

# Bend Senior High School

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# Student Handbook 2023-2024

*The policies outlined in this handbook apply to the classroom and student behavior to and from school, on and off campus during regular school hours (including lunch periods), in all classrooms and at other activities sponsored or co-sponsored by the school or District regardless of whether such activities are held in or out of the classroom, in or out of the school building, on or off school grounds and during or outside the regular school year, including summer school and summer camps.*

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# **Welcome to Bend Senior High School!**

## **Mission Statement**

**The mission of Bend Senior High School is to provide a secure academic environment in which all students are challenged to realize their potential**

### **Excellence in Learning**

- We believe academic achievement is the primary focus of our school.
- We believe communication among students, staff and parents promotes learning and personal growth.
- We believe in preparing students for life-long learning in an ever-changing world.
- We believe in creativity and diversity in teaching and learning.
- We support involvement in extracurricular programs.

### **Positive Environment**

- We believe that the cooperation among students, staff, parents & the community is essential.
- We believe in promoting self-esteem in students and staff.
- We believe our school is a place where students, staff and parents feel they belong.
- We value honesty.

### **Policy**

- We believe in decisions based on what is best for students.
- We believe that good attendance is essential.
- We believe that students, staff and parents have a responsibility to follow policies and procedures.
- We value staff participation in decision-making.
- We believe in recognizing student and staff accomplishments.
- We support an on-going process of staff development.

## **Statement on Discrimination**

There is no place at Bend Senior High for anyone who discriminates, tolerates, or ignores its occurrence. Students with varied backgrounds promote an appreciation of people's differences.

## **Student Life on BSHS Website**

For the latest news and most up-to-date information on Athletics, Activities/Clubs, School Events, Menus and more, visit the [Student Life](#) page on the BSHS website.

## **Attendance Policies & Procedures**

Education is an opportunity and a right. By actively exercising the right to an education, students gain not only knowledge but valuable skills for life after graduation. Regular attendance is a key factor in the success a student achieves at school and in future endeavors. Students who miss more than 10% of the school year are considered “chronically absent.” For more information on attendance requirements and procedures, consult [Policy JEA-AP: Compulsory Attendance](#).

### **Attendance Area Boundaries**

Bend-La Pine School District does not have an open enrollment system. Students are required to attend the school in the area in which they reside unless the [Area Change Request \(ACR\)](#) process has been completed and approved by the District Office.

### **Attendance Records**

Students and parents/guardians may check on attendance by logging onto your Synergy Account. Call the Attendance Office @ 541.355.3715 or email @ bendhigh-attendance@bend.k12.or.us.

### **Excused Absence Process**

- Parent/Guardian may excuse an absence by either calling the Attendance Office or sending a note with the student to bring to the Attendance Office.
- Parent/Guardian has two days/48 hours to excuse a full day absence. If the absence is not excused within two days/48 hours the absence will remain unexcused.
- Students must sign out at the Attendance Office or have a release slip **PRIOR** to leaving the building. This means a student:
  - Must have a note from a parent or guardian, or
  - Parent/guardian can call the Attendance Office BEFORE the student leaves,
  - Student can go to the Attendance Office to call home before/after school, during breaks, or with a hall pass from a teacher. Parent/guardian must call the attendance off @ 541.355.3715 to speak with authorized personnel to obtain permission for the student to leave.
  - Parent can come to the Attendance Office to excuse the absence in person.
- If a student forgets a note, or a parent/guardian has not excused a full day absence within two days/48 hours, or the student leaves the building without excusing the absence beforehand the absence will remain unexcused, and discipline will be assigned.

## Excused Absence - Reasons

- Illness, including mental and behavioral health of the student. *Note: If the student is absent for three consecutive days or more, medical documentation may be required.*
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergency, such as death, accident, injury or medical issue to a student or family member.
- Dentist, doctor, or court appointment. *Note: Please try to schedule outside of school hours.*
- Student is a dependent of a member of the U.S. Armed Forces<sup>1</sup> who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
- Pre-arranged absence approved by the school (*not to exceed 5 days in a term of three months OR not to exceed 10 days in any term of at least 6 months*).

## Unexcused Absence - Reasons

- Student overslept.
- Student arrives tardy or late; past the first 10 minutes of class.
- Student leaves school or a class without permission from the teacher or administrator in charge.
- Student absent to care for siblings.
- Student leaves campus prior to having absence excused.
- *Note: Student walkouts will be addressed following regular attendance/tardy policies.*

## Tardies

Students arriving within the first 10 minutes of class will be marked late unexcused. Students arriving later than 10 minutes to class will be marked absent unexcused.

