

# **Willamette High School Student Handbook**

**2022-2023** v. 1.2

**1801 Echo Hollow Road  
Eugene, OR 97402**

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Attendance Office	541-689-0734
Counseling Center	541-689-0736
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## **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.*

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## WHS *PRIDE* Expectations

	<b>School-Wide</b>	<b>Classroom</b>
<b>Myself</b>	<ul style="list-style-type: none"><li>· Be attentive of and accountable for my behavior</li><li>· Carry my student I.D.</li><li>· Stay in allowed areas</li><li>· Follow dress code</li></ul>	<ul style="list-style-type: none"><li>· Adhere to bell schedule</li><li>· Complete my work</li><li>· Control my behavior</li><li>· Be in seat and prepared when bell rings</li></ul>
<b>Others</b>	<ul style="list-style-type: none"><li>· Follow adult requests</li><li>· Maintain personal space</li><li>· Stay positive and Speak positively - “Choose another word”*</li><li>· Demonstrate positive behavior and sportsmanship</li></ul>	<ul style="list-style-type: none"><li>· Maintain personal space</li><li>· Be cooperative</li><li>· Use non-offensive language</li></ul>
<b>Property</b>	<ul style="list-style-type: none"><li>· Use equipment for its intended purpose</li><li>· #Leave it better**</li><li>· Keep hallways quiet and clean</li></ul>	<ul style="list-style-type: none"><li>· Use materials for their intended purpose</li><li>· Keep materials in the condition they were given</li></ul>



## WHS *PRIDE* Expectations

	<b>Cafeteria</b>	<b>Parking Lot</b>
<b>Myself</b>	<ul style="list-style-type: none"><li>· Leave the area clean</li><li>· Throw away waste in the proper manner</li><li>· Clean up after myself</li><li>· Have pride in our school and the cafeteria</li></ul>	<ul style="list-style-type: none"><li>· Follow traffic laws</li><li>· Park in designated student spaces</li><li>· Display my parking permit</li><li>· Leave school property only upon dismissal</li></ul>
<b>Others</b>	<ul style="list-style-type: none"><li>· Follow the requests of cafeteria and custodial staff</li><li>· Remind my peers to pick up after themselves.</li></ul>	<ul style="list-style-type: none"><li>· Drive carefully; be aware of others</li><li>· Yield to pedestrians</li><li>· Drive slow</li></ul>
<b>Property</b>	<ul style="list-style-type: none"><li>· Encourage staff and peers to take care of Willamette High School facilities</li><li>· Clean up after yourself</li></ul>	<ul style="list-style-type: none"><li>· Maintain physical space around other vehicles</li><li>· Park in designated space only</li></ul>



### **\*Leave It Better:**

At Willamette we value having respect for the school and one another. This means collectively we are responsible for doing our part to clean up and keep the school beautiful in addition to being kind and thoughtful to one another. Students can do their part to leave it better by:

- Pushing in chairs
- Holding doors open for others
- Saying “please” and “thank you”
- Cleaning up after yourself and others
- Encouraging friends to clean up after themselves
- Picking up a piece of trash on the ground and toss it in a garbage
- If you see a spill let an adult know

### **\*Choose Another Word**

At Willamette we are dedicated to having an inclusive space where all are welcome, feel safe, comfortable, and want to be here. Willamette is a professional educational setting and we expect all language in the classrooms, halls, and all school grounds to be respectful, kind and free from derogatory language and cussing.

To cultivate this expectation, we will encourage one another to “choose another word” to serve as a reminder to keep our school respectful, warm, and inviting. Remember to be an “upstander” , not a “bystander”.



It is Willamette High School's goal to have a 95% student attendance rate. All students are expected to attend school regularly and be on time for classes so they develop good habits that support the direct relationship between strong 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 high school. Because missing a class period on our block schedule means missing 90 minutes of instruction, it is essential that students maintain regular attendance in order to pass classes.

### **Tardy Policy**

Students are expected to be in the classroom when the tardy bell rings. To maintain a strong academic focus, teachers need to start class on time and without the interruption of students arriving late to class. An accumulation of tardies will result in interventions, including family conferencing, attendance contracts, and potential disciplinary action and loss of privileges.

Any student arriving after the bell will be expected to sign-in at their classroom. This will allow accurate records of attendance to be kept, and for follow-up where necessary.

### **Tardy Accumulation:**

- Individual tardy arrivals will be recorded by the student at a Chromebook in the classroom.
  - A ParentSquare message home will be sent automatically, informing guardians of the date and period of all absences or tardy arrivals.
- 3 Tardies = Teacher and student and/or family conversations
- 5 Tardies = Phone conversation with guardians
- Additional Tardies = referral to support/admin staff, lunch detentions and/or attendance contract.

### **Excused Absences**

An excused absence is one caused by illness, medical or dental appointments, military service, or family emergencies. To excuse an absence, a parent/guardian should call the attendance office on the day of the absence. Students aged 18 and over still need parent/guardians to call, 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.



Any absences not cleared within 48 hours or two school days (whichever is greater) will remain unexcused. Only parents/guardians and legally emancipated students can excuse absences. By law, the reason for absences determines whether or not it can be excused.

### **Unexcused Absences**

Attendance is important for all students to be successful. Additionally, it is required by Oregon's Compulsory Attendance laws, obligating guardians to ensure student attendance. Unexcused absences are any missed class period that does not have a legally permissible excuse communicated to the Attendance Office by a guardian. Multiple unexcused absences may result in attendance contracts, family conferences, and disciplinary actions.

### **Prearranged Absences**

Students who anticipate 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 confirmation from the parents/guardians authorizing the student to leave. If parents/guardians 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. Missing 50% or more of classes counts as an absent day. Compulsory Attendance laws require that we notify the State of active enrollment changes in order to calculate funding. Being dropped from school requires that guardian and student re-enrolls through 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 to make up work and should do so with teachers immediately upon return. 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 and make up school work that was missed. Teachers may require students to make up tests the first day back from an absence.

Attendance Website: <https://sites.google.com/bethel.k12.or.us/attendance>

### **District Residency**

ORS 339.133 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.

