

# Seaside High School

*Home of the Gulls!*

## **Mission Statement**

Preparing ALL students for a productive future.

## **Philosophy Statement**

Seaside High School's staff, students, parents and community are committed to developing confidence and competence in an inviting atmosphere that promotes lifelong learning.

## **Expectations for Student Behavior**

There are many activities for students to take part in at Seaside High School; however, the most important is academic learning. To make learning effective, disruptions and distractions to the learning process must be minimized. Thus, in an effort to provide a safe and productive learning environment for everyone, expectations have been established.

Pride in yourself and mutual respect for others are vital in making the high school experiences successful. It is our hope that you will learn to use good judgment and make sound personal choices in all matters related to your behavior.

## **ACADEMIC SUPPORT**

Seaside High School will offer academic support to all students during regular school hours on Monday and Thursday during their study lab periods. Study labs are regularly scheduled periods that students are expected to attend. The guidelines for being exempt from attending Study Lab are as follows:

### **Seniors and Juniors**

After the four week grading period students will be issued a pass from the main office and be allowed to access the library, cafeteria, or leave campus for an extended lunch. Students must be in possession of their pass and must meet the criteria below.

- Must have passed all classes in the prior term with a 2.0 GPA or better
- No major discipline referrals in the prior or current term
- Must be on track to graduate (appropriate number of credits)
- No D's or F's on current progress report
- Must have 90% attendance
- Seniors – must be current with SRP due dates

### **Sophomores & Freshmen**

Above criteria must be met. Not eligible until after Fall term. Must have parent permission form signed and on file. Freshman may not leave campus.

Support for students will often be available on Wednesdays from 4:00pm to 7:00pm in the SHS Library.

## **ALCOHOL & DRUG POLICY**

Any student (K-12) who is found using, inhaling, under influence, or in possession of any illegal drug (alcohol and other drugs and/or substances), drug paraphernalia, look-alike drug, or alcoholic beverage (e.g.: O'Doul's, Sharps and Near Beer, etc.) while on Seaside School District 10 property will be subjected to the following procedures:

### **A. First Offense**

1. Consult flow chart referral process (Steps 1-4) (found in District Policies)
2. Five-day out of school suspension.
3. Four-week activity suspension, including all school-sponsored activities, athletics and extra-curricular activities for violation of policy.
  - a. Student may quit activity, but is ineligible to participate in another activity until recommendation of SAP Advocate is completed, and if allowed, balance of suspension is served.
4. Notify law enforcement, if appropriate.
5. Parent re-admittance conference outlining available options.
6. Meeting with Counseling Department representative (within 10 school days from offense). The following will occur:
  - a. Alcohol and drug pre-assessment.
  - b. Completion of 3<sup>rd</sup> Millennium Online curriculum at student expense
  - c. Intervention Plan developed and completed.
  - d. Non-compliance will result in recommendation for expulsion

### **B. Second and all subsequent offenses**

1. Consult flow chart referral process (Steps 1-4)
2. Notify law enforcement.
3. Recommendation for expulsion.
4. Intervention Plan developed by appropriate outside agency.

### **C. Offenses are cumulative K-12**

## **Distribution, Purchase or Sale**

Any student (K-12) who is found distributing, selling or purchasing any illegal drug (alcohol, other drugs and/or substances), drug paraphernalia or look-alike drug listed as violation in the policy statement while on Administrative School District 10 property, or at any school sponsored activity will be subject to the following procedures:

### **A. First Offense**

1. Consult flow chart referral process (Steps 1-4)
2. Law enforcement notified, if appropriate.
3. Recommendation for expulsion.
4. Recommended Intervention Plan.

### **B. Second and All Subsequent Offenses**

1. Consult flow chart referral process (Steps 1-4)
2. Law enforcement, if appropriate.
3. Recommendation for expulsion.
4. Review intervention plan.

## **ASSEMBLY OF STUDENTS**

All meetings not regularly scheduled must be approved by the Principal and entered on the master calendar.

## **ATTENDANCE POLICY**

Attendance policies, regulations, rules, and procedures are designed to promote student success.

*It will be the responsibility of the **student** to:*

1. Attend school every day on time and be prepared to learn.
2. Follow attendance policies with regards to reminding your parent/guardian to bring/send a signed note, or telephone the Main Office at 503.738.5586 to excuse the absence.
3. Make arrangements, including completing a pre-arranged absence form with teachers, and follow classroom procedures for make-up work, understanding that many classroom activities cannot be duplicated.
4. Make up missing work within (1) day for each day of an excused absence.
5. Keep teachers & counselors informed of any event that may impact the student's attendance or affect job performance.
6. Remain at home when ill.

