

2012-2012

Willamette High School Student Handbook

1801 Echo Hollow Road
Eugene, OR 97402

Main Office 541-689-0731
Attendance Office 541-689-0734
Counseling Center 541-689-0736
Fax 541-689-7119
Web Site: <http://www.bethel.k12.or.us>



*Together we will reach, teach and
inspire each student to excellence*

Bethel School District Mission Statement

Together we will reach, teach, and inspire each student to excellence.

- ✧ We believe all students can learn.
- ✧ We believe in creating life-long learners.
- ✧ We believe in engaging our community to assure the success of all students.
- ✧ We believe in ensuring all students receive effective and relevant instruction.
- ✧ We believe in creating safe, caring, and mutually respectful environments where all students are honored and valued for their unique strengths and diverse abilities.

District Staff

Board of Directors

Greg Nelson
Paul Jorgensen
Ginger Poage
Dawnja Johnson
Alan Laisure
Richard Cunningham
Debi Farr

District Administration Office

Colt GillSuperintendent
Chris ParraAsst. Superintendent
Drew Braun..... Director of Instruction
Monique Siemerink..Dir. of Special Services
Remi Calalang.....Multicultural Coordinator

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Willamette High School
 1801 Echo Hollow Rd.
 Eugene, OR 97402
 (541) 689-0731

Willamette Office Staff

Kathy On Head Secretary
 E-mail: kon@bethel.k12.or.us Ext.: 4078
 Tami Jernberg..... Secretary/Receptionist
 E-mail: tjernberg@bethel.k12.or.us Ext.: 4058
 Kathy Cleland Registrar
 E-mail: kcleland@bethel.k12.or.us Ext.: 4071
 Deliene Miller..... .. Bookkeeper
 E-mail: dmiller@bethel.k12.or.us Ext.: 4067
 Barbara Roberts..... Counseling Center
 E-mail: broberts@bethel.k12.or.us Ext.: 4088
 Debbie Dietz..... Attendance
 Email: ddietz@bethel.k12.or.us Ext.: 4065
 Cyndi Lowell..... . Attendance
 E-mail: cowell@bethel.k12.or.us Ext.: 4062

Willamette High School Staff

High School Administrators

Peter Burrows..... Principal
 E-mail: pburrows@bethel.k12.or.us
 Iton UdosenataAsst. Principal
 E-mail: iton.udosenata@bethel.k12.or.us
 Dean NussbaumAsst. Principal
 E-mail: dnussbaum@bethel.k12.or.us
 Andrew Van Fleet... Asst. Principal
 E-mail: andrew.vanfleet@bethel.k12.or.us

Special Services

Aaron Klein..... Counselor
 E-mail: aklein@bethel.k12.or.us Ext.: 4049
 Angela Elstone Counselor
 E-mail: aelstone@bethel.k12.or.us Ext.: 4002
 Sara Matteri..... Counselor
 E-mail: smatteri@bethel.k12.or.us Ext.: 4002
 Lori Naugle.....Counselor
 E-mail: lnaugle@bethel.k12.or.us Ext.: 4010
 Julie CrowellMedia Specialist
 E-mail: julie.crowell@bethel.k12.or.us Ext.: 4056
 Molly MolnarSpecial Education
 E-mail: mmolnar@bethel.k12.or.us Ext.: 4016
 Perrin Scott.....Special Education
 E-mail: pscott@bethel.k12.or.us Ext.: 4007

Greg Wasinger..... ..Special Education
 E-mail: gwasinge@bethel.k12.or.us Ext.: 4085
 Michele Ward.....Special Education
 E-mail: mward@bethel.k12.or.us Ext.: 4169
 Sue White.....Special Services
 E-mail: swhite@bethel.k12.or.us Ext. 4095
 Tom Yahner.Special Education
 E-mail: tyahner@bethel.k12.or.us Ext.: 4007
 Glenda Zimmer.....Special Education
 E-mail: gzimmer@bethel.k12.or.us Ext.: 4039

Classified Staff**Educational Assistants/Secretaries**

Terri Boekhorst
E-mail: tboekhor@bethel.k12.or.us Ext.: 4070

Cindy Dieckhoff
E-mail: cdieckhoff@bethel.k12.or.us Ext.: 4101

Stella Ganfield
E-mail: sganfield@bethel.k12.or.us Ext.: 4118

Sara Gilman
E-mail: sgilman@bethel.k12.or.us Ext.: 4118

Becky Halland
E-mail: bhalland@bethel.k12.or.us Ext.: 4142

Robin Henson
E-mail: rhenson@bethel.k12.or.us Ext.: 4069

Lynn Howarth
E-mail: lhowarth@bethel.k12.or.us Ext.: 4118

Susiana Hughes
E-mail: sushughes@bethel.k12.or.us Ext.: 4118

Brenda Jones
E-mail: bjones@bethel.k12.or.us Ext.: 4174

Nancy Kernutt
E-mail: nkernutt@bethel.k12.or.us Ext.: 4118

Leona Klopp
E-mail: lklopp@bethel.k12.or.us Ext.: 4173

Cindy Montgomery
E-mail: cmontgom@bethel.k12.or.us Ext.: 4118

Dan Myers
E-mail: dmyers@bethel.k12.or.us Ext.: 4001

Caroline Packnett
E-mail: cpacknett@bethel.k12.or.us Ext.: 4061

Tracy Plank
E-mail: tplank@bethel.k12.or.us Ext.: 4115

Alicia Rodriguez
E-mail: arodrigu@bethel.k12.or.us Ext.: 4166

Desiree Sherman
E-mail: dsherman@bethel.k12.or.us Ext.: 4077

Karen Smith
E-mail: karsmith@bethel.k12.or.us

Colleen Snodgrass
E-mail: csnodgra@bethel.k12.or.us Ext.: 4055

Patty Starks-Smith
E-mail: psmith@bethel.k12.or.us Ext.: 4150

Rita Storm
E-mail: kstorm@bethel.k12.or.us Ext.: 4118

Rebecca Thompson
E-mail: rebthomp@bethel.k12.or.us Ext.: 4138

Robyn Thompson
E-mail: rthompson@bethel.k12.or.us Ext.: 4127

Stephen Wilson
E-mail: stephen.wilson@bethel.k12.or.us Ext.: 4

Teresa Ziemer
E-mail: tziemer@bethel.k12.or.us Ext.: 4094

Attendance Support

Marcy Rice
E-mail: mrice@bethel.k12.or.us Ext.: 4005

College & Career

Karen Wiant
E-mail: karen.wiant@bethel.k12.or.us Ext.: 4172

Custodians

Scott Gese
E-mail: sgese@bethel.k12.or.us Ext.: 4090

Anthony Hunter
David Mitchell
Vickie Mueller
E-mail: vmueller@bethel.k12.or.us Ext.: 4091

Neno Ortiz
John Ringer

Health Assistant

Pat Loose
E-mail: ploose@bethel.k12.or.us Ext.: 4161

IB Coordinator

Jade Starr
E-mail: jstarr@bethel.k12.or.us Ext.: 4167

Media Coordinator

Bobbie Larsen
E-mail: blarsen@bethel.k12.or.us Ext.: 4063

Bridget Munson
E-mail: bmunson@bethel.k12.or.us Ext.: 4086

School to Work

Cyndi Lowell
E-mail: clowell@bethel.k12.or.us Ext.: 4075

Testing Coordinator

Sandi Lesh
E-mail: sandi.lesh@bethel.k12.or.us Ext.: 4005

Instructional Staff**Basic Skills**

Rick O'Shea
E-mail: roshea@bethel.k12.or.us Ext.: 4087

Business Education & Computer Science

Barry Bokn
E-mail: bbokn@bethel.k12.or.us Ext.: 4003
Marcy Boyd
E-mail: mboyd@bethel.k12.or.us Ext.: 4153
Mike McCornack
E-mail: mmccorna@bethel.k12.or.us Ext.: 4156
Mona Stiffler
E-mail: monastiffler@bethel.k12.or.us Ext.: 4112

Family & Consumer Studies

Martha Humphreys
E-mail: mhumphre@bethel.k12.or.us Ext.: 4024
Crystal Persi
E-mail: cpersi@bethel.k12.or.us Ext.: 4143

Fine Arts

Katherine Doyle
E-mail: Katherine.doyle@bethel.k12.or.us Ext.: 4002
Bart Ellis
E-mail: bellis@bethel.k12.or.us Ext.: 4014
Mike McCornack
E-mail: mmccorna@bethel.k12.or.us Ext.: 4156
Destry Neu
E-mail: dmoore@bethel.k12.or.us Ext.: 4034
Tana Phiifer
E-mail: tphifer@bethel.k12.or.us Ext.: 4060

Foreign Language

Vanessa Dedrick
E-mail: vdedrick@bethel.k12.or.us Ext.: 4141
Joy Hatch
E-Mail: jhatch@bethel.k12.or.us Ext.: 4192
Angelika Oedekoven
E-mail: aoedekoven@bethel.k12.or.us Ext.: 4064
Kathleen Petty
E-mail: kpetty@bethel.k12.or.us Ext.: 4006
Juan Vasquez
E-Mail: juan.vasquez.k12.or.us Ext.: 4120
Joni Yeiter
E-mail: jyeiter@bethel.k12.or.us Ext.: 4052

Health

Lance Haas
E-mail: lhaas@bethel.k12.or.us Ext.: 4122
Pat Kelsay
E-mail: pkelsay@bethel.k12.or.us Ext.: 4140
Tim Schley: Athletic Trainer
E-mail: tschley@bethel.k12.or.us Ext. 4149

Jeanie Thomsen
E-mail: jthomsen@bethel.k12.or.us Ext.: 4054

Language Arts

Rob Bingham
E-mail: rbingham@bethel.k12.or.us Ext.: 4051
Sabrina Case
E-mail: scase@bethel.k12.or.us Ext.: 4193
Misty Griesi
E-mail: mamaral@bethel.k12.or.us Ext. 4017
John Kreider
E-mail: jkreider@bethel.k12.or.us Ext.: 4018
Miranda Page
E-mail: mpage@bethel.k12.or.us Ext.: 4042
Tana Phiifer
E-mail: tphifer@bethel.k12.or.us Ext.: 4060
Eric Renner
E-mail: eric.renner@bethel.k12.or.us Ext.: 4072
Emily Snider
E-mail: esnider@bethel.k12.or.us Ext.: 4158
Paul Stieber
E-mail: pstieber@bethel.k12.or.us Ext.: 4113
Nikki Thommen
E-mail: nthommen@bethel.k12.or.us Ext.: 4053

Mathematics

James Broyhill
E-mail: jbroyhill@bethel.k12.or.us Ext.: 4008
Christine Guldager
E-mail: cguldager@bethel.k12.or.us Ext.: 4028
Darren Hatefi
E-mail: dhatEFI@bethel.k12.or.us Ext.: 4021
Jaclyn Jensen
E-mail: jaclyn.jensen@bethel.k12.or.us Ext.:4171
Debby Marks
E-mail: dmarks@bethel.k12.or.us Ext.: 4057
Michael Myers
E-mail: mmyers@bethel.k12.or.us Ext.: 4084
Curt Nordling
E-mail: cnordlin@bethel.k12.or.us Ext.: 4022
Sheila Otto
E-mail: sotto@bethel.k12.or.us Ext.: 4026
Mike Rhoads
E-mail: mrhoads@bethel.k12.or.us Ext.: 4044

Physical Education

Lance Haas
E-mail: lhaas@bethel.k12.or.us Ext.: 4122
Dan Hedberg
E-mail: dhedberg@bethel.k12.or.us Ext.: 4041
Tom Miller
E-mail: tmiller@bethel.k12.or.us Ext.: 4035

Science

John Conway
 E-mail: john.conway@bethel.k12.or.us Ext.: 4117
 Mike Hodgert
 E-mail: mhodgert@bethel.k12.or.us Ext.: 4126
 Sean Kenna
 E-mail: skenna@bethel.k12.or.us Ext.: 4023
 Theresa Koford
 E-mail: tkoford@bethel.k12.or.us Ext.: 4030
 Kristy Morrow
 E-mail: kmorrow@bethel.k12.or.us Ext.: 4096
 David Novak
 E-mail: dnovak@bethel.k12.or.us Ext.: 4038
 Scott Spearman
 E-mail: sspearma@bethel.k12.or.us Ext.: 4048
 Devon Vendetti
 E-mail: dvendett@bethel.k12.or.us Ext.: 4099
 Angie Weyand
 E-mail: aweyand@bethel.k12.or.us Ext.: 4047

Social Studies

Dan Fritz
 E-mail: dfritz@bethel.k12.or.us Ext.: 4111
 Dan Hedberg
 E-mail: dhedberg@bethel.k12.or.us Ext.: 4041
 Tom Lindskog
 E-mail: tlindsko@bethel.k12.or.us Ext.: 4051
 Anna Niklas
 E-mail: aniklas@bethel.k12.or.us Ext.: 4037
 Bob Saunders
 E-mail: rsaunder@bethel.k12.or.us Ext.: 4128
 Leslie Simmons
 E-mail: lsimmons@bethel.k12.or.us Ext.: 4025
 Jade Starr
 E-mail: jstarr@bethel.k12.or.us Ext.: 4167
 Kyle Ward
 E-mail: kward@bethel.k12.or.us Ext.: 4011

Technology

Terry Harrison
 E-mail: tharriso@bethel.k12.or.us Ext.: 4020
 Mike Hodgert
 Mike Hodgert
 E-mail: mhodgert@bethel.k12.or.us Ext.: 4126
 Chris McGowan
 E-mail: cmcgowan@bethel.k12.or.us Ext.: 4050

ASB President Welcome

Hello Wolverines,

I would personally love to invite you to Willamette High School whether you're just beginning, continuing or finishing your journey through this wonderful school. Whatever the case I am excited you are going to be a part of this year's extravaganza of amazing events. This year will be the most spirited year you have ever seen and I'm so glad you will have the opportunity to not only be a part of my memories but also make your own. I pray that while you're here, you take the time to appreciate and value your high school experience, make memories and take risks. Although the school year will seem to last forever, it will zoom by so treasure each moment.

As ASB President it is my hope to rejuvenate the school with fun, spirited and enjoyable events completed to the best of not only my ability but the leadership classes ability as well. In order for this to happen you have to get involved. During this year make sure to put yourself out there and join any and everything that interests you whether it is a club, sport or combination of the two. I encourage you to go to every football game, ping pong tournament, chess match, choir/band concert and dance because you want to look back at this year and say you've had the time of your life!

Although this year will be filled with fun and exciting events I urge you to stay on top of your homework, attendance and grades so the year goes smoothly for you. This school has so much to offer not only from electives but from the teachers as well; they are willing to help you succeed and achieve your goals through the duration of your adventure here at Willamette.

Lastly, don't forget to balance both your educational and personal lives, while homework is important it is essential to make time for yourself and have fun. High school is the time in your life when you decide what you want to do with the rest of your life, and begin planning for your future. Take advantage of every opportunity that Willamette has to offer, and make the most of the time you have left in high school. I challenge you to go the extra mile. Remember to not only be yourself but love who you are and who's accompanying you on this voyage through high school.

I am honored to be given the opportunity to make this year one of the best years you have ever had. My hope is that by the end of the year you have truly experienced my vision of what a great high school can be. Who you'll be by the end of your journey is up to you so have fun, take chances and be the most incredible friend, student and overall person you can be. Leave this path with no regrets. In conclusion, I leave you with this quote... "I've always taken risks, and never worried what the world might really think of me." –Cher

Sincerely,

Jessica Brown 2011-2012 ASB President

Student Leadership 2011-2012

Associated Student Body

President.....Jessica Brown
 Vice President.....Eric Medina
 Secretary/Treasurer..... Elizabeth Mingus

Junior Class of 2013

President.....Ashley Haller
 Vice President.....Krystal Perkins
 Secretary/Treasurer.....Tyler Johnson

Senior Class of 2012

President.....Jesus Diaz ...
 Vice PresidentBrittany Belcher ...
 Secretary/Treasurer.....Amber Collins ...

