015). Requests for IDTs for reasons such as continuation after moving residences will be accepted throughout the school year. Requests for IDTs for the reason of participating in elective programs will be received only during the months of November and March for the following semester.

Students on In-District Transfers are required to exhibit positive behavior, work habits, and citizenship. Violation of any of these three areas will result in the student being placed on probationary status. Further failure to adhere to these standards will result in revocation of the In-District Transfer. Student involvement in severe discipline cases (drugs, fights, etc.) may result in automatic revocation. Students who are on an In-District Transfer for enrollment to a specific program must maintain enrollment in that program each year to maintain their In-District Transfer.

Native Education

Native Education provides services for American Indian and Alaska Native students. These opportunities include culturally based academic enrichment throughout the school year that include: family literacy and culture nights, tutoring, college and scholarship information, and support at school meetings. In addition, elementary and secondary students are given opportunities to engage in cultural and academic summer programming for three weeks. Parents of Native students meet multiple times per school year at Parent Advisory Committee meetings to provide input on program activities and to plan the annual Eagle Feather Graduation Celebration, a cultural graduation for Native Education students. For further information, please access the Native Education webpage or call 503-399-5512 to speak with one of our staff.

Internet Use Policy

Attention parents—the Salem-Keizer School District has changed its policy regarding students using the internet. You must now submit a form to the school if you DO NOT want your child using the internet while at school. Please note: it is up to the parent to make sure this exclusion from Internet use is followed. Forms for the exclusion of school Internet use are available at the main office. If no form is submitted, staff will assume it is okay for your child to use the internet while at school. (Just as a reminder, school computers do have safety filters against inappropriate websites for students, and staff members monitor Internet use at school.) Y*ou are not allowed to use the school internet system to access inappropriate information, which includes, but is not limited to, the following: obscene material, child pornography, material which depicts or describes in an offensive way violence, nudity, sex, death, or material designated as for adults only, material which promotes or advocates illegal activities, material which promotes the use of alcohol or tobacco, school cheating, or weapons, or material advocating participation in hate groups or other potentially dangerous groups.*

Lockdown

In the event of a school lockdown, we always follow the guidance of our local law enforcement agency and our own security personnel.

There are four conditions that we follow for lockdowns:

Secure Alert: (Dangerous Activities Nearby)

1. Stop all outdoor activities and bring students and staff into the school.
2. Secure all interior and exterior doors.
3. Identify visitors and the purpose of their visit before entering school.
4. Utilize additional staff supervision during arrival and dismissal times.
5. Coordinate with onsite security and/or law enforcement.

6. Continue with instruction

Condition One: (Suspected or Known External Danger)

1. Gather nearby students from halls.
2. Lock doors, close windows and blinds.
3. Continue instruction, limit hallway movement.
4. Move all students and staff inside the building.

Condition Two: (Imminent External Danger)

1. Gather nearby students from halls.
2. Lock doors, turn off lights.
3. Close windows and blinds.
4. Stay out of view and remain quiet.
5. Outside staff lead students to a safe area either on or off campus.

Condition Three: (Imminent Internal Danger)

1. Gather nearby students from halls.
2. Turn off lights, close windows/blinds.
3. Lock and barricade doors.
4. Stay out of view and remain quiet.
5. Outside staff lead students to a safe area off campus.

The school district supports our school by providing real-time updates on Twitter at @SalemKeizer. That feed is also available on the district's main webpage.

If a lockdown is brief, doesn't impact operations, or does not impact student safety, families will be notified at the end of the day either with a letter or an autodialer.

In the event a lockdown is related to student safety or operations, parents will be notified via autodialers as developments occur and should direct all calls to the district K-12 level offices in order to keep phone lines at the school open.

Once the situation is safe and the lockdown is over, we follow these objectives by importance (there is no specific timeline prescribed to follow for any of these measures):

1. Basic communication with parents/guardians for the safe release of students from school.
2. Final communication regarding necessary details of the situation to parents.
3. Re-establish normalcy of education, routine, and operation.
4. Address parent/guardian questions, concerns, and feedback.

Lockers

School lockers belong to the school district and students are permitted to use them as a convenience. Students choosing to use the lockers must do the following:

1. Complete the online registration form to request a locker.
2. Accept responsibility for items left in the locker. The school, its personnel, and the members of the school board assume no liability for items stored or left in the lockers.
3. Exercise proper care of the school locker and be prepared to assume financial responsibility for neglectful acts which cause damage or defacing of the locker or lock.
    a. Students will be assessed and charged for any damage and permanent writing in the lockers at the end of the school year. Minimum fee is $5.
    b. Students will be assessed a fee of $5 for not cleaning out their lockers at the end of the year or when they withdraw from school at any time.
4. Immediately report to the Main office any lock or locker which is not operating properly so repairs can be initiated as quickly as possible.

5. Report any changes in locker partners so registration can be updated and combinations changed to help control thefts.
6. Lockers may be searched if there are concerns.

Lunch Campus Guidance

At the present time, we have a closed campus for all 9th graders at Sprague High School, and they must remain on campus. Sophomores, juniors and seniors may drive off campus during lunch. With reasonable suspicion, any student coming back on campus may be searched, including personal belongings. To encourage the continuation of this policy for 10th graders through 12th graders, students must not litter in the community, loiter on private property, congregate in groups on the streets or sidewalks, or in any way exhibit behavior that is offensive to Sprague neighbors. Students must be back to class on time. Abuse of this privilege can result in its loss for individual students.

ParentSquare Communications

Salem-Keizer Public Schools is now using the ParentSquare platform for district, school, coach and teacher communications, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent/guardian, using their preferred email address and phone number. Students will receive communication to their district student email account. For more information visit the district ParentSquare webpage (https://salkeiz.k12.or.us/parentsquare/).

Parking Permits

Sprague High School has limited parking for students who drive automobiles to campus during the school day. Parking is on a first come-first serve basis, in designated student areas only. A permit does not guarantee a parking space and parking on the Sprague campus is a PRIVILEGE. Students must remain in good academic standing, have 80% or better attendance and follow school rules, or risk having their parking privileges revoked.

2026-2027 Parking Permit Requirements:

1. Pay the non-refundable $25 permit fee through the Online Payment Portal
2. Pay all past-due fees and fines.
3. Complete the online Sprague Vehicle Registration Form.