*It will be the responsibility of **parents/guardian** to:*

1. Emphasize that school attendance is a priority.
2. Provide accurate attendance information to the school.
3. Refer to the school guidelines regarding excusing your student's absence.
4. Notify the school's Main Office immediately upon the student returning from the absence.
5. Schedule required appointments outside of school hours (if at all possible).
6. Initiate contact with staff in cases of extended absences via e-mail, phone call or visit to the high school.
7. Refrain from scheduling family trips that conflict with the school term (if at all possible).
8. Follow and complete the Seaside High School Pre-arranged Absence form when pre-arranging an absence for your student of more than one day.
9. Be an active participant in your child's education.

*It will be the responsibility of the **classroom teacher** to:*

1. Take attendance within the first ten (10) minutes of each class period and maintain accurate attendance records.
2. Review how attendance and participation relate to the course objectives at the beginning of each trimester. At this time, they will communicate clear expectations and guidelines for making up work and times the teacher is available to meet with students.
3. Grade and return student work in a timely manner.
4. Maintain a positive dialog with the student, parent/guardian, and appropriate school personnel when absenteeism is in danger of negatively impacting student success.

### **Types of Absences:**

- |                     |              |
|---------------------|--------------|
| - Excused           | - Unexcused  |
| - Pre-Arranged      | - Suspension |
| - Extracurricular   | - Field Trip |
| - School Authorized |              |

### **Unexcused Absence Consequences Flow Chart:**

- 1<sup>st</sup> Absence: Warning
  - 2<sup>nd</sup> Absence: 30 minute detention
  - 3<sup>rd</sup> Absence: 60 minute detention & letter sent home – REFERRAL TO ATTN. ASST.
  - 4<sup>th</sup> Absence: Saturday School & Loss of Privilege Contract
  - 5<sup>th</sup> Absence: Two Saturday Schools & Parent Conference (Truancy Officer contacted)
  - 6<sup>th</sup> Absence: 1 Day Suspension (Truancy Officer contacted)
  - 7<sup>th</sup> Absence: 3 Day Suspension & Attendance Contract Signed (Truancy Officer contacted)
  - 8<sup>th</sup> Absence: 5 Day Suspension (Truancy Officer contacted)
  - 9<sup>th</sup> Absence: Recommendation for Expulsion & Alternative Placement (Truancy contacted)
- \*30 days with no unexcused absences will move student back on step on list of consequences.

### **Excused Absences**

To inform parents of student absences, the high school staff will make every effort to do the following:

- *Call* parent at home or work during the school day to report unexcused absence.
- *Make available* student attendance data on ParentVue, found at [www.seaside.k12.or.us](http://www.seaside.k12.or.us)
- *Send letter* to parent notifying that student has *unexcused* absences in a class.
- *Request meeting* with parent to discuss attendance when student has *five* absences.
- *Inform parent* that the Truancy Officer will be contacted.

**Because the law authorizes the school, not the parent, to determine which absences may be excused** and which absences are not excused, the district has established the following parameters under which an absence from school will be considered an excused absence.

1. Personal illness of the student
2. Medical or Court appointment with written verification by parent
3. Serious illness or death in the family
4. Family emergency as determined by a school official (Principal, Assistant Principal or Designee)
5. Prearranged absences, as approved by a school official
6. School-sponsored activities. While absences for school-sponsored activities are automatically excused, the student should arrange ahead of time to get any assignments he/she will miss.
7. Out-of-school suspension

### **Pre-Arranged Absences**

If you intend to take your student on an extended absence from school (two days or more) you must complete a “Pre-arranged Absence” form to ensure that their absences are excused. We suggest that extended trips during school be moved to appropriate times. We also suggest that you heed the teacher(s) recommendation(s) for your student on pre-arranged absences, as you make your decision to travel.

1. If a student is planning to be absent two (2) or more days in succession, the student is to obtain a “Pre-arranged Absence” form from Main Office and have it signed by their parent/guardian, by all of his/her teachers, and return it to the office prior to the absence.
2. Whenever possible, medical, dental and personal appointments should be arranged outside the school day. When appointments must be scheduled during school time, the student is to bring a note to the Main Office and sign out prior to leaving campus.
3. For pre-arranged absences less than two days please make arrangements with the Main Office by phone 503.738.5586, or note.