Sophomore Class of 2014

President.....Nate Coddington
 Vice President.....Stephanie Nguyen
 Secretary/Treasurer.....Ella Ray

ATTENDANCE

All students are expected to attend school regularly and be on time for classes so that they can develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between good attendance and academic success. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more competitive in the job market after leaving school. Because missing a class period on our block schedule means missing 90 minutes of class, it is essential that students maintain regular attendance in order to pass classes. Chronic absences will have a detrimental effect on students' grades as reflected on each teacher's attendance policy.

Students must check in at the Attendance Office and obtain a hall pass before entering the building when arriving to school after any class period begins, regardless of the reason. Students in the building after 8:00 a.m. without a hall pass will be subject to hall pass violation consequences. Please be sure students arrive at school by 8:00 a.m.

Tardy Policy

Students are considered tardy if they enter the classroom after the tardy bell sounds. If students are visible in the doorway as the bell sounds, they will not be marked tardy. Students who are more than 30 minutes late will be marked absent, although students are expected to proceed to class when on campus regardless of the time left in the period. On Late Start and Early Release schedules, students will be marked absent after 20 minutes.

An **excused** tardy is defined as a student coming to class late with a written hall pass or note from a staff member excusing their lateness due to school-related business. An **unexcused** tardy is defined as coming to class late with no written excuse. If a student has an unexcused tardy to class, he/she may not receive credit for work done during the time missed for that period. Students may earn 10 percent of the total possible points for each grading period for participation and readiness. Students will lose these points for unexcused tardies. Persistent tardies will result in assignment to lunch detention.

Excused Absences

An excused absence is one caused by illness, medical or dental appointments, family emergencies, or pre-arranged family trips out of town. To excuse an absence, a parent should call the attendance office on the day of the absence. This includes students aged 18 and over unless emancipated. Messages can be left on the answering machine at any time, 24 hours a day, in English or Spanish. The phone number for the attendance office is 541-689-0734. **Notes or phone calls from parents/guardians must be communicated with the attendance office no later than five (5) school days after the absence.** Any absences not cleared within 5 school days will remain unexcused. Only parents/guardians and legally emancipated students can excuse absences. By law, **school administration makes final determination of excused absences.** Legislation mandates school attendance, so it is not up to parents to decide what will or will not constitute an excused absence.

An absence may be excused by an administrator if the absence is caused by family or medical emergency. An administrator may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absences [per ORS 339.065(2)]. **It is the student's responsibility to notify teachers when an absence has been excused after the day it occurred.** A note to clear absences with teachers can be obtained from the Attendance Office. Automated computer phone calls are made the evening of any unexcused absence.

Appointments such as medical and dental appointments should be scheduled for after-school hours and Late Start mornings. If after-school arrangements are impossible, such absences will be excused only if the attendance secretary is notified within 5 school days. On-going medical appointments during the school day require prior administrative approval. If a student is injured or too ill to participate in a physical education class, the school will need a note from a physician exempting the student from participation.

Prearranged Absences

Students anticipating being away from school for three school days or longer should fill out a pre-arranged absence form in the main office. Students who are unable to take their final semester exams at their scheduled times because of family emergencies may arrange to take their exams upon their return with administrator approval.

Leaving during School Hours

Students who need to leave the building during the school day due to illness, appointments, or emergencies need to check out in the attendance office. The attendance office must have a note from the parents authorizing the student to leave, or verbal confirmation by phone. If parents cannot be contacted by phone, the student must remain on campus. Students leaving without authorization are in violation of the closed campus policy and subject to disciplinary consequences.

Ten-Day Drop

Oregon law requires the school district to drop students who have missed 10 consecutive days of school. This law enables the state to calculate reimbursement to the school district for students in attendance. Being dropped from school is **not an expulsion from school**, but it does require that students re-enroll in the Counseling Center before resuming classes.

Make-up Work

Students who have an excused absence due to illness or school-related activities will be allowed four days to make up work for each single day missed. Full credit value will be given for all work submitted. Students are encouraged to obtain information about the schoolwork missed due to absence. Parents may request homework for the student by contacting the Counseling Center if the absence is three days or longer. Extended absences due to long-term medical problems may qualify the student for a district home tutor. Parents should notify a high school counselor to request a home tutor. Medical documentation will be required.

Students who are suspended from school will be allowed the opportunity to make up work for credit. Students are expected to contact teachers on their own time to get missing work and make up any school work that was missed. Teachers may require students to make up tests the first day back from an absence. **Students with unexcused absences will not be allowed to complete make up work for credit.**

REGISTRATION

District Residency

ORS 332.595 provides that a student (between ages 4 and 18) is a resident of the district if the student lives with: 1) a parent who is a resident of the district or, 2) a court-appointed guardian, who is a resident of the district.

If a student is not a district resident, parents/guardians need to apply to the district administrator for permission to enroll through district exchange. The district may deny students the right to attend Bethel schools if they have moved out of Bethel School District attendance boundaries.

Students over 18

Students over 18 years old must fill out a "Request for Admission to Willamette High School" per ORS 339.15(2) before they can be admitted. This form is available in the Counseling Center. Requests must be submitted to Andy Van Fleet, Assistant Principal.

Late Enrollment Policy

Students enrolling at the start of the fourth week will be issued variable credit based upon the district variable credit schedule until the end of week 9 (counselors will prepare the variable credit forms for the Registrar). From weeks 9-12, students will only be able to enroll for variable credit. After 12 weeks of the term have passed, students will not be allowed to enroll in the day program until the next semester begins, but are eligible to attend night school.

Night School

Bethel School District offers limited night school classes to WHS students and district patrons for credit recovery. Night School classes are offered at Kalapuya High School. Please see your counselor for information regarding night school.

Withdrawals

To withdraw a student from Willamette High School to attend another educational institution, please see the student's counselor. To withdraw from the Bethel School District, please see the attendance secretary.

Student Records

Students and parents/guardians have the right of access to their own student records. Within seven days of a request for access, students and parents may inspect the content of those records, provided the records are open for inspection, only in the presence of district personnel qualified to explain such records. Students and parents may obtain copies of those records, but must pay for copying costs.

Parents/guardians have the right to reasonable explanations of their student's records. Under the provisions of Public Law 930.380 and ORS 336.195, parents/guardians have the right to challenge the contents of their student's record if they believe that the records are inaccurate, inappropriate, or misleading. For a copy of the procedure for challenging student records, contact the school office.

Release of Student Records

Generally, parents or the student, if he/she is 18 or is attending an institution of higher education, must consent to the release of all student records. The school district, however, may release student records without consent in the following instances:

1. To other district employees who have a legitimate educational interest in the records
2. To the officials of another school district or an institution of post-secondary education in which the student seeks to enroll or has already enrolled after the parents/guardians have been given an opportunity to review the contents of the records
3. To state and federal governmental agencies requiring such information
4. In connection with a student's application for or receipt of financial aid
5. To comply with a judicial order or lawfully issued subpoena after the district has made a reasonable attempt to notify the parents/guardians
6. For emergency situations involving the health or safety of the student or other persons

The district may also release directory information in conjunction with a school or school district related activity. "Directory Information" may include but is not limited to the student's name, address, telephone number, photo, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and the previous educational agency or institution most recently attended by the student. Directory information can be released by a local school without prior consent as provided in OAR 581-21-330 and 340 if conditions outlined in OAR 581-21-390 (provided below) have been met. Parents may limit the release of directory information and will be notified annually of this right. Directory information relating to students no longer in attendance may be released without the foregoing notice to parents.

Ordinarily, this information will be given out for school-related purposes such as news releases about school activities or mailings by school advisory groups. Under certain circumstances the principal or superintendent may release directory information to organizations and individuals outside of the school district without the consent of parents.

If you **do not** want directory information released, please complete the form in the registration packet and return it to Willamette High School. A statement of objection will be placed in the student's records, and directory information will not be released without prior parent/guardian consent. Please be aware that by signing that you do not want directory information released, you are prohibiting any school publication or activity from including information about your student. This means that your student will not have the following:

1. A picture in the yearbook or school newspaper
2. Identification as a member of a team or club
3. Inclusion on programs or in newspaper articles
4. Inclusion in an awards program or graduation program.

Change of Address/Phone Number

Whenever your address or phone number has changed, you are required to provide that information to the office. Please contact the Counseling Center.

ACADEMIC RECORDS

Grade Level Placement

Grade placement will be calculated according to the following guidelines:

- 9th** Entering from 8th grade or transferring from another school with less than 6 credits.
- 10th** 6 credits at the beginning of the school year, or 9 credits at the end of the first semester.
- 11th** 12 credits at the beginning of the school year, or 15 credits at the end of the first semester.
- 12th** 18 credits at the beginning of the school year, or 21 credits at the end of the first semester.

24 credits are required for graduation. Students will be promoted at the end of each semester. Retentions are done at the end of the school year. Students will participate in all activities at their assigned grade level including placement of pictures in the yearbook. Students with junior standing who obtain written verification of probable graduation in June from their counselor may be granted an exception. Counselors will notify the yearbook advisor of grade placement for pictures in the senior section. Changes in grade level due to credits earned in summer school will be completed by the Registrar through September 30.

Grading System

The school year is divided into two semesters of 18 weeks. Each semester is separated into three six-week grading periods, with grade reports after each six-week period. Six- and twelve-week grades are progress grades only and are not recorded on the student's permanent record. All report cards will be mailed home. In the event that a grade does not appear on your report card, please notify the Registrar.

Letter grades will be issued in all classes unless the student selects the pass/no pass option.

The following marking scale is used:

- A** Excellent: mastery of subject (A = 4 points)
- B** Good: strong academic work (B = 3)
- C** Average: normal standard of achievement (C = 2)
- D** Below average: completed min. requirements (D = 1)
- F** Accomplishment insufficient to warrant a passing grade. No credit (F = 0)
- P** "Pass" issued when a student chooses a "Pass-No Pass" option and successfully completes course requirements. Credit is issued.
- NP** "No-Pass" issued when a student chooses a "Pass-No Pass" option and does not successfully complete course requirements. No credit issued.
- I** A grade of "Incomplete" may be given as a semester or final grade when a student has been absent (excused during the last few weeks of the grading period and has not had the opportunity to complete the make-up work in accordance with school policy). If make-up work is not completed by the deadline, the grade will be changed to an "F."
- NG** A grade of "NG" will be used for non-credit classes.

International Baccalaureate and Advanced Placement classes will have weighted grade points. The weighted grade will not appear on report cards, but will be included in total GPA. The GPA calculation will be based upon the following system: (A: 5.0; B: 4.0; C: 3.0; D: 2.0; F: 0)

Home Access Center

Parents/guardians may access student grade, attendance, and behavioral data online on Bethel School District's Home Access Center. This center enables families to be more involved in their student's progress and helps to support academic excellence at Willamette High School. Directions to access Home Access Center, along with instructions and login information, will be provided in registration materials. Questions on the use of Home Access Center should be directed to the school office.

Honors Procedures for Seniors

Academic honors will be determined at the end of 7th semester. Students are designated with "Honors" with a GPA between 3.5 and 3.74, and "High Honors" with a GPA from 3.75 to 4.0. In determining honors, the following criteria shall apply:

1. To be eligible for honors, a student must be enrolled in five graded classes for their entire senior year.
2. If, in addition to a letter grade in five classes, the student has received an "I" in one or more subjects, those courses will not be considered in the calculation of the GPA.
3. If a severe disciplinary problem occurs during the second semester prior to graduation that results in a multiple day suspension, seniors may forfeit the privilege of graduating with honors.

Highest Scholars

Students with a weighted 4.0 GPA or higher at the end of the 7th semester are named Willamette's Top Scholars. They will receive recognition in the Register Guard and at graduation.

National Honor Society

National Honor Society is a national organization formed to recognize exceptional achievement among high school students in the areas of scholarship, leadership, character, and service. To be eligible, a student must be a sophomore and have attended Willamette for at least 1 semester, and have attained a cumulative grade point average of 3.60. The faculty selection committee also requires recommendations from one peer and two faculty members.

Pass/No Pass Option

Each semester every high school student may take one Pass/No Pass course. If the student meets the minimum requirements for a "D" grade in the course, credit will be granted. Unsatisfactory work ("F" grade) will result in a No Pass being placed on a student's transcript. Students may have a maximum of 4 Pass/No Pass credits on their transcripts, including student aide.

The following conditions apply in the application of the Pass/No Pass option:

1. Pass/No Pass choice must be made by the end of the second week of the course.
2. Students are expected to do all the work of the course.
3. All assignments will be graded by the instructor.
4. Once a student has elected the Pass/No Pass option, the student does not have the option of changing back to a letter grade after the deadline date.
5. Pass/No Pass credit will not be included in the computation of the cumulative grade point average. If a student is removed from class for disciplinary reasons by an administrator, then the Pass/No Pass option is forfeited and a grade of "F" is placed on the transcript and report card.

Pass/No Pass Deadline Dates:

First Semester: September 23, 2011

Second Semester: February 10, 2012

Dropping Courses without Penalty

A student may request to drop a semester class providing he/she has approval of a parent and counselor and the request is turned in to the counseling center by the following deadline dates. Any class dropped after these dates will result in a letter grade of "F" recorded on the student's transcript. Exceptions may be made by an administrator for unusual circumstances.

Semester Withdrawal Dates:

First Semester: September 23, 2011

Second Semester: February 10, 2012

Schedule Changes

Sophomores, Juniors, and Seniors will be given an opportunity to make schedule changes on September 6 at Change Arena in the West Gym. Second semester schedule changes for all students will also occur at Change Arena on January 11 from 7:45 am to 10:00 am during a Late Start day. There will be no other schedule changes except those due to the following:

1. Structured work experience
2. Resource room
3. Inappropriate level placement
4. Administrative decision

Questions about schedules should be directed to counselors.

Maximum Course Enrollment

During each semester, students may take up to 7 classes maximum. If a student desires an eighth class, the following courses can be added:

- Zero period classes
- Music classes
- Work Experience
- Leadership
- Peer helper
- Peer tutor
- Service learning
- Student assistant
- Study hall
- Off campus with parent permission
- Office assistant

Repeating Coursework

Students will be permitted to repeat courses in which the student earned a grade of "D" or higher (but with no additional credit) to improve their grade. A grade of "F" will not be removed. Additional credit will not be issued and the course will be reported on the permanent record. See the curriculum guide for courses that can be taken more than once for additional credit.

Variable Credit

If students either withdraw from classes prior to the finish of a semester or register after classes have begun, variable credit will be issued. When variable credit is calculated, both passing and non-passing grades will be entered on the transcript. Credit will be calculated according to District policy, with a maximum of three credits from an outside agency. Students entering or returning from treatment may also receive variable credit.

Variable credit will be awarded using the following scale:

- a. LCC college credit: .25 credits
- b. Home Instruction/Upward Bound: .50
- c. Summer School: .25-.50 credits (based on clock hours).
- d. Night School: .25 per class.

Transcript Requests

Official transcripts will be issued by the Registrar only, with a \$1.00 fee. There is a \$1.00 refundable deposit on all unofficial transcripts ordered. Please allow 24 hours for preparation of transcripts. Students owing fees or having outstanding books will not be issued a transcript until all debts are cleared. Students not owing fees may request an unofficial transcript from the Counseling Center. There is no handling fee for unofficial transcripts, which are picked up by students or parents/guardians from the Registrar.

Semester Examinations

Comprehensive examinations will be given at the conclusion of each semester. The exam will be graded and will affect the semester grade. It will last the entire exam period and students will not be issued hall passes.