## 10 Days of Consecutive Absences

Oregon State Law requires a student to be dropped from enrollment if the student has missed 10 consecutive days of school regardless of the reason, this includes illness, surgery, vacation, etc. Parent/Guardian will be contacted and re-enrollment may occur after a meeting with the student's counselor and administrator.

## **General Information**

### **Assemblies**

All students, except those on early release or late arrival during the time of the assembly, are to attend all school assemblies.

### **Bicycles/E-Bikes, Skateboards, Rollerblades, Scooters, Heelies, etc.**

All areas of campus are considered "Dismount Zones" - Bicycles, skateboards, rollerblades, scooters, heelies, etc., may not be used on campus. When arriving on school campus, please dismount from your bike, scooter, skateboard, etc. and walk on sidewalks. Bike racks are located in the front and in the back of the school. Skateboards, scooters and roller blades are to be kept in lockers during the school day.

### **Breathalyzer Tests**

Bend Senior High School reserves the right to breath test anyone who attends a BSHS function, be it on school property or otherwise.

### **Cafeteria**

The cafeteria offers nutritionally balanced breakfasts and lunches to students at a reasonable price during the scheduled lunchtime. Students are expected to clean up after themselves. Apply for Free/Reduced Lunch at <https://www.ode.state.or.us/apps/frlapp>.

All menu items may be purchased as ala carte. Price lists are at the school kitchens and are subject to change. Students or their parent/guardian may make prepayment for meals by the week, month, or longer at any time from the Nutrition Services staff online at <https://blpay.bend.k12.or.us> or in the cafeteria at the student's school. If you need to see your child's meal account activity or check on an account balance you may call the kitchen at 541.355.1159.

### **Discrimination**

Students may not be kept from enrolling in any class nor be treated with any prejudice based on race, sex, dress, grooming, age, or class standing. See Policy [AC-BP: Non Discrimination](#).

### **Extracurricular Activities**

We encourage students to participate in the many extracurricular activities offered at BSHS. The following information can help students plan time commitments and balance academics and activities throughout the year.



## **Fines**

Any materials checked out to a student including textbooks, athletic equipment, lab equipment and library materials are the responsibility of the student. In addition, students shall not be allowed to participate in athletics or activities if they have outstanding fees, fines or other charges due to any school of the district.

## **First Aid/Illness**

Students who don't feel well may go to the nurse's office or attendance office. Students may use the nurse's office for one class period with teacher permission. Students abusing the nurse's office will lose the privilege of its use.

## **Grades/Progress Reports**

Students and parents can access grades/progress reports through Synergy for students and parents/guardians. Students/parents are encouraged to contact teachers to discuss any questions or concerns.

## **Gym Areas**

The main and mini gyms are closed during the lunch period, before and after school. Students are not to be in or around these areas unless supervised by a staff member.

## **Hall Passes**

Students must have a hall pass when released during a class period. Any student out of class without permission is subject to disciplinary action. Students are required to always have their student ID with them.

## **Hazing/Initiation**

Hazing is not allowed or tolerated at BSHS or other Bend-La Pine Schools.

## **Homework Requests**

You may contact your student's teachers via email or voicemail for homework requests. Email addresses can be accessed through the Bend High website, [www.bend.k12.or.us/bsh](http://www.bend.k12.or.us/bsh). Emailing your teacher is the fastest and most efficient avenue to collect homework assignments. Always check Canvas for updated homework assignments.

## **Late Arrival and Early Release Schedules**

A counselor or administrator must approve any student schedule that allows for late arrival or early release from the regular class schedule.

- Late arrival students are not to arrive on campus until just prior to their class starting.

- Early release students must leave campus as soon as their class is over. Students who come early or remain on campus will be warned. Students who continue to violate their arrival/release time will face disciplinary consequences.

## **Lost and Found**

Lost and found items are kept on a table outside the nurse's office. Electronic devices and jewelry are held in the main office. All unclaimed items will be donated monthly to one of the charitable organizations in the community.

## **Lockers**

Lockers are assigned through the Attendance Office. The school is not required to provide lockers but does so as a convenience and a privilege. Students may lose their locker privilege through illegal or irresponsible acts. The student is responsible for the appearance and condition of the locker and a student may be charged for any damage. At the end of the school year or when checking out of BSHS, students must remove all pictures, stickers, mirrors, etc., from their locker.