## Excusing an Absence

Absences may be excused in any of the following manners:

- Send an e-mail to [jhickman@seaside.k12.or.us](mailto:jhickman@seaside.k12.or.us). Please include your student's name, date of the absence, reason for the absence, and you must use a signature line to identify the sender.
- Send a signed & dated note to school with your student that includes your student's name, date of the absence, reason for the absence, and you must sign and date the note.
- Call the Main Office at 503.738.5586.

## Make-Up Assignments

1. The students will be given one (1) day make-up for each day of school missed for excused absences. Make-up work may not be given for unexcused absences.
2. Students will request and be given make-up work for credit prior to or following an excused absence whenever make-up work is appropriate, feasible, and completed in a timely manner.
3. Students' grade may not be lowered solely due to excused absences.
4. The responsibility for arranging make-up work belongs to the student.
5. Although credit may only be given for excused absence make-up work, SHS believes skills are compounding in all courses; students should make up work for all absences to prevent gaps in their coursework that would inhibit success.
6. For two or more consecutive absences, requested make up work will be available by 3:30pm the following day. If your child is only gone for one (1) day they may pick up their make-up work from their teachers the following day.

## BUS RULES

The following information, rules and regulations adopted by your school board, are provided for your use. Please see that your child is briefed and complies with these bus rules.

1. **Students being transported** are under the authority of the bus driver. The driver shall enforce all bus regulations.
2. **Students shall be on time** for both the morning and evening bus. Drivers are not permitted to wait for any student. (Student should be at the bus stop shortly before the scheduled bus arrival time to avoid missing the bus, which may result in a hardship for the student and parent. This need is especially true during the first two weeks of school when special problems may develop.)
3. **Fighting, wrestling, or boisterous** activity is prohibited on the bus.
4. **Students shall use the emergency door** only in case of emergency.
5. **Students shall remain seated** while bus is in motion.
6. **When necessary to cross the road**, students shall cross in front of the bus or as instructed by the bus driver.
7. **Students shall not extend their hands**, arms, or heads out of the bus windows.
8. **Students shall not open or close windows** without permission of driver.
9. **Students shall have written permission** to leave the bus other than at home or school. (This does not authorize special or additional stops for any reason.)
10. **Students should converse in normal tones and use appropriate language**; loud and vulgar language is prohibited.
11. **Students shall keep the bus clean** and must refrain from damaging it.
12. **Students shall be courteous** to the driver, to fellow students and passers by.
13. **Students shall not bring animals** or other pets on the bus.
14. **Students are discouraged from eating** on the bus except on special out-of-town trips when it may be necessary.
15. **Smoking on the bus or any open flame of any kind is unlawful.**

16. **Students are not allowed to bring guns, weapons, or hazardous objects of any kind** on the school bus. (Hazardous objects defined as, but not limited to: glass objects, explosives, sharp or pointed objects, or play things such as rubber bands.) The bus driver will confiscate these objects.
17. **Bus drivers cannot make unauthorized stops;** consequently any new or revised stops must be worked out with the transportation office before they can be included in the scheduled route.
18. **Musical instruments and other items that are too large to be held by the student** and would otherwise occupy a bus seat **must** become the transportation problem of the parent and/or student. Many buses are crowded and all seats are reserved for students only.
19. **Students refusing to obey promptly, the directions of the driver,** or refuse to obey regulations, forfeit their right to ride the buses.
20. **When a disciplinary problem arises,** the bus driver will fill out a **Bus Driver's Report on Pupil Conduct Form.** The student must obtain parent's signature, principal's signature and it then must be returned to the bus driver before they will be permitted to ride the bus.

### **CAMPUS DRIVING/PARKING RULES**

***ALL STUDENTS DRIVING TO SCHOOL MUST REGISTER ALL OF THEIR VEHICLES THAT THEY MAY DRIVE TO SCHOOL. FAILURE TO DO SO MAY RESULT IN LOSS OF DRIVING PRIVILEGES.***

Students are granted the privilege of driving to school and parking on campus\*\* after meeting the following criteria:

- A. Have a valid Oregon driver's license.
- B. Register vehicle in Main Office and place parking sticker on the upper driver side of windshield.
- C. Be a student in good standing.

#### **Students shall lose parking privileges for:**

1. 10 Unexcused Absences in a term.
2. Storage of illegal substances or weapons in vehicle on school grounds.
3. Parking backwards in parking space.
4. Verified reckless driving on campus while traveling to and from school, during the school day, and to or from any school activity.
5. Violating "**Closed Campus**" regulations.
6. Parking in "**No Parking**" or non-designated areas.
7. Failure to register car being driven to school.

\*\*Seaside High School does not assume any liability for students parking their vehicles on campus.

\*\*All students are subject to fines and expenses associated with ticketing, towing and/or impound of vehicles if cars are parked illegally or on campus without permission to park.