Exam Schedule:

First Semester: January 25 & January 26

Second Semester: June 13, & 14

All students in grades 9-12 are required to take final exams during the semester exam schedule. Final exams are not optional. **Attendance is required on review days to be eligible to take exams unless absence is due to illness or emergency.** In unusual circumstances a prearranged absence form can be submitted to an assistant principal for approval. The form must be received one week prior to absence. If approval is granted, then it is the students' responsibility to make arrangements with each teacher for make-up tests upon their return.

GRADUATION REQUIREMENTS

High School Diploma

The following requirements need to be met in order for students to receive a high school diploma:

1. Attend eight semesters of high school in an accredited institution or have petitioned and been granted permission for early graduation. Transfer students will be eligible for a Willamette diploma only if they have attended Willamette High School the full final semester of their senior year.
2. Meet the following credit requirements:

Credit Requirement Summary

Oregon University System Requirements

Subject	Credits	
Language Arts (9-12)	4	English (4 years)
Math (9 -11)	3	English 9, 10, 11, 12, English Composition, AP English, Creative Writing, IB English 1 & 2, English 9A, 10A
Social Studies		Math (3 years)
World Studies (9)	1	Algebra 1 A/B, Algebra 1 & 2, Concepts of Geometry, Geometry, AP Statistics, IB Precalculus, AP Calculus, IB Math Studies
American Studies (10)	1	Science (2 years)
Government (12)	½	All science classes in curriculum except Industry & Engineering CAM
Economics (12) or other social studies	½	Social Studies (3 years)
Science (9-11)	3	World Studies, American Studies, IB History of the Americas, IB 20 th Century World History, Modern US History, AP American Government, Government, African American History, Latin American Studies, History of the American Indian, IB Psychology, Sociology, Economics, IB Theory of Knowledge
Health (9-10)	1	Second Language (2 years in same language)
Physical Education (9-12)	1	Spanish, German
Personal Finance (12)	½	
Fine & Applied Arts or Second Language	1	
Electives	5 ½	
	Total 24	
*Starting with the class of 2014, all 3 credits of math must be algebra 1 or above.		

Class of 2012 and 2015

Grade 9		Grade 10	
English 9	English 9	English 10	English 10
Math	Math	Math	Math
World Studies	World Studies	American Studies	American
Science	Science	Science	Science
Computer Tech.	Family Life	Computer Tech. or Elective	Wellness
Elective	Elective	Elective	Elective
Elective	Elective	Elective	Elective
Study Hall	Study Hall	Study Hall/Off Cam.	SH/Off Cam
Grade 11		Grade 12	
English 11	English 11	English 12	English 12
Math	Math	Math or Elective	Math or Elective
Science	Science	Science or Elective	Science or
Elective			
Career Pathways	Career Pathways	Elective	Elective
Elective	Elective	Elective	Elective
Elective	Elective other	Government	Economics/
Elective	Elective	Personal Finance	Elective
Study Hall/Off Cam.	Study Hall/Off Cam.	Study Hall/Off Cam.	SH/Off Cam

***1.0 of PE is required.**

Honors Diploma Requirements

The following requirements need to be met in order for students to receive an honors diploma:

1. Students must earn 28 credits in the following subject areas:

Subject	Credits
Language Arts	4
Mathematics	4
Social Studies	4
Science	4
Foreign Language	3
Health	1
Physical Education	1
Personal Finance	½
Electives	6 ½

2. Minimum weighted GPA of 3.5 or higher and a “C” grade or higher in core classes
3. 150 community service hours over a 4-year period
4. Two-years of advanced level coursework
5. Meet or exceed OAKS state benchmarks

International Baccalaureate (IB) Diploma

IB is an internationally recognized program of challenging college-preparatory courses that encourage critical thinking and an international perspective. Pursuing an IB diploma can earn students substantial college credit, and will prepare students for the rigors of challenging academic work in higher education. For more information regarding the IB program, please contact the IB coordinator.

Modified Diploma

A modified diploma may be awarded to students who have handicapping conditions, which make completion of one or more of the Diploma graduation requirements impossible. Curricula may be modified. Eligibility for the modified diploma is determined by the student’s IEP team and requires 24 credits as follows:

Subject	Credits
Language Arts	3
Mathematics	2
Social Studies	2
Science	2
Health	1
Physical Education	1
Career Tech Ed/Arts/Sec Lang.	1
Personal Finance	½
Additional Credits	11 ½

Certificate of Completion

Students who have an Individual Education Plan (IEP) and have required modifications to participate in regular curriculum, may be awarded a Certificate of Completion. Students may become eligible for this certificate upon successful completion of an individualized plan of study, which will usually require 24 credits, as prescribed in the student’s IEP. The student’s IEP team will determine eligibility for this certificate.

Certificate of Attendance

Students who have an Individual Education Plan (IEP) and have taken functional curriculum may be awarded a Certificate of Attendance. Students may become eligible for this certificate upon successful completion of an individualized plan of study, usually after four-years of high school, as prescribed in the student's IEP. The student's IEP team will determine eligibility for this certificate.

Transfer Credit

Students who wish to earn a regular diploma may complete graduation requirements by transferring in credit from outside educational institutes according to the following instructions:

1. Students transferring from a standard Oregon public school or another state's standard school will receive credit for previously completed courses and attendance on the same basis credit and attendance were accepted for such courses completed in district schools.
2. Students transferring from another district's approved alternative education program or a private alternative education program registered with the Oregon Department of Education (ODE) or other state's Department of Education will receive credit for previously completed courses and attendance on the same basis credit and attendance are accepted for such courses completed in district schools.
3. Students transferring from an alternative education program not registered as provided above will not be eligible to receive credit for previously completed course work or attendance in such programs.
4. Students transferring from an accredited private school will receive credit for previously completed courses and attendance on the same basis credit and attendance are accepted for such courses completed in district schools.
Credits earned for classes of a sectarian nature may be accepted but as elective credit only. Students may be required to submit course descriptions or other documentation as may be deemed necessary, to determine whether a course is primarily sectarian in nature.
5. Students transferring from a non-accredited private school may receive credit for those courses that have the same or substantially similar course content and hours of instruction as existing district courses.
6. Students transferring from a home-school based program will not receive credit for course work completed under such programs.
7. Online or other distance learning courses may receive credit provided that the program is accredited and/or approved by a Willamette High school counselor and should be pre-approved by the counselor.
8. College course work completed through an institution of higher education may be applied toward graduation requirements and will be awarded .25 credits for each (quarter hour) college credit.
9. The student must have attended Willamette High and Willamette High must have been the last school in which credits were earned in order to be eligible to receive a Willamette diploma (except as provided for military veterans).
10. Students may be required to submit course descriptions or other documentation as deemed necessary, including hours of instruction, to assist district officials in determining credit and attendance to be accepted.

Graduation Activities

Students must meet all graduation requirements by June 12, 2012 in order to participate in graduation activities, including commencement. Seniors who are involved in a serious infraction of school rules may be prevented from taking part in the regular graduation activities, but may be given permission to take final examinations and to receive a diploma.

Foreign Exchange students who are 17 or older at the beginning of the school year receive recognition at the graduation ceremony. International students who enroll with sophomore or junior status are awarded a certificate of attendance at the Academic Awards ceremony. They also receive a ticket to attend the graduation ceremony as a guest and may participate in the senior graduation party. These students do not walk across the stage as seniors at graduation.

COUNSELING

Counselors are available to assist students with their educational, vocational, and personal goals in the Counseling Center. Appointments can be made with counselors to receive help regarding personal, social, educational or vocational problems. All students are encouraged to see a counselor when they require assistance. Counselor assignment is based on the following alpha list:

Aaron Klein - Students with last names A - De, and all Resource Room students.

Lori Naugle - Students with last name Di -Me and Teen Parents

Sara Matteri & Angela Elstone - Students with last names Mi-Z & ELL

Confidentiality will be granted to all students except in situations that are potentially life threatening or the law requires reporting the situation. The following are examples of situations that need to be brought to the counselors' attention: suicide threats, physical abuse, and emotional abuse.

BOOKKEEPING/FEEES

Student Fees

ID Card

No charge for original, \$5 replacement

ASB Validation

The Associated Student Body validation costs \$35. ASB validation offers students free admission to home games and reduced admission to away events. The ASB validation is required for athletes and also allows reduced prices at some dances. Students who do not purchase a sticker will have to pay regular student prices for each event they attend. The ASB validation sticker is non-refundable.

Supply Fee

A required supply fee of \$20 is due at the beginning of the academic year. This fee covers instructional materials in academic and elective classes.

Food

Breakfast: Free to all students

Lunch: \$2.00 (reduced: .65)

Checks should be made payable to: Bethel Lunch Program

Athletic Participation Fee

First sport: \$185 (includes ASB sticker)

Second sport: \$150

Third sport: Free to same student in the same year.

If a student is not going to be an active participant for a sport, then the athletic participation fee is refundable until the first contest or game. After the first contest or game, refunds are not given.

Family Athletic Pass

A Family Athletic Pass admits parents & immediate family of athletes to WHS home events when attending together. Passes range from \$75-\$125, depending on the number of seasons included. This pass does not include reserved seating, nor are separate passes allowed. Playoff games are not included in the family athletic pass.

Yearbook

Yearbooks can be purchased at registration for \$55. After registration, the yearbook cost is \$60 through December 9. After that date, the yearbook is non-refundable and may only be purchased at the Yearbook Signing Party in June.

Withholding Records for Owed Fees

The school will withhold the grade reports, transcripts, records or diploma of any student who (a) owes a fee or fine, (b) is responsible for an overdue book, or (c) is responsible for the loss or damage of school district property. The school will send written notice to the student and parents/guardian and inform them of the amount owed. When the correct amount is paid, the grade reports, records or diploma will be released. Parents/guardians may inspect student records being withheld. Participation in school activities, such as dances, will be withheld until fees are paid.

Activity Accounts

An accurate record of income and expenses must be kept through the accounting office. All funds must be deposited with the school bookkeeper. All purchases must be made by obtaining a purchase order from the school bookkeeper.

Organizations are not to make any purchase without a purchase order number approved and signed by the advisor, bookkeeper and administrator. Students or advisors making purchases without a purchase order will not be reimbursed.

Check Cashing Policy

Checks will be accepted for payment of fees. There is a \$10.00 fee for all returned checks. The bookkeeper will not cash any personal or second-party checks. Checks should be made payable to Willamette High School.

Credit Cards

Credit cards are accepted for payments in the bookkeeping office. Credit cards can be used for most school fees, although they cannot be used at registration. Card holders must be present in order to use credit cards.

Fundraising

The guidelines for fundraising are as follows:

1. All fundraising requests must be submitted to Dean Nussbaum, Assistant Principal, for approval 7 days in advance of the event. Forms are available in the bookkeeper's office.
2. Requisitions must be completed and approved by an administrator.
3. Money raised during fundraising activities is intended for the activities of the club, activity, sport or class which has sponsored the fundraiser. It is not personal money, and cannot be used to pay for other school fees. If a student leaves a club, activity, sport or class, the money raised will remain in that account to be used for the designated event(s) or transferred to another school account for another school purpose. The only exception will be money donated from family members to the student's school account.

4. Students will be responsible for submitting all monies collected through fundraising activities to the Bookkeeper.
5. Each school organization will maintain its own financial account. Each advisor will determine if money will be carried over to the following school year.
6. Reimbursement will only be made with valid receipts. Expenses that are covered include meals, travel, and lodging, but do not include personal effects, souvenirs, and clothing per district procedures.

BUILDING PROCEDURES

Building Hours

The office is open from 7:30 a.m. until 4:15 p.m. Willamette High School has no legal liability for any injuries to students or others, including any that might involve a third party, on or near the school property at any time except from 7:30 a.m. to 3:30 p.m. on those days in which school is in session. Supervision will only be provided at the school from 7:30 a.m. to 3:30 p.m., and while on the district buses coming to and/or leaving school. Students who have business in the school after 3:30 p.m. should make arrangements with a teacher or be a part of a staff-supervised activity. Students may face disciplinary action if they do not have permission to be in the building after the regular school day.

Student Identification Card

All students who are registered at Willamette High School are required to have a valid student identification card in their possession at all times. Identification cards are provided to all students. The card is to be shown to school officials upon request. Students are required to give their names upon request by a staff member. The card is also to be used for withdrawing books from the library. Lending this card to anyone else or failure to present it when requested by authorized personnel is a violation of school regulations and subjects the holder to disciplinary action. A replacement fee of \$5 is charged to cover the costs of preparing duplicate cards.

Visitor Policy

Willamette has a no-visitors policy for security reasons. Unidentifiable, non-WHS students create a security hazard for campus supervision, other students, and staff. We request the cooperation of both students and parents in not asking for permission to have visitors accompany students to school. During a regular school day, all visitors are required to first report to the school office to arrange for their visit. Visitors who are in violation of this policy will be considered in violation of the law and subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

Persons having no legitimate purpose or business on school property may be issued a trespass warrant and/or referred to law enforcement officials.

Student Drivers & Field Trips

Because of insurance and liability considerations, students are not to drive cars taken on any group trip, including field trips. Any exceptions to this rule must be made by an administrator. All group trips are to be transported either by School District transportation, or by automobiles driven by teachers or parents/guardians. A signed parent permission form is required to participate in field trips for the full academic year that are part of the normal course of study and for athletic trips.

Telephone Use

The office telephone and counselors' telephones are for business calls only and are not for general student use. Students will not be called from class for incoming calls during class time except in emergencies. To minimize classroom disruptions, singing telegrams or other personal messages will not be allowed. Phones are available for student use in the office before school, break, lunch, and after school (except in attendance for the purpose of clearing an absence). If students are ill, they can phone home from the health room.

Willamette High School Emergency Procedures

Willamette High School prepares students for emergencies by conducting practice emergency procedures. Students practice emergency fire drills monthly as required by law. In addition, students practice for earthquakes and emergency lockdowns. These procedures are reviewed monthly and annually by students and staff.

Earthquake Drill

Take cover under desks, tables, or other heavy furniture, in interior doorways or narrow halls, or against weight bearing inside walls. Stay away from windows, light fixtures and suspended objects. If you are outdoors when the drill alarm sounds, move away from the building. Avoid utility poles and overhead wires. Do not enter any building until notified by a staff member.

Fire Drill

All students, faculty and other school employees are to leave the building immediately upon the sounding of the fire alarm. The procedure is as follows:

1. Walk rapidly. Do not run.
2. Proceed to your nearest designated exit.
3. Walk in front of your teacher. Teachers will follow their classes, directly behind the last student.
4. Proceed at least 50 feet from the building.
5. Stay with teacher, form a line, remain quiet.
6. Return to the building when notified by the administrative staff.
7. Follow staff directives. Students who do not cooperate with staff members during a fire drill or other emergency procedure will be subject to disciplinary action.

Lockdown Drill

Depending on the specific situations surrounding a lockdown, students will be directed by police and administration to remain safe and out of sight. Lockdown drills will be conducted during the school year to familiarize students with specific situations that may arise.

Health

The health room is available for emergency use and is staffed by a registered nurse and a health assistant trained in first aid. Parents/guardians will be contacted if students become seriously ill or injured. Bethel Student Health Center offers free immunizations to students and their siblings. All students must comply with Oregon law regarding immunization requirements.

Medications

The school will administer medications necessary for your child to remain in school with proper authorization. Forms are available in the nurse's office. Parents/guardians must bring in the medications. In some cases, students are permitted to carry their own medication. Please check with the school about special rules for self-medication.

Insurance

Insurance is available for group accident, dental coverage, life insurance, and student health coverage. See the bookkeeper for a brochure listing fees. Special school insurance is required for all athletes, and other students may purchase insurance if desired. Please see the bookkeeper for prices.

STUDENT POLICIES

Dances

Individuals attending school dances are expected to conform to school rules. Violations of school rules will result in the same consequences as during the regular school day. Anyone who is under the influence or in the possession of alcohol or drugs will be turned over to the police in addition to a suspension from school. Dangerous activities such as moshing (head banging) will not be allowed. No one attending school dances may leave the building and return. **No admission to dances will be permitted after 10:15 pm.** Dances end promptly at 11:00 pm. WHS dances are intended for Willamette High School students, and students are required to present their student ID card to enter a dance.