Regulations of a Sprague Student Parking Permit:

1. Your parking permit must be either hung from the rearview mirror of your car or on the front dashboard in a visible space.
2. Once you arrive on campus, you must vacate and lock your vehicle immediately.
3. You may park ONLY in student parking spaces.
4. You may NOT park in reserved spaces, as listed below, from 6:30am – 4:30pm, Monday-Friday. This includes:
   - Staff parking spaces, designated by a number or labeled as "staff/admin"
   - Visitor spaces, designated by "visitor" (Students are never visitors!).
   - Student Drop-off-spaces – designated by "Driver remains at wheel" sign
5. You may NOT park in designated areas, as listed below, AT ANY TIME. This includes:
   - Red Curb Fire Lane Zones (against the law; may result in a ticket or vehicle tow)
   - White Curb or marked/striped Zones
   - Yellow Curb Zones or Loading Zones
   - Blue Curb Handicapped Spaces (may result in a ticket)

6. You may NOT park unsafely or in traffic obstructing areas, as listed below, AT ANY TIME. This includes:
   - Stairwells, Crosswalks, Walkways or Pathways
   - Corners or Curves of Walkways or Parking areas
   - Double-park or park in 2 parking spaces
7. You must obey all City Traffic Laws, especially the posted speed limit of 15 MPH, no passing other vehicles and follow the traffic directions in the parking lots.
8. Students may not hang out in their vehicle during school hours. Students may be asked to not be in their vehicle or in the parking lot during the lunch break if problem behaviors arise.

Violations of a Sprague Student Parking Permit:

If you do not follow each/all of the regulations, as listed in the previous sections, you will be issued a $25.00 fine for each violation. You may also be referred to Sprague Administration for disciplinary consequences which can include revocation of your parking permit; and/or, to the Salem Police Department, which can include a City of Salem citation. Continued parking, once your permit has been revoked, will result in serious disciplinary action.

In brief, a $25 fine and disciplinary consequences will be given for speeding, driving or parking unsafely, and for parking anywhere other than a student parking space.

Personal Property

Sprague is not responsible for lost or stolen property, although we continually take reasonable precautions to secure all personal property. Therefore students are discouraged from bringing valuable items and large sums of money to school. In the event of a theft, obtain a Theft/Loss Report Form from the Discipline Office.

Phone Calls by Students

If a student is ill or having some difficulty, they should go to the main office. Staff will call the parent, or have the student call in the presence of staff in the main office, and coordinate support with the school nurse if needed. Cell phones are not allowed to be used in the building.

Phone Calls to Students

Our office staff are instructed not to accept telephone messages for students from anyone but parents/guardians. We further request parents to restrict their calls to unusual or unforeseen emergency reasons to eliminate interruptions of classes.

Photos/Video Exclusion

Salem-Keizer Public Schools often takes photos or videos of school activities or events in which students are featured. These photos or videos are frequently used as promotional items for the school district. Parents/Guardians can choose to have their student excluded from photos/videos through the annual online registration verification process.

Release Periods

Release periods are available for juniors and seniors who are on track to graduate and complete a Request for Release Form which includes a parent/guardian signature. Students who request Release will be placed in a "Pending Release" period until the signed form is received. If a signed form is not completed after the first two weeks of a semester, the student will be scheduled in an academic class.

Students with release periods should arrive at their scheduled time and must leave campus during their Release period(s). Students on Release may not loiter on campus and should arrange transportation in order to leave during their Release period(s).

SafeOregon

SafeOregon is a confidential tip line run by the Oregon State Police that gives students, parents, schools, and communities a confidential way to report safety threats or potential acts of violence.

All tips reported by members of the Salem-Keizer community– including parents, students and employees – in regard to school and student safety will be closely investigated by the Oregon State Police and SKPS. The safety of our students, staff and volunteers is without question, our highest priority.

Individuals may report a tip by calling or sending a text to 844-472-3367 anytime. Tips also can be emailed to tip@safeoregon.com. For more information, go to www.safeoregon.com.

Safety Drills

The safety of our students and staff is a top priority. Throughout the school year students will engage in safety and evacuation drills including fire, earthquake, and lockdown. Please follow staff directions to ensure drills run effectively.

When the fire alarm sounds, do the following immediately:

- Pick up your personal belongings; leave books. Do not go to your locker.
- Move quickly and quietly to the assigned exit, or closest exit if not in a classroom.
- Teachers will close the windows and lock the doors.
- First student out of the exit doors will hold doors open.
- Students are to keep at least 50 feet away from the building until directed by staff to return.

Students in Transition Educational Program (S.T.E.P.)

The goal of STEP is to ensure that students have the opportunity to enroll in school and access educational and extracurricular activities regardless of the permanency of their living situation. The act, known as McKinney-Vento, protects the educational rights of students, including unaccompanied youth, who lack a fixed, regular, and adequate nighttime residence. The Program ensures the student's expedited enrollment in the appropriate school, including necessary transportation, automatically enrolls students in the free lunch program, and provides additional supports, such as school supplies, from the office of the McKinney-Vento Liaison. For further information, please access the STEP department webpage at: https://salkeiz.k12.or.us/step/ or call 503-391-4060 to speak with a staff member.

Textbooks

There is a central textbook depository located in the back of the library.

- Students must have their student ID card to check out textbooks.
- Students are responsible for all textbooks issued to them.
- Students must check out books at the beginning of the semester and check them back into the library at the conclusion of the course.
- Students are asked to write their name, name of teacher, and current year in their textbooks.
- Students who misplace, damage, or lose their textbooks will be financially responsible for them. Stolen textbooks must be reported to the School Resource Officer and a case number assigned.

ATHLETICS

The Sprague Athletic program teaches individuals the value of cooperation and competition, the discipline to balance academic and athletic requirements, and the ability to deal with both adversity and success contributing to Olympian pride.

Be sure to visit the Sprague Athletics website (https://sprague.salkeiz.k12.or.us/student-life/athletics) for additional information, fees, schedules, and more.

Athletic Teams Fall Sports

TEAM	HEAD COACH
Cross Country	Lindsey Dalton
Football	A.J. Robinson
Soccer, Boys	Juan Flores
Soccer, Girls	Francisco Martinez Cruz
Volleyball	Anne Olsen

Athletic Teams Winter Sports

TEAM	HEAD COACH
Basketball, Boys	Tyler Lewis
Basketball, Girls	Nelson Rodney
Dance Team	Vernita Reyna
Swimming	NIck Snyder
Wrestling - Boys	AJ Antillon
Wrestling - Girls	TBD
Cheerleading	Caitlin Nichol

Athletic Teams Spring Sports

TEAM	HEAD COACH
Baseball	Luke Buchheit
Golf, Boys	Randy Peters
Golf, Girls	Connie Peters
Softball	Mackenzie Smith
Tennis, Boys	Gary Wheeler
Tennis, Girls	Jennifer Schmelling
Track	Brent Charles

Athletic Attendance & Other Requirements

Athletes shall be in school the entire day of an interscholastic activity or practice session if they intend to participate in that day's event. **Exceptions will be handled by the coach and/or the Athletic Director.**

Physicals Are Required Every Two Years

State law requires students in grades 7-12 participating in school athletics get a physical every two years. Students participating in pre-season activities connected to school-sponsored athletics should get a physical over the summer if they have not had one in the last two years. Please stop by the Athletic Office to pick up your physical examination form before you visit your doctor. Should a physical expire during a season, the athlete must renew his/ her physical prior to the start of that season. For further clarification, please contact the Athletic Department.