### **Grade Level Placement**

Grade placement will be calculated according to the following guidelines:

- 9<sup>th</sup>** Entering from 8th grade or transferring from another school with less than 6 credits.
- 10<sup>th</sup>** 6 credits at the beginning of the school year, or 9 credits at the end of the first semester.
- 11<sup>th</sup>** 12 credits at the beginning of the school year, or 15 credits at the end of the first semester.
- 12<sup>th</sup>** 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. At the end of each semester students earning enough credits are promoted to the next grade level. Students will participate in all activities at their assigned grade level including placement of pictures in the yearbook.

### **McKinney-Vento Assistance**

Students navigating homelessness or housing insecurity have additional rights and supports to find success in school. Students and families are encouraged to communicate with a counselor or administrator for more information.

### **Students over 18**

Students over 18 years old must fill out a "Request for Admission to Willamette High School" before they can be admitted. This form is available in the Counseling Center. Requests must be submitted to the administration.

### **Late Enrollment Policy**

Students enrolling after the fourth week of the semester may be eligible to earn .25 credit. (Counselors will prepare the variable credit forms for the Registrar). After 12 weeks of the term have passed, students may not be allowed to enroll for credit 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 Willamette and Kalapuya High Schools. 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 coordinators.

## **Standards-Based Teaching and Learning**

Willamette is committed to implementing a standards-based model of teaching and learning in which students are given multiple opportunities to meet all skill and knowledge requirements of their grade-level standards. In addition, the school provides students with power standards and learning targets to show them what they need to know and be able to do prior to an assessment.

### ***Power Standards***

Power standards are the overarching topics that students should understand and be able to do by the end of each grade. Power Standards are broad while the Common Core State Standards are specific. Together they define the skills and understanding that all students must demonstrate.



## **Learning Targets**

*A learning target identifies what the student knows and is able to do in connection with the standard, usually stated in an “I can” statement. They are written in plain language and include measurable objectives that are the basis for all instructional activities and assessments.*

## **Grading Practice**

Grades are aligned with learning targets, and are weighted so that assessments rather than daily assignments make up the majority of the gradebook percentage.

## **Assessment Categories**

*Assessments measure what students have learned. They can come in many forms, such as multiple choice, short answer, writing assignments, projects, and more. They are designed to allow an authentic opportunity for students to show what they have learned. Assessments of learning targets will make up at least 80% of the total grade. Prep work, including homework, daily assignments, participation, and other daily activities will make up a maximum of 20% of the total grade. Teacher syllabi will describe the exact percentages for their course.*

## **Reassessments**

*To support students in meeting learning standards, Willamette has a school-wide reassessment policy. The purpose of this policy is to provide additional opportunities for students because it is our goal that every student reaches a proficient level on all learning targets. Our policy is outlined below:*

## **Grading System**

- Students will have multiple attempts to demonstrate proficiency on a standard
- Reassessments will be eligible for full credit
- All students will be eligible to demonstrate improved learning/skill
- Students will have at least two weeks from the date a graded assessment is returned to retake an assessment.

Although Willamette High School will grade on a proficiency model, letter grades will still be issued in all classes unless the student selects the pass/no pass option.

The following marking scale is used:

- A Mastery of subject (A = 4.0 GPA points)
- B Strong demonstration of academic work/content knowledge and meets grade level expectations. (B = 3.0 GPA)
- C Meets the most basic elements of given standards, but may not meet all embedded skills or knowledge of grade level standards (C = 2.0 GPA)
- D Student’s acquisition of the course’s standards and/or Learning Targets is still in progress, because he/she has not yet provided sufficient evidence of proficiency. (D = 1.0 GPA)
- I Incomplete: Not enough material has been completed/submitted to determine an accurate grade. If assigned or additional work is not completed by instructor deadline, the grade will be changed to an "F." (An “I” mark may be used for progress reports and semester finals if students are not passing, but still have the opportunity to pass.)
- P Pass: Is 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.

NG A grade of "NG" will be used for non-credit earning classes.

## **Grading Periods**

The school year is divided into two semesters of 18 weeks. Each semester is separated into two nine-week grading periods, with a grade report at nine weeks. Nine-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.

## **Pass/No Pass Option**

If the student meets the minimum requirements for a "D" grade, then the pass credit will be awarded. Unsatisfactory work will result in a No Pass being placed on the student's transcript. Students may have a maximum of four Pass/No Pass credits on their transcripts. The following conditions may 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.

## **Dropping Courses Without Penalty**

A student may request to drop a semester class providing they have approval of a parent and counselor, and the request needs to be turned into the counseling center by the end of the second week of the course. Any class dropped after the deadline will result in a letter grade of "W" recorded on the student's transcript. Exceptions may be made by an administrator for unusual circumstances.

## **Repeating Coursework**

Students may be permitted to repeat eligible courses in which the student wants to earn a higher grade, but with no additional credit. See the curriculum guide for courses that can be taken more than once for additional credit. If a student wants to take a course online, the class, as well as the number of online courses a student might want/need to take will be up to counselor and/or administrative discretion.

## **Honors Procedures for Seniors**

Academic honors will be determined at the end of 7<sup>th</sup> 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 3.99. In determining honors, the following criteria shall apply:

**A student must be enrolled in five graded classes for their entire senior year.**

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.

If a severe disciplinary problem occurs that results in a multiple day suspension, graduating with honors may be withheld.

## **Top Scholars**

Students with a weighted 4.0 GPA or higher at the end of the 7<sup>th</sup> semester are named Willamette's Top Scholars. Items 1-3 above also apply.



## **IB and AP**

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)

## **Variable Credit**

If students either withdraw from classes prior to the finish of a semester or register after classes have begun, variable credit may be issued. When variable credit is calculated, both passing and non-passing grades will be entered on the transcript.

Variable credit will be awarded using the following scale:

- a. One LCC college credit: .25 credits
- c. Summer School: .50 credits
- Night School: .25 per class.

## **Semester Examinations**

Comprehensive examinations will be given during the final week 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.

Students are required to take final exams during the semester exam schedule, please see class syllabi for details. 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.

## **Dances**

To attend Prom and Homecoming, a WHS student must be on track to graduate (this includes grades, attendance, and behavior). Middle school students will not be allowed to attend dances, and all non-Willamette guests must have an ID and prior approval. To purchase Prom tickets, students must be a junior or senior on track to graduate.