### **CHEATING**

Cheating and plagiarism interfere with the rights of other students to have a fair education.

Therefore, students that cheat or plagiarize may be referred for disciplinary action and may fail the assignment, test, or project with a zero grade. If a zero grade is issued, the teacher will notify the parents or guardians and keep a record of the action. A second such occurrence may result in removal from class with a failing grade, suspension, and/or expulsion from school.

## **CLOSED CAMPUS**

Seaside High School campus is “**CLOSED**” from 8:10am to 3:10pm (2:10pm on Wednesdays) for all students. 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> graders may leave campus during lunch only, but must return on time for their next class. At **NO** time is any break considered open campus for a student to leave. In order to leave campus during this “**CLOSED**” time, students **MUST** check out at the Main Office Attendance Window with parent or guardian permission. Failure to follow this policy will lead to disciplinary action. Students are **prohibited** from the following areas, before or after school, during class time, break, and lunch:

- A. Sitting in automobiles
- B. The floor of the Estuary
- C. Neighborhood areas & streets
- D. Campus natural zone areas

## **COMPUTERS**

Computers at Seaside High School are for student use with the following expectations noted: It is expected that students use all computer hardware, software and the wireless network properly. Students misusing the equipment or using it without proper authorization will be disciplined.

## **CYBER COMMUNICATIONS**

Students that engage in electronic communications (whether on-campus or off-campus) that create a disruption to the school environment can and will be subject to full disciplinary measures.

## **DANCE REGULATIONS**

Dances are provided for Seaside High School students. Dancing must be respectful; dancing inappropriately will not be tolerated. Guests will **ONLY** be allowed at Homecoming, SnoBall, and PROM dances. Dance Guest Pass Forms should be completely filled out and returned three days before the dance. Guest passes are subject to administrative approval, and will not be valid unless signed by an administrator. Guests must be 20 years old or younger and in good standing at their school; I.D. will be required at the door. Students going to after-game dances should note, the doors will be closed 30 minutes after the dance starts; and no after-game dance will last longer than 11:00 pm. Times will be posted for special dances. Appropriate dress must be adhered to for all dances.

## **DRESS CODE & GROOMING**

- A. State Health Code requires shoes to be worn in school at all times.
- B. Threat to the health and/or safety of the student concerned or of other students needs to meet standard.
- C. Due to the nature of class activity, certain dress or grooming may be a safety hazard to the student or other students. Should that be the case, students will be required to make modification if they wish to remain in class.
- D. In the school Activities Program or Work Experience Program where students represent the school, the advisor may require dress and grooming standards. If the student does not meet the dress or grooming requirements of the activity he/she will be removed from that program.
- E. If a student’s appearance disrupts, interferes, or distracts from the teaching/learning process, that student will be required to make modification. See-through clothing without appropriate under-garments, pajamas, halters, backless dresses, tube tops, sports bras, or layered tank tops, may not be worn, except when covered by appropriate outer garments. Examples: shirts, blouses and jackets. Any clothing that refers to alcohol/drugs, profanity, or sexual innuendoes will not be permitted. Shirts or tops tied at the midriff, clothing with holes, improperly fastened or

anything with a bare midriff may not be worn to school. Parents and/or guardians may be requested to bring appropriate clothing to the school for the student.

- F. Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards approved by the superintendent and may be denied the opportunity to participate if those standards are not met.

### **EARTHQUAKE DRILLS**

State law requires earthquake drills. After earthquake drills, teachers will direct students to exit the building using the evacuation procedure plan and walk quickly to the north football field.

### **FIELD TRIPS**

Seaside High School offers many learning opportunities outside of the immediate school grounds. Students are reminded, all school rules apply and to attend any field trip they must have a completed field trip permission form, turned in prior to the date of the field trip. Transportation to and from the field trip must be provided by the school district. Students misrepresenting themselves will be disciplined.

### **FIRE DRILLS**

State law requires fire drills. Teachers will announce and post directions for each room. All alarms should be considered possible fires and when the alarm rings the building must be cleared as quickly as possible. Walk at least 50 feet from the school building with your class and proceed to the north football field to your designated class area on the track. Do not re-enter without a verbal confirmation from an administrator. Teachers will be required to report any students who do not return from the drill in a timely manner.

### **FIREARMS**

See WEAPONS IN THE SCHOOLS.

### **FOOD AND DRINK**

Everyone needs to be responsible for cleaning up our own messes, papers and wrappers. Food and drink will be allowed in the classroom at the discretion of each teacher.