Insurance

Students participating in athletics are required to be covered by medical insurance, either by a family plan or school insurance is available to purchase through carrier myers/stevens/toohey. For more information on school insurance please see the links section below.

Participation Fees

$100 per season

$600 per family maxium fee per year

OSAA Eligibility

Eligibility

Students participating in activities sanctioned by Oregon School Activities Association (OSAA) must meet academic eligibility requirements. OSAA governs high school athletics and activities in our state.

- Students must be enrolled in five classes during the term they are participating in an OSAA-sponsored activity and must have passed five classes in the term immediately preceding the term for which the student desires to participate in an OSAA-sponsored activity. (High school courses completed during "out-of-school" summer months are applied to the in-school term immediately preceding the out-of-school summer months.) Students must also be aware of the "on track to graduate" requirement of the OSAA.
- Home school students must meet with the registrar of their resident high school in order to participate, and have submitted a completed home school eligibility checklist to the athletic department office.

Other eligibility rules:

- If a student moves into the district, his/ her parents or legal guardians have to move in and, if they are guardians, they must have held this status prior to the move and must have lived with the student previously.
- A student who enters the ninth grade for the first time is eligible if he/she lives in the Sprague High School attendance area or has an in-district transfer to Sprague.
- Once students enter grade nine, they may compete for eight consecutive semesters.
- A student who turns 19 before August 15 shall be ineligible for competition.
- Must show satisfactory progress towards graduation. (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

Spectator Behavior at Athletic Events

It is the intent of the Salem-Keizer Public Schools and the Central Valley Conference to conduct all athletic events within the framework of good sportsmanship. Good sportsmanship is defined as the creation of an atmosphere of courtesy and fair play toward officials, contestants, and spectators. We ask that all of our students, parents, and community members adhere to the following expectations:

- Those in attendance shall dress and behave in a manner that is appropriate to a high school function.
- To promote school spirit, students may participate in theme dress nights for athletic contests as long as the theme is not vulgar and directed to race/culture or socioeconomic status.
- Spectators will demonstrate courtesy and respect to visitors, players, coaches, and officials.
- Signs or banners larger than 8.5 by 11 inches and artificial noise makers are not allowed.
- Chants, cheers, or slogans shall be positive in nature and should not consist of any language that is vulgar, racially/culturally insensitive, intended to mislead, or directed at individuals.
- Student behavior at athletic events is governed by the Salem-Keizer Public Schools Code of Student Conduct and OSAA.

Student Athlete Agreement

The High School Student-Athlete Agreement Statement is in effect from the first day an athlete begins participation in a high school sport and continues throughout the remainder of the school year and all subsequent years of the student athlete's attendance in Salem Keizer Public Schools. It is in effect twenty-four (24) hours a day. Before participating in a sport, the student athlete and his/her parents or guardian are required to sign the athletic agreement.

To be able to participate in a sport, the student must maintain a 2.0 GPA on each progress report during the semester in which they are participating and meet OSAA's academic eligibility which require that the student athlete:

- Has passed a minimum of five (5) classes the semester immediately prior to participation.
- Is making satisfactory progress toward graduation.
- Is enrolled in and passing a minimum of five (5) classes during the semester in which they are participating.
- Behavior standards are in effect from the time the student signs the athletic agreement through the last day of school.

ACADEMIC INFORMATION

Sprague High School is fully committed to a program of educational excellence. Specialized courses exist in all areas of the curriculum. College-level or advanced placement courses are offered in english, mathematics, business, social studies, science, health services, computer science, visual and fine arts, and world languages. Advanced technical training is offered in early education/child care, drafting/CAD technology, marketing, computer science, video production, and graphics/design production. Special services and classes are available to students receiving special education services. For specific descriptions and information regarding course offerings, please see the Sprague's Course Catalog.

Add/Drop Policy

The decision to drop a class for partial credit or a "W" (withdrawal) is driven by the student/family and to initiate the process please talk to your counselor. The building administrator has the authority to make decisions about a student's schedule based on educational needs, health, safety, or other reasons. (In accordance with the partial credit matrix policy)

Child Sexual Abuse Prevention

Sprague will meet the expectations of Oregon Senate Bill 856 with the implementation of four instructional sessions per year regarding child sexual abuse prevention. Curriculum will be age and developmentally appropriate.

College Credit Options

OPTION	GRADE LEVEL	DESCRIPTION	ADDITIONAL INFORMATION	FIRST STEPS
College Credit Now	10-12	College Credit Now provides credit in a variety of college-level courses taught by high school teachers. The credit can transfer to Oregon's four-year universities as well as community colleges. Students can take as many CCN classes as are available to them at their school for only $25 per year.	See Sprague's Course Catalog for a list of AP classes	School Counselor or The Mid-Willamette Education Consortium at Chemeketa Community College 503-399-5239
Advanced Placement (AP)	10-12	AP courses are offered in English, Social Studies, Mathematics, Science, and Second Languages. Students who take AP exams in these subjects are able to earn college credit.	See Sprague's Course Catalog for a list of AP classes	School Counselor
Willamette Gifted Scholars Program	12	The Gifted Scholars Program at Willamette University is available for a limited number of seniors at each school who have excelled in accelerated course work and need additional academic challenges. Student is responsible for fee.	Contact Willamette University at 503-370-6303	School Counselor
Chemeketa Dual Enrollment	11-12	Students may take coursework through Chemeketa Community College while enrolled in their high school program.	Contact Chemeketa Community College at 503-399-5120	School Counselor

OPTION	GRADE LEVEL	DESCRIPTION	ADDITIONAL INFORMATION	FIRST STEPS
Willamette Promise	10-12	Dual credit is offered through the Willamette Promise out of the Willamette ESD. This is a collaborative approach amongst several colleges including Western Oregon University, Corban University, and Oregon Tech (formerly OIT). Students enroll in their high school classes and if they meet the college course criteria they then enroll in the college course knowing they have already passed.	See Sprague's Course Course for a list of college-level courses through Willamette Promise	School Counselor or Willamette Promise *(www.willamettepromise.org)* or 503-540-4420

Grading Policy

- A letter grade of **A, B, C, D** indicates the level of achievement.
- An **"NE" (No evidence)** may be present during the semester, meaning there was no evidence at that moment to assess your demonstration toward that standard. Please note that an **NE** is counted as a zero towards your letter grade.
- An **INC (Incomplete)** indicates that the student has not completed the required course work by the end of the grading period, **as a result of illness or emergency**. This is a temporary grade. All required work must be made up within 30 school days. Otherwise the incompletes are changed to failing grades.
- A grade of **"F"** or **"NP"** indicates that the **student's work was not performed** to a level deserving of credit. The grade of **"F"** is averaged into the student's cumulative grade point average.
- A grade of **"P" (Pass)** is available in a few pre-specified courses. The system is used in selected courses where it is believed the student performed to a level that deserves credit. A grade of **"P"** does not impact a student's grade point average.

