

Roberts

Parent/Student Handbook



Roberts High School

3620 State St.
Salem, Oregon 97301

Downtown Learning Center

360 Commercial St.
Salem, Oregon 97301

Roberts Middle School

1115 Commercial St. N
Salem, Oregon 97301

Visit our website at <http://roberts.salkeiz.k12.or.us/>

2022-23 Calendar for families

The following calendar lists key dates for Salem-Keizer Public Schools. Please note that individual schools might have additional key dates, so check with your local school.



Key dates for 2022-23

Sept. 5:	No school - Labor Day
Sept. 6:	First day for grades 6 & 9
Sept. 7:	First day for grades 1-5, 7, 8, 10-12
Sept. 14:	First day for kindergarten students
Oct. 14:	No school - Statewide Inservice
Oct. 26-28:	No school - Fall conferences
Nov. 11:	No school, district offices are closed
Nov. 23-25:	No school - Thanksgiving break
Nov. 24-25:	District offices are closed
Dec. 9:	No school - Grading day
Dec. 12:	Trimester two begins
Dec. 19-30:	No school - Winter break
Dec. 23:	District offices are closed
Dec. 26:	District offices are closed
Jan 2:	No school, district offices are closed
Jan. 16:	No school, district offices are closed
Feb. 2-3:	No school - Winter conferences
Feb. 6:	Semester two begins
Feb. 20:	No school - see details below
Mar. 22-24:	No school - Spring Conferences
Mar. 27-31:	No school - Spring break
Apr. 3:	Trimester three begins
May 5:	No school - Grading day
May 29:	No school, district offices are closed
June 7-9:	High school graduation
June 15:	Last day for K-5 grade students
June 16:	Last day for 6-11 grade students

February 20, Presidents' Day may be used as an optional make-up day for an emergency closure that occurs prior to winter break.

Days may be added in June to make up for emergency closures. As much as possible, lost instructional time will be made up with instructional time.

For additional calendars, please visit the district website at salemkeizer.org/about-us/yearly-calendars

September 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

January 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 2023				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

October 2022				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

December 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

April 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

June 2023				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

These are the key dates for the 2022-23 school year listing no school days, district office closures and other significant dates.

Rev. March 2022



Robert High School at Chemeketa
 4071 Winema Place / Salem, OR 97305
 (503) 399-3247 Ext. 508000
 Fax: (503) 375-7871

Site Administrators: Brad Shreve &
 Miranda Cryns
 Office Manager: Sara Eriksen
 & Leticia Bovadilla
 Behavior Specialist: Adam Banducci
 Teacher Leader: Julie Silverio,
 Peter Fessier & Amy Caulder
 Counselors: Katie Chandler,
 Coleen Vandreal, TBD
 Registrar: Alicia Garibay



Roberts Structured Learning Center
 at State Street
 3620 State St. / Salem, OR 97301
 (503) 399-5550 Ext. 504000
 Fax: (503) 391-4075

Site Administrator: Lisa McIntyre
 Office Manager: Leticia Bovadilla
 Behavior Specialist: Justin Whitlock
 Teacher Leader: Caryn Connolly
 Counselor: Jeanette Aguirre
 SDS/ Registrar: Emily Feskens



Roberts Middle School
 at Riverfront

1115 Commercial St. / Salem, OR 97301
 (503) 399-3205 Ext. 608000
 Fax: (503) 399-2244

Site Administrator: Lisa McIntyre
 Office Manager: Leticia Bovadilla
 Culture & Climate Specialist: David Fender
 Teacher Leader: David Fender
 Counselors: Zoriana Camp
 Registrar: Gay Lawrence



Early College High School
 4071 Winema Place / Salem, OR 97305
 (503) 399-3247 Ext. 508000
 Fax: (503) 375-7871

Site Administrators: Brad Shreve &
 Miranda Cryns
 Office Manager: Sara Eriksen
 Teacher Leader: Laura Carver
 Counselors: Kelly Tiscornia
 Registrar: Alicia Garibay



Roberts GED
 at Downtown Learning Center
 360 Commercial St. / Salem, OR 97301
 (503) 399-3421 Ext. 602000
 Fax: (503) 399-3422