Individuals attending school dances are expected to meet school rules and operations. Violations of school rules will result in the same consequences as during the regular school day. Students who are under the influence or in possession of alcohol or drugs will be turned over to the police in addition to receiving school discipline. No one attending school dances may leave the building and return. **No admission to dances will be permitted after the final hour of the dance has begun.**

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 provide this form to their guest and the guest's responsibility to submit it to their school. This form must be signed by an administrator at the guest's school and **faxed** to WHS at least 72 hours before the dance 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 our 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.



## **Displays of Affection**

Professional expectations for behavior apply at school. Mutual respect, friendship and affection are appropriate. However, excessive public displays of affection are not appropriate and may result in disciplinary action.

## **Automobile Regulations**

The use of motor vehicles on campus is a privilege. Seniors and Juniors are eligible for parking passes. To apply for a parking permit, students must be in good standing, specifically they must be on track for graduation (credits and behavior) to be considered for a parking pass.

Students who are issued a parking pass (\$40 fee) must complete a Willamette High School Motor Vehicle registration card including proof of insurance and have a parent signature. Vehicles permitted to park in the school parking lot must have liability and property damage insurance and proof of such coverage must be presented at the time the vehicle is registered.

Students will display their parking permit in the front windshield by hanging the permit over the rearview mirror.

Students who park in the Willamette lot without a pass may receive a warning, but will be fined and/or towed at the owner's expense for repeated violations.

Parking permits are non-transferable and are only assigned to one specific vehicle. Students who give their parking permits to other students may lose parking privileges for the remainder of the school year. The school is not responsible for damage, vandalism, and theft of autos or content within automobiles.

Students will park in the south lot 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. 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 are subject to disciplinary action which could include a DMV issued ticket and 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 District superintendent and the student 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 a 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. Please see the *Discipline Consequence Table* for details.

## **Dress Code**

### **Rationale:**

Although the primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s), the school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities.



**Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, nipples, are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**Student must wear:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

**Student may wear:**

(As long as these items do not violate the basic principles above)

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Hats or hoods

**Student cannot wear:**

- Violent language or images (including weapons)
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Profanity, hate speech, or items marked with illustrations, words or phrases that promote behavior violating school conduct standards (for example swastika, nooses, Confederate flags, etc.)
- Images or text that are sexually obscene or vulgar
- Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon

*No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.*

**Halloween and Spirit Week**

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

Faces must remain free of masks or face coverings.

Moderate amounts of makeup are allowed as long as facial features are recognizable.

Costumes must not be insulting or harassing to others and be in line with the Bethel District policies on harassment.

No one may bring guns, toy guns, other weapons or items that could be considered a weapon.

Costumes may not be skimpy or revealing.

**Cell Phone and Audio Device Policy: No Cell, Bell to Bell**



Students learn best when they are free of distractions. In order to honor the student learning environment, cell phones and audio devices are expected to be put away (not on their person) while in the classroom during class time. Cell phones may be used during break, at lunch, during passing periods, and before or after school. Students violating these policies will have their device stored in the front office. The first time a device is taken, it will be returned at the end of the day. The second time an electronic device is confiscated, the parent/guardian of the student must come in to claim the device. A third offense will result in confiscation until the student, parent/guardian, and administrator agree on a contract regarding cell phone usage at school.

### **Computer Use**

Willamette is an academic community with a focus on learning. Computers at Willamette are for academic purposes only and may not be used for gaming.

### **Unsupervised Areas**

A number of areas do not have supervision. As a result, athletic fields, bleachers, grandstands, parking lots and areas east of the business building (BRC) and auditorium are off limits before school, at lunchtime, and after school.

### **Textbooks**

Bethel School District loans textbooks to students without cost. 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 in order to qualify for a refund.

### **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 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 and given to a staff member. 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.

### **Skateboards, Bicycles, and Other Non-Motorized Transport**

Skateboards, bicycles and other means of transport may be ridden to school. However, when students are on campus, they must carry or walk these. They 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.

### **Academic Integrity**

All work submitted for a course must be composed by you for the class. If you wish to work with materials you have used in another setting, please talk with the teacher first to ensure you are appropriately engaging this material. Although most plagiarism is accidental and can be addressed through increasing your knowledge about proper citation, intentional plagiarism is very serious. In the event that you pass off someone else's work as your own, the teacher will first have an educational conversation around what happened and redo the assignment, the second time it happens, we will have a conference and academic contract with teacher, you, and an administrator.



## **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 or hover boards

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 bus rules to the school administration. 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 Bus Violations**

### **First Occurrence**

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

### **Second Occurrence**

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

### **Third Occurrence**

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



## **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. For example, throwing objects in, at, or out of the bus (including spitting out of the bus) is an automatic 5-day suspension from bus transportation.

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.

## **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.

**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, including 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.

### **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 and environment.

### **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. Based on updated OAR, students can not display the visuals of the swastika, noose, and the confederate flag.

### **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 Bethel School District 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.

Committing other acts of harassment or intimidation that are in violation of Willamette High School's policy on human rights.

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.

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[instagram.com/willamettewolverine/](https://instagram.com/willamettewolverine/)

<b>Credit Requirement Summary</b>	<b>Oregon University System Requirements</b>
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<b>Subject</b>	<b>Credits</b>	<b>English (4 years)</b>
Language Arts	4	English 9, 10, 11, 12, English Composition, AP English, Creative Writing, IB English 1 & 2, English 9A, 10A
Math*	3	<b>Math (3 years)</b> Concepts of Algebra, Algebra 1 & 2, Concepts of Geometry, Geometry, AP Statistics, IB Precalculus, AP Calculus, IB Math Studies
Social Studies.....3		<b>Science (2 years)</b> All science classes in curriculum except Industry & Engineering CAM
Science	3	<b>Social Studies (3 years)</b> World Studies, American Studies, IB History of the Americas, IB 20 <sup>th</sup> 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	1	<b>Second Language (2 years in same language)</b> Spanish, German
Physical Education	1	
Personal Finance	1/2	
Fine & Applied Arts or Second Language	3	
Electives	5 1/2	
	<b>Total <u>24</u></b>	
*All three math credits must be Algebra 1 and above.		