Redo/Retake

- Students may reassess on targeted skills/standards that were previously considered not proficient at either the end of the 6 weeks or prior to the next assessment. (Students may be given a minimum of 2 attempts.)
  - If a student does not complete a redo/retake opportunity, they will be given an additional opportunity via the final.
- Students initiate the redo/retake process by either completing the "Sprague Redo/Retake Form" or through another form of written communication with the teacher.

Homework

Homework is a formative assessment: a way for the teacher to check what skills students have learned from the day's lesson and what they have not yet learned. Homework is not used to learn new content or material. Examples of homework may include: doing math problems, answering comprehension questions, finishing a science lab write-up, studying for a test, completing vocabulary-building exercises, and similar practice activities. Students who are assigned homework would benefit from

completing the work to be prepared for assessments and assignments. Homework can be worth 0% to 30% of the total grade in the class.

Honor Society Qualifications

National Honor Society members are selected and inducted at the end of their junior year. Seniors who meet the qualifications for the first time during their senior year will be inducted before graduation.

To qualify, the following requirements must be met:

- The student must have earned a cumulative grade point average of 3.5 or better after five semesters of high school. The student must have earned enough credits to be on track for graduation.
- At least 75% of credits must be in academic areas based on the National Collegiate Athletic Association (NCAA) approved list as provided by the District. Health and Consumer Economics credits are also included. Since NHS recognition is for accomplishments in high school, academic credits earned in middle school do not count toward the 75% minimum.
- The student is required to have a minimum of 13 credits from the NCAA list after 5 semesters, 15 .5 credits after 6 semesters, and 18 credits after 7 semesters of high school.
- The student must have demonstrated responsibilities as outlined by the student responsibility guide which include:
  - respecting the rights of others,
  - attending all classes each day on time,
  - making reasonable effort to learn,
  - following reasonable instruction of teachers,
  - complying with the rules of the District and school, and
  - conducting themselves in a manner that will not bring discredit upon themselves or other members of the school.
- Transfer students who are seniors and have been inducted into National Honor Society at their former school will be welcomed into Sprague's Chapter.

Minimum Course Requirement

- All freshmen and sophomores are required to be in attendance at school for a full schedule, 8 classes (4 periods each day(, unless approved by a school counselor.
- Juniors are required to enroll in a minimum of 7 classes. Seniors must enroll in a minimum of 5 classes. Students taking college courses off campus will be granted a release period for those courses which will be counted toward the minimum course requirement. General release periods, however, will not count toward the minimum. In certain situations a maximum of two Work Experience periods may be allowed.

Monitoring Student Academic Progress

The academic success of students is a primary goal of Sprague High School and as such, special assistance is available to students struggling academically. To help parents/guardians track the academic progress of their students, daily and weekly grade check forms are available in the main office.

Oly Prep

Oly Prep is time outside of regular high school classes that allows students to address academic progress, support college and career goals and plans, practice strategies to support success both in and

outside of the classroom, as well as provide us with designated time that does not interfere with regular academic classes to complete training related to state requirements.

Report Cards

The school year is divided into two 18-week semesters. Semester progress reports will be given at the 6-week period and at the end of the 12-week period. Semester report cards will be given at the end of each 18 week semester. Only semester grades carry academic credit and are recorded on the student's transcript. Progress reports and semester grades will be issued approximately 10 days after the last day of each grading period. Please refer to the school calendar for ending dates.

Schedule Changes

All schedule changes are handled through the Student Center. Because schedule changes are disruptive to a student's learning process, after enrollment in a class, schedule changes will be made for the following reasons only:

- Improper level placement
- Incomplete schedule
- Duplicate course

Students please visit Sprague Counselors website (https://skcounselors.salkeiz.k12.or.us/) at the start of each semester to make a schedule change request. Specifics will be communicated through the school venue.

See "Add/Drop Policy" on page 22 for information regarding the policy for dropping classes.

Synergy Student Information System

Synergy ParentVUE is a tool to help families stay informed about their student's progress. This tool can be used to access your student's grades, attendance information, and also to communicate with teachers.

Students will have access to the same information using Synergy StudentVUE.

How do I get my ParentVUE login information?

ParentVUE accounts should remain the same from year to year. Please visit the Sprague office for an activation key, if you have never activated your account..

I am a student. How do I login to StudentVUE?

StudentVUE is available to students in Grades 6 and above. Students can login to StudentVUE using their regular Salem-Keizer username and password. If you do not know your Salem-Keizer username and password, please contact your school office or teacher after school begins. Students will not be able to view or access their final schedules until late August.

How do I login to the ParentVUE/ StudentVUE mobile app?

To login to the free ParentVUE/StudentVUE mobile app, download the ParentVUE application if you are a parent or the StudentVUE application if you are a student.

I forgot my password. How do I reset my password?

Parents have the ability to reset their own passwords. If you have forgotten your password, follow the following steps:

1. Click on the ParentVue & StudentVue link on Sprague's website or on the Salem Keizer Public Schools website
2. Click on ParentVUE Login Page or StudentVUE Login Page>>
3. Under the username and password fields, click on Forget password.

4. Enter the email address you used to activate your account and click Send Email to be emailed your login information.
5. Students can work with their teachers, after the start of school, if they need their passwords reset.

My account has been disabled. How do I re-enable my account?

For security reasons, ParentVUE accounts are disabled if a password is entered incorrectly more than three times. To re-enable your account, please contact your student's school.

Can I use the same login for all my kids at Salem- Keizer Public Schools?

Yes. Your ParentVUE login gives you access to information on all of your students enrolled at Salem- Keizer Public Schools. If you are not seeing one or more students with your login, it can be an indication of a duplicate record for you in the system. Please contact your student's school (the student you are unable to see in ParentVUE) to fix this issue.

TAG

Salem Keizer Public Schools identifies and serves intellectually gifted students and academically talented students in grades K-12. Our goal is to provide appropriate educational programs and services through instructional, curricular, and administrative modifications to create educational opportunities for TAG students which will maxi- mize their potential.

GRADUATION REQUIREMENTS

Participation in the graduation ceremony is a privilege. In order to walk in commencement ceremonies and receive their diploma, students must meet all graduation requirements. Regular diploma requirements include 24 full credits of required coursework, demonstrated proficiency in the Essential Skill of Reading, Writing, and Math; demonstrated attainment of Career Related Learning knowledge, skills, and experiences; and through individualized planning for a career or college. Please be aware that many colleges have additional requirements for admission. It is critical that seniors plan their course of instruction carefully to meet diploma requirements. If students or parents have any questions on status, they should contact their counselor.