*Do not keep valuables in your locker.* The responsibility for valuable items is yours. Unfortunately, theft happens. The school is not responsible for stolen items. To help prevent theft, we offer the following suggestions:

- Do not give your locker combination to others.
- Report damage or thefts to the Attendance Office.
- Use a personal backpack or secure purse for items of personal value.
- Do not let others closely observe you working your combination.

## **Locker Searches**

School lockers are the property of Bend-La Pine School District. At no time does the district relinquish its control of lockers to students. At any time for any reason, school authorities may conduct periodic general inspections of lockers, without student consent and without a search warrant. The student may be asked to remove objectionable materials. Items are removed from lockers not appropriately assigned.

## **Loitering**

Unless an individual has a reason to be on campus related to school business or an event open to the public, loitering on or near campus is not allowed. Criminal trespass charges may be made.

## **Medications**

If possible, medications should be taken at home. However, there are circumstances when a student must take prescribed medications at school. Parents must complete a Self-Medication Form allowing the student to take medication during school hours. Medical forms can be found in the nurse's office. All medicine has to be in the original prescription bottle with a pharmacy label. Students may carry on them only enough medication for one day.

## Messages

Messages for students will be taken through the Attendance Office from parents/guardians only.

## MTSS (Multi-Tiered Systems of Support)/SET (Student Effectiveness Team)

Students who are not making academic progress toward graduation and/or have habitual attendance or behavior problems will be reviewed by the building MTSS team. This team will make an appropriate recommendation as to what intervention support, available resources, and possible school settings are appropriate. Students may be removed from BSHS and placed in an alternative program. The MTSS team is comprised of building administrators, counselors, licensed staff and support staff as appropriate.

## Regulated (Closed) Campus

Bend Senior High School is a regulated (closed) campus and the following rules apply:

- Once students arrive at school, they are not allowed to leave campus except for authorized reasons. Prior to leaving the campus students must check out at the Attendance Office.
- Non-students are not permitted on school grounds at any time.
- Freshman are not allowed to leave campus during lunch. Freshman students may only leave campus during lunch with a parent/guardian if they have checked out at the Attendance Office.
- Freshman students who are off campus during lunch without proper authorization will receive disciplinary action.
- Sophomore, Junior, and Senior students may leave campus during lunch. This is viewed as a privilege and can be revoked at any time due to the student's behavior during school hours, including lunch.
- Any Sophomore, Junior or Senior transporting a freshman off campus is in jeopardy of losing their Off-Campus Lunch Pass for the remainder of the school year and are subject to disciplinary action.

Failure to comply with any regulated campus rules will result in restriction to school grounds, detention, Saturday school and/or suspension with a parent/guardian conference depending on the severity of the offense. Early release and special release students will receive a release pass from their counselor or the Attendance Office.

## Schedule Changes

Schedule changes are to be arranged with the student's Counselor during the first three days of each semester. Any changes made after ten days may result in the student receiving an F grade for the semester in courses being dropped. Three reasons for a schedule change will be considered:

- The student has not met the prerequisite for a scheduled course.
- The student has made a significant career plan change.

- The student is scheduled for an inappropriate ability level.

## **School Closure**

Occasionally during the winter, school is closed due to snow and/or icy conditions. Once the superintendent determines that schools will be closed or open late due to weather, it will be posted on the district and school website and local radio stations will be notified. You can locate phone numbers and links to receive the information directly at <https://www.bend.k12.or.us/district/news-events/alerts-updates>

## **Searches of School Property**

General search of school properties assigned to students for their use may occur at any time. In cooperation with local law enforcement agencies drug dogs may be used during the school day or at school activities. Items belonging to the school as well as illegal items (weapons, drugs, alcohol, firearms, etc.) may be seized. Items seized shall be turned over to the proper authorities or returned to the rightful owner unless the item is illegal.

## **Student ID Cards**

All students must show their ID cards to enter school. Students may be required to show their ID in order to leave campus during school hours. Student ID cards are made at the beginning of each year at the same time as school pictures are taken. Whether the student is purchasing pictures or not, all students are to have their ID picture taken so that a card can be made for them. The ID card is free and necessary for admittance to school functions, for using the school library, school cafeteria and may be used for identification outside of school. Because this card is used as legal identification, there will be a \$5.00 replacement fee for lost cards. Students are required to always have their student ID with them. It may also be accessed on a personal device (cell phone).