Students who wish to bring a student from another high school (ages 14-18) must obtain a dance pass from an administrator prior to the dance. It will be the responsibility of the WHS student to submit a "Student in Good Standing" form to the front office at least 48 hours prior to the dance. This form must be signed by an administrator at the guest's school and faxed to WHS before the pass can be issued.

Background checks on individuals that do not attend another high school will be conducted to ensure the safety of other students. Willamette graduates who were in good standing and graduated the year before may attend Willamette dances accompanied by a current student with administrator approval.

For Prom and Homecoming dances, administrators may approve students who are under the age of 21. To attend, a WHS student must have 15 credits by the end of the first semester. Middle school students will not be allowed to attend dances, and all non-Willamette guests must have a valid ASB card.

Displays of Affection

Public displays of affection between students are not appropriate in the context of an educational institution. Acceptable behavior will include holding of hands and/or a "peck" on the cheek. Incidents of behavior other than the above will result in an office referral.

Automobile Regulations

The use of motor vehicles on campus is a privilege, not a right. High school seniors and juniors by credit may bring cars or street-legal motorcycles to school as long as they abide by the law and the rules of the school concerning the use of vehicles.

All student vehicles are to be registered in the office, and a parking permit must be displayed in the front windshield by hanging the permit over the rear view mirror. Students who lose parking permits will need to pay a replacement fee of \$20.00 and wait two weeks for replacement. Parking permits are non-transferable, and are only assigned to one specific vehicle. Students who give their parking permits to other students will lose parking privileges for 12 months.

Only vehicles that are covered with liability and property damage insurance will be permitted to park in the school parking lot evidence of such coverage will be requested at the time the vehicle is registered. The school is not responsible for damage, vandalism, and theft of autos or content within autos.

Students will park in north and south lots only in spaces not designated as staff parking. Student and staff automobiles will not be parked in visitor spaces or unauthorized areas without specific authority. The area of Dove Lane adjacent to school property and Ruskin Street are posted as no parking on school days between 7:30 a.m. and 4 p.m. Vehicles are not to be parked illegally (taking more than one space, parked in handicapped, visitors' spaces or in fire lanes). Per ORS 811.615, it is illegal to park in a handicapped or disabled parking area without a handicapped permit. Students who park in these spaces will be subject to disciplinary action which could include notifying DMV of the violation and a possible \$250 fine.

An office referral may be issued for speeding, excessive noise, reckless driving, disorderly conduct with a motor vehicle, or any violation of Oregon law concerning the use of motor vehicles that occurs on or near school property. Copies of the complaint may be forwarded to the Eugene Police Department, the Department of Motor Vehicles, the superintendent of schools and the driver's insurance company. Students are not to be in automobiles at any time during the school day, including breaks. Vehicles are off limits at lunch time except when used for transport. Passengers within vehicles are the responsibility of the vehicle operators.

Students who violate parking rule or drive in an unsafe manner will receive a "Willamette Ticket". Students who accumulate three tickets during their junior and senior years at Willamette will lose parking privileges for the remainder of their time at Willamette. Tickets are cumulative over a student's time of enrollment. Both parents and student will be reminded via a warning letter following the issuance of a second ticket.

If students lose their parking privileges and continue to park on campus, they may be assigned Tuesday School or suspended for defiance. Freshmen and sophomores who park on campus will be ticketed and will receive a suspension of parking privileges equal to one semester for each parking ticket they accumulate. This consequence will be enforced when they are eligible to begin parking on campus.

Per state legislation regarding driver's licenses SB 487B, Willamette High School may notify ODOT of a student's withdrawal that might render a student ineligible for a driver's license. In such a case, ODOT shall notify the student that his or her driving privileges will be suspended on the 30th day following the date of the notice unless documentation of school attendance is provided. Furthermore, if a student has poor attendance, parking privileges may be revoked.

Students currently enrolled in mechanics classes may park near the lab with instructor permission. All other student cars must be parked in student parking. Altering or possessing a lost or stolen parking permit not issued in your name will result in the loss of parking privileges for 12 months.

Dress and Grooming

The responsibility for the dress and grooming of students rests with students and their parents/guardians. Ordinarily, students' dress or grooming will not affect their participation in school or school activities. However, if the dress or grooming of students disrupts the educational program, is unclean, is a threat to the health or safety of others, or is considered profane, obscene, or insulting to other students or staff, then the school has a legitimate concern and may require students to change their dress or grooming. Following is a list of specific guidelines:

- a. Bandanas are prohibited except those approved by the administration. Based upon information supplied by the Eugene Police Department on youth gang attire, some items may be prohibited on campus because these items may cause a serious disruption to our educational environment. Willamette will inform students in September and again as necessary throughout the year if items become banned because they seriously disrupt our educational environment. Bandanas that are maroon, black, or white are permitted.
- b. Blouses and tops should be full and complete across both the front and back.
- c. Strapless tops and skimpy and revealing clothing are not permitted.

- d. Language that is offensive or inappropriate within an educational setting cannot be worn on clothing.
- e. Articles of clothing may not be worn which advertise or promote alcohol, drugs, violence or gang affiliation (by name or symbol) or which may be found to be offensive in nature.

Halloween and Spirit Week

Students and staff are allowed to dress up within the following guidelines:

- a. Faces must remain free of masks or face coverings.
- b. Moderate amounts of makeup are allowed as long as facial features are recognizable.
- c. Costumes must not be insulting or harassing to others and be in line with the Bethel District policies on harassment.
- d. No one may bring guns, toy guns, other weapons or items that could be considered a weapon.
- e. Costumes may not be skimpy or revealing.

Cell Phone and Audio Device Policy

Cell phones must remain off and out of sight during class time, from the first bell to the end bell. Please note that cell phone use includes having a cell phone out in plain view during class time or on school grounds while class is in session. Cell phones may not be used during class hours in any location on campus, including hallways, the Media Center, or restrooms. However, cell phones may be used during break, at lunch, during passing periods, and before or after school.

Portable audio devices may be used with earphones in the hallways between classes. Generally, audio devices are not allowed in classes during class time. Students will follow each teacher's guidelines regarding audio devices.

Students violating these policies will have electronic devices confiscated. Students may claim confiscated devices in the office after school on the day of the first offense. The second time an electronic device is confiscated, the parent of the student must come in to claim the device. A third offense will result in confiscation until the end of the school year and/or suspension for defiance if the student were to be in possession of the device at school for the remainder of the school year.

Food and Drink Policy

Food and drink (except glass containers, sunflower seeds and look-a-like chew) are allowed in the building during break and lunch. No food or drink is allowed in the classrooms with the exception of water in plastic containers, or as specifically allowed by teacher.

Hall Passes

When students leave class to go anywhere in the building, they must have a written hall pass. The pass must be signed by the teacher who is responsible for the student at that time. The pass must include the date, time, and the student's destination. Students are not given hall passes to go to their lockers during class time or to leave campus. Passes are issued to one student. Students must return to class before the end of the period with their hall pass.

Restricted Areas

All athletic fields, bleachers, grandstands, dugouts and east of the technology buildings and auditorium are off limits before school, at lunchtime, and after school. Any student found in these areas will be referred to the office for a hall pass violation. Motor vehicles are off limits during school hours except when used for approved transport.

Lockers

Lockers are available to students and are assigned at the beginning of the school year. Two students are generally assigned to each locker, and this locker assignment lasts for the duration of the academic year. Every student occupying a locker will be required to sign a form which indicates that the locker, upon assignment, is in sound condition. Any damage thereafter, other than normal wear, will result in a billing to the occupant for the repair of that locker. **The school assumes no responsibility for the safeguard of articles left in lockers.** In the past, lockers have been entered illegally, so please refrain from leaving valuables within them.

Textbooks

Basic textbooks are loaned to students without cost by the Bethel School District. Students are responsible for the book that has been issued to them on their card number and are required to pay for loss or damage to that book. There is a \$5 charge for writing in a book, and a \$10 charge for damage requiring rebinding. Refunds for lost books, less a \$5 handling fee, are issued for returned books if found within a year after the due date. Returned books need to be in useable condition. If the book is out of date or no longer needed, we reserve the right to not refund the cost of the returned book.

Lost and Found

A lost and found area is maintained in the Main Office. Textbooks and library books are returned to the Media Center. All articles (including confiscated items) not claimed by July 1 will be donated to a non-profit organization.

Return of Lost Items

In the event that a student finds something that another student has lost or misplaced, the item should be given immediately to the teacher in the room where it was found or brought to the office immediately and given to a staff member there. Failure to turn in the article will cause the administration to see this as a theft and the student will be disciplined accordingly. The Eugene Police may investigate this as theft. Oregon law requires that anyone finding items that are not their own must attempt to find the owner. At WHS, this means turning items over to a teacher or to the office staff.

Off Campus

Off campus allows students in grades 10-12 a non-assigned class period. Students cannot be on or near campus or loiter at the neighboring businesses. Failure to comply with off campus guidelines will result in students being assigned to study hall.

Closed Campus

By action of the Bethel School Board, students are permitted to leave the school grounds only during the lunch period. Leaving the school grounds at any other time, including break, is not permitted unless permission has been received from an administrator. Open campus at lunchtime is a privilege and not a right. This privilege may be revoked, suspended, or monitored for any student or group of students as deemed necessary by the administration.

When leaving campus during lunch, students are expected to use good judgment when crossing streets and obey all traffic laws.

The parking lot areas, Echo Hollow Pool, and the dugouts, tennis courts and practice fields are considered restricted areas. Students are not allowed in these areas during class time or during break.

Skateboards, Rollerblades, and Bicycles

Skateboards, roller blades, and bicycles may be ridden to school. However, when students are on campus, they must carry skateboards and roller blades, and walk bicycles. Skateboards, roller blades, and bicycles are not to be ridden in parking lots, tennis courts, breezeways, or in the building before, during, or after school or on weekends. Oregon law requires bicycle helmets to be worn for those under 16 years old.

Student Honesty, Plagiarism & Cheating

Students have the responsibility to do their own work. Cheating or plagiarizing (using another's words or ideas without crediting the source) is not allowed at Willamette High School. Examples of plagiarism include, but are not limited to (a) forgery, (b) using sources that have not been cited, (c) paraphrasing another author's ideas without giving appropriate citations, (d) having someone else do part or all of the assignment, or (e) copying print or electronic media. Prior to taking action, there must be reasonable cause to believe that cheating or plagiarism exists. Should students be found to be cheating or plagiarizing, the following actions will be taken:

Cheating/Plagiarism

Students will receive a 0 on the assignment for the first referral to an administrator for plagiarism from any class and lose the opportunity for make-up. If a second plagiarism incident occurs, students will be dropped from that class until the end of the semester and receive an F on their transcript.

Bus Regulations

Bus drivers are considered staff members and maintain full authority of the bus and its passengers. Coaches, teachers, and chaperones are also responsible for maintaining order on trips, directives from staff members must be followed when riding school vehicles. Emergency exits are to be used only as directed by the bus driver, and aisles should remain clear of objects at all times. Please be at the bus stop on time.

Students shall conform to good conduct and courtesy rules. Bus drivers may enlist the aid of school personnel to maintain order and safety. Actions which cause the driver to stop the bus to reestablish order will be referred to an administrator. Activities which disrupt order on the bus and will not be tolerated include (a) throwing objects, (b) fighting, (c) standing up and/or moving from seats while the bus is in motion, (d) extending hands, head, feet or objects from windows or doors, (e) damaging school or personal property, (f) physically harming others, and (g) disrespectful or obscene gestures or statements.

Please note that the following objects are not allowed on school buses:

- a. Knives, guns (real or simulated) or any other object, which may be used as a weapon
- b. Matches or other incendiaries or concussion devices, tobacco, alcohol or illegal drugs
- c. Glass containers or other glass objects
- d. Snakes, birds, insects, or bugs
- e. Bats or balls of any type
- f. Large objects that might pose safety risks or barriers to safe entry and exit from the bus
- g. Food, beverages, and/or chewing gum
- h. Motorized scooters

Violation of good conduct rules may result in suspension of bus privileges and/or suspension from school. First Student employees shall report cases of violation of good bus conduct to the school assistant principal. The bus driver shall not exclude a student from the bus as it travels to or from school unless, in the driver's opinion, an extreme emergency endangering the safety of the other students demands the immediate exclusion of the violator. If such exclusion is necessary, the driver shall notify the bus company

immediately. The bus company will immediately notify the school principal and send written notice by mail to the superintendent of schools. The principal will contact parents/guardians and notify the school district superintendent of the situation and submit written notice of disciplinary proceedings. Students may be granted permission to ride school transportation after an incident by the school district board upon the approval of the superintendent.

The bus driver shall issue a citation to students who violate bus rules. Students who receive a citation must meet with an administrator before being authorized to ride school transportation.

Disciplinary Procedures for Violations

First Citation

Warning: The driver verbally restates behavioral expectations and issues a citation.

Second Citation

Warning: Student is issued a citation, rules broken are addressed and student is made aware of consequences of a third citation.

Third Citation

Student receives a 5-day suspension of bus transportation along with potential conference with school official, driver, parent, and transportation representative.

Consequences

Throwing Objects

Throwing objects in, at, or out of the bus (including spitting out of the bus) is an automatic 5-day suspension from bus transportation.

Severe Violations

Severe violations may result in an immediate suspension from bus riding until a conference is held with school officials, parents/guardians, driver and transportation representative. Severe violations may result in suspension and/or expulsion.

All citations must be signed by the parents/guardians and appropriate school official within three (3) days of issuance. Students will be denied transportation until all signatures are acquired and the citation has been returned to the driver.

STUDENT RIGHTS

Freedom of Assembly

Students have the right and shall be permitted to hold student meetings on school property. Students also have the right to gather informally. Along with their right to assemble, students have corresponding responsibilities. Those responsibilities include the following:

- a. **Informal Student Gatherings:** Students who gather informally shall not disrupt the orderly operation of the school or infringe upon the rights of others.
- b. **Student Meetings:** Meetings shall be scheduled in advance and sponsored by school officials or an official school club or organization. Meetings shall not disrupt normal class activities or cause hazard to people or property. If a large crowd is anticipated, a crowd control plan shall be filed in the appropriate office well in advance of the meeting. Attempts shall be made to present a balance of viewpoints. However, no speaker who openly and knowingly advocates breaking the law shall be invited to speak in Bethel Schools. Invitations to speakers shall be approved by the principal or his/her designee.

Freedom of Expression

Students, as citizens, have the right to free expression. In return for their right of free expression, students must bear many responsibilities, chief among them the consequences of such expression. Because schooling is a learning experience, freedom of expression must also be viewed as part of the learning process. Therefore, when school officials, or their representatives, have reason to believe that students are unaware of the possible consequences of their expressions, they may find it necessary to review publications and speeches and to advise on matters of libel, slander, journalistic ethics, and the probable effect of statements or writings. School rules regarding freedom of expression shall be applied in a manner that is nondiscriminatory and allows for the dissemination of diverse viewpoints and discussion of political and social issues.

Verbal Expression

Students are encouraged to express personal opinions under reasonable circumstances. Students' freedom of expression shall not interfere with the freedom of others to express themselves. Students shall not use profane or obscene language, or threaten to harm persons or property. Students shall not encourage or advocate the commission of a crime. Willful disobedience, or open defiance of a teacher's or school official's lawful authority, shall be sufficient cause for discipline.

School Publications

Students are encouraged to participate in school publications and to express personal opinions in those publications as long as they adhere to the editorial policies of the school and the publication. Any publication sponsored or in any way funded by the school shall be known as a school publication. A school newspaper, for example, should reflect the total life of the school community, and even though the publication may be accomplished by student effort, students must be mindful of their responsibility to the total school community. Knowingly printing false and libelous statements, using profane or obscene language, or printing other content that might disrupt classes or other school activities is prohibited within all school publications. Using school publications to encourage or advocate the commission of a crime, or to threaten harm to people or property, is prohibited.