Site Administrator: Lisa McIntyre
 Office Manager: Leticia Bovadilla
 Office Specialist: Lisa Francis
 Teacher Leader: Ron Pahle
 Counselor: Sara Shafer-Marche
 SDS/ Registrar: Emily Feskens

Alternative Education Support Staff

Instructional Mentors: Marianne Silvestre &
 Gabrielle Brewer-Wallin
 Alt. Ed. Graduation Coach: Chris Calentine
 Testing Coordinator: Joy Clydesdale
 ELD Coordinator: Sarah Jones
 CSOCs: Alejandra Perez-Castro & Jessica Solis Flor
 Social Workers: Karen Schindler & Kali Roque
 Student Mentor Coordinator: Fabiola Ramirez
 Library Media Teacher: Connie Replinger
 School Data Specialist: Emily Feskens
 CCC Student Advisor: Kenzie Mozejko
 CCC Internship Coordinator: Kristine Bryan
 Early Childhood Education Administrator:
 Stephanie Wetzel
 College & Career Counselor: Robert Martin

Roberts High School and Downtown Learning Center Staff

Administration

Brad Shreve..... Principal shreve_brad@salkeiz.k12.or.us
Lisa McIntyre Assistant Principal mcintyre_lisa@salkeiz.k12.or.us
Justin Whitlock Behavior Specialist whitlock_justin@salkeiz.12.or.us

Counseling

Jeanette Aguirre Counselor aguirre_jeanette@salkeiz.k12.or.us
Sara Schafer-Marche Counselor schafer-marche_sara@salkeiz.k12.or.us

Social Worker

Karen Schindler SLC/ RMS Social Worker schindler_karen@salkeiz.k12.or.us

Instructional Coach

Gabrielle Brewer-Wallin Instructional Mentor brewer-wallin_gabrielle@salkeiz.k12.or.us

SLC Teachers

LeAnn Harris GED harris_leann@salkeiz.k12.or.us
Sarah Jones ELD/ Global Issues jones_sara@salkeiz.k12.or.us
Caryn Connolly Social Sciences & Teacher Leader connolly_caryn@salkeiz.k12.or.us
Kiersten Lipps Middle School lipps_kiersten@salkeiz.k12.or.us
Peter Fallaw Language Arts fallaw_peter@salkeiz.k12.or.us
Dawn Plechl Language Arts plechl_dawn@salkeiz.k12.or.us
Kevin Plechl Health & PE plechl_kevin@salkeiz.k12.or.us
Rhonda Reese SPED reese_rhonda@salkeiz.k12.or.us
John Roth Math roth_john@salkeiz.k12.or.us
Kara Marshall Science marshall_kara@salkeiz.k12.or.us
Monica Wade Math wade_monica@salkeiz.k12.or.us
Shawn Abbey Business Entrepreneurship abbey_shawn@salkeiz.k12.or.us

DTLC Teachers

Tessa Fuimaono Special Education Teacher fuimaono_tessa@salkeiz.k12.or.us
Dean Lohrman GED Teacher lohrman_dean@salkeiz.k12.or.us
Brenda Lamb GED Teacher lamb_brenda@salkeiz.k12.or.us
Ron Pahle GED Teacher & Teacher Leader pahle_ron@salkeiz.k12.or.us

Instructional Assistants

Asia Berrien berrien_asia@salkeiz.k12.or.us
Mearl Capelle capelle_mearl@salkeiz.k12.or.us
Jennifer Dunnigan GED Testing Coordinator dunnigan_jennifer@salkeiz.k12.or.us
Sara Duval duval_sara@salkeiz.k12.or.us
Crystal Houston houston_crystal@salkeiz.k12.or.us
Ana La Paz lapaz_ana@salkeiz.k12.or.us
Jackie Mariaca mariaca_jackie@salkeiz.k12.or.us
Yaneli Rodriguez GED Instructional Assistant rodriguez_yanelil@salkeiz.k12.or.us
Anne O'Rourke GED Instructional Assistant o'rourke_anne@salkeiz.k12.or.us
Jodi Schwindt schwindt_jodi@salkeiz.k12.or.us
Sean Stanton stanton_sean@salkeiz.k12.or.us
Jose "Moises" Vidrio Leon vidrio-leon_jose@salkeiz.k12.or.us
Joe Winzer winzer_joe@salkeiz.k12.or.us
Abel Torres-Barrera torres-barrera_abel@salkeiz.k12.or.us