## **Student Information/Records/FERPA**

The Bend-LaPine School District follows the Family Education Rights and Privacy Act (FERPA) Rules and Regulations. Therefore:

- The school may only verify if a student attends our school or release information on our students to a parent/guardian who is recorded in our computer system.
- The school will only release a student to a parent/guardian who is recorded in our computer system.
- Parents/Guardians have a right to view their student's records. This may be arranged at the Counseling Office.

## **Student Transcripts**

Students may retrieve their official transcript through the Parchment/Curriculum System and retrieve their unofficial transcript through Synergy. Student's transcripts can be affected by the following:

- Students who drop a class after 10 school days will receive an F for the semester unless the teacher indicates the student will have no penalty (i.e., misplaced level).
- Students have two weeks after each grading period to make up work for an Incomplete (INC); failure to do so will result in an F grade.
- Credits will not be given if student leaves school before the semester ends.
- All grades will remain on the transcripts. This will include Fails and Passes. See course handbook for further information.

## **Students 18 Years or Older**

Adult students, like all other students, shall comply with School Board policies, established rules, pursue the prescribed course of study and comply with the authority of teachers and administrators. In order for a student to excuse his or her own absences it must be approved by a parent/guardian and by a BSHS Administrator.

## **Students Not Living at Home**

Students not living at home must reside in the Bend Senior High School attendance area to attend BSHS and one of the following conditions must apply:

- Student must be emancipated (released from parent control, self-supporting, solely responsible for his/her food, shelter and clothing)
- Student must be 18 years of age or older
- Student must be in a residence situation where power of attorney or guardianship has been established with an adult in the home

Students not living in the attendance area are dropped and must enroll in the appropriate attendance area school unless other administrative provisions are made.

## **Teen Parent Program**

The Bend-La Pine School District and Deschutes County Health and Mental Health Departments jointly sponsor the Teen Parent Program. The program provides an opportunity to:

- Complete high school by earning credits toward graduation
- Prepare for the GED exam
- Learn about parenting
- Participate in childbirth preparation classes and learn how to have a healthy pregnancy
- Receive help in meeting personal goals and needs
- Learn about other community resources for young parents
- Enhance career planning and life skills

## **Telephone for Student Use**

The Attendance Office telephone is available for students needing to call a parent/guardian. This phone is only available before/after school, during passing periods and only with a hall pass during class time.

## Textbooks/Technology

Textbooks and iPads are provided for all students without charge. All books are expected to be returned in good condition. If books are lost or excessively damaged, a fine will be imposed to cover the cost of replacement or repair.

## Transportation

When a school activity demands travel from the school, the student will go and return by school sponsored transportation. Any request for exceptions to this must be written and signed by the parent and approved by the activity sponsor prior to the onset of travel. The statement must include the reason for the request and release of school liability. Students will not be allowed to ride with other students unsupervised by a parent.

## Vehicle Regulations (Parking at BSHS)

To park on campus student vehicles must have a current DMV registration sticker and current BSHS parking pass. BSHS parking passes may be obtained by completing an application online. Passes may be picked up at the office manager's window. Parking passes will only be issued to Juniors and Seniors with a valid driver's license. *Note: Parking privileges may be revoked at any time if students are not meeting academic, behavior, or attendance expectations.*

## Parking Rules

Students who choose to drive to BSHS and park on school grounds must adhere to the following rules:

- Vehicles must be operated to conform to district, building, city and state laws and regulations. Failure to comply will result in disciplinary consequences that may include a citation with a fine or the vehicle towed at the owner's expense.
- Vehicles that are unauthorized to park on campus, do not have a current DMV registration sticker and BSHS parking pass and/or are parked in an unauthorized area will be subject to a max \$30.00 fine and/or being booted and towed.
- A current BSHS parking pass must hang from the rear-view mirror and be visible to campus security.
- Parking is permitted in defined parking spaces only. No parking in spaces reserved for others, such as staff, handicap, emergency vehicles, district vehicles, no parking zones, fire, safety and tow away zones.
- Do not block an entrance or the roadway. Any car blocking an entrance or exit may be towed at the owner's expense and a fine up to \$30.00.
- Never drive over a curb to park.
- Parking unsafely for either the vehicle or those around it is not allowed, for example, parking on piles of snow, curbs, sidewalks, etc.
- Loitering in the parking lot before, during or after school is prohibited.
- Students may be issued a referral when in violation of parking rules. A copy of the referral will be sent home to parents.
- **Parking at First Presbyterian Church** (off 9<sup>th</sup> Street) is for students who hold a current BSH parking pass only. Students may only park in Bend High designated parking spaces at the South end of the lot.