Personal Beliefs

Students have the right to refuse to participate in patriotic or religious activities as long as their manner of non-participation does not disrupt the educational process.

Symbolic and Political Materials

Students have the right to distribute or receive materials and to wear political buttons, arm bands and other badges of symbolic expression, as long as they do not trespass on the rights of others or interfere with the orderly operation of the school. Students shall not distribute or display materials which are knowingly or recklessly false, libelous, obscene, or profane. Students shall not distribute or display materials which advocate breaking the law or school rules. Students shall not distribute or display material which is commercial in nature, and shall obtain the authorization of school authorities prior to selling materials or engaging in activities which solicit student financial contributions. School authorities may designate the time and place for distribution of literature or related materials so that the activity does not interfere with the school program.

Freedom from Discrimination

Students have the right to enjoy a learning climate in which rights and responsibilities are equally protected and recognized. The Bethel School District is committed to equal and impartial educational opportunities for all students free from discrimination.

The Board of Directors has adopted a policy that students will not be discriminated against on the basis of age, handicap, national origin, race, marital status, religion or sexual orientation. Should students, staff members or patrons believe that discrimination exists, they should submit in writing to the appropriate building principal a statement of the problem and the remedy sought. The grievance must be signed and include the address and telephone number of the grievant. Within 20 days of the receipt of the grievance, the building principal will meet with the parties involved and attempt to resolve the issues. If the grievance is not resolved to the grievant's satisfaction within the 20-day limit, the grievance may be forwarded to the Office of the Superintendent.

Freedom from Corporal Punishment

Corporal punishment, which is any act intended as punishment that inflicts physical pain on a student, is prohibited in Oregon schools. However, the prohibition of corporal punishment does not preclude the use of reasonable force by school personnel in an extreme and urgent situation to maintain order or prevent students from harming themselves or others. Neither does corporal punishment include physical pain or discomfort caused by voluntary participation in athletic competition or other recreational activity.

Human Rights

Willamette High School values the dignity and worth of all human beings. WHS is committed to ensuring that human rights are a central part of every school activity or function, and fosters mutual understanding through guiding students in reflecting on the cultural and individual diversity of our community.

Willamette High School considers the following actions in direct violation of school policy:

- a. Direct personal insults, whether written, verbal, or electronic including epithets, slurs and insults based on a person's race, color, gender, religion, sexual orientation, ancestry, or national origin, which are related to and/or directed at an individual or group of individuals.
- b. Threats or instances of physical harm on the basis of a person's race, color, gender, religion, sexual orientation, ancestry, or national origin.
- c. Vandalism of school property or materials in such a manner as to demean the race, color, gender, religion, ancestry, sexual orientation, or national origin of an individual or group.
- d. Damaging, defacing, or destroying the private property of any person on the basis of that person's race, color, gender, religion, sexual orientation, ancestry, or national origin.
- e. Committing other acts of harassment or intimidation that may be in violation of Willamette High School's policy on human rights.

Any student who commits threatening or harassing behavior on or off campus, during school hours or during breaks that creates a hostile work or learning environment or a substantial disruption of the learning environment or a concern for the safety of staff or students on campus may be disciplined for that behavior. In order to provide for the safest environment, the district may require a risk assessment of any student making threats on or off campus. Students involved may be held out of school until it is determined that the safety concern has been alleviated. Students involved in threatening or harassing behavior off campus may face loss of privileges to participate in extracurricular, athletic, leadership and other mentoring activities and programs.

Students or staff members who believe they have been the subject of, or witnessed, any incident believed to violate Willamette's policy on human rights should report the incident promptly to an assistant principal for investigation and further action, which may include reporting the incident to law enforcement authorities. Students found in violation of Willamette's human rights policy will face

consequences that are educational in nature (which may include counseling, a reading assignment, and/or a writing assignment), and suspension, or an expulsion hearing. (See Discipline Code, item 13, page 47, for specific consequences.)

Student Complaint Procedure

If students feel one of their rights has been violated, they and/or their parents/guardians should schedule a meeting with the principal or assistant principal to discuss the complaint.

The principal or assistant principal (a) may request that the student put the complaint in writing, (b) will discuss the complaint with the appropriate staff member, or if the complaint is not resolved, (c) arrange for a conference with the student and/or parents.

Special Education Placement

Bethel schools provide free and appropriate educational programs in accordance with state and federal guidelines for eligible students with disabilities who reside within district boundaries. A variety of accommodations, modifications and programs exist to meet the educational needs of students with disabilities. Students or their parents/guardians may contact their classroom teacher, school counselor or building principal for more information.

Students with handicaps have certain rights granted by federal law, intended to keep parents/guardians fully informed concerning decisions made about their child. Every student has the following rights:

- a. To take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition
- b. To receive advise from the school district on student rights under federal law
- c. To receive notice with respect to identification, evaluation, or placement
- d. To receive a free and appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to provide equal opportunity to participate in school and school-related activities
- e. To be educated in facilities and receive services comparable to those provided to non-handicapped students
- f. To receive special education and related services if found to be eligible under the Education of the Handicapped Act or Section 504 of the Rehabilitation Act
- g. To have evaluative, educational, and placement decisions made based on a variety of informational sources, and by persons who know the student, the evaluation data, and placement options
- h. To have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if placed in a program operated by the district

Unilateral Placement

Parents/guardians are required to notify the district before placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing the child for private placement. Parents/guardians must let the district know that they do not accept the district's offer of its own free and appropriate educational program (FAPE), that they will be making a unilateral placement, and that they will be seeking public funding for their placement.

Placement in Private School: While parents are free to choose private schooling or additional services (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. Bethel School District will not pay for placements in other educational programs without the prior agreement of the school district.

Federal Definition of "Handicap"

A person is considered "handicapped" as defined by section 504 of the Rehabilitation Act if he/she meets any of the following criteria:

- a. A physical or mental impairment which substantially limits one or more major activities
- b. A record of such impairment
- c. Is regarded as having such an impairment

In addition to school-age children who are eligible for special education, this definition includes persons with communicable diseases, temporary handicapping conditions, attention deficit disorder (ADD), behavior disorders, chronic asthma and severe allergies, physical handicaps, diabetes, and students addicted to drugs and alcohol.

ATHLETICS

Willamette High School offers a wide range of extra-curricular athletic programs. As a member of District 5A, Midwestern League, Willamette competes with North Eugene, Churchill, Springfield, Thurston, and Marshfield high schools.

Fall Sports

Football: Varsity, JV, and Freshmen
 Volleyball: Varsity, JV, and Freshmen
 Soccer: Boys & Girls Varsity, JV
 Cross Country: Coed Varsity, JV
 Cheerleaders: Varsity, JV, and Freshmen

Winter Sports

Basketball: Boys & Girls Varsity, JV, and Freshmen
 Wrestling: Varsity & JV
 Swimming: Coed Varsity, JV
 Cheerleaders: Varsity, JV, and Freshmen

Spring Sports

Baseball: Varsity, JV, and Freshmen
 Golf: Boys and Girls Varsity
 Track: Boys & Girls Varsity and JV
 Softball: Varsity and JV
 Tennis: Boys & Girls Varsity

Athletic Eligibility

Eligibility Summary

1. The student must have passed six classes the previous semester. (Except 1st semester 9th graders)
2. The student must be enrolled in at least six classes and be **PASSING ALL CLASSES**.
3. The student must be at grade level.

4. To begin tryouts or practice, the athlete must complete an Athletic packet, available in the front office. A WHS Gold Card will be given to the student's coach which is their 'ticket' to be eligible to begin practice and/or tryouts.

10th 6 credits at the beginning of the school year, or 9 credits at the end of the first semester.

11th 12 credits at the beginning of the school year, or 15 credits at the end of the first semester.

12th 18 credits at the beginning of the school year, or 21 credits at the end of the first semester.

Students who do not meet one or both of the above eligibility standards may complete a Credit Deficiency Appeal Form found in the Athletic Packet and submit with Athletic Packet to Accounting Office. The Principal and Athletic Coordinator will review the appeal to determine if it meets hardship criteria to be forwarded to the Oregon School Activities Association (OSAA) for consideration.

In addition to meeting the above eligibility requirements to begin a season, student-athletes must **PASS ALL CLASSES** during their season to maintain their eligibility. Students who are failing one or more classes during their season will not be allowed to participate in competition, but will be allowed to continue practice until they are **PASSING ALL CLASSES**. During the season, student grades will be checked at 3-week intervals (3, 6, 9, 12, 15 and 18 week grade checks).

Students are **not eligible to participate** in sports or any extracurricular activities if there are any **outstanding fees owed** (i.e., lost textbooks, athletic equipment not returned, etc.). All fees or fines must be cleared through the bookkeeper's office prior to participation.

Midwestern League Spectator Rules

The following are the Midwestern League rules regarding spectator conduct:

- a) Students must sit in the clearly marked section for STUDENTS and will not stand on the seats, but rather on the floor boards designed for standing.
- b) Students will not turn their backs, hold newspapers or show disrespect for participants on the floor while introductions are being made (OSAA Rule 3.3).
- c) Students are prohibited from throwing items from bleachers toward playing floor. Immediate removal for the remainder of the game and possibly the season will result.
- d) Artificial noisemakers will not be used at any MWL contest.
- e) **HOST SCHOOL ONLY** may display positive signage at athletic contests.
- f) Behavior that borders harassment or is directed at any opponent is a violation of OSAA Rule 3.3 and won't be tolerated (i.e. Yelling at a player whenever they touch the ball; directing chants or cheers toward a specific player etc.) This intimidation will not be tolerated and will result in immediate removal for this and possible future contests.
- g) Movement by students during the contest which cause them to move to completely new location (moving the student section from one end of the gym to the other end of the gym should not be permitted).
- h) Fans and spectators will **STAY OFF THE PLAYING FIELD/FLOOR** until after the teams involved have shaken hands. At no time will students be allowed to meet at center field or center court for the purposes of celebrating.

What is appropriate?

- a) Cheering for your team – cheers, yells, that bring attention to **YOUR TEAM**.
- b) Clapping, cheering, whistling etc, for plays that bring an immediate response!
- c) Having fun with fellow students – just not at an individuals expense. We want students and spectators to enjoy the emotion and enthusiasm of a well played contest.

EXTRACURRICULAR ACTIVITIES

The staff of Willamette High School encourages its students to involve themselves in activities that will provide enrichment and membership in the Willamette community. Listed below are a number of opportunities for students to be involved:

Band & Color Guard: Willamette has several bands that students can be involved in; Concert Band, Pep Band, Marching Band, Jazz Band and Wind Ensemble. A color guard performs with the Marching Band. Advisor: Bart Ellis

Bowling: A competitive bowling team. Advisor: TBD

Chess Club: From beginner to varsity team members, all are welcome. The Knights play chess every day during lunch and meet Wednesdays after school. Advisor: Mike Myers

Choir: Willamette has Concert Choir, Mixed Choir, and Topnotchers. Advisor: Mike McCornack

Culinary Teams: A competitive and educational cooking program for 11th and 12th graders. Advisor: Martha Humphreys

Cycling Club: A club for bicycle enthusiasts. Advisor: Rob Bingham

DECA: A competitive and educational marketing program. Advisors: Marcy Boyd, Mona Stiffler

Drama Club: An organization serving to promote the drama productions at Willamette and the personal development of future Thespians. Advisor: Tana Phifer

Electrathon Race Team: Juniors and seniors in the Industry and Engineering CAM can join us in the Willamette High Electrathon Race Team. We make ultra light and ultra efficient electric go carts in the CAM course and then we race other schools to see whose vehicle can travel the farthest in on 64 pounds of standard lead acid batteries. Willamette has been the state champion team for 3 of the last 4 years. We have 18 days of racing on weekends during the spring, fall and summer. Several of these are overnight trips with races on two or three days. Advisor: Mike Hodgert

Equestrian Team: Advisors, students, and their horses compete in performance and gaming. Begins December 1. Advisor: Stephanie Sustello

FBLA: (Future Business Leaders of America) is one of the business student organizations. Members must take a business class one semester during the year. They find out about different business careers, and compete at district, state and national levels. The club meets once a month at lunch. A good club for 9th graders, as it isn't a big time commitment. Active members can letter in FBLA and be eligible for local and state scholarships. Advisors: Mona Stiffler, Desiree Sherman

Forensics/Debate: A competitive and educational program serving to promote individual and team communication skills in the areas of debate and public speaking. Advisors: Nikki Thommen, Mindy Linder

Gay-Straight Alliance: A club for gay, lesbian, bisexual, transgendered, and questioning youth and their friends. Provides a safe place to talk about issues. Advisors: Mike Myers, Anna Niklas

German Club: Learning and appreciating German language and culture. Advisor: Kathleen Petty

Guitar Club: We usually meet every other week at lunch and perform songs, teach basics and serve as a network for various musicians around campus. All the cool kids belong to the Guitar Club! Advisors: Mike McCornack, Scott Spearman

Latinos Unidos: Latinos/Latinas at WHS meet twice a month (1st and 3rd Wednesdays) and are involved in many activities: field trips, guest speakers, fund raising, community development, concerts, etc. Our goals and activities for the club revolve around careers, ethnic heritage and self-esteem issues. All Latinos are welcome. Advisors: Joni Yeiter, Cathy Claussenius, and Paul Stieber

Mr. Wolverine: The Mr. Wolverine pageant is a fundraiser for the Children's Miracle Network. Senior boys are chosen to represent WHS in a lengthy fundraising project culminating in a pageant where the boys do an opening act, dance, skits, child escorts, interviews, and a very special message to mom. Students from all grades are encouraged to participate in the planning of numerous activities that lead up to the pageant night. This is an incredible opportunity to work very hard for an awesome cause and to give back to the community. Advisor: Mona Stiffler

Multicultural Club: A student organization focused on the promotion of multicultural diversity and understanding at Willamette High School. Advisor: Anna Niklas

National Honor Society: NHS is a service and recognition organization for students with high GPA and equally high citizenship. Students are nominated and selected by Willamette staff. Advisors: Angie Weyand, Scott Spearman, David Novak

Peer Tutoring: Selected students will have the opportunity to tutor students in specific classes.

Pep Band: A musical group of students serving to promote spirit and sportsmanship through their musical efforts at Willamette basketball games. Advisor: Bart Ellis

Senior Business Lab: Students in Senior Business Lab have the opportunity to work in the school store. Advisors: Mona Stiffler, Marcy Boyd

Service Learning: Community service. Advisor: Cyndi Lowell

Sports: See athletics

Student Government: An organization of elected students from each grade level whose mission and purpose is to provide student leadership for our student body. Advisor: Mona Stiffler

Transition Crew: All freshmen are placed in Transition Crew groups to assist with their orientation to high school and support their success at Willamette. Junior and senior students have the opportunity to be Transition Crew leaders. Advisors: Kristy Morrow, Jeanie Thomsen

Tutoring: After school tutoring is provided every day in the library. Advisor: TBD

Wolverine-WHS Student Newspaper: Students write and publish journalistic content in the school newspaper throughout the year. Students cover a variety of stories about Willamette activities and events. Advisor: John Kreider

Extracurricular Eligibility & Participation Rules

Participation/Attendance

Students may not participate in practices or contests unless they have been in class at least one half day on the day of the activity (excluding Saturday). Excuses for school activities or special cases will be acted upon by the Athletic Coordinator, and absences on the day of the activity will result in the student missing the activity.

Alcohol, Tobacco, and/or Non-Prescribed Drug Use Rules

The use of alcohol, tobacco or non-prescribed drugs is prohibited 24 hours per day; 7 days per week; 365 days per year. This **ZERO TOLERANCE POLICY** begins the day a student enrolls in Willamette High School and continues until they receive their diploma. It is the position of Willamette High School that participants who find themselves in jeopardy because of a substance abuse problem should receive professional assistance.