Graduation Coaches

Chris Calentine Alternative Education calentine_chris@salkeiz.k12.or.us

Office Staff

Leticia Bovadilla Office Manager bovadilla_leticia@salkeiz.k12.or.us
Joy Clydesdale School Office Specialist clydesdale_joy@salkeiz.k12.or.us
Emily Feskens Student Data Specialist feskens_emily@salkeiz.k12.or.us
Lisa Francis School Office Specialist francis_lisa@salkeiz.k12.or.us
Raina Rain LRC Secretary rain_raina@salkeiz.k12.or.us
Ruth Sanchez School Office Specialist sanchez_ruth@salkeiz.k12.or.us

Campus Security

Thomas Hock Campus Monitor hock_thomas@salkeiz.k12.or.us

Roberts Middle School

Administration

Brad Shreve Principal shreve_brad@salkeiz.k12.or.us
Lisa McIntyre Assistant Principal mcintyre_lisa@salkeiz.k12.or.us
David Fender Behavior Specialist & Teacher Leader fender_david@salkeiz.k12.or.us

Counseling

Zoriana Camp Counselor camp_zoriana@salkeiz.k12.or.us

Teaching Staff

Austin Wilhoit Math wilhoit_austin@salkeiz.k12.or.us
Dane Swanson Social Studies/IM swanson_dane@salkeiz.k12.or.us
Jill Naughton Special Education naughton_jill@salkeiz.k12.or.us
Margret Caldwell English Language Arts caldwell_margret@salkeiz.k12.or.us
Martin Anderson Science anderson_martin@salkeiz.k12.or.us
Mitch Coleman CTE coleman_mitch@salkeiz.k12.or.us

Instructional Assistants

Kira Mikutaitis Instructional Assistant Mikutaitis_kira@salkeiz.k12.or.us
Maria Kirk Instructional Assistant kirk_maria@salkeiz.k12.or.us
Mikaela Weber Instructional Assistant weber_mikaela@salkeiz.k12.or.us
Samantha Foster Instructional Assistant foster_samantha@salkeiz.k12.or.us
Victoria Flick Instructional Assistant flick_victoria@salkeiz.k12.or.us

Office Staff

Leticia Bovadilla Office Manager bovadilla_leticia@salkeiz.k12.or.us
Stephanie Gutierrez School Office Specialist gutierrez_stephanie@salkeiz.k12.or.us
Nikki Hughes School Based Health hughes_nikki@salkeiz.k12.or.us
Gay Lawrence HS/MS Registrar lawrence_gay@salkeiz.k12.or.us

Communication **with Parents:**

Parent Square

Salem-Keizer Public Schools is now using the ParentSquare platform **for district, school, and teacher communications**, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent/guardian, using their preferred email address and phone number.

Download the app or log into the [ParentSquare web portal](#) using the contact email used for your child's school.

Grading Policy

Progress reports are provided every six weeks to inform the student and parent(s).

A = Excellent

B = Above average work

C = Average work

D = Below average work

F = Failing work which does not meet minimum requirements

Pass/No grades = Assigned to student aides or independent study.

Talented and Gifted

In accordance with ORS 581-22-403, Salem-Keizer Public Schools identifies and provides services for students with exceptional academic talents or intellectual gifts. Our goal is to provide appropriate educational programs and services through instructional, curricular, and administrative modifications to create educational opportunities for TAG students, which will maximize their potential.

GUIDANCE & COUNSELING SERVICES

Statement of Purpose:

The purpose of the High School Comprehensive Prevention and School Counseling Program is to provide students with advocacy, knowledge, and resources to become lifelong learners, healthy thriving students, and positive contributing members to a safe school community.

How to Access Your School Counselor

Counselors are available to assist students with life situations. Students have the opportunity to meet with a counselor when they are struggling academically, emotionally, socially, or physically. Students wishing to see a counselor should make an appointment with the office. If a situation arises during class time the student must let the teacher know he/she would like to go to the Counseling department. Students and parents are encouraged to contact the office for support and/or referrals early in the development of a problem.