2026-2027 Diploma Essential Skills and Credit Requirements

SUBJECT	REQUIREMENT
Essential Skills & PEP	Reading, Writing, & Math
English/Language Arts	4 credits (1 as composition)
Mathematics	3 credits at Algebra 1 or above
Science	3 credits (2 with lab experience)
Social Sciences	3 credits (.5 Civics for class of 2026 and beyond)
Physical Education	1 credit
Health	1 credit
World Language, Arts, & Professional Technical Education	3 credits, any combination
Personal Finance	.5 credit (for class of 2026 and beyond)
Higher Education and Career Path	.5 credit (for class of 2026 and beyond)

SUBJECT	REQUIREMENT
Electives	6 credits (5 for class of 2026 and beyond)

College Entrance Requirements

Colleges and Universities have various requirements for admission. Students that plan to continue school after high school should check with each institution for their admission requirements. Almost all 4-year institutions require students to receive grades of C or higher in approved college preparatory classes to meet entrance requirements. Any student who has earned a passing "D" in these courses will receive high school credit, but the "D" grades may not count for college admission standards. This applies to the following content areas: English, Mathematics, Science, Social Studies and Second Language.

The following 12 units of college preparatory work must be completed in high school to meet minimum admission requirements to the Oregon public four- year colleges and universities:

- English (4 years). Shall include the study of English language, literature, speaking and listening, and writing, with emphasis on and frequent practice in writing expository prose during all four years.
- Mathematics (3 years). One unit is highly recommended in the senior year. Algebra II and above taken prior to the ninth grade are accepted.
- Science (3 years). Shall include one year each in two fields of college preparatory science, such as biology, chemistry, physics, or earth and physical science; one recommended as lab- oratory science. Three years are recommended.
- Social Studies (3 years). Refer to specific high school graduation requirements.
- World Language (2 years). General admission requirements include a minimum of two years of the same world language. The Oregon Public Universities System considers the study of American Sign Language, French, and Spanish as meeting this entrance requirement.

Students interested in participating in college athletics have additional requirements. If you have questions, please contact your counselor.

Resources:

BigFuture (https://bigfuture.collegeboard.org)

NCAA Eligibility Center (http://www.ncaa.org/eligibility-center/)

Academic Planning for College Athletes Post Graduation

The NCAA has eligibility requirements that contain rigorous standards of achievement, and student athletes are highly encouraged to maintain a full academic schedule throughout high school.

Please look at the below links for guidance on planning future participation in athletics post-high school graduation.

NCAA Division 1 Academic Requirements

NCAA Division 2 Academic Requirements

Early Graduation

Students who want to graduate early can apply after the first semester of their Junior year. Applications may be obtained by scheduling an appointment with your counselor. Early graduation applications are due 9 weeks before the end of the term. Any applications turned in after that may be declined.

Graduation Behavior Expectations

Seniors involved in pranks may be denied participation in Graduation activities. Any senior involved in damage to property or in actions which degrade the reputation of an individual or a school will be criminally charged and may NOT be allowed to walk in the Graduation ceremonies.

Any student coming to a school activity, the Prom, Senior Banquet, Graduation practice or the Graduation ceremony under the influence of drugs or alcohol may be criminally charged and subject to District discipline policy. They may also be removed from all further senior activities.

Graduation Attire

All graduating seniors must wear caps and gowns and weather-appropriate attire underneath. Students are allowed to decorate their caps, however if the decorations on the cap are considered inappropriate or cause a distraction, the student will be asked to remove and replace their cap. Students are allowed to wear their cords, medals, or stoles depending upon their clubs/ organizations/ honor societies they belong to. Hawaiian leis are allowed to be worn. Students are not allowed to carry objects such as, but not limited to flowers, umbrellas, stuffed animals, air horns, balloons, inflatables, etc.

Honors Diploma

An Oregon honors diploma seal is available for public school students who have obtained an unweighted GPA of 3.5 or above in all courses completed.

Graduation Honors

VALEDICTORIAN

Schools will recognize the students with the highest unweighted cumulative GPA over 8 semesters in high school as valedictorian.

SALUTATORIAN

Schools will recognize the students with the next highest unweighted cumulative GPA over 8 semesters in high school as salutatorian.

STUDENT CENTER

Student Center

The Student Center at Sprague High School serves as a resource center for students, staff, and parents. Students and parents are encouraged to visit the counseling and ASPIRE web pages on the Sprague website for course and career planning, scholarship information, and other resources. Sprague provides a comprehensive guidance and counseling program that assists each student in acquiring the knowledge, skills, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners. As an integral part of its educational program, Sprague delivers guidance curriculum, individual education planning, and provides responsive services based on individual need. The guidance curriculum also includes career planning, decision-making, identification of special needs, monitoring students' academic progress, attendance, and post-high school planning. We invite parents and guardians to be involved in these processes. All students are assigned a counselor based on the first letters of their last name and grade levels.

Change of Address/Emergency Contact

Parents should notify the Student Center immediately of address, phone number, and emergency contact changes. We are unable to make changes over the phone. NOTE: If you have a change of address parents are required to bring in proof of a new address such as a utility bill or lease agreement.

It is important that the school maintain an up-to-date directory of student information in case of an emergency.

Counselors

Kari Stanaway _____ **A-C**

Julie Crandal _____ **Dao - H**

Gabriella Cervantes Martinez _____ **I - Mi**

Lisa Bacus _____ **Mo - Se**

Eric Sturgis _____ **Sh - Z**

Counselors are available to assist students with academic needs, social & emotional concerns, career and college planning, and crisis response. Students wishing to see a counselor should make an appointment directly in the counseling department located in the Student Center or by emailing their counselor. In the event of an emergency or crisis, services will be provided to the student immediately.

Student Records

Annual notification to parents:

Parents and students 18 years and older have the following rights regarding student records:

- Inspect and review the education records of the student.
- Request amendment to education records.
- Consent to disclose personally identifiable information contained in student education records, except to the extent that this procedure authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education if the District has failed to comply with the Family Educational Rights and Privacy Act (FERPA).

These rights are detailed in Salem-Keizer policies and procedures, which can be found on the district website, in each school office or in the Office of the Superintendent.