### **FREEDOM OF EXPRESSION**

- a. The principal must approve any survey or questionnaire, designed to collect information from students, staff, or the community.
- b. All survey or questionnaire forms must include:
  1. The name of the person, group, organization responsible for the survey.
  2. How the information will be used.
  3. The group or classes to be surveyed.
  4. The number of copies to be distributed.

\*The principal must approve all posters or notices of any type that are to be displayed on school bulletin boards or walls.



## **GANG BEHAVIOR**

All items associated with “gangs” as identified by school administrator in conjunction with local law enforcement agencies are prohibited from being on the Seaside High School Campus. These items would include:

- A. Apparel that identifies a student as being part of a gang
- B. Specific “gang symbols” such as bandanas and symbolic caps
- C. School supplies marked with “gang graffiti”
- D. Chains, spikes, and other metal paraphernalia
- E. Racist publications and periodicals

Students who are responsible for a school program, either as leaders or participants, are instructed to refrain from making verbal statements that refer to identified “gang” and/or gang behavior during any student forum such as assemblies, class meetings, and lunch break entertainment events. The building administration reserves the right, to add or subtract, excluded items from this policy when advised by local law enforcement agencies. Students will be notified of these changes through the daily bulletin or announcements. Failure to abide by the above rules will cause the involved student to be suspended from school for “Defiance of Authority” at a minimum; expulsion from school would be the maximum.

## **HALL PASS**

The proper hall passes must be filled out with date, time, destination and teacher’s signature each time a student leaves class. Exceptions to the hall pass rule will be Yearbook, Office, Library or Counseling Aides; these students must have a button, badge or permanent wallet pass to leave their classroom areas. Failure to follow hall pass policy will result in discipline.

## **HARASSMENT**

It is the goal of Seaside High School to maintain a learning and working environment that is free of harassment. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. It may be, but does not have to be, because of one’s race, color, creed, religion, national origin, gender, age, disability, marital status, sexual orientation, or any other individual differences, that: 1) has the effect of creating an intimidating, hostile, or offensive environment; or 2) has the effect of unreasonably interfering with an individual’s performance.

## **HEALTHCARE STUDENTS**

Seaside High School assumes no responsibilities for students’ healthcare and /or injuries while at school. Those students without health coverage can purchase school time health insurance by an approved health provider through our high school.

## **KNIVES**

See WEAPONS IN THE SCHOOLS

## **LASER PENS**

Laser pens pose a serious issue to student’s eyesight when misused. Therefore, laser pens may only be used under the close supervision of a teacher at school. These items will be confiscated.

## **LEAVING SCHOOL EARLY**

Students who need to leave school during the school day are to check out in the Main Office prior to leaving campus, UNLESS they are leaving for a school-sponsored activity. \*Checking out requires a note or a phone call from home.

## **LOCKERS**

Each student is assigned a lock and locker for his/her individual use. Please do not reveal your lock combination to others. Remember, the locker is school property and may be inspected, if necessary, using proper procedures. Students are responsible for damages to locker or loss of their lock. Locker inspection may take place at any time, if necessary. The use of personal locks instead of school-assigned locks is prohibited and may result in removal and disposal of the lock. Never trade lockers or locks with another student.

## **LOST AND FOUND**

Students losing items at school may check with the office where the lost and found is kept. Seaside High School assumes no liability of items in the lost and found. We try to provide this as help only. If an item is suspected as stolen, fill out a theft report in the Main Office.

## **MUSIC DEVICES/CELL PHONES**

These devices have become a huge distraction and interrupt the educational process at school. Their use also poses a safety and privacy risk to all students. Devices can be used during passing time, but not in a classroom or during class time without teacher permission. If a device is seen, heard, or causes a problem at school, the device will be confiscated and held by an administrator until such time as a parent can claim the device.

## **OFF CAMPUS**

Students with scheduled off campus must not be at school unless they have checked in at the Main Office and have permission to be on campus for a school-related reason. Students are not to be in the cafeteria during class periods.

## **OFFICE HOURS**

The Main Office is open for school from 7:30 am to 4:00 pm, Monday through Friday, except holidays. Seaside High School office staff is always ready to assist your school business needs.

## **OREGON STATE CRIMINAL CODE**

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

## **POLICE INVOLVEMENT**

School officials have the option to notify police authorities in case of major violations and press charges. School officials will make every effort to contact parents when police authorities question and/or investigate their students. Any action taken by police authorities will be in addition to action by the school.

## **PUBLIC DISPLAY OF AFFECTION**

School is not the place where inappropriate intimacies should occur. While handholding is acceptable, kissing and other acts of affection are inappropriate at school. Those students who consistently ignore this simple rule will be subject to disciplinary action and have their parents notified.