If a participant voluntarily requests assistance from school officials with regard to an alcohol or drug use problem and has not previously committed an alcohol/non-prescribed drug use offense, there shall be no discipline of the student provided the following two conditions:

1. The participant meets with the school counselor or other appropriate professional person and follows his/her recommendations.
2. There are no subsequent incidents of either alcohol or non-prescribed drug use. In the instance where the student has failed to voluntarily request assistance as described above and is determined by a school official to have used either alcohol or non-prescribed drugs, the student will face the following consequences:

First Offense

Three-week suspension from participation in the activity (must attend all practice sessions or meetings), and will be reduced to two weeks upon successful completion of assessment with school counselor and/or appropriate professional.

Second Offense (within a 12-month period)

The athlete will be suspended from all athletic activities for one calendar year, beginning with the date of the 2nd offense. Reduction of this suspension will be considered by school administration if the student agrees to participate and complete an appropriate treatment program.

Third Offense (while enrolled in high school)

A third offense will result in an expulsion from all Willamette High School athletic activities for the remainder of the student's high school career.

Tobacco Use Rules

The use of chewing or smoking tobacco is prohibited. It is the position of Willamette High School that the use of tobacco is a health risk and that it interferes with the performance level of students. Prior to the beginning of an activity season, students who are tobacco users are strongly encouraged to meet with a school counselor, or other appropriate professional person, concerning the dangers of tobacco use and nicotine addiction. Thereafter, if a student is determined by a school official to be using tobacco during the defined season, the student will face the following consequences:

First Offense: Three-calendar-week suspension from participation in the activity (except for practices and meetings) and a mandatory meeting(s) with a school counselor concerning the dangers of tobacco use and nicotine addiction.

Second Offense: Full suspension from the activity for the remainder of the season.

Reinstatement of the student for inclusion in a subsequent season is contingent upon approval by the building principal (or designee). Before any suspension is implemented, the participant may appeal to the building principal, who will then decide if the athlete was given due process.

Criminal Acts

Students who are involved in criminal activities (threats of harming others, assault, disorderly conduct, etc.) may be suspended or removed from a team or extracurricular activity. The sponsor or advisor, activity coordinator and the counselor will meet to decide what treatment will be followed.

HARASSMENT

No harassment, including bullying or cyberbullying, will be tolerated in the Bethel School District, on the area immediately adjacent to school grounds, on school-provided transportation or at any official bus stop, activity, program, event, internship, or trip sponsored by the district. Additionally, incidents of harassment, including bullying or cyberbullying, that interfere with or disrupt the educational process are prohibited. It is the intent of the Bethel School District to promote harmonious human relationships that enable students to gain a true understanding of the rights and duties of people in our diverse society. Furthermore, it is our intent to promote the principles of equality and human dignity. A learning environment free from all forms of harassment shall be available to all students. Willamette High School prohibits all forms of harassment, discrimination, and hate crimes based on the following protected categories: race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability.

Multicultural/Equity Coordinator

Parents, guardians, students and patrons of Bethel School District are supported in concerns related to diversity issues in Bethel School District by the Multicultural Equity Coordinator at the district office. This coordinator works with Bethel families and the school district to address issues or resolve concerns.

Bullying

Bullying is the repeated and systematic abuse of others with the intent of causing mental or emotional distress using forms of physical and psychological intimidation through direct or indirect harassment. The following will constitute bullying in the Bethel School District:

- a. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the students' property
- b. Extortion of money, property or personal favors
- c. Verbal harassment (teasing, taunting, name calling, threats, spreading rumors)
- d. Invasion of personal space or inappropriate touching
- e. Offensive gestures (threatening postures)
- f. Theft or destruction of a student's property.

Cyberbullying

The board policy defines cyberbullying as “the use of any electronic communication device to convey a message in any form (text, image, audio, game, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person’s true, false, or misrepresented identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Use of personal examples of cyberbullying include, but are not limited to (a) sending or posting mean, vulgar, or threatening messages or images, (b) posting sensitive, private information about another person, or (c) targeted use of computer viruses to intentionally degrade, disrupt, or damage another person’s files or equipment.

Sexual Harassment

Any form of sexual harassment committed against employees, students, or visitors is prohibited and all allegations shall be investigated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute sexual harassment when any of the following conditions are met:

- a. Submission to the conduct is either explicitly or implicitly coerced.
- b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation or continued status.
- c. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performances or creating an intimidating, hostile, or offensive work or learning environment.

Sexting

Sending and receiving photos that are of a sexual nature are in violation of Bethel School District policy. Knowingly possessing or controlling any photograph, motion picture, videotape, or other visual recording of sexually explicit conduct involving juveniles will result in police involvement and possible prosecution.

Threats

Willamette High School prohibits threats, including verbal, written, physical, or electronic, that cause physical or emotional harm to students, staff or property.

DISCIPLINE PROCEDURES

The following list of discipline issues and consequences outlines Willamette High School's policies. Students can be disciplined for violating these policies on all Bethel School District properties, 24 hours per day, seven days per week. These policies will be enforced on school grounds as well as in the areas close to school, including the pool/tennis court area and the Echo Hollow Plaza shopping center, as well as when students are going to and from school (including bus stops). Please remember that our goal is to provide a safe and supportive educational environment for all students, and these policies are designed to support students towards achieving academic success.

Consequences for Disciplinary Infractions

An assistant principal reviews information on each disciplinary case before making a decision. Factors that are considered in addressing violations include students' attitudes, previous warnings or offenses, evidence versus hearsay, and the seriousness of the offense. Parents/guardians are advised of disciplinary action involving their students in person, by phone, or through written correspondence. All information is recorded in students' computer records. Following is a list of consequences with explanations:

Warning

A warning is the lowest possible consequence. Students are told how to avoid future problems, and the incident is recorded in students' records.

Restitution Order

Restitution requires students to fix, replace, or pay for damage.

Cease and Desist Order

In cases of student harassment, a cease and desist order means that both sides are directed to no longer speak to, bother, pick on, harass, or in any other way intimidate each other. Generally, all contact needs to cease completely.

Apology

A letter of apology or direct verbal apology is sometimes required of an offending student, or suggested as a way to correct a situation.

Community Service

Community service requires a student to work a minimum of a two-hour shift after school with a custodian or other staff member. Sometimes the hours are spent off-campus or with a teacher if the student and/or parent advocates for this alternative.

Penalty Abeyance

Abeyance means giving a penalty but having the student not serve if he or she does not get referred for the offending action again.

Suspension

Suspension temporarily takes away a student's privileges to attend school and participate in school activities. Generally, a suspension can last no more than fourteen calendar days. However, a suspension may be continued awaiting a court hearing, a physical or mental examination, an expulsion hearing, and incarceration by court action or other specified pending action. Suspensions are made by the principal or assistant principal. They are not used in lieu of expulsion.

Generally, prior to suspension, the student is given oral or written notice of the charges. If the student denies the charges, the student is given an explanation of the evidence and an opportunity to present his/her version. In cases where the student's presence endangers persons or property, or threatens disruption of the functioning of the school, the notice and hearing will come as soon as possible following the student's removal from school.

Parents/guardians will be notified of incidents leading to suspensions as soon as possible. Upon suspension, the student will be sent home unless the administrator decides it is best to hold the student until the end of the school day. The student and parents/guardians will be promptly notified by mail of the suspension, the length of the suspension, the conditions for reinstatement, and the right to a conference with the principal. Parents/guardians may request a conference with the principal.

If a student is on campus during a suspension, including attendance or participation in school activities, the student will be suspended for an additional school day.

Parent Conference

If a parent conference is requested, it will be conducted by the principal or someone designated by the principal. The person conducting the conference will serve as the designated representative of the superintendent.

The person conducting the conference will receive evidence from school personnel and from the student, and parents/guardians. The relevant history and records of the student may be reviewed.

During the conference, the student's achievements and difficulties will be discussed. Efforts will be made to determine additional steps that could be taken by the school, student and parents to assist the student. The student and parents or guardian will be told of the decision of the person conducting the conference at the time of the conference or as soon thereafter as possible. The parents/guardians or the student may ask the district office to review the suspension, although requests will not postpone the suspension.

Tuesday School

Tuesday School is held from 3:30 p.m. until 5:30 p.m. and may be an alternative to suspension. The following guidelines will be followed for Tuesday School assignments:

1. Tuesday School is mandatory. Failure to attend Tuesday School will result in suspension the next day.
2. Tuesday School is an option for suspension from school. Attendance at Tuesday School is mandatory and supersedes athletic practices and other appointments. Reassignment can only be made by prior administrative approval.
3. Students must bring homework or a book to be admitted.
4. Repeated failure to attend Tuesday school may result in its loss as an option to suspension.

Expulsion

Expulsion denies the student the privilege to attend any district school or participate in school activities for the remainder of the semester. The expulsion period may be up to 12 calendar months. Oregon law (ORS 339.250) provides the following:

- a. Public school pupils shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority.
- b. Unless otherwise specified by a district school board, a teacher may use reasonable physical force upon a student when and to the extent the teacher reasonably believes it necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property.
- c. The district school board may authorize discipline, suspension or expulsion of any refractory.
- d. Willful disobedience, open defiance of a teacher's authority or the use of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.
- e. If an expulsion is recommended by the student's principal or the principal's representative, the student may or may not be suspended pending an expulsion hearing. In either event, the principal will arrange with the superintendent for a time and place for the expulsion hearing, and will promptly notify the student and parents or guardian of the time and place of the hearing.
- f. The notice will be delivered personally to the student. If the student is not readily available, the notice may be mailed to the student by certified mail with return receipt requested. The notice given to the parents or guardian will be sent by certified mail with return receipt and also by regular mail.
- g. The notice will cite the charge or charges and the specific acts that support them. The notice will state a recommendation of either expulsion without suspension or suspension pending an expulsion hearing. The notice will also state the right of the student and parents/guardians to representation.
- h. Unless the School Board decides otherwise, the superintendent or his designated representative will act as the hearing officer. In case of language differences or other serious communication handicaps, the hearing officer will provide a translator.
- i. The student, parents/guardians, or their representative, who may be an attorney, will be given the right to present their version using oral testimony, affidavits or exhibits. They will be permitted to hear the evidence presented against the student. They will have the right to make a record of the hearing.
- j. The hearing officer will conduct the hearing and have control over it. The officer will determine the facts of the case on the evidence presented at the hearing. This may include relevant history and records of the student. Strict rules of evidence shall not apply to the proceedings. The findings of the hearing officer (whether the student is found guilty or innocent) and the disciplinary action (if any), including the duration of the expulsion, will be made known to the student and parents/guardians as soon as possible.

- k. If requested by the student or parents/guardians, the School Board will review the findings. The School Board may affirm, modify or reverse the decision of the hearing officer. The School Board will notify the student and parents or guardian by certified mail of its decision.
- l. The student and parents or guardian have the right to waive the expulsion hearing. By waiving the hearing, they will be agreeing to abide by the lawful findings of the review officer. The review officer will review the student's file and make an investigation, including interviewing the student if needed.
- m. The review officer will be the person who would have acted as the hearing officer. If the student and parents/guardians want to waive the expulsion hearing, they may do so by submitting a written waiver to the principal.

Expulsion Hearing and Review Procedure

- a. All hearings on expulsion will be private unless otherwise requested by the student or the student's parents or guardian.
- b. The School Board's review of the decision of the hearing officer shall be based upon the record made at the hearing. The review will be conducted at the School Board's next regular meeting, or at a special meeting prior to the next regular meeting. The review will be in executive session unless otherwise requested by the student or the student's parents or guardian.
- c. If an executive session is held by the Board or a private hearing is held by the hearing officer, the following shall not be made public:
 - i. The name of the student
 - ii. The issue
 - iii. The discussion
 - iv. The School Board members' vote on the issue
- d. A taped record of the expulsion hearing will be maintained under the direction of the hearing officer. The student or parents or guardian, may request a copy of the record as long as they pay the reasonable cost of reproduction or transcription.
- e. With the approval of the superintendent, the hearing officer and the principal will be entitled to legal counsel furnished by the district. Counsel would not ordinarily be used unless the student and parents/guardians are represented by counsel.
- f. All witnesses shall be sworn in by the hearing officer prior to giving testimony.

The district may require counseling for re-admittance. The district will facilitate appropriate counseling intervention for students possessing weapons or threatening to use weapons against persons or property.

ALCOHOL, DRUGS, & TOBACCO

Substance abuse is a significant problem within our society. Substance abuse represents a health danger to students, contributes to behavior problems, and frequently impairs academic performance. The responsibility for treatment for substance abuse rests with the student and the student's parents/guardians. The school district has the responsibility to provide educational services and programs that encourage the prevention, intervention and treatment of substance abuse.

Tobacco

Possession or use of tobacco is prohibited under the age of 18 by state law (ORS 339.865). The law states the following:

- a. It is unlawful for any person under 18 to possess tobacco products.

- b. A violation is punishable by a fine of up to \$100.
- c. Schools shall not permit any student to possess tobacco on school grounds or at school sponsored events.
- d. It is unlawful to distribute or sell tobacco products to a minor. A violation is punishable by a fine of between \$100 and \$500.

No students, regardless of age, will be allowed to possess tobacco products or look-alike tobacco on our campus, any Bethel School District property, or at any school sponsored activity, regardless of the location.

Any student in violation will be disciplined, and tobacco will be confiscated. Tobacco pipes will also be confiscated. (See Discipline Code, item 26, for specific consequences.) Students over 18 may legally smoke in public areas, but not on our campus or any school related activity, and closed campus is still enforced except during lunch. Students under 18 who possess tobacco on or off campus are liable to citation by the police.

Drugs and Alcohol

The sale, possession, use, or handling of alcoholic beverages, narcotics, or dangerous drugs is forbidden on school premises at any time. An attempt to sell or promise of delivery of drugs or alcohol is punishable by suspension or expulsion. In addition, students who come to school or school-sponsored activities under the influence of alcoholic beverages, narcotics, or dangerous drugs will be subject to disciplinary action. The Bethel School District has signed a Memorandum of Understanding with the Eugene Department of Public Safety (Eugene Police), the Lane County Sheriff's Office and LCDYS (Serbu Juvenile Facility) for the enforcement of drug and alcohol policies and juveniles' right to hold driver's licenses.

The following rules apply to students on campus or at any school-related activity, regardless of location:

- a. Students will be cited with an M.I.P. violation by the police if they are in possession of alcohol, including possession by consumption. Willamette High School may use an Alcohol Sensor/Breathalyzer to detect the presence and degree of alcohol in the student's system.
- b. The police will be contacted if a student is in possession of marijuana or any other controlled substance.
- c. Students will be cited by police authorities for the distribution, sale, or solicitation to buy or sell alcohol, drugs, or any controlled substance in any amount.
- d. Students will be cited by police authorities for driving under the influence of intoxicants (DUII).
- e. The police will be contacted if any student uses toxic vapors in violation of city or county ordinances.
- f. Persons who give or sell hypodermic devices to students who have no lawful/authorized use for the devices (ORS 475.805) will be cited by the police authorities.

All students should have knowledge of the Provisional Licensing Law (ORS 809.405), which affects the issuance, suspension, and revocation of driver's licenses for teenagers. The Implied Consent Law (ORS 813.100) governs teenagers who are cited for DUII. If they take a breath test and register more than .00 BAC (Blood Alcohol Content), then they will automatically lose their license for 90 days. Anyone refusing to take the breath test will lose their license for at least one year.

A **dangerous drug** is defined as any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user. This includes, but is not limited to, alcohol, marijuana, codeine, heroin, stimulants, depressants, hallucinogens and steroids.