Graduation Requirements

Students must complete 24 credits. Credit shall be earned as follows:

Graduation Requirements	Credits
Course Name	
English: (4.0 Credits) Note: Not to include DRAMA, NEWSPAPER, or YEARBOOK	
Literature (Any course with an LL prefix)	3.0
Writing (Any course with an LW prefix)	1.0
Mathematics: (9-12) All math Algebra 1 and higher	3.0
Social Science: (3.0 Credits)	
(9) 20th Century Studies I or Honors 20th Century Studies	1.0
(11) American Government or Honors American Government	
(11) Sophomore Economics or Honors Sophomore Economics	0.5
(10) 20th Century Studies II or Honors 20th Century Studies	0.5
(12) Social Studies Electives (Optional)	1.0
Science: (9-12)	3.0
Health: (1.0 Credit)	
(9) Wellness Skills I	0.5
(11) Wellness Skills II	0.5
Physical Education: (1.0 Credit)	
(9) Personal Fitness	0.5
(10-12) P.E. Elective	0.5
Applied Arts/Foreign Language: (9-12) (3.0 Credit)	
(Any courses in Art, Business/Computer Mgmt., Industrial Tech., Family and Consumer Studies, Foreign Language, Drama, Newspaper, Yearbook, Video Production.)	3.0
Electives: (9.0 Credits)	6.0
Total (minimum requirements)	24.0

College Entrance Requirements

Students intending to enroll in a post-high school education program must plan carefully to assure entrance requirements are met and completed prior to established deadlines. Your counselor has more detailed information.

The general requirements to be eligible for a 4-year college/university are:

- Graduation from a public high school (satisfactory grade point average)
- Successful completion of the following subject requirements with a C- or better:

English.....4 years

Math.....3 years: through Algebra II

Science..... 3 years: such as biology, chemistry, physical science (one recommended as a lab science).

Social Science...3 years: 1 credit US history, 1 global studies, 1 American government/sophomore economics.

Foreign Lang 2 years: shall include two years of study in the same language, one year must be at the high school level.

ACT/PSAT Test Date

All 10th graders will take the ACT and 11th graders have the option to pay for the PSAT to meet scholarship requirements.

Bus Ridership

Students enrolled in Roberts programs are generally not eligible for school bus transportation, except for special needs circumstances.

Checkout Procedures

To decrease truancy and/or to reduce crime, the City of Salem has a daytime curfew ordinance, and the City of Keizer has a truancy ordinance which prohibits minors between the ages of 7 and 18 years old from being in public places during regular school hours. A student found out in the community without documentation from the school can be picked up and cited by the police. **Students must check out through the Main Office before leaving school.** Students who have medical appointments must have a note from their parent/guardian with the date and time of the appointment. Students need to show the note to the teacher, leave class at the appropriate time, and go directly to the office to checkout. Students who become ill are to go to the office to contact a parent/guardian. If a parent/guardian or emergency contact is not available, the student will be either sent back to class, if possible, or stay in the office. Students who do not follow the outlined procedures will be subject to administrative action.

Closed Campus

Roberts is a closed campus. Students are expected to remain on campus throughout the school day.

Communication with Staff

To leave a message for the teacher, call the office and the teacher will return your call when available. If you would like to communicate via e-mail the address is: **lastname_firstname@salkeiz.k12.or.us**, example: shreve_bradley@salkeiz.k12.or.us.

Directory Information

The school routinely discloses names, addresses and telephone numbers to various groups upon request. Parents wishing to **NOT** have this information disclosed must provide a written request within two weeks following the start of the school year or new student registration.

Food Services

Meals will be provided free for all students. Food Service information can be obtained on the Salem-Keizer School District website: [Food Services & School Meals | Salem-Keizer Public Schools](#)

USDA/ODE Statement

The United States Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD) or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers.

Health Services

First Aid and Illness

In case of critical emergencies 911 will be called. Staff members who are trained in accordance with American Red Cross Certification Standards will attend to students who are in need of routine first aid needs. School district nurses may also provide additional medical advice and assistance.

Immunizations

All public school students are required to meet the requirements of the Oregon Immunization Law. Under the direction of the county health office, non-compliant students will be excluded from school until his/her immunizations have been updated.

Medication at School

Parents are encouraged to administer medication to their students at home. Medications will be dispensed at school by trained staff with proper paperwork on file at the school. Parents are responsible for bringing the medication to the school office and are required to complete a Daily Medication Administration Record form. Medication will not be administered unless accompanied by written parental consent and appropriate instructions. See specific criteria listed below. Verbal requests to change medication amounts, frequency, or administration times will not be accepted.