## **RETURNING TO BUILDING AFTER AN EMERGENCY THREAT SITUATION**

All students will return to the building after the building has been thoroughly searched by authorities and deemed to be safe. If parents do not want their students to return to the building they must have a note on file in the office. Parents will be contacted by phone before the student is released.

## **SEARCH AND SEIZURE**

School authorities are obliged to search lockers, if needed, to assure the safety and welfare of students as well as the protection of students and school property. A student's person, automobile or other property may be searched while on school grounds if there is suspicion he/she is in violation of district policy or school regulations. The principal or assistant principal will conduct all searches.

## **SCHOOL PROPERTY**

Any student will be disciplined and charged restitution for cost related to his/her willfully damaging or defacing school property.

## **SKATEBOARDS, IN-LINE SKATES & ROLLER SKATES**

Skateboards, in-line skates and roller skates are not to be used on school property at any time, due to safety concerns.

## **STUDENT FEES**

ASB - \$25/annual  
Yearbook - \$40/annual  
Athletics - \$125/per sport  
Art Exploration - \$10/per class  
Drawing & Painting - \$10/per class  
Clay Arts - \$10/per class  
Calligraphy - \$10/per class  
All Wood Shop courses - \$10/per class  
Non-Traditional PE - \$30/per class  
Culinary Arts - \$10/per class  
Cooking for Life - \$10/per class  
Biology - \$10/per class  
Photography - \$25/per class  
PSAT Test - \$15/per test  
Compass Test - \$10/per test

## **STUDENTS NOT LIVING AT HOME**

Students residing in the district under the age of 18, obtaining a court awarded emancipation statute, will have all rights and privileges of other residents providing there is proof of emancipation in the school office file.

- A. Students, 18 years of age or older, who move out of their parent's or guardian's home and reside in our district must show proof of age, report change of address and phone number to the Main Office.
- B. Students, who turn 18 years old during the school year, living with or without parents, must continue to have their parents be accountable for them regarding school.

## **TARDY POLICY**

A student will receive an unexcused tardy if she/he arrives in the classroom after the bell, unless the student has written permission excusing them from an authorized school employee (which includes date and Main Office departure time). Students more than 10 minutes late to class are counted unexcused absent, not tardy. **Missed bus or ride, oversleeping and car problems are not accepted as excuses for tardies.** Students with accumulated tardies are subject to disciplinary action including, but not limited to, detention, loss of privilege contracts, and suspension.

**Detention:** If you receive 3 or more tardies in one class, you will be issued a 30 minute, 60 minute, 90 minute or 180 minute detention. On your 6<sup>th</sup> tardy to a class you will also be subject to a Loss of Privilege Contract. You will have 5 school days to serve your detention minutes in one of these three venues:

- Noon School – Every Monday/Wednesday/Friday at lunch in Rm. 3
- Wednesday School – Every Wednesday from 2pm—3pm in Rm. 3
- 

You will only be required to stay for the length of minutes you have been assigned.

**\*BLITZ\*** -- A blitz is when teachers are asked to lock their doors at the beginning of a period and all students not in class at that time are instructed to come to the cafeteria and receive their blitz pass. If you are tardy during that particular time, you will be issued a ½ hour lunch detention regardless of whether or not you have or have not had any previous tardies.

## **THREATS**

Threats of harm to self or others, threatening behavior or acts of violence, including threats to damage school property of any kind will not be tolerated.

## **TIDAL WAVE ALERT (Tsunami)**

In case of a Tidal Wave Alert (Tsunami), teachers will evacuate students per the building evacuation plan.

## **TOBACCO POLICY**

### **A. First Offense**

1. Consult flow chart referral process (Steps 1-4)
2. One-day Suspension, pending mandatory parent conference and/or other appropriate interventions as recommended.
3. Citation to Juvenile Services (if under 18 years of age).
4. Three-day activity suspension or removal from activity.

### **B. Second Offense**

1. Consult flow chart referral process (Steps 1-4)
2. Three-day suspension and/or other appropriate interventions.
3. Citation to Juvenile Services (if under 18 years of age).
4. Parent conference to re-admit.
5. Intervention Plan developed.
6. Five school days activity suspension - parent contact, removal from activity.

### **C. Third Offense**

1. Consult flow chart referral process (Steps 1-4)
2. Five-day suspension and/or other appropriate interventions.
3. Citation to Juvenile Services (if under 18 years of age).