Distributing

Students who share and/or sell narcotics, alcohol, or other dangerous drugs to students or persons on or near district property before, during, or after school will be subject to disciplinary action. If an expulsion hearing is scheduled on the 1st offense, the administrator will recommend that a student be

readmitted to a district educational program, and a chemical abuse evaluation be performed by an approved third party at the parents'/guardians' expense. The results of the evaluation and treatment recommendations must be submitted to the administrator for consideration. If the recommendation is completed to the administrator's satisfaction, the expulsion recommendation may be reduced to a term less than the end of the semester, but not less than three weeks, based upon the student's circumstances. If the student or parents/guardians refuse to permit the evaluation, a recommendation for expulsion up to the full extent of the law shall be made.

Second Offense and/or Subsequent Offenses

The second and/or subsequent offense for sharing or selling within 36 months of a first offense will result in recommendation for expulsion to the maximum extent of the law.

Use and Possession

Students who use, possess or are under the influence of alcohol, narcotics, or other dangerous drugs, or in possession of paraphernalia, on or near district property, before, during or after school hours or at any school-sponsored activity are subject to immediate suspension.

Delivery of an Imitation Controlled Substance

ORS 475.991, Unlawful Delivery of an Imitation Controlled Substance. Class A misdemeanor if delivery is made, Class B misdemeanor if offer is made and delivery not made. Disabled students should refer to district guidelines regarding discipline of disabled students.

Self-Referral

Students are encouraged to make contact with school personnel for assistance with a possible chemical dependency problem. Disciplinary action will not be taken for any student who seeks assistance from school personnel.

SEARCH, SEIZURE, & INTERROGATION

Schools have the responsibility to maintain order, discipline, and a safe learning environment. It may at times be necessary to question students regarding their perceived involvement in a violation of school policy. Information obtained by school personnel may be used to establish school consequences and may be shared with the school resource officer. Students have a legitimate expectation of privacy. In order to balance the schools' responsibilities and the students' expectations, the district has established parameters that specify the manner in which searches of students' persons, possessions and lockers will be conducted.

Video Surveillance

In cooperation with the Safer Schools Grant and EPD Safer Schools police presence on our campus, video surveillance equipment may be used at times. Such equipment will not be used in bathrooms or dressing rooms where individuals expect privacy. Evidence found on such recordings may be used to impose school-sanctioned discipline and may be provided to civil authorities for prosecution.

Search of School Equipment

Lockers, desks and other school equipment are the sole property of the school district. Students are allowed to use this equipment as a convenience. Students are required to properly care for school equipment, and may not use it to store dangerous or illegal items. A routine inspection of school equipment used by students may be conducted by school personnel with the authorization of the principal. Inspections of individual lockers or desks may be made when there is a reasonable suspicion that illegal or dangerous items are contained within school equipment. The search will be conducted by the principal or designee and an additional staff member.

Search of a Student's Person or Personal Property

The search of a student's person or personal property, including automobiles, may be made at any time there is reasonable suspicion that the student is secreting evidence of an illegal act or violation of a school rule. The search will be conducted by the principal or designee and an additional staff member. The degree of intrusion shall be consistent with the objectives of the search. Factors to be considered in determining the degree of intrusion include (a) the student's age or sex, (b) the nature of the infraction, and (c) the intensity of the search.

In any search of school equipment assigned to students, or in any search of students' property, students shall be given the opportunity to be present when the search is conducted whenever possible, unless the students are not in attendance or there is reason to believe that their presence would endanger their health and safety or that of others.

Seizure of Illegal Items

Illegal items such as (a) firearms, dangerous weapons, illegal drugs and drug paraphernalia, (b) possessions reasonably determined to be a threat to the safety or security of others, (c) items which may be used to disrupt or interfere with the educational process, and (d) items which constitute evidence of a violation of school rules may be seized by school officials. Any dangerous illegal weapon may be turned over to a law enforcement agency. Other items which may be used to disrupt or interfere with the educational process may be returned upon completion of a conference with the parents/guardians of the student believed to be the owner or possessor of such items. Parents/guardians will be notified whenever any illegal item is removed from a student's possession or locker, unless the notification would unduly interfere with the investigation of a law enforcement agency. Parent/guardians must pick up items that constitute a threat to others.

Searches by Civil Authorities

School officials have a dual responsibility. They must safeguard the rights and represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties.

Investigations by Law Enforcement Officers

Law enforcement officers investigating a case involving an illegal act in which a student may be involved or about which the student may have information shall contact the administrator or designee before any effort is made to question a student at school during school hours.

Parent Contact

For investigations related to illegal acts that occur off campus and are not school related, prior parent contact is not required for a law enforcement officer to interview a student who may be a witness to an illegal act.

If a law enforcement officer intends to question or arrest a student related to alleged involvement in illegal acts that occur off campus and are not school related, the administrator or designee will make every reasonable effort to contact the parents/guardians, unless notification would hinder the

investigation, such as child abuse cases. If the administrator or designee is unable to reach the parents/guardians, the officer shall not be delayed while additional attempts at notification take place.

For investigations related to violations of school policies and rules, the administrator or designee may involve a law enforcement officer, including student interviews, without first contacting the parents/guardians. However, if during the investigation, students become focal suspects to an illegal act, then it is the responsibility of the administrator or designee to make every reasonable effort to contact parents/guardians as soon as possible.

Questioning of Students

The law enforcement officer will observe all the procedural safeguards prescribed by law and by the officer's employer when questioning a student. An administrator or designee will always be present when a student is being questioned as a suspect in a crime, unless their presence would hinder the investigation, such as child endangerment cases.

Taking a Student from School

A law enforcement officer or DHS official may, with proper legal authority, remove a student from campus. The school administrator will immediately make an attempt to contact the parents/guardians unless investigating authority declares that notification will hinder the investigation.

DISCIPLINE INFORMATION

Severe Fighting

ORS 339.250(1); OAR 581-21-055(1),(2)

In the interest of public safety, physical violence and fighting are not tolerated to any extent. The first act of physical violence will result in an out-of-school suspension. Except in cases of an unprovoked attack, or self-defense when all other options have been exhausted, all parties engaged in the fight will be suspended. The police may be involved and charges pressed when the actions of students are criminal in nature.

Dangerous Weapons and Firearms

No person, with the exception of law enforcement officers or those authorized by the district superintendent, shall have a loaded or unloaded firearm, dangerous weapon, or a replica of a dangerous weapon in his or her possession nor transfer possession of such a weapon to another person on school property or at school sponsored events that occur off school property.

- a. A dangerous weapon is defined as "any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury."
- b. Dangerous weapons include but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious or poisoning gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, or patrons. Any student who has in his or her possession a loaded or unloaded firearm or transfers possession to another is in violation of these policies and will be subject to discipline and will automatically receive an expulsion hearing.
- c. Any student who has any other dangerous weapon in his or her possession will be subject to discipline, including but not limited to suspension and expulsion.
- d. A possession of replica or look-alike weapons on school grounds is not permitted, and is subject to suspension or expulsion.
- e. All weapons or dangerous objects will be confiscated and will be returned only to parents or guardians.

- f. Any non-student who is found to have in his or her possession a firearm or other dangerous weapon or transfers possession to another on school property or at school sponsored events that occur off of the school campus will be considered to be unlawfully present on the premises and will be subjected to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.
- g. The appropriate law enforcement agency will be promptly informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

Vandalism

According to ORS 339.250(1) and OAR 581-21-055, a school district is given the right to attempt to recover the actual cost of repair or replacement of school property vandalized or intentionally or recklessly destroyed by any person, from that person or the person's parents. If these attempts are not successful, the school may pursue legal action. Any student found to be guilty of vandalism or intentional or reckless destruction of school property will be subject to discipline up to and including suspension and expulsion. Depending on the severity of the incident and the number of prior occurrences, consequences may range from a conference with the student to an expulsion hearing and police may be notified. The appropriate law enforcement agency will be informed of the identity of any person who violates these policies and will be asked to take appropriate legal action.

Gang Activity

The presence of members of gangs and gang activities on school property or at school-sponsored activities that occur off campus is likely to cause a substantial disruption or material interference with school and school activities. A "gang" is defined as any group of two or more students whose purposes include the commission of illegal acts.

The following activities are prohibited in schools or at school activities:

- a. The wearing or displaying of clothing or other objects that are commonly considered evidence of membership in or affiliation with any gang
- b. Commission of acts or speech that indicates membership in or affiliation with a gang
- c. Solicitation of others for membership in a gang

Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion. Depending on the severity of the incident and the number of prior occurrences, consequences may range from a conference with the student to an expulsion hearing and police may be notified.

Coercion and Assault or Threats

No student shall assault or threaten to harm another person or use coercion by threats or force to obtain money property, or force any person to do any act against the will of that person. Assault means intentionally, knowingly, or recklessly causing injury to another. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.

Depending on the severity of the incident and the number of prior occurrences, consequences may range from a conference with the student to an expulsion hearing and police may be notified. The appropriate law enforcement agency will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal action. Legal action will be at the discretion of the administration.

Theft

No student shall steal or attempt to steal school property or private property on school property or during a school activity, function, or event that occurs off school property. Theft is defined as the intent to deprive another of property by taking or withholding such property by deception.

Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion. Depending on the severity of the incident and the number of prior occurrences, consequences may range from a conference with the student to an expulsion hearing. The appropriate law enforcement agency will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

Oregon State Criminal Code

A student shall not be involved in incidents that are in violation of the Oregon State Criminal Code on school grounds, at school-sponsored activities or while being transported in school vehicles.

DISTRICT COMPLAINT PROCEDURE

The Bethel School District works to resolve complaints quickly and satisfactorily. If a student or parents/guardians have a complaint against a staff member or a policy or procedure, they should first attempt to resolve it with the staff member directly.

If a satisfactory resolution is not obtained, the student or parents/guardians should contact an administrator for an additional attempt at resolution. This contact may be done orally or in writing. Should parents/guardians require further resolution, complaints can be made to the district assistant superintendent. The Bethel School District has a written complaint procedure available from any administrator or the front desk secretaries.

DISCIPLINE CONSEQUENCES

The following list of offenses and consequences serve as a suggested guide for administration; however, the administration reserves the right to adjust the disciplinary consequence depending upon the situation and the severity of the student's behavior. Discipline consequences will be determined with the intention of altering inappropriate student behavior with the least disruption to the student's academic success. To help provide a safe environment for students, any action on school grounds may be videotaped with the exception of private areas in the school.

Incident	First Offense	Second Offense	Third Offense
Aggressive/Violent Behavior	Suspension	Suspension	Suspension
Alcohol, Drugs, and Imitation Controlled Substance (possession/use)	5-day suspension (reducible with drug evaluation)	10-day Suspension (within 36 months of first offense)	Expulsion
Alcohol, Drugs, and Imitation Controlled Substance (sale/distribution)	10-day suspension (possible expulsion)	Expulsion	—
Arson	Expulsion hearing	—	—
Burglary (school property)	Expulsion hearing/ Prosecution	—	—
Cafeteria Misuse	Verbal warning (possible removal from cafe)	0-5-day Suspension from cafeteria	Suspension/removal from cafeteria for academic year
Cell Phone/Other Electronic Device Violation	Confiscate until end of school day	Parent pick up/ end of school day	Loss of cell privilege for academic year/confiscation
Defiance (open, bold challenge to authority)	Up to 5-day suspension	Up to 10-day suspension	Expulsion hearing
Display of Affection	Conference	Administrator contact with parents/students	Suspension
Disrespect	Conference/Suspension	Suspension/Tuesday School	Suspension
Disruption	Conference/Suspension	Suspension/Tuesday School	Suspension
Fighting/Assault	Up to 5-day suspension	Up to 10-day suspension	10-day suspension/ possible expulsion
Fighting (encouraging or promoting)	Up to 3-day suspension	Up to 5-day suspension	Up to 10-day suspension
Fire Alarm/Bomb Threat/ Arson	Expulsion hearing		
Fire Setting Devices	Warning	1-day suspension	2-day suspension
Forgery	1-day Suspension/ Tuesday School	2-day suspension	Administrative discretion

Incident	First Offense	Second Offense	Third Offense
Hall Pass Violation	Warning/ Tuesday School	1-day suspension	Administrative discretion
Harassment (all types)	Up to 10-day Susp./ Educative experience	Expulsion hearing	
Inappropriate Objects (laser pens, squirt guns, etc.)	Administrative confiscation	Up to 5-day suspension	Administrative discretion
Insubordination	Up to 3-day susp./ Tuesday School	Administrative discretion	Administrative discretion
Lunch Detention Violation	Additional Lunch Detention	In-School Suspension	Suspension
Leaving Class without Permission	1-day suspension/ Tuesday School	Up to 3-day suspension	Up to 5-day suspension
Lying to Staff	Up to 3-day suspension	Up to 5-day suspension	Up to 10-day suspension
Malicious Gossip	Up to 3-day suspension/ Mandatory counseling	Behavior contract/ Up to 5-day susp.	Expulsion hearing
Off-Campus during School Day	Tuesday School	1-day suspension	Up to 3-day suspension
Profanity/Obscene Gesture	Warning/ Tuesday School	1-day suspension	Up to 2-day suspension
Profanity toward Staff	3-day suspension	5-day suspension	Adm.discretion/ Expulsion hearing
Safety Violation	Warning/Detention	Suspension/Tuesday School	Suspension
Skateboard/Bicycle Violation	Warning/ Confiscation	Parent pick-up/ Referral	3-day suspension/ restriction
Skipping/Truant	Tuesday School/ Detention	Referral to attendance support coordinator	Suspension
Suspension Violation	Additional Suspension	Additional Suspension	Additional Suspension
Threat (verbal, written, physical)	Up to 10-day suspension	Possible expulsion hearing	—
Theft (including possession)	Up to 5-day suspension	Up to 10-day suspension	Expulsion hearing
Tobacco	1-day suspension/ Tuesday School	1-day suspension	Up to 3-day suspension
Unsatisfactory Behavior	Warning/ Suspension	1-day suspension	Administrative discretion
Vandalism	Up to 3-day susp./ Restitution	Up to 10-day Susp./Expulsion	Administrative discretion
Weapon (possession)	Up to 10-day suspension/ Expulsion	Up to 10-day suspension/ Expulsion	Expulsion hearing

2011-2012 Bell Schedules

Daily Schedule

A Day Schedule		B Day Schedule	
Period 1	8:00 – 9:30	Period 5	8:00 – 9:30
Break	9:30 – 9:45	Break	9:30 – 9:45
Period 2	9:45 – 11:15	Period 6	9:45 – 11:15
Lunch	11:15 – 12:00	Lunch	11:15 – 12:00
Period 3	12:00 – 1:30	Period 7	12:00 – 1:30
Period 4	1:40 – 3:10	Period 8	1:40 – 3:10

Late Start Schedule (A and B Day)

Period 1 (5)	11:00 – 11:00
Period 2 (6)	11:10 – 12:15
Lunch	12:15 – 1:00
Period 3 (7)	1:00 – 2:00
Period 4 (8)	2:10 – 3:10

Final Exam Schedule

Period 1 (5)	8:00 – 9:00
Break w/Food	9:00 – 9:15
Period 2 (6)	9:15 – 10:15
Period 3 (7)	10:25 – 11:25
Lunch	11:25 – 12:10
Period 4 (8)	12:10 – 1:10