In accordance with Federal Guidelines and Oregon Law, the following procedures concerning Student Records are in effect in Salem-Keizer Public Schools:

1. This is to inform parents, guardians, or students who are 18 years of age or attending an institution of post-secondary education that upon notice from another school district in which a student has enrolled, all of the student's educational records will be forwarded. At any reasonable time a parent or guardian may inspect his/her child's student records.
2. Should a parent, guardian, or eligible student request amendment of education records to ensure that the records are not inaccurate, mis- leading, or otherwise in violation of a student's privacy or other rights, a hearing may be scheduled within forty-five (45) days of receiving such a request. The building principal will inform the requesting person of specific procedures. A copy of any portion of a student's education records is available to parents at the cost of reproduction.
3. The following kinds of personally identifiable information will be defined as directory information and may be available for release by each school of District 24J: Student's name, address, telephone number, photo, audio visual, date and place of birth, major field of study, participation in district activities, weight and height of athletic team members, dates of attendance in district schools, diplo- mas granted, awards received, and the most recent previous education agency of institution attended by the student.
4. A parent, guardian, or a student who is 18 years of age has the right to refuse to permit the designation of any or all of the above designated categories of personally identifiable information. The parent or guardian of the student or the eligible student must inform the

school of the school district in writing that such personally identifiable information is not to be designated as directory information or disclosed, except to the extent that school district policy authorizes disclosure without consent. Such notice is to be delivered to the school district within thirty (30) days from the date of the student's school registration for the current school year.

5. Pursuant to the provisions of Oregon Administrative Rule 581-021-0410, a person may file a written complaint with the Family Policy Compliance Office, United States Department of Education, regarding an alleged violation under the Family Education Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202.
6. A person may obtain a copy of District Code of Policy and Rules, section JR at each school location, from the Office of the Superintendent of Schools, and from the district's web page (www.salkeiz.k12.or.us).
7. Salem-Keizer Public Schools requires all official documents, files, and records to reflect the student's legal last name. Please contact the school's registrar if you have any questions.

Student records, except for the transcript and permanent record, are destroyed at age 25. Special education records are destroyed at age 27.

Suicide Prevention Resources

National Suicide Prevention Lifeline: The National Suicide Prevention Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. Call: 1-800-273-8255.

Youth Line:

YouthLine is a free and confidential 24-hour crisis, counseling, and referral line for youth. Call 877-968-8491 or text teen2teen to 839863.

Youth Crisis Line:

The 9 Line is a general hotline for teens that can help with many issues including suicide, temporary housing, and more: 1.800.999.9999.

The Trevor Project:

The Trevor Project provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.

Available 24/7:

1.866.488.7386 or text START to 678678.

Transcripts

Transcripts are free of charge; unofficial transcripts are available online. Transcript requests can be submitted at the Records Request webpage (https://salkeizor.scriborder.com/).

Withdrawing Your Student

If your student must be withdrawn for any reason, we prefer that a parent/guardian come in person to complete the required withdraw paperwork. Parent/guardian must show identification at the time of withdrawal. Failure to withdraw your student properly could result in a non-attendance drop. Students will be required to return textbooks, supplies, and resolve outstanding fees. The Registrar's Office will gather the student's withdrawal grades and provide them to the student's new school; please note this could take up to one week.

HEALTH

Asthma

Asthma is the leading serious chronic illness among students in Oregon. All students who are identified as having asthma must have an Asthma Treatment Plan (Form SS38) completed. This plan identifies the student's asthma triggers and signs and symptoms of an asthma episode.

It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the parent completes the blue medication administration card for inhaler use or when the student's asthma severity changes.

First Aid and Illness

Students in need of first aid will be attended by staff members who are trained in accordance with American Heart Association Certification Standards. Additional emergency assistance may be provided by nurses working for the Salem- Keizer School District and/or emergency medical technicians.

Health Alert

Salem-Keizer School District maintains a computerized health alert system. A health alert flags a health condition, which may affect a child during the school day. Salem-Keizer Public Schools recommends that parents complete a Pupil Medical Record for students:

- When the parent marks "YES" for Health Condition on the registration form.
- When the student's health status changes.
- When the student is taking medication at school. A school health nurse will review and code the form for entry into the health alert system. The nurse will contact the parent if the student needs an individualized health management plan.

Parents/students may obtain a health management plan from the school. Contact School Health Services (503-399-3101) to request changes to the health management plan.

Parents need to complete a new medical form (SS60) when a student's health status changes. Students are encouraged to have a physical and dental examination prior to entering high school.

Health Insurance Portability and Accountability Act (HIPAA) Disclosure

Salem-Keizer Public Schools may be required by law to disclose protected health information regarding students.

We may disclose your student's protected health information to state and federal agencies who regulate us as required by law. For example: Oregon Department of Education, Oregon Department of Human Services, Oregon Medical Assistance Programs, United States Department of Education under the Individuals with Disabilities Education Act also known as IDEA.

Health Services

Students must have emergency information on file in the office in case of accidents. Parents will be notified of accidents and are responsible for transporting students except in cases of emergency.

Immunizations

All public school students must meet the requirements of the Oregon Immunization Law. Under the direction of the county health office, non-compliant students will be excluded from school. Please visit Health & Immunizations (https://salkeiz.k12.or.us/students-families/health) for additional information including current Immunization requirements.

Severe Allergies

A student who has a severe allergy may have the emergency medication epinephrine prescribed for use in the event of an exposure. All students with epinephrine prescribed must have a Severe Allergic Reaction Emergency Plan (Form SS44) completed. This plan identifies the substance for which a student is allergic and the symptoms they may experience. It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the student completes the blue medication administration card for administration of epinephrine.

Student Self Medication

Students who are developmentally and/or behaviorally able, may be allowed to self-administer prescription and non-prescription medication if a self-medication agreement form has been completed, and signed by physician, parent/guardian, and school administrators and is on file at the school.

Medication Administration in School Procedure

Parents are encouraged to administer medication to their students before and/or after school hours. Prescription and non-prescription medications may be given at school only by trained staff. Parents are responsible for bringing the medication to the school office and completing the Daily Medication Administration Record form.

Medication will not be administered unless accompanied by written parental consent and appropriate instructions (see specific criteria listed below). Verbal requests to change medication amounts, frequency, or administration times cannot be accepted.

Non-Prescription Medications

Limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician.

- Requires written parent/guardian permission that includes the following:
- Student Name
- Name of medication
- Dosage (per manufacturer's recommendation)
- Frequency of administration
- Other special instruction (e.g. purpose for medication symptom specific)
- Signature of parent/guardian
- Must be commercially prepared
- Non-alcohol based
- Necessary for student to remain in school
- Must be in the original container with the manufacturer's recommended dosage schedule included.
- The school may only administer medications following the manufacturer's recommendations.

Prescription Medications

- Requires written instruction from a physician; a prescription label meets this requirement. Any changes in instructions (e.g. dosage or frequency) must also be per a physician's written order.
- Requires written consent and instruction from a parent/guardian.
- The medication must be in the original pharmacy container.