4. Parent conference to re-admit.
5. Fifteen-day activity suspension, including all school sponsored activities, athletics, and extracurricular activities.
6. Review intervention plan.

**D. Fourth and all Subsequent Offenses**

1. Consult flow chart referral process (Steps 1-4)
2. Recommendation for expulsion.
3. Citation to Juvenile Services (if under 18 years of age).

\*Tobacco policy includes any device that produces the physical effect of nicotine substances or is a tobacco look alike product (e.g., e-cigarette's, vaporizers)

**UNAUTHORIZED ENTRY**

Students are reminded that any area on school grounds that is locked or in a restricted area (i.e., school safe, kitchen, or kitchen food locker) is not to be entered by students without school staff supervision.

**UNSPORTSMANLIKE CONDUCT AT GAMES AND ACTIVITIES**

Acting in a manner that distracts from the activity or may result in unsafe situations for players or spectators will not be permitted. Consequences for unsportsmanlike conduct will be removal from that activity and loss of future activities for a period of time.

**VENDING MACHINES**

Beverage dispensers are available in the cafeteria. Students may purchase items before and after school, during break, or lunchtime. Students are reminded these vending machines are not to be used during class time.

**VISITORS**

Parents, guardians and visitors on official school business, need to sign in and pick up a visitor's pass in the main office upon arrival. No student visitors will be allowed on campus during school hours or immediately before or after school.

**WEAPONS IN THE SCHOOLS**

Students **will not** bring, possess, conceal, or use a weapon on or at District property, activities, or interscholastic activities. Weapons are defined as follows:

- "Dangerous Weapon" – any weapon, devise, instrument, material, or substance, 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. ( i.e. pocket knife, switch blade, straight razors, etc.)
- "Deadly weapon" – any instrument, article or substance specifically designed to or may readily capable of causing death or serious physical injury.
- "Firearm" – any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive frame or receiver of any such weapon, or any firearm silencer.

Firearms/Knives/Weapons are not to be brought on school campus at anytime. Even though this is a hunting community, weapons of any sort are not permitted on school grounds unless approved by the

principal. If a weapon is brought on campus, without approval by the principal, the student will be subject to an automatic expulsion hearing and a possible year long expulsion.

# SHS Student Council

## What is Student Council?

Student Council consists of ASB Officers, Class Officers, and Room Representatives.

## So what do Student Body Officers do?

Student body officers are elected by their classmates to represent the student body. They plan activities and try to get as many people involved as possible.

## Do you have to be an officer to be involved in Student Government?

Absolutely not! Everyone can get involved. It's easy as attending meetings or talking to your class or ASB officers. New ideas are always more than welcome and there is all kinds of work to be done, be it planning a holiday week activity or decorating for a dance. Meetings occur once or twice a month, or when the president sees a need. In order to attend a meeting, you need to sign up ahead of time to get out of class. Once you're there, be active and help to get things done. Meetings can really be fun and productive if everyone works together.

## What happens in a Student Council Meeting?

The President and ASB Officers preside over the student council meetings. There is always an agenda that outlines goals of the meeting. A lot happens in a short meeting: committees are formed, issues are discussed and debated, decisions on activities are voted on, clubs are chartered, and amendments can be made on the ASB constitution. There are lots of opportunities to express your ideas and opinions and get involved in things you would be interested in.

## Would I be a good Student Body Officer?

Are you creative and open-minded? Do you like working with others? Do you handle responsibility well? An office is a great experience, but takes a lot of energy and time. Remember this before you run or before you vote.

## How do I run for an Office?

First of all, if you want to run for an ASB Office you need a minimum 2.50 GPA from the previous term and an accumulative GPA of 2.50; currently passing all of your classes; and be considered a member in "good standing" of the Associated Student Body. The application process for ASB will begin in April. Qualified applicants will pick up an application form from the office or one of the Activity Advisor(s). Applications must be fully completed and handed in to the Activity Advisor(s) by the designated date. Qualified students will be interviewed by a panel that may consist of Activity Advisor(s), Administrator, Teacher, Booster member or Parent or School Board member, and the newly appointed ASB Co-presidents. The Co-presidents will be chosen first so they may sit in on the interviews for the remaining ASB positions. Everyone who goes through the interview process will be told if they have been chosen by the ASB advisor(s)

If you want to run for a class officer the process is similar. Student must have a minimum 2.0 GPA from the previous term and an accumulative GPA of 2.0 and currently passing all classes. Student must be considered a member in "good standing" of the Associated Student Body. The application process will begin in May after the selection of ASB officers is completed. Qualified applicants will pick up applications from Class Advisors, completed and returned by designated date. Applicants will be interviewed by a panel that may consist

of Class advisor(s) newly appointed ASB Co-presidents. Everyone who goes through the interview process will be told if they have been chosen by class advisor(s).