### Sample 4 year High School Schedule

Grade 9		Grade 10	
Semester 1		Semester 1	
Semester 2		Semester 2	
English 9	English 9	English 10	English 10
Math	Math	Math	Math
American Studies	American Studies	World Studies	World Studies
Science	Science	Science	Science
Elective	Skills for Healthy Living	Elective	Wellness
Elective	Elective	Elective	Elective
Elective	Elective	Elective	Elective
Wolverine 101	Study Hall	Study Hall	Study Hall
Grade 11		Grade 12	
Semester 1		Semester 1	
Semester 2		Semester 2	
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	Government	Social Studies Elective
Elective	Elective	Personal Finance	Elective



Study Hall	Study Hall	Study Hall/Off Campus	Study Hall/Off Campus
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### High School Diploma

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

Attend eight semesters of high school in an accredited institution or have petitioned and been granted permission for early graduation.

Meet credit and essential skills requirements.

### Essential Skills Requirements

All students who meet credit requirements to receive a Willamette High School diploma must also

meet the essential skills requirements as established by the State Board of Education:

Read and comprehend a variety of texts

Write clearly and accurately

Apply mathematics

Students will be provided multiple opportunities throughout their high school experience to demonstrate proficiency on these essential skills, beginning in the 9th grade. Additionally, all students will take the Smarter Balanced Assessment (SBAC) in the 11th grade which provides an opportunity to meet the essential skill requirements in reading, writing, and mathematics.

### Honors Diploma Requirements

The honors diploma recognizes students who have demonstrated exceptional academic achievement and civic participation both within our Willamette community and in the greater community. Students may meet the requirements of the honors diploma by:

1. **Earning a full IB diploma, or**
2. **By meeting all of the following requirements:**
  - A. **Earning 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	1/2
Electives	5 1/2

B. Minimum weighted GPA of 3.5 or higher and a “C” grade or higher in core classes,

C. Documented 150 community service hours over a 4-year period,

D. Two-years of advanced level coursework, and

E. Meet or exceed state testing 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 with an **Individual Education Plan (IEP)** or a 504 who have a documented need for accommodations. The student, family and teachers determine if a modified diploma is necessary in order to complete the academic content standards and/or Essential Skills requirements. *Please see Bethel School District Policy and AR IKF: Graduation Requirements for details.*

## **Certificate of Credit Completion**

A Bethel School District Certificate of Credit Completion will be awarded to any student who has earned all the prerequisite credits to graduate with a diploma, but has not met Essential Skills requirements in Reading, Writing, and/or Mathematics. *Please see Bethel School District Policy and AR IKF: Graduation Requirements for details.*

## **Certificate of Accomplishment**

Students who have an Individual Education Plan (IEP) and have taken functional curriculum may be awarded a Certificate of Accomplishment. 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. *Please see Bethel School District Policy and AR IKF: Graduation Requirements for details.*

## **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:

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 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 in order to participate in graduation activities, including commencement. Participation in graduation is predicated on timely completion of all requirements. 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.

International 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.

### **Student Records**

To support students, Willamette High School maintains academic records before and after graduation. Students and families frequently request copies of their records for many years after they leave school to assist them in documenting school attendance and eligibility for certain programs. Students and parents/guardians have the right to access their own student records by requesting to inspect the content of those records. Students and parents may obtain copies of those records, but may be charged a processing fee.

Parents/guardians have the right to reasonable explanations of their student's records. Under the provisions of Public Law 930.380 and ORS 336.187, 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**

Willamette High School always aims to protect student privacy. Parents, or the student, if he/she is 18 or is attending an institution of higher education, must consent to the release of student records. In some instances, however, the school district may release student records without consent. Examples include:



- To other district staff who have legitimate educational interests in the student records.
- To other school districts in which the student seeks to or has enrolled.
- To state or federal agencies requiring such information.
- In connection with a student's application for or receipt of financial aid.
- To comply with a judicial order or subpoena after the district has made a reasonable effort to notify the parent.
- To organizations conducting research for the school district.
- To accrediting organizations in order that they may carry out their accrediting functions.
- In emergency situations in which knowledge of student record information is necessary to protect the health or safety of the student or other persons.

### **Home Access Center**

Parents/guardians can access student grades, attendance, and behavioral data online on Home Access Center (HAC). HAC 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 counseling office. A Home Access application for phones is available. For immediate assistance with accessing HAC, please call the counseling center secretary at 541-689-0736.

### **Directory Information**

Directory Information is personally identifiable information contained in student records, such as student name, telephone listing, email address, photo, 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, and may be shared publicly by the school. Parents may limit the release of directory information and will be notified annually of this right.

### **Transcripts**

A transcript is a copy of a student's academic record, including all courses taken, all grades received, and all honors received from the first day of high school. Official transcripts will be issued by the Registrar. Please allow 24 hours for preparation of transcripts. Unofficial transcripts are free and students not owing fees may request them from the front office or registrar.

Counselors are a valuable resource to assist students with their educational, vocational, and personal goals and challenges. Students are encouraged to communicate with their counselor regularly. Appointments to meet with a counselor can be made with the counseling secretary.

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

### **Identification Card**

All students are given a student body card when they register at Willamette. Students are expected to carry their ID card on them at all times and are expected to show their card to a staff member upon request and to leave campus during the school day. Replacement cards cost \$5.



### **ASB Sticker**

The Associated Student Body sticker costs \$35. An ASB sticker provides students free admission to home games and reduced admission to away events. The ASB validation is required for athletes. 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**

The \$35 annual fee is used to support classes and programs at Willamette High School that require additional funds in order to be open to all students. Unlike other area high schools, Willamette does not charge students additional fees when they sign up for a course. This fee supports programs such as Graphic Design, Art, Metals, Woods, Culinary, Band, Motion Graphics, and Choir. If you find this contribution to be financially challenging, please communicate with an administrator. This fee is tax deductible. Willamette will provide standard academic school supplies for all students.

### **Food**

**Breakfast: Free to all students**

**Lunch: \$2.50**

To refill a student's lunch fund, families may use the online payment system or bring a check to the school. Please make checks payable to Bethel Lunch Program.

\* 1.0 credit of PE is required

### **Athletic Participation Fee**

First sport: \$195 (includes ASB sticker)

Second sport: \$160

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.

### **Parking Pass**

Parking pass fee is \$40. Students eligible for parking passes can purchase them at the bookkeeping office. Parking passes issued in the second semester cost \$20. All parking spaces are first come, first serve.