Assembly Schedule

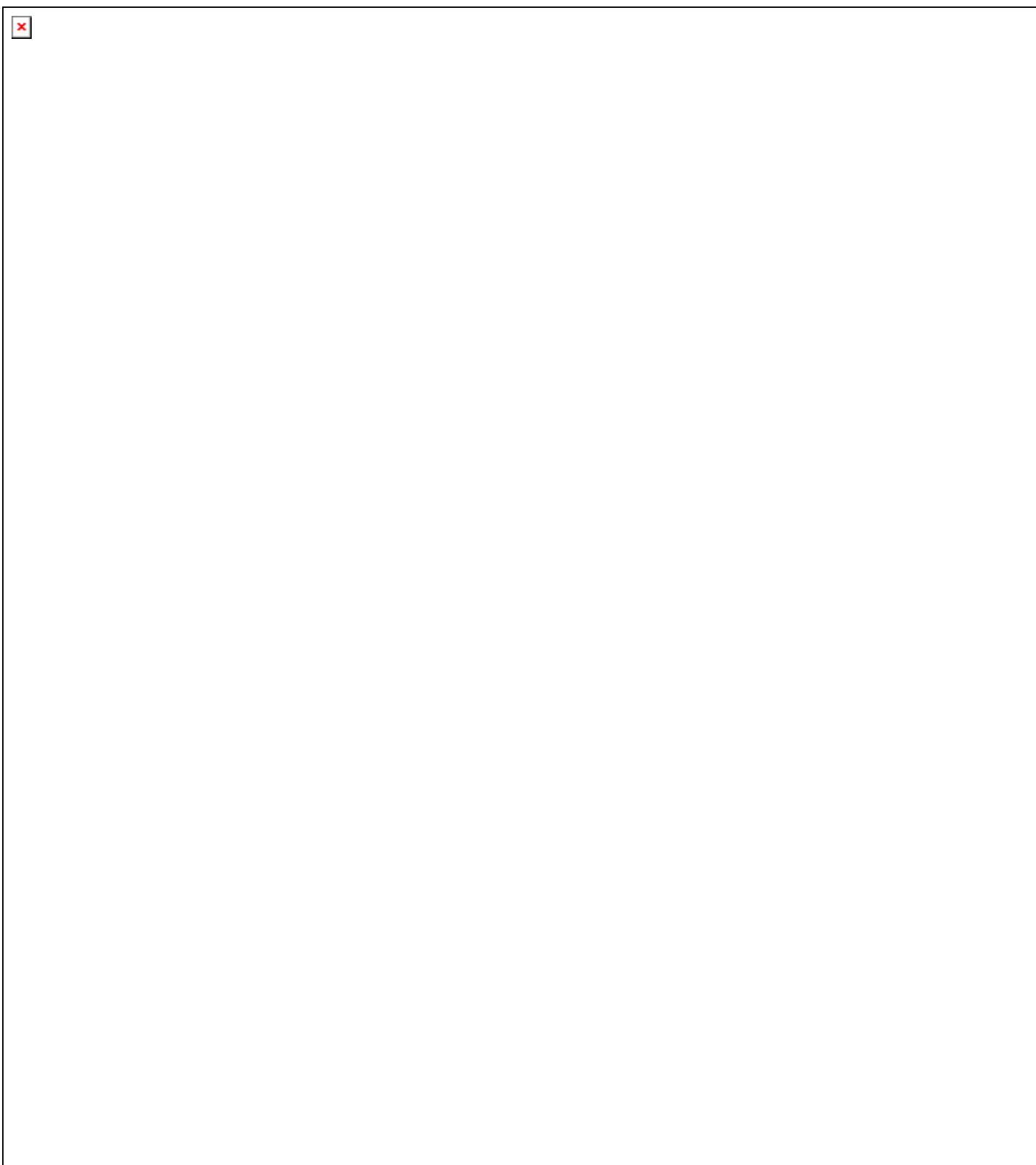
Period 1 (5)	8:00 – 9:15
Break	9:15 – 9:30
Period 2 (6)	9:30 – 10:50
Assembly	11:00 – 11:30
Lunch	11:30 – 12:15
Period 3 (7)	12:15 – 1:40
Period 4 (8)	1:50 – 3:10

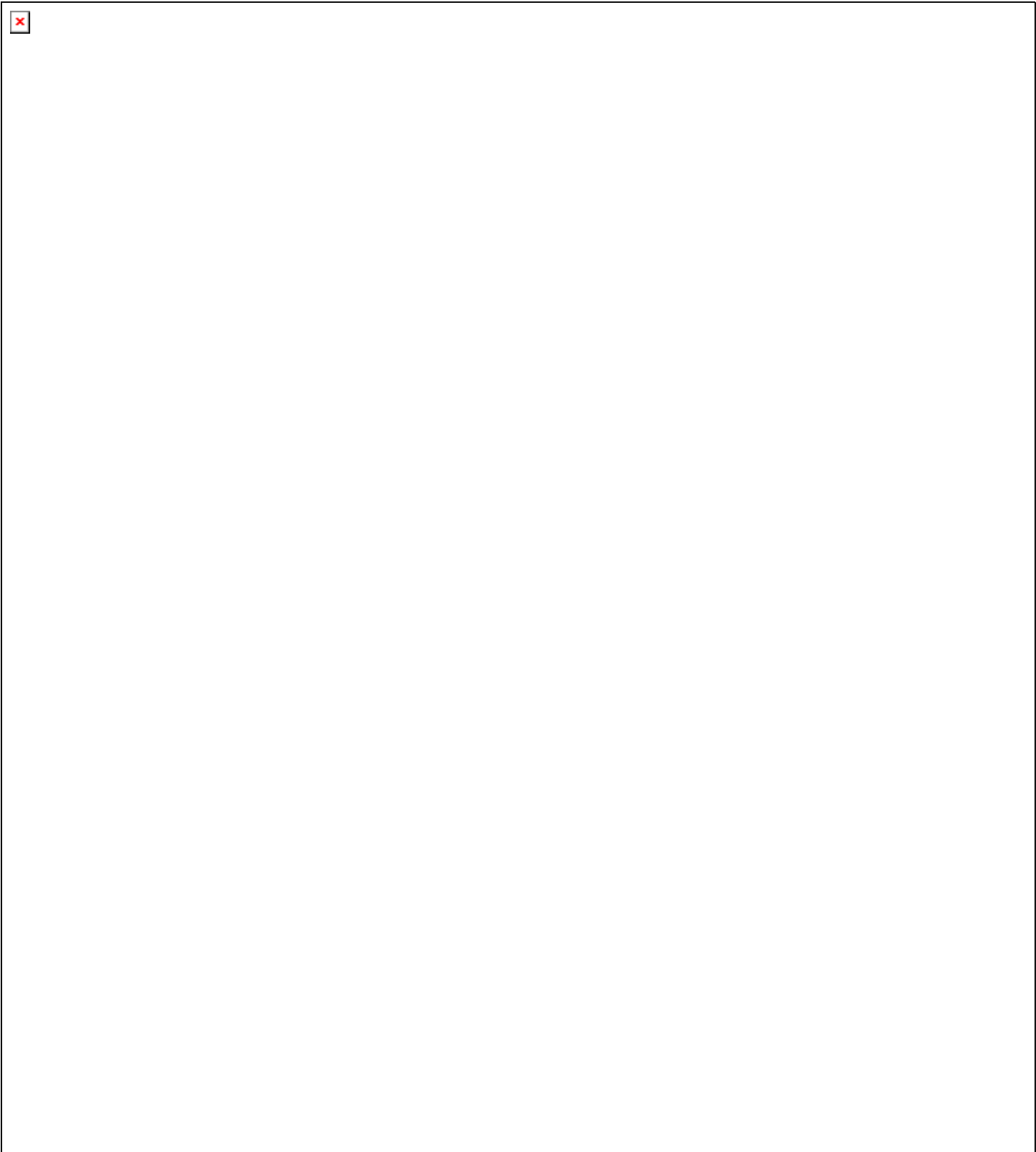
ACADEMIC CALENDAR

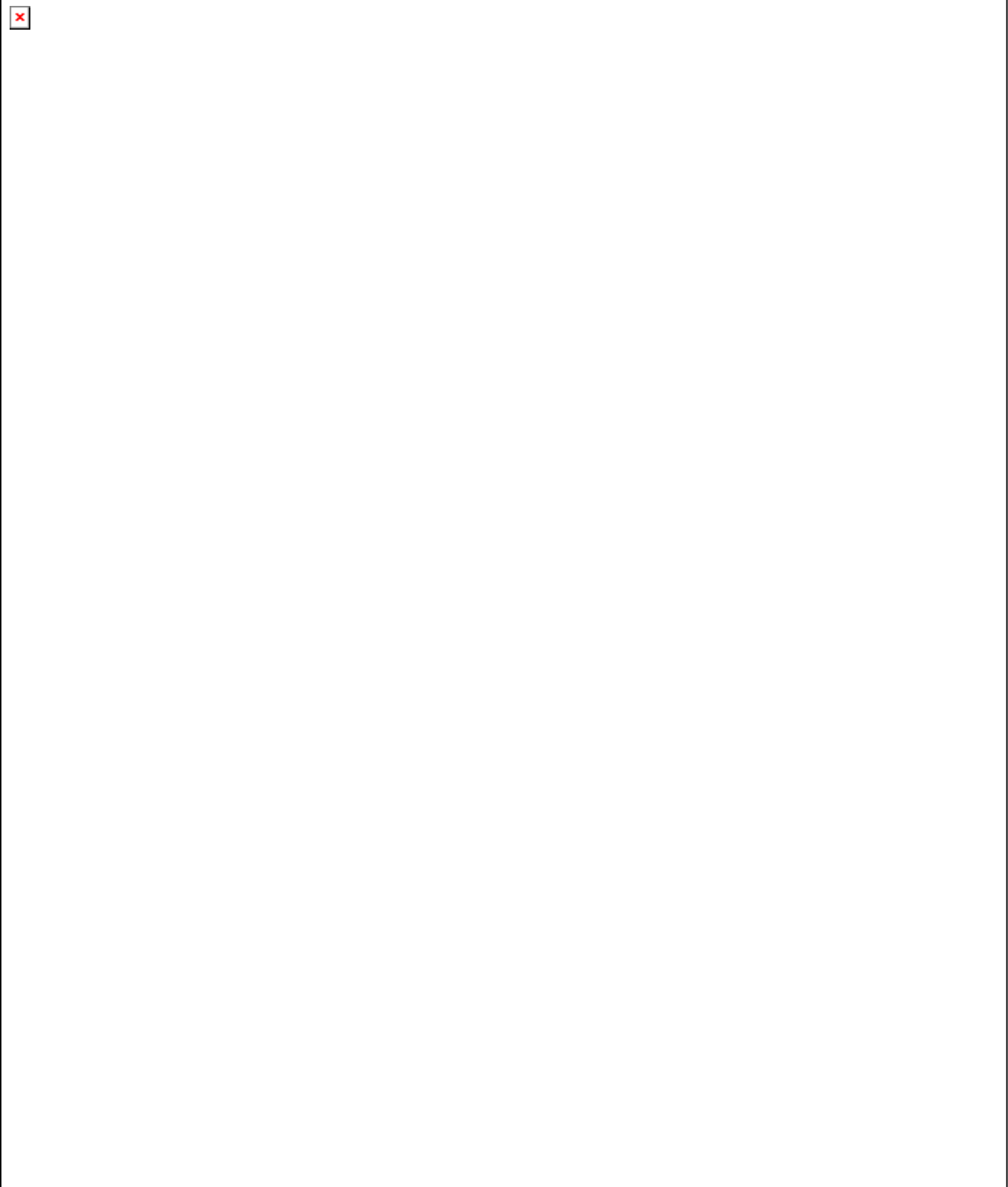












Attendance	8-9	Displays of Affection	23
Academic Calendar	B-G	Distributing	42
Academic Records	11-15	District Complaint Procedure	47
Activity Accounts	20	District Residency	9
Alcohol, Drugs & Tobacco	41-43	Drama Club	34
Alcohol, Tobacco, Non-Prescription Drug Use	36	Dress and Grooming	24
Apology	39	Dropping courses without Penalty	13
ASB Validation	19	Drugs and Alcohol	42
Athletic Eligibility	32	Earthquake Drill	22
Athletic Participation Fee	19	Electrathon Race Team	34
Athletics	32-33	Eligibility Summary	32
Automobile Regulations	23	Equestrian Team	34
Band & Color Guard	34	Excused Absences	8
Bell Schedule		Expulsion	40-41
Bible Club	34	Expulsion Hearing & Review Procedure	41
Bookkeeping/Fees	19-21	Extracurricular activities	34-35
Bowling	34	Extracurricular Eligibility & Participation Rules	36
Building Hours	21	Fall Sports	32
Building Procedures	21-23	Family Athletic Pass	20
Bullying	37	FBLA	34
Bus Regulations	27-28	Federal Definition of "Handicap"	32
Cease and Desist Order	39	Fire Drill	22
Cell Phone and Audio Device Policy	25	Food	19
Certificate of Attendance	17	Food and Drink Policy	25
Certificate of Completion	17	Forensics/Debate	34
Change of Address/Phone Number	11	Freedom from Corporal Punishment	30
Check Cashing Policy	20	Freedom from Discrimination	30
Chess Club	34	Freedom of Assembly	28
Choir	34	Freedom of Expression	28
Closed Campus	26-27	Fundraising	20
Coercion and Assault or Threats	46	Gang Activity	46
Community Service	39	Gay-Straight Alliance	34
Consequences for Disciplinary Infractions	38	German Club	34
Counseling	18	Grade Level Placement	11
Credit Cards	20	Grading System	11-12
Criminal Acts	37	Graduation Activities	18
Culinary Teams	34	Graduation Requirements	15-19
Cyber Bullying	37	Guitar Club	34
Cycling Club	34	Hall Passes	25
Dances	21	Halloween and Spirit Week	25
Dangerous Drug	42	Harassment	37-38
Dangerous Weapons and Firearms	45	Health	22
DECA	34	High School Diploma	15
Delivery of an Imitation Controlled Substance	43	Highest Scholars	12
Discipline Procedures	38-41	Home Access Center	12
Diploma Requirements	15-17	Honors Diploma Requirements	17
Disciplinary Procedures for Violations	28	Honors Procedures for Seniors	12
Discipline Consequences	48-49	Human Rights	30-31
Discipline Information	45-47		

ID Card	19	Severe Fighting	45
Informal Student Gatherings	28	Sexting	38
Insurance	23	Sexual Harassment	38
International Baccalaureate (IB) Diploma	17	Skateboards, Rollerblades and Bicycles	27
Investigations by Law Enforcement	44	Special Education Placements	31
Late Enrollment Policy	10	Sports	35
Latinos Unidos	35	Spring Sports	32
Leaving During School Hours	9	Student Complaint Procedure	31
Lockdown Drill	22	Student Drivers & Field Trips	21
Lockers	26	Student Fees	19
Lost and Found	26	Student Government	35
Make-up Work	9	Student Honesty, Plagiarism & Cheating	27
Maximum Course Enrollment	13	Student Identification Card	21
Medications	22	Student Meetings	28
Midwestern League Spectator Rules	33	Student Policies	23-28
Modified Diploma	17	Student Records	10
Mr. Wolverine	35	Student Rights	28-32
Multicultural Club	35	Students over 18	9
Multicultural/Equity Coordinator	37	Supply Fee	19
National Honor Society	12, 35	Suspension	39
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Off Campus	26	Taking a Student from School	45
Oregon State Criminal Code	47	Tardy Policy	8
Parent conference	39	Telephone Use	22
Parent Contact	44	Ten-Day Drop	9
Participation/Attendance	36	Textbooks	26
Pass/No Pass Option	13	Theft	47
Peer Tutoring	35	Threats	38
Penalty Abeyance	39	Tobacco	41
Pep Band	35	Tobacco Use Rules	36
Personal Beliefs	29	Transcript Requests	15
Placement in Private School	32	Transfer Credit	18
Prearranged Absences	9	Transitions Crew	35
Questioning of Students	45	Tuesday School	40
Registration	9-11	Tutoring	35
Release of Student Records	10-11	Unilateral Placement	31-32
Repeating Coursework	15	Use and Possession	43
Return of Lost Items	26	Vandalism	46
Right to Attend Search	44	Variable Credit	15
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Search of School Equipment	44	Willamette High School Emergency Procedure	22
Search, Seizure & Interrogation	43-45	Winter Sports	32
Searches by Civil Authorities	44	Withdrawals	10
Seizure of Illegal Items	44	Withholding Records for Owed Fees	20
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