Prescription Medication

- Requires written instruction from a physician; a prescription label meets this requirement. Any changes in instruction (e.g., dosage or frequency) must also be per a physician's written order.
- Requires written consent and instruction from a parent/guardian.
- The medication must be in the original pharmacy container.
- Medications may only be given as ordered by the physician on the prescription container. They cannot be dispensed at alternate times to accommodate early releases from school and/or classes. They may be given within the 30-minute window before or after the prescribed time. The school may not give the student medication not normally dispensed during school hours because the dose was missed at home.
- Only a licensed nurse may take verbal physician's orders.

Non-prescription Medications

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

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

Student Self Medications

If a student has a medical condition, which necessitates he/she carry medication on his/her person, both a signed parental permission form and a signed statement by the physician shall be on file in the school.

Health Insurance Portability and Accountability Act (HIPPA) Disclosure

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

Loitering and Trespassing

To help protect the students and the orderly educational process, school officials must know if any persons who are not members of the staff or student body are inside the building or on the school grounds.

A student not attending that specific school is considered loitering if he/she is on the school campus without a specific, legitimate reason for being there and can be cited with a "criminal trespass" notice. A person commits the crime of

criminal trespass in the second degree if he/she enters or remains unlawfully in or upon premises, and the police will be notified.

Lost and Found

Articles that have been lost are taken to the office for storage. **Unclaimed items will be donated to a local charity at the end of each semester.**

Military Recruitment

The school routinely discloses names, addresses and telephone numbers to military recruiters upon request. Parents wishing to not have this information disclosed must provide a written request within two weeks following the start of the school year or new student registration.

Photos /Video Exclusion

Salem-Keizer Public Schools often takes photos or video of school activities or events in which students are featured. These photos or videotapes are frequently used as promotional items for the school district. Parents – if you **do not** want your child photographed or videotaped while at school, please send a written notice to your child's school office as soon as possible after registering your child. **If there is no written notice on file, the school will assume it has the right to photograph or videotape your child.**

School Closings/Holidays

In the event of a school closing due to inclement weather or building technicalities, stay tuned to the local television and radio announcements. Salem-Keizer will announce any schooling closing through a partnership with these local businesses. In the event of a school holiday, be sure that you check the school calendar. Salem-Keizer Public Schools does not observe the same holiday calendar as the Federal and State employees.

Smoke-Free District

The Salem-Keizer School Board adopted a policy that prohibits smoking or any other use of tobacco products on district property. District property includes schools and other district buildings; district vehicles, personal vehicles while on district property, and outdoor areas such as playgrounds and athletic fields. This policy applies at all times to anyone using district facilities or attending any district function or athletic event. Thank you for making Salem-Keizer Public Schools a tobacco-free environment.

Stolen Items

Students are discouraged from bringing large sums of money or valuables to school. Roberts High School staff are not responsible for lost or stolen personal property on the school grounds. The Roberts High School staff does not carry theft insurance for personal property and will not reimburse students for stolen property. However, administration will make every effort to quickly and effectively retrieve any lost or stolen items to the student.

Student Information Changes

If you move, receive a new phone number, or have a name change, please notify the office at 503-399-5550 immediately. It is important that the school maintain an up-to-date directory of student information.

Student Records and Information

Only those listed on student contact records and biological parents have access to student records and information. All records in student files are purged when the student reaches the age of 25, except for the transcript and permanent record. Special education records are purged at age 27.

When School Bus Lights Flash

Oregon law requires drivers to stop when approaching a school bus with its red overhead lights flashing. Failure to stop is a Class A traffic infraction punishable by penalties in excess of \$600. Drivers meeting the bus from either side of the road must stop and remain stopped until the flashing red overhead lights are turned off. The only exception is if you're driving on the other side of a road and there is a median strip or barrier separating your lane from the oncoming bus. A painted line is not a median. School buses also have amber overhead lights. When the amber overhead lights are flashing, the bus driver is letting other motorists know the bus is about to stop to load or unload students, so be ready for the flashing red overhead lights!