### **Family Athletic Pass**

A Family Athletic Pass admits parents/guardians & 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**

Willamette High School's yearbook is designed, written, and produced by students to commemorate their experiences in high school. Yearbooks can be purchased at registration. After registration, the yearbook cost increases. Yearbook fees become non-refundable at a date determined by the publishing team and at this point may only be purchased at the Yearbook Signing Party in June.



### **Student Participation Withheld for Owed Fees**

Students are responsible for the fees/fines they owe. Examples of fines include overdue books and loss or damage of school district property. It is our goal that money isn't a barrier and encourage students to please see an administrator if need be. Student participation in school events, such as school dances, will be withheld until all fines are paid. Once fines are paid students will be allowed to participate in all school activities.

### **School Activity and Club Accounts**

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 purchases 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, unless prior arrangements have been made with an administrator.*

### **Credit Cards**

Credit cards are accepted for payments in the bookkeeping office and on our online store: <https://willamette.myschoolcentral.com>. Credit cards may be used for school fees paid online.

### **Check 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.

### **Fundraising**

The guidelines for fundraising are as follows:

All fundraising requests must be submitted to the athletic director for approval seven days in advance of the event. Forms are available in the bookkeeper's office.

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 or items for personal gain.

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.

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

### **Fall Sports**

Football: Varsity & Freshmen

Volleyball: Varsity, Junior Varsity, & Freshmen

Soccer: Boys & Girls Varsity, Junior Varsity

Cross Country: Coed Varsity, Junior Varsity

Cheerleading: Varsity & Junior Varsity

Water Polo: Varsity & Junior Varsity



Dance Team

### **Winter Sports**

Basketball: Boys & Girls Varsity, Junior Varsity, & Freshmen

Wrestling: Varsity & Junior Varsity

Swimming: Coed Varsity, Junior Varsity

Cheerleading: Varsity & Junior Varsity

### **Spring Sports**

Baseball: Varsity, Junior Varsity, & Freshmen

Golf: Boys & Girls Varsity

Track: Boys & Girls Varsity & Junior Varsity

Softball: Varsity & Junior Varsity

Tennis: Boys & Girls Varsity

### **Athletic Eligibility:**

The student must have passed five classes the previous semester (except 1st semester 9th grade).

The student must be enrolled in at least five classes and be passing all classes.

Students must have a pathway to graduate in four years.

To begin tryouts or practice, the athlete must complete an online athletic application via the Willamette Athletics webpage. Coaches will be alerted digitally when a player is eligible to begin practice and/or tryouts.

### **Credit Requirements:**

**10<sup>th</sup>** 4.5 credits at the beginning of the school year, or 7 credits at the end of the first semester.

**11<sup>th</sup>** 10 credits at the beginning of the school year, or 13 credits at the end of the first semester.

**12<sup>th</sup>** 17 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 submit an appeal to the athletic director. An administrator and the athletic director 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 eligibility requirements to begin a season, student athletes must pass all classes during their season to maintain eligibility. Students who are failing one or more classes during their season will not be allowed to participate in competition, but may be allowed to continue practice until they are passing all classes. If a student has an I or F grade at the nine week progress report, they are immediately ineligible for competition until that grade reflects a passing score. Grades will be monitored by coaches throughout the semester, making it imperative that student athletes attend to their academic responsibilities. Their academic responsibilities include, but are not limited to, attending all classes and completing assigned work and taking assessments on time to ensure they can remain eligible in the event that an assessment retake is needed.

### **Daily Attendance**



Athletes/participants must attend all classes or provide proof of excused absences to be eligible for practice and games. Unexcused absences will result in the forfeiture of participation of that day's practice, game, or event.

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. Students facing financial hardship can make an appointment with an administrator to create a support plan.

### **Spectator Expectations**

The following are expectations 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 are not permitted.
- 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 a completely new location is not permitted (for example: moving the student section from one end of the gym to the other end of the gym).
- 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 individual's expense. We want students and spectators to enjoy the emotion and enthusiasm of a well played contest.

## **Athletic Eligibility & Participation Rules**

### **Alcohol, Tobacco, Vapor Pens and/or Non-Prescribed Drug Use Rules**

The use of alcohol, tobacco/nicotine, vapor pens and/or non-prescribed drugs is prohibited 24 hours per day; 7 days per week; 365 days per year. This policy begins the day a student enrolls in Willamette High School and continues until they receive their diploma. Willamette High School considers the use of tobacco a serious health risk. Similarly, vapor pens are viewed as encouraging smoking and nicotine addiction in



adolescence. Therefore, possession and use of vapor pens will automatically be treated the same as tobacco in terms of disciplinary consequences.

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. It is the position of Willamette High School that participants who find themselves in jeopardy because of any substance abuse (including tobacco and vapor pens) 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 2<sup>nd</sup> 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.

**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 Coach or Advisor and the student's school counselor will meet to decide what treatment will be followed.



Willamette High School encourages students to be involved in activities that provide enrichment and connection to the Willamette community. Below are just some of the many opportunities for students to be involved:

**Art Trek** – A club that explores all facets of art.

**Band:** Willamette has several bands: Concert Band, Pep Band, Jazz Band and Symphonic Band.

**Bowling:** A competitive bowling team that competes as a club sport.

**Chess Club:** From beginner to grandmaster, all are welcome. Students are welcome to play chess every day during lunch and the club meets Wednesdays after school.

**Drama Club:** An organization serving to promote the drama productions at Willamette and the personal development of future thespians.

**Gay Straight Alliance:** A place to discuss and learn about issues surrounding gender and sexual preference. All students welcome.

**Interact Club:** Rotary at the high school level. Group meets the 2nd and 4th Wednesdays of the month at lunch.

**International Club:** This group engages our international students by planning activities, sharing cultural and philosophical traditions, and learning about the various countries represented at WHS. The club meets monthly in room 38.

**Latinos Unidos:** Latinos/Latinas at WHS 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.

**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. Group meets monthly in the Lecture Hall.

**Speech & Debate:** A competitive and educational program serving to promote individual and team communication skills in the areas of debate and public speaking.

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

**Transition Crew:** Junior and senior students have the opportunity to be Transition Crew leaders. T Crew leader assist freshmen with their orientation to high school and support their success at Willamette.

**Video Game Design Club:** Teams work on designing a video game to be showcased in April. All computer gamers and coders are welcome.