- Medications may only be given as ordered by the physician on the prescription container. They cannot be dispensed at alternate times to accommodate early releases from school and/or classes. They may be given within the 30 minute "window" before or after the prescribed time. The school may not give the student medication not normally dispensed during school hours because the dose was missed at home.
- Verbal physician orders can only be taken by a licensed nurse

STUDENT BEHAVIOR

	O OWN YOUR ACTIONS	L LIVE A LIFE YOU'RE PROUD OF	Y YES TO SUCCESS
Classroom	Value the ideas and perspectives of others while being respectful of differences. Use materials and equipment safely. Be an attentive listener and stay on task.	Work towards achieving your career and personal goals. Commit to learning and growing. Follow directions and classroom agreements.	Be on time with your binder, planner, and class materials every day. Ask for help and voice your needs. Use your planner to keep track of and complete assignments.
Library	Come to the library with a pass or a release card. Speak in a quiet voice. Keep food and drinks out of the library.	Return materials to the proper place. Use technology appropriately and log off when you are finished.	Ask for help from the librarian Explore all available resources. Use your time wisely.
Technology	Use technology for appropriate purposes and at appropriate times. Keep personal devices on silent and use only for school-related purposes with staff approval.	Practice digital citizenship by communicating appropriately. Report inappropriate use of communication.	Demonstrate academic integrity by citing sources and completing your own work. Use technology as a tool to support your learning.
Hallways	Walk on the right side of the hall. Respect the personal space and property of others. Keep the hallways clean	Use school-appropriate language. Report inappropriate behavior Be patient and courteous to others.	Keep your hall pass with you when you are in the hall during class. Get to class on time. Follow the 10/10 Rule (no passes during first and last ten minutes of class).
Restrooms & Locker Rooms	Respect the privacy and personal space of others. Keep the restrooms and locker rooms clean. Keep cell phones off and put away.	Report inappropriate behavior and vandalism. Turn in lost or left items to a staff member.	Use the restroom and locker room for their intended purpose, not socializing. Follow the 10/10 Rule (no passes during first and last ten minutes of class).
Lunch	Be patient and wait in the lunch line and parking lot. Follow staff directions. Keep your table and area clean.	Respect neighbors and local businesses. Encourage appropriate behavior in others and report inappropriate behavior.	Use the restroom and visit your locker during lunch to maximize time in class. Be on time to your class after lunch.

	O OWN YOUR ACTIONS	L LIVE A LIFE YOU'RE PROUD OF	Y YES TO SUCCESS
Arrival & Departure	Check in and out at the Attendance Office. Make transportation arrangements ahead of time if you have appointments during the school day.	Practice patience when parking, crossing, or driving. Be safe and follow the speed limit.	Come to school ready to learn with your binder, planner, and class materials.
After School & Off Campus Activities	Encourage others Respect school property. Follow the dress code and school expectations.	Recognize and respect talents and cultural differences of peers. Honor the traditions of other schools.	Model good sportsmanship and be welcoming to visitors.

Academic Honesty Policy

Academic Integrity Academic integrity is commonly used in places of learning, such as a school. In simple terms, academic integrity requires that everyone engaged in learning behaves honestly. The knowledge and skills necessary for graduation, college, and career can develop only when students take responsibility and receive credit for their own intellectual work. Meaningful learning requires that individuals present their own ideas, hypotheses, and insights and receive feedback that supports student reflection, as well as knowledge and skill development. Presentation of others' work as one's own, including work generated by artificial intelligence programs, is not only academic and intellectual dishonesty (i.e., cheating), but doing so also undermines student learning.

Cheating in the academic context refers to a student attempting to earn academic credit through unfair and dishonest means. Examples of academic and intellectual dishonesty may include, but are not limited to:

- The unauthorized use of materials, such as notes, the book, or the internet, during an assessment;
- The unauthorized use of devices, such as a cellular phone or calculator, during an assignment or assessment;
- The unauthorized use of artificial intelligence programs, such as, but not limited to, ChatGPT or WriteMyEssay, during an assignment or assessment;
- Possessing or sharing assessment questions or answers in advance of the assessment;
- Unauthorized collaboration, such as copying from another person's assignment or assessment or doing group work when the assignment was supposed to be individual work; and
- Having someone else write a paper or take a test for you. It is unfair to claim the same level of achievement through cheating that someone else earned through hard work. Besides exposing the student who cheats to the possibility of discipline, it will also leave them at a disadvantage when they are unable to demonstrate or apply skills or knowledge in future classes or in the workplace.

Learning is built on the fundamental qualities of integrity, fairness, respect, and trust. At Sprague High School, academic honesty is a shared endeavor characterized by truth, personal responsibility, and high academic standards. Any violation of academic honesty devalues the individual and the community as a whole.

Violations of Sprague's Academic Honesty Policy include but are not limited to the following:

Academic Honesty Consequences

Students who violate the Academic Honesty Policy are subject to the following disciplinary consequences:

1. **First Offense**: May receive a zero on the assignment or test, or be asked to complete another assignment of equal value. The teacher will communicate with the parent.
2. **Second Offense**: Student will be given a zero for the assignment or test and will receive disciplinary consequences. Administration will contact parents.

Disciplinary Interventions

LUNCH DETENTION - LOCATED IN ROOM 107

Students are asked to go directly to the Reset Room once they pick up their lunch. Assignments are made 1-2 days in advance so students can plan ahead. Missing a Lunch Detention may result in additional lunch detentions. If further intervention is necessary, additional discipline or intervention may be assigned.

IN SCHOOL SUSPENSION - LOCATED IN ROOM 107

Students assigned to In School Suspension must remain in the detention room for the length of the assigned time and must follow all behavior expectations of the room. Students who do not follow the behavior expectations may be required to finish the duration of their assigned in-school suspension, out of school.

OUT OF SCHOOL SUSPENSION

Students who are suspended out of school are not permitted at school or school-sponsored events and are not permitted on school district property throughout the duration of their suspension.

Dress Code Policy

Salem Keizer Public Schools is currently in the process of revising the dress code. Please see the district website for the most up to date information regarding dress code expectations (https://salkeiz.k12.or.us/students-families/dress-code).

Hazing, Harassment, Intimidation, Bullying, Cyberbullying, and Menacing - District Policy: INS-A003

Salem-Keizer School District is committed to providing an environment where students can study, participate in school-sponsored activities and work in an environment that is free of hazing, harassment, intimidation, discrimination, bullying, and menacing. This policy includes language required by Oregon Revised Statutes and Oregon Administrative Rules. Definitions:

Hazing: Any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment.

Harassment, Intimidation or Bullying: Any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on, or immediately adjacent to, school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop. Harassment, intimidation, and bullying may be based on, but not limited to, the protected class status of a person, and have the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or

- Creating a hostile educational environment, including interfering with the psychological well-being of a student.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.

Cyberbullying: Use of any electronic communication device to harass, intimidate or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying.

Menacing: Any act which is intended to place a student in reasonable fear of imminent serious physical injury.

Discrimination: Incidents of hazing, harassment, intimidation, bullying, cyberbullying, and menacing may be based on, but not be limited to, the protected class status of a person.