Volunteers

Per Oregon's [COVID-19 Vaccination Requirement for Teachers and School Staff \(Oregon Administrative Rule 333-019-1030\)](#), all individuals who volunteer in person will be required to provide proof of vaccination or a district-approved medical or religious exception before volunteering in a Salem-Keizer Public Schools school, facility or activity. Roberts High School welcomes parent and/or community volunteers. If you have a special skill, desire or just some extra time and would like to volunteer at the school, please call the office. Please indicate where you would like to volunteer and any special skills or expertise you have.

Student Behavior/Expectations

In partnership with students, parents, staff members and community members, the Roberts High School discipline policy focuses on holding students accountable for their behavior so that they may experience a positive and successful experience. In addition, it is our mission to help students prepare themselves so that they may become responsible and contributing members of society.

Student Code of Conduct

[Bullying Policy, Poster Version](#) — Official, text-only poster outlining the district's bullying policies in INS-A003; legal-sheet size. We believe... At Roberts High School racism, name calling, physical altercations, harassment, and intimidation are an interruption of the education process for all students. Harassment is defined as unwelcome actions or words that threaten, violate, or intimidate a person's well-being. Therefore, in order to promote a safe environment where all students feel safe and can take advantage of their educational opportunities. We agree to avoid all conflicts whether they are physical or mental. We will NOT engage in the following behaviors:

- Verbal/written threats (including but not limited to: written notes, texting, internet medium)
- Demeaning comments
- Name calling
- Staring people down
- Physical fighting or violent behavior
- Harassment
- Intimidation
- Distributing offensive literature
- Inappropriate displays of affection
- Possession of drugs, alcohol, or weapons

Attendance (JCA, JCA-R)

Parents and/or guardians have the responsibility to send their child to school on a consistent basis. Revised Statutes 339.030, every pupil who has not completed the 12th grade and is between the ages of 7 and 18 years, is required to attend school during the entire school year. Students have the responsibility to report to school and classes on time and be prepared to learn. **Irregular attendance is defined as eight (8) unexcused absences in any four-week period. Parents should speak directly to the staff to resolve attendance issues.** Students with ten (10) consecutive days of absence – excused or unexcused – will be, by Oregon Administrative Rule 581-23-0006(4)(b), dropped from

school enrollment. Absence, for the purpose of this O.A.R., is defined as not being present in more than half of assigned classes. Re-enrollment will require a parent conference with the Roberts High School staff. Parents should pre-excuse long term absences such as family circumstances that cannot be avoided. Excused absences include: illness of student, serious illness or death of a family member, or a medical appointment that cannot be scheduled outside the school day. This includes absences during a day in which the student has already attended. Parents must provide a reason in writing or a direct call to the school within 72 hours stating the reason in order to excuse the absence. School attendance is the responsibility of the students and their parents. Research indicates a direct correlation between academic success and attendance.

Exemption from Compulsory Attendance

The district may grant on a semiannual basis, an exemption from compulsory attendance to the parent, other person in parental relationship of a child who is 16 years of age or older, or any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550.419B.558, provided the child meets one of the following criteria: (1) employed full time, (2) employed part time and enrolled part time in an education/training program at no cost to the district. (3) Enrolled full time in an education/training program at no cost to the district. The superintendent will develop guidelines to allow exemption from compulsory attendance. Undocumented youth have a right to a free and appropriate education in Oregon schools without regard to citizenship of the child or parent.

Cell Phones / Electronic Devices

The use and access to electronic resources (including cell phones) will vary based on what is developmentally appropriate for the grade level of the students, the extent to which this access can support the educational environment, and the degree of potential disruptions that can occur because of student usage. As a result, the following policy guidelines will be enacted for each grade level.

- High School: Students may use cell phones in common areas (ex. Lunch) and during passing times during the school day. Use of cell phones during classroom instruction for academic purposes will be a school-based decision.
- K-8: Students may use cell phones before and after the school day. During the school day, students are not allowed to use their classroom, common areas (lunch) or during passing times. Use of cell phones during classroom instruction specifically for academic purposes will be a school-based decision and only allowed in certain situations. In general, students will be asked to turn their cell phones off and place them inside their backpacks, or with the main office, or their locker (if available). Parents who need immediate communication with their student are asked to call the school's main office

Cell Phone Violation Consequences

Consequences are addressed as follows:

1 st Offense	Warning
2 nd Offense	Item confiscated, and returned to student at the end of the day.
3 rd Offense	Item confiscated, parent contacted & parent must come in to pick it up.