**Wolverine Pageant:** The Wolverine Pageant is a fundraiser for the Children's Miracle Network. Senior students are chosen to represent WHS as contestants in a fundraising project culminating in a pageant. Students from all grades are encouraged to participate in the Wolverine Pageant.

## **Building Hours**

The office is open from 7:30 a.m. until 4:00 p.m. and all students and families are welcome in the office during that time. Supervision of students will be provided at the school from 7:30 a.m. to 3:30 p.m., and on the district buses coming to and from school. Students who have business in the school after 3:30 p.m. should make arrangements with a staff member or be a part of a staff-supervised activity.



## **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. Student ID cards are required to leave campus during lunch.

## **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 on any group trip, including field trips. Any exceptions to this rule must be approved by an administrator. All group trips are to be transported either by school district transportation or by automobiles driven by teachers, coaches 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.

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.

## **Earthquake Drills**

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 Drills**

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.

Return to the building when notified by the administrative staff.

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 Drills**

Depending on the specific situations surrounding a lockdown, students will be directed by staff, administration and the Eugene Police Department to respond in accordance to ALICE (Alert, Lock, Inform, Counter, Escape) procedures. The Bethel School District trains all employees and high school students on the ALICE protocol for response in the event of an emergency involving a lockdown, including but not limited to an active intruder incident. Lockdown drills will be conducted during the school year.

### **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.

Any student who commits threatening or harassing behavior on or off campus, during school hours or during breaks, that creates a hostile learning environment, or causes 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 or witness of any incident believed to violate Willamette's policy on human rights should report the incident promptly to a school administrator for investigation and further action. Further action 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), as well as discipline up to and including suspension and/or expulsion. See *Discipline Consequence Table* for details.

### **Student Complaint Procedure**

If a student feels one of their rights has been violated, they and/or their parents/guardians should schedule a meeting with a high school administrator to discuss the complaint.

The principal or assistant principal (a) may request that the student put the complaint in writing, (b) 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 administrator for more information.

Students with disabilities have certain rights granted by federal law, intended to keep parents/guardians fully informed concerning decisions made about their child. These rights include the ability:

- a. To take part in, and receive benefits from public education programs without discrimination because of his/her disability
- b. To receive advice from the school district on student rights under federal law
- 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-disabled peers to the maximum extent appropriate as determined by the IEP team. 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-disabled 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.
- 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.



For a comprehensive explanation, please refer to ***Parent Rights for Special Education K-12*** available online at: <http://www.ode.state.or.us/search/page/?id=3371>

The following list of discipline issues and consequences outlines Willamette High School's policies. Students can be disciplined for violating school 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.

### **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 may 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 may 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 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." **Willamette High School expects its students to adhere to all local, state and federal laws. Included below are disciplinary guidelines.**

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 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."

- a. 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.
- b. 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.
- c. A possession of replica or look-alike weapons on school grounds is not permitted, and is subject to suspension or expulsion.
- d. All weapons or dangerous objects will be confiscated and may be returned only to parents or guardians.

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.

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. 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. 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.

### **Alcohol, Drugs, Tobacco**

**Ask for help!** Students are encouraged to make contact with school personnel for assistance with a possible chemical dependency problem. Disciplinary action *will not be taken* against any student who seeks assistance from school personnel. Substance abuse represents a health danger to students, contributes to behavior problems, and frequently impairs academic performance. Willamette staff are ready to assist students and families with finding substance abuse cessation support. Ask any staff member and they will help you find supports to stop alcohol, drug, and/or tobacco use. We also have a certified drug and alcohol counselor on campus regularly to work with students and their families.

### **Tobacco, Tobacco Products and Vapor Pens**

No students, regardless of age, will be allowed to possess tobacco products, look-alike tobacco or vapor pens 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 and vapor pens will also be confiscated. Students over 21 may legally smoke in public areas, but not on our campus or at any school related activity. Students under 21 who possess tobacco on or off campus are liable to citation by the police as well as school consequences.

### **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:

Students will be cited with a minor in possession (MIP) 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.

The police will be contacted if a student is in possession of marijuana or any other controlled substance. Police and/or Willamette High School may use a saliva swab to detect the presence and degree of a controlled substance in the student's system, with prior consent.

Students will be cited by police authorities for the distribution, sale, or solicitation to buy or sell alcohol, drugs, or any controlled substance. Students will be cited by police authorities for driving under the influence of intoxicants (DUII).

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, up to including expulsion. Legal authorities will be notified.

### **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.

### **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.

### **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 (i.e., shoulder checking)
  - e. Offensive gestures (i.e., threatening postures)
- 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. 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.

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 all threats, including verbal, written, physical, or electronic, that cause physical or emotional harm to students, staff or property. Students who violate these policies are liable for discipline, suspension, or expulsion. Students are expected to hold their peers and other students to the



standards established by these policies and are expected to bring violations to the attention of a teacher, counselor, or building administrator.

### **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 Equity Coordinator at the district office. This coordinator works with Bethel families and the school district to address issues or resolve concerns.

### **Restorative Practices**

One of Willamette High School's core values in terms of our discipline model is around the best practices approach called restorative practices, and having a restorative approach when looking at violations. This is done through restoring relationships and repairing harm that is caused by the violation. The ultimate goal is to keep students in school as much as possible, and have students learn from their mistakes in a positive and productive manner.

**Willamette High School expects its students to adhere to all local, state and federal laws. Violations of law may have additional school disciplinary action. Included below are guidelines for how consequences may be applied if students do not adhere to safe, respectful behavior at Willamette.**

### **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:

#### **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.

#### **Warning**

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

#### **Lunch Detention**

Students assigned to lunch detention must report within the first ten minutes of lunch. After signing into lunch detention, students will silently read and/or study while they eat their lunch. There will be no talking or electronic devices (including cell phones and music devices) allowed.

#### **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 is expected to cease.

#### **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 an administrator.

If a student is on campus during a suspension, including attendance or participation in school activities, additional consequences may result.

### **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.

### **After School Detention**

After School Detention is held from 3:30pm until 5:30pm and may be an alternative to suspension. The following guidelines will be followed for after school assignments:

1. Detention is mandatory. Failure to attend will result in suspension the next day.
2. Detention is an option for suspension from school. Attendance 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 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 student.
- 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.

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.

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**

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.

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.