**What if I want to be Communication Director or Treasurer?**

Candidates for an appointment must meet the same eligibility requirements and go through an application/interview process.

**If I lose an ASB Election, Can I run for a Class Officer?**

Yes! Class elections take place during the end of May, after ASB Elections. It's a good idea to do this if you're serious about being involved. There's nothing wrong with running for a different position if one doesn't work out. Most of the times there just aren't enough offices for all of the worthy candidates.

**Why should I get Involved?**

Involvement in student council is completely optional, but a lot of students find the experience rewarding. Working on committees sort of forces you to get to know other people, and it is a great feeling to realize you have made a difference in the school.. Also, if you feel really strong about something you see happening at Seaside High School, student council is the place to share your observations, and if needed, start taking appropriate action for improvement. Plus, if you are at the meetings you will always know what is going on. In fact, you will have a say in what's going on. There is no reason to be left in the dark.

**ADVISOR RESPONSIBILITIES**

ASB Advisors	Annie Lynes and Jim Poetsch
Senior Advisors	Ben Chambers & Mike Hawes
Junior Advisors	Suzanna Kruger & Susan Baertlein
Sophomore Advisor	Mark Mizell
Freshmen Advisor	Jeff Corliss
Yearbook Advisor	Susan Baertlein & Amy Rider
Choir Advisor	Vanessa Rush
Band Advisor	Terry Dahlgren
Honor Society	Mitch Ward
Key Club	Suzanna Kruger



# DISABILITIES AND HANDICAPPED CONDITIONS

Section 504 of the Rehabilitation Act of 1973 is Civil Rights Statue provides that: *“No otherwise qualified individual with handicaps in the United States... shall solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by an executive agency or by the United States Postal Service.”*(29 USC 749) In compliance with Section 504 and the Americans with Disabilities Act, the district maintains employment, facilitates, communications and transportation practices that provide equity to disable persons in all phases of the district programs and services. Given advance notice, the district will provide reasonable accommodations in offer for individuals to access school programs and/or services. The district provides for the identification, location and evaluation of student birth to 21 years with disabilities as defined by IDEA (Individual with Disabilities Educators Act) and the Americans with Disabilities Act. The district provides free appropriate public education for student and makes reasonable accommodations to provide an equal floor of opportunity for participation in the school and school related activities in compliance with Section 504, ADA and IDEA. Seaside Administration School District #10, in compliance with American Disabilities Act of 1990 (ADA), will provide an alternative format of this material given advance notice. The Seaside School District is responsible to locate any student from birth through 21 years of age that may have a disability and require special education. If you suspect your child may have a disability to please contact your building principal at 738-5586 or the Director of Special Education at 738-5591.

## GENERAL INFORMATION

<b>Announcements</b>	To have announcement put in Daily Bulletin, have it signed by an administrator or advisor and submit it to the Main Office by 4:00 pm, the day before the announcement is to be made.
<b>Change of Address</b>	Report to Main Office
<b>Health Insurance</b>	Report to Main Office
<b>Illness during the day</b>	Report to Main Office
<b>Leaving school grounds</b>	Report to Main Office
<b>Locker Information</b>	Report to Main Office
<b>Lost and Found</b>	Report to Main Office
<b>Parking Permit</b>	Report to Main Office
<b>Pay Fees</b>	Report to Mrs. Romine's Office
<b>Posters and Notices</b>	See Principal to post a sign or notice on campus
<b>Schedule an Activity</b>	Report to Asst. Principal Brian Purnell
<b>Schedule/Class Change</b>	Report to Counseling Office
<b>Student Body Affairs</b>	Contact Student Body Officer
<b>Transcripts/Report Cards</b>	Report to Principal's Office
<b>Voter Registration</b>	Report to Main Office
<b>Withdraw from School</b>	Report to Main Office

### RESOURCE PERSONNEL

Brian Purnell, Assistant Principal  
 Jeremy Catt, District Student Services Director  
 Travis Cave, Counselor  
 Kalyn Knudsvig, Counselor  
 Carolyn Wells, District Health Specialist

## **OCR STATEMENT**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:

USDA

Director, Office of Civil Rights

1400 Independence Avenue. SW

Washington, DC 20250-9410

OR call; toll free (866) 632-9992 (Voice).

TDD users can contact USDA through local relay

Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users).

USDA is an equal opportunity provider and employer.

Civil Rights

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Washington, DC 20250-9410

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