## **Consequences for Violations**

Violations of vehicle regulations may result in the following:

- A fine of \$30 may be assessed and/or a citation may be issued for:
  - Vehicles parked in the school parking lot without a parking sticker during regular school hours.
  - Vehicle infractions of any offense.
  - Vehicles that are booted are subject to a fine of up to \$30.00.
- Notification and warning of possible or immediate suspension of driving privileges on school grounds.
- Multiple violations may result in suspension of driving privileges on school grounds for the remainder of the semester or possibly the school year.

## **Visitors/Volunteers**

All visitors and volunteers must check in at the Main Office with a government issued ID. Students from other schools are not allowed on campus during school hours.

# **Student Behavior Policies and Procedures**

## **Student Conduct and Discipline**

For more detail re: Student Discipline procedures, see [Policy JG-BP: Student Conduct and Discipline](#). Students shall be subject to discipline, up to and including suspension or expulsion for conduct that includes, but is not limited to:

1. Willful disobedience;
2. Open defiance of the authority of a school employee;
3. Possession or distribution of tobacco, alcohol, drugs and other controlled substances;
4. Use or display of profane or obscene language;
5. Willful damage or injury to school property;
6. Use of threats, intimidation, harassment or coercion against a student or a school employee as defined in GBNA-AR and JFCF-BP;
7. Intentional attempts, by word or conduct, to place a school employee or another student in fear of imminent serious physical injury;
8. Assault of a school employee or another student;
9. Possession or use of firearm or other weapon.

## **Behavior Referrals**

Disciplinary action may be taken for any violation of Student Conduct expectations, and will result in documentation of the incident in the student's educational record.

## **Major/High Severity Violations**

1. Alcohol/Drugs/Tobacco/Vaping (use, possession, distribution, paraphernalia)
2. Arson (setting a fire)
3. Attendance policy violations
4. Battery (physical attack/harm)
5. Disorderly conduct (stealing/unlawful entry)
6. Fighting (mutual altercation)
7. Harassment, nonsexual (physical, verbal, psychological, racial)
8. Harassment, sexual (unwelcome sexual contact)
9. Homicide (murder or manslaughter)
10. Inappropriate use of medication (prescription/over the counter)
11. Insubordination (disobedience/defiance)
12. Kidnapping (abduction)
13. Obscene behavior
14. Physical Altercation (pushing/shoving)
15. Robbery (taking items by force)
16. School threat (threat of destruction or harm)
17. Sexual Battery (sexual assault)
18. Sexual Offenses (lewd behavior)
19. Theft (stealing from others)
20. Trespassing (unlawful or unauthorized presence)



21. Vandalism (damage to school or personal property)
22. Violation of school rules (includes cheating/plagiarism)
23. Weapons possession (knife, firearms, fireworks, bomb, weaponized substance)
24. Other violent criminal offense (coercion, hate/bias crime)
25. Other offenses (e.g. forgery, extortion)

### **Minor/Low Severity Violations**

1. Cell phone/electronic device (possession or use)
2. Dress code (violating district policy)
3. Disrespectful/Minor disruption (discourteous or rude)
4. Horseplay/physical contact (mild)
5. Inappropriate language (verbal)
6. Non-compliance (no following directions)
7. Not prepared for class (no materials)
8. Off campus (unauthorized during school events/sports/trips)
9. Public display of affection (inappropriate contact)
10. Tardy (<10 min. late to class)
11. Traffic infraction (not obeying traffic or parking law)
12. Truancy/Skipped class (leaves without permission)
13. Unauthorized area (off limits to students)
14. Unsafe behavior (dangerous or harmful)
15. Minor: Other

### **Alcohol/Drugs/Tobacco/Paraphernalia**

It is illegal for a student to be involved in the distribution, use, possession, or under the influence of alcohol, illegal drugs, imitation drugs or narcotics in any form on or around school property or at any school activity. It is also unlawful to possess, use or distribute drug paraphernalia or misuse or distribute prescription medications. Oregon State Law prohibits the possession, use or distribution of tobacco products by minors. This includes Vapor Paraphernalia. Public schools are prohibited from permitting minors to possess tobacco products while present on school grounds or while attending any school event. Our schools are tobacco free. Tobacco possession, use or distribution by any student, regardless of age, will not be tolerated.