### **The following definitions are intended to explain the most common infractions in each category:**

**Absence:** Not attending class or arriving 30 minutes after class begins.

**Abusive Language:** Any language intended to hurt, put down, or demean another individual.

**Affection–(Inappropriate Display):** Kissing, extended embraces, or contact that causes others to be uncomfortable.

**Aggressive Behavior:** Physical exhibitions of aggression that include fighting gestures or other actions that promote hostile confrontation or fighting.

**Assault:** Intentionally, knowingly, or recklessly causing physical injury to another.

**Auto Permit Violation:** Incorrect posting of permits, unsafe vehicle operation, improper



parking.

**Boards/Bikes/Blades:** Being on campus while riding skateboards, bicycles, scooters, or bicycles.

**Bomb Threat:** Verbal or written comments about explosive devices in relation to school/students/staff.

**Bus Violation:** Not following bus rules i.e. language, sitting, and general appropriate behavior.

**Cafeteria Violation:** Inappropriate lunch room behavior, such as throwing food, cutting in line, leaving your table messy.

**Cell Phone:** Cell phone being visible, audible, or used during class time.

**Cheating:** Copying another student's answers, using technology to gain an unfair advantage, having hidden notes, or allowing another student to copy answers or assignments.

**Combustibles/Lighters/Matches:** Any material that could start a fire.

**Computer/Technology Misuse:** Use of technology outside of their intended school-related purposes. Examples may include: using a device to access inappropriate content during the school day, changing settings or configurations on school computers,

**Defiance/Insubordination:** Refusal to follow reasonable staff directives or willful disobedience and disregard for staff authority.

**Disrespect:** The use of offensive words or demonstration of offensive actions that antagonize or distract staff or students.

**Disruption in the Classroom:** Language or behavior which disrupts or interferes with the educational process.

**Dress Code Violation:** (A) Apparel that shows off an unnecessary amount of skin or a shortage of clothing that makes other students/staff feel uncomfortable. (B) Any graphic that relates to drugs/alcohol or content that offends others or causes a distraction in an educational setting.

**Drug/Alcohol Possession:** Using or possessing any illegal drug or drug paraphernalia while on campus or prior to being on campus. (C) Carrying/possessing/consuming prescription or over the counter drugs that are not prescribed to the student and are not on record with the school nurse.

**Drug/Alcohol Distribution:** The sale or delivery of (or intent to sell or deliver) drugs or alcohol to another individual while on school grounds or while on the way to or from school.

**Fight:** A hostile physical encounter between two or more individuals.

**Fire Alarm:** Pulling of a fire alarm or intentionally setting off a smoke detector.

**Forgery:** Writing or giving false or misleading information to school officials by forging a guardian's or any other person's signature. Also pertains to electronic or phone communication while the student is pretending to be another person.

**Harassment/Bullying:** Harassment includes any act that substantially interferes with a student's educational benefits, opportunities, and performance, or that has the effect of:

(A) physically harming a student or endangering a student's property

(B) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property

(C) creating a hostile educational environment, including interfering with the psychological well-being of a student. (see page 41)

**Hall Pass Violation:** Using a hall pass to go any place other than the agreed upon location. Examples include wandering the halls, going to the nurse, texting while outside of class etc...,

**Inappropriate Item:** Items unsuitable for the school/class setting.

**Leaving Class without Permission:** Any time a student leaves a supervised area without written or verbal consent of a teacher.

**Lunch Detention Violation:** Talking during detention or disrupting the environment in any way; leaving early or arriving late.

**Lying/Deception:** Intentionally misleading staff members or trying to deceive them.



**Obscene Gesture:** Any gesture or bodily display that is lewd, suggestive, or inappropriate.

**Off Campus Violation:** When students leave school grounds during the school day without permission.

**Electronics:** Devices such as iPods, CDs, or any other handheld device that is used during instructional time.

**Plagiarism:** Intentionally copying or submitting someone else's work with the intent to pass it off as their own. This may take the form of outright copying or using someone's thoughts, words, or opinions without giving credit to the original source.

**Profanity:** Profane language that is spoken or written.

**Profanity Towards Staff:** Name calling or profane statements directed towards staff members.

**Property Damage:** Destruction or defacing of personal or private property.

**Safety Violation:** Putting oneself or others in a dangerous situation. Running in halls, not wearing protective equipment etc...,

**Skipping/Truant:** Failing to attend class or leaving without permission.

**Suspension Violation:** Failing to follow through with the terms of a suspension.

**Tardy:** Arriving to class after the tardy bell sounds.

**Theft:** The act of stealing; the wrongful taking and carrying away of the personal goods or property of another.

**Threat:** A declaration of an intention to inflict punishment, injury, or bodily harm.

**After school Detention Violation:** Failure to attend After School Detention, or stay the entire length of After School Detention.

**Unsatisfactory Behavior:** Any behavior that is not in line with WHS student expectations.

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**Violent Behavior:** Behavior that could harm others.

**Weapons-Firearms:** Possession of any type of gun.

**Weapons-other:** Devices such as brass knuckles, nunchucks, bats, pipes etc...,

**Weapons-look-alike:** Replica weapons such as plastic knives, paintball guns, airsoft guns, or any other toy/material that is intended to replicate a weapon.

## Notes:



	First Incident	Second Incident	Third Incident
<b>Abusive Language</b>	Conference/ Educative Experience	Conference guardian/guardian	Admin discretion
<b>Academic Dishonesty (Plagiarism)</b>	Educative experience/Redo assignment.	Academic contract and/or guardian/admin conference.	Admin discretion
<b>Affection</b>	Conference	Guardian contact	Admin discretion
<b>Aggressive/Violent Behavior</b>	Risk assessment, conference	Restorative/ wraparound meeting	Admin discretion
<b>Alcohol and drugs possession/use</b>	Drug and alcohol evaluation, and/or up to a 3 day suspension.	Drug and alcohol referral, guardian/admin conference, and/or up to a 5 day suspension.	Up to 10 day suspension, guardian/admin conference/possible expulsion hearing.
<b>Alcohol and drugs sale/distribution</b>	Drug and alcohol referral, guardian/admin conference, and/or up to a 5 day suspension.	Drug and alcohol referral, guardian/admin conference and behavior contract, and/or up to a 7 day suspension.	Up to 10 day suspension, guardian/admin conference/possible expulsion hearing.
<b>Auto Violation</b>	Warning/citation	Citation	Loss of privilege/ Towing
<b>Burglary (school property)</b>	Restorative Conference/ Educative experience	Behavior contract	Admin discretion