**Students bring electronic devices at their own risk, and the school and district are not responsible for loss or theft of such items.*

Cheating/Honor Code Policy

Roberts High School has an honor code that sets a standard for student behavior with regard to cheating and plagiarism. An educational institution owes its students an environment which teaches and supports honesty and integrity. Teachers will contact parents, as well as the school administration for possible disciplinary action should an incident occur. The following are examples of violations of the Honor Code Policy:

Plagiarism Is Defined as:

- Copying parts or all of another student's assignment that was to have been done individually.
- Loaning an assignment to another student to copy.
- Copying published materials without giving proper credit.
- Copying materials from the Internet without giving proper credit.

Cheating

Is Defined as: Behavior that the student knows to be wrong or has been instructed is wrong or when the student has undertaken to better any aspect of class performance or outcomes for the accused student and/or others. A student who willingly allows a test or paper to be copied is just as guilty as the person who does the copying.

Honor Code Violation Consequences

Any violation is not tolerated. Consequences may range from parent contact to failure of the course. Consequences are addressed as follows:

- | | |
|-------------|---|
| 1st Offense | Failure or zero on assignment/test, parental contact and notification of administration. |
| 2nd Offense | Failure or zero on assignment/test, parental contact, possible disciplinary action by administration. |
| 3rd Offense | Failure or zero on assignment/test, conference with parent, student, staff member, counselor and administration, possible failure of course for semester. |

Cyber Bullying

The use of any electronic communication device to harass, intimidate or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying. Acts of cyber bullying will not be tolerated by student to student, staff to student and student to staff. This is in accordance with district Administrative Policy INS-A003.

Truancy and Daytime Curfew:

To decrease truancy and/or to reduce crime, the City of Salem has a daytime curfew ordinance and the City of Keizer has a truancy ordinance which prohibits minors between 7 and 18 years old from being in public places during regular school hours. If irregular attendance occurs, the district shall investigate, send notification of the irregular attendance to the parent or other person in parental relationship, and determine what corrective measures should be taken. The district may recommend to the Superintendent or his/her designee the issuance of a citation for up to \$160.

Neighborhood Resident's Rights:

Community residents have a right to privacy, private property, and freedom from abusive behavior. Students must not loiter, litter, trespass, or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students to and from school, they will take disciplinary action if the circumstances warrant. Schools have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

Dress and Grooming

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, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear*, while following the basic principle of above:

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

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

Students May Wear, as long as these items do not violate the above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious head coverings.
- Religious headwear.
- Hoodie sweatshirts are allowed; however, hoods may not cover the head indoors.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

Students Cannot Wear:

- Violent language or images.
- Gang-affiliated clothing.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

Adjustments to the dress code may be made on a case-by-case basis for a student’s IEP or social and emotional learning.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Gang Activity Policy

In keeping with the District's Code of Policy and Rules, students engaging in any gang activity will be subject to referral to law enforcement authorities and will be subject to disciplinary action up to and including expulsion. Gang activity may include but is not limited to: displaying gang colors and symbols, graffiti, gang writing in notebooks, gang-related fights.

1st Offense..... Letter home and referral to Salem Police Department's Gang Task Force.

2nd Offense..... Suspension pending parent meeting. Color contract signed.

3rd Offense..... Suspension pending parent meeting.

4th Offense..... Recommendation for expulsion.

Skateboarding/Rollerblading

Skateboards and rollerblades may **NOT** be used on school grounds. Violators will have skateboards/rollerblades confiscated and/or will be cited. Students are advised to keep them at home. Students should be advised that rollerblades, skateboards or balloons are not allowed on the school bus.

Student Identification

Students must have a school-issued identification card in their possession while attending school. If a student loses his/her ID, a replacement ID card is \$5.00.

Suspension or Expulsion from School (JD, JD-R)

The right of students to attend public schools is guaranteed by law. Along with this right is the responsibility to conform to reasonable rules designed to protect the safety of others and the orderly educational process. Violations of school rules may result in suspension, diversion or expulsion.

Student Violence / Proper Language

Students are entitled to express their personal opinions verbally and in writing as long as such expression does not interfere with the rights of others. The use of obscenities or personal attacks is prohibited. The use of profanity/inappropriate language will not be tolerated. Students using such language will be disciplined.