Protected Class: A group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

Sexual Orientation: An individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

POLICY:

1. Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student, or student to staff.
2. Students are expected to behave in such a way that promotes a positive education environment.
3. All district employees shall immediately report incidents to the school administrator.
4. An employee who violates this policy may be subject to disciplinary action up to and including termination.
5. Any person who has witnessed or has reliable information about an incident is encouraged to make a report, including an anonymous report, directly to the school administrator.
6. The school principal or designee shall receive and investigate reports according to procedures developed by the Superintendent.
7. A person may request a review of the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent.
8. Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions as specified by the District's Student Discipline policy and procedure.
9. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of District policy.
10. A student found to have falsely accused another as a means of reprisal, retaliation, or as a means of hazing, harassment, intimidation, bullying, cyberbullying or menacing, shall be subject to disciplinary actions as per the District's Student Discipline policy and procedure.
11. Information related to the prevention of, and the appropriate response to, acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will be incorporated into training programs for students and school employees.

Inappropriate Displays of Affection

In an effort to protect the learning environment and promote a safe and respectful climate and culture, any inappropriate displays of affection are prohibited. This includes kissing, groping, and prolonged hugging.

Metal Detectors

The Salem-Keizer School District may use metal detectors in all district properties, and at all school activities.

Sexting

Sexting involves sending sexually explicit texts or photos to someone else via cell phone or other electronic device. Students should never take, post, or send nude photos of themselves or anyone else. Individuals who produce, or receive and forward nude photos of a minor could receive criminal charges and are subject to school disciplinary action.

Tardy Policy

- **1ST AND 2ND OFFENSE**
  - Teachers issue a verbal warning and assure tardies are documented.
- **3RD TO 5TH OFFENSE**
  - Parent/Guardian will be contacted via email or telephone call to be informed that the tardies may result in a Lunch Detention. A copy of the detention will be given to both the student and Student Management Office.
- **6TH OFFENSE AND AFTER**
  - Students will meet with administration from this point forward.

ATTENDANCE

Attendance Policy

Students are expected to arrive on time to each class. If students are tardy within the first ten minutes, they report directly to their assigned class and teachers will document each tardy. If students arrive later than ten minutes to class, they need to report to the Attendance Office to receive a pass. Teachers will admit those students once they have obtained a pass. Students arriving or returning to school with an excused absence should report to the Attendance Office to obtain a pass. Teachers will verify that their class' attendance is accurate at the end of each period within Synergy. Teachers may refer students with excessive tardies to Administration for further review and possible consequences.

Attendance at Oly Prep is required unless excused by parent/guardian. Students may leave only if they have a release period following Oly Prep.

Check In/Out Procedures

Anytime students arrive late to school or leave early, they must check in and check out through the Attendance Office to be excused, including during passing and/or lunch time. Students can be signed in late and admitted to class without a parental excuse. Students signing out must have a parent/guardian note or parents need to come into the Attendance Office before the student is allowed to leave campus.

Express Clearing Absences

To save time, you may access 24-hour attendance voice message system to clear absences:

- Dial 503-399-5520.
- At the tone, please record the student's full name, student number, date of absence, and reason for absence.

Please have information ready before you make the call. When information is incomplete, absences may not be cleared.

Prearranged Absences

When a student knows in advance of a planned absence or other situation where he/she will be out of school, they need to complete the Pre-Arranged Absence Form available in the Attendance Office. Students will need to attach a note from a parent/ guardian and make arrangements to gather required signatures from teachers. The form and attachment need to be turned in to the Attendance Office at least one day prior to the absence. Make sure to allow enough time to gather teacher signatures. Phone calls and notes alone (without the completed form) from parents/guardians prior to an absence will not meet the criteria for considering an absence pre-excused/pre-arranged.

Absence Due to School Related Activity

School-related approved field trips and activity absences are treated as an extension of the school curriculum and are excused; however, it is the responsibility of the student to complete any make-up work that is required.

Homework/School Work Request Policy

Parents may request homework whenever students have an excused absence from school for 3 or more days. Please call the Attendance Office at 503-399- 3261 to request homework. Homework can be picked up by the end of the next school day.

Protocol for Excused Absences

Per District policy, in order for an absence to be excused it must fall under one of the following reasons:

- Illness of the student, including mental or behavioral health.
- Serious illness in the family
- Religious instruction (with limitations per ORS 339.420)
- Inclement Weather
- Doctor, dentist, and legal or court appointments that require student attendance
- Emergency, pre-excused, or extenuating circumstances
- For students that are dependents of an Armed Forces Member of the United States on active duty (up to 7 days can be excused related to their service)

Parents/guardians must submit an acceptable written request to the Attendance Office, or verbal request through the Attendance Message Line to excuse the student's absence.

Protocol for Tardies

The following are examples of when students should report to the Attendance Office before going to class:

1. Students who are late to class for any reason past the first 10 minutes of class.
2. Students who have checked out and are returning back to school after a short absence.

Tardiness and Cutting

Attendance Policy

Students are expected to arrive on time to each class. If students are tardy within the first ten minutes, they report directly to their assigned class and teachers will document each tardy. If students arrive later

than ten minutes to class, they need to report to the Attendance Office to receive a pass. Teachers will admit those students once they have obtained a pass. Students arriving or returning to school with an excused absence should report to the Attendance Office to obtain a pass. Teachers will verify that their class' attendance is accurate at the end of each period within Synergy. Teachers may refer students with excessive tardies to Administration for further review and possible consequences.

Tardy Reporting

- 00 - 10 minutes late = Scheduled teacher will mark Tardy Unexcused (TUN) if the student does not have an Excused Tardy Slip
- 10 - 30 minutes late = Student will get a tardy slip from the office and the Teacher will mark the assigned code Tardy Excused (TEX) or Tardy Unexcused (TUN)
- > than 30 min. late = Student will be escorted to the Reset Room and marked (VLT) by the Behavior Support Team. Student's with TEX will go to class.

Consequences for Tardiness (per 6 weeks):

- 7 Tardies - 1 Lunch Detention
- 10 Tardies - 1/2 Day In-school Suspension (Parent Notification)
- 13 Tardies - 1 Day In-school Suspension (Parent Notification)
- >15 Tardies - Behavior Contract (Maintains through semester)

Cutting Class Reporting

If a student is seen cutting a class, their attendance will be changed to CUT by the Behavior Support Team. When a student has an attendance code of UNX and is seen on campus at a later time of day, the period marked UNX may be changed to CUT until excused by a guardian.

Consequences for Cutting (per 6 weeks):

- 1 - 1 Lunch Detention
- 2 to 3 - 1/2 Day In-school Suspension (Parent Notification)
- 4 - 1 Day In-school Suspension (Inform student/family of Behavior Contract)
- More then 4 - 1 Day of In-school Suspension, Behavior Contract (Maintains through semester)