<b>Bus Violation</b>	Conference/call home	Conference with guardian/guardian	Loss of bus privileges
<b>Cafeteria Misuse</b>	Educative experience	Conference with guardian/guardian	Loss of cafeteria privilege
<b>Cell phones</b>	Conference/warning	Conference with guardian/ Guardian pickup	Technology Behavioral Contract
<b>Combustibles/Lighters/Matches</b>	Confiscation/Warning	Confiscation/After school detention	Confiscation/conference with parent/ suspension
<b>Computer misuse</b>	Conference/warning	Conference with guardian/guardian	Loss of computer privileges
<b>Defiance</b>	Restorative conference and/or lunch detention.	Guardian/Admin Conference, and/or detention.	Behavior contract, and/or in-school suspension.
<b>Disruption</b>	Conference/lunch detention	After school detention, and/or suspension.	Guardian conference/ suspension
<b>Dress code</b>	Conference and/or covering/removing item	Educative experience and/or covering/removing item	Guardian meeting and administrator discretion



<b>Fight/assault</b>	Guardian contact, detention, and/or suspension up to 3 days	Behavioral contract, and/or suspension up to 5 days.	Possible expulsion
<b>Fire alarm/bomb threat</b>	Suspension pending investigation	Suspension pending investigation	Possible expulsion
<b>Forgery Impersonation</b>	Conference/warning	Lunch detention	After school detention
<b>Hall Pass</b>	Warning/ lunch detention	Loss of privilege/ after school detention	Guardian/admin contract/ admin discretion
<b>Harassment</b>	Restorative Conference	Conference with guardians/educative experience	Admin discretion
<b>Inappropriate objects</b>	Warning/confiscation	Confiscation with guardian/pick up	Behavior contract
<b>Inciting conflict</b>	Warning/conference	Guardian/guardian conference	Admin discretion
<b>Leaving class without permission</b>	Conference/warning	Lunch detention/guardian conference	Behavior contract/admin discretion
<b>Lunch detention violation</b>	Conference/warning	Guardian conference	Behavior contract/admin discretion
<b>Off campus violation</b>	Conference/warning	Lunch detention/call home to guardian/guardian	Behavior contract/admin discretion



<b>Profanity</b>	Conference/Warning	Lunch detention	Behavior contract/ admin discretion
<b>Property damage/vandalism</b>	Restitution	Restorative conference	Admin discretion
<b>Safety violation</b>	Restorative conference	Behavior contract	Possible suspension
<b>Skipping/truant</b>	Restorative conference/detention	Guardian conference/attendance contract	Admin discretion
<b>Suspension violation</b>	Conference/ suspension	Guardian contract/meeting	Admin discretion
<b>Theft</b>	Restorative Conference	Suspension/behavior contract	Suspension
<b>Threat</b>	Restorative conference/ lunch detention and/or suspension	Guardian conference and/or suspension	Suspension
<b>Tobacco/Vape Pen</b>	Confiscation and guardian contact.	Detention/behavior contract	Admin discretion
<b>After School Detention Violation</b>	Conference	ISS	Admin discretion



<b>Vandalism</b>	Educative Experience	Restorative conference/behavior contract	Admin discretion
<b>Weapon possession</b>	Possible Expulsion Hearing	Possible Expulsion Hearing	Possible Expulsion Hearing



## Bell Schedule

Regular Bell Schedule A or B Day			
A		B	
Period 1	8:30 – 10:00	Period 5	8:30 – 10:00
<b>Break</b>	10:00 – 10:10	<b>Break</b>	10:00 – 10:10
Period 2	10:10 – 11:40	Period 6	10:10 – 11:40
<b>Lunch</b>	11:40 – 12:20	<b>Lunch</b>	11:40 – 12:20
Period 3	12:20 – 1:50	Period 7	12:20 – 1:50
Period 4	2:00 – 3:30	Period 8	2:00 – 3:30

Wednesday Bell Schedule A or B Day			
A		B	
Period 1	9:30 – 10:45	Period 5	9:30 – 10:45
<b>Break</b>	10:45 – 10:55	<b>Break</b>	10:45 – 10:55
Period 2	10:55 – 12:10	Period 6	10:55 – 12:10
<b>Lunch</b>	12:10 – 12:50	<b>Lunch</b>	12:10 – 12:50
Period 3	12:50 – 2:05	Period 7	12:50 – 2:05
Period 4	2:15 – 3:30	Period 8	2:15 – 3:30

Conference ½ Day Bell Schedule			
A		B	
Period 1	8:30 – 9:20	Period 5	8:30 – 9:20
Period 2	9:30 – 10:20	Period 6	9:30 – 10:20
<b>Break</b>	10:20 – 10:30	<b>Break</b>	10:20 – 10:30
Period 3	10:30 – 11:20	Period 7	10:30 – 11:20
Period 4	11:30 – 12:20	Period 8	11:30 – 12:20

Assembly Bell Schedule A or B Day			
A		B	
Period 1	8:30 – 9:50	Period 5	8:30 – 9:50
<b>Break</b>	9:50 – 10:00	<b>Break</b>	9:50 – 10:00
Period 2	10:00 – 11:20	Period 6	10:00 – 11:20
<b>Assembly</b>	11:30 – 12:00	<b>Assembly</b>	11:30 – 12:00
<b>Lunch</b>	12:00 – 12:40	<b>Lunch</b>	12:00 – 12:40
Period 3	12:40 – 2:00	Period 7	12:40 – 2:00
Period 4	2:10 – 3:30	Period 8	2:10 – 3:30

Semester Exam Bell Schedule			
A		B	
Period 1	8:30 – 9:30	Period 5	8:30 – 9:30
<b>Break</b>	9:30 – 9:40	<b>Break</b>	9:30 – 9:40
Period 2	9:40 – 10:40	Period 6	9:40 – 10:40
Period 3	10:50 – 11:50	Period 7	10:50 – 11:50
<b>Lunch</b>	11:50 – 12:30	<b>Lunch</b>	11:50 – 12:30
Period 4	12:30 – 1:30	Period 8	12:30 – 1:30