### **Campus Monitor**

A Campus Monitor is assigned to BSHS to aid in providing a safe and secure campus, in an uninterrupted educational setting. The Campus Monitor assists with student situations including discipline and monitoring of unexcused absences.

### **Cell Phones and Personal Electronic Devices**

The policy at all High Schools in Bend La Pine School District is that cell phones and personal electronic devices (e.g. earbuds, MP3 Players, etc.) are expected to be **Silent and Away During ALL Classes (bell-to-bell)**. You need to have your cell phone off or set to silent mode and put away when the bell rings. If you do not comply with the

expectation of “silent and away,” staff will confiscate your phone. If you have an emergency and need to make a phone call during class time, you need to ask your teacher for a hall pass to the Attendance Office.

- ***When is it OK to use devices?*** Use your devices before school, during passing periods, at lunch, and after school only.
- ***What happens if a student does not comply with the policy?*** The main office will be contacted. A staff member will arrive to confiscate the device, which will be delivered to the Attendance Office, placed in an envelope with the student's name written on it, and kept in a secure location.
- ***How do students reclaim their device?*** The student (or \*parent/guardian) may reclaim the phone at the end of the day. *\*Note: if devices are confiscated after lunch, parent/guardian contact may not happen by the end of the school day, but will happen within 24 hours.*
  - 1st Offense: Parents/Guardians contacted.
  - 2nd Offense: Parents/Guardians contacted. Lunch detention assigned.
  - 3rd Offense: Parents/Guardians contacted to pick up student's device. Team Meeting (with parents & student) to create Technology Use Plan.

## **Cheating/Plagiarism/Honor Code (Malpractice)**

All forms of cheating/plagiarism will not be tolerated. Additionally, all students participating in an IB course must review and sign an Honor Code.

### **Definitions**

- Copying: submitting someone else's work as one's own
- Plagiarism: Failing to properly cite sources of others' ideas
- Collusion: Helping another student commit malpractice
- Unfair advantage: Using or sharing unauthorized material on an exam, project, or assignment
- Unauthorized collaboration: Working together on what was expected to be an individual task

### **Reasons Malpractice is Wrong**

- The act diminishes trust between teacher and student
- It is a selfish action
- The student's learning experience is diminished

### **Expectations of Students**

- Use correct citation methods at all times
- Avoid any act of malpractice or any act that could be construed as malpractice at all times
- Ensure all work turned in on time is the students own
- Ask teachers for help if the student is unsure about the task

## **Consequences for Committing Malpractice**

- Unintentional (e.g. improper Citation):
  - Students have one chance to resubmit assignments. Teacher may assign a penalty.
  - Repeated offenses may be considered intentional and referred to an administrator.
- Intentional:
  - First and Second offense: Student receives a failing grade on the assignment; Parents and Admin are notified by the teacher. Incidents are documented in Synergy.
  - Third offense: Refer to administration. This may result in a student not earning credit for the course and/or removal from an IB course.

## **Dances, Sporting Events, Concerts and Other Activities**

Attending school dances, games and related activities is a privilege not a right. This privilege will be revoked for inappropriate comments or actions, rudeness to others or violation of school rules while at such activities. Any violation of these guidelines may result in suspension of any activity for the remainder of the school year. All activities must be scheduled on the school calendar with the Activities Director.

Students who do not have regular attendance may be denied access to dances or other activities. Participation in or attendance of any extracurricular activity requires attendance in all classes the day of the event. Students are expected to leave all backpacks and bags at home if they would like to attend a varsity football game.

### **Rules for BSHS Dances**

- Students who do not have regular attendance may be denied access to dances.
- Dances and other activities close no later than 10:00 pm.
- Once a student leaves the building from a school dance, he/she may not return.
- No admittance to dances after 9:00 pm unless the dance is preceded by a game.
- Guest passes and student ID cards will not be issued at the door.
- Students cannot buy their way back into a dance once they leave.
- Guest passes may be obtained at the Activities Office and the following rules apply:
  - Your guest is your responsibility & must follow all BSHS behavior expectations. Make your guest aware of rules that must be followed.
  - Guests must have picture ID and guest pass on them.
  - Only one guest per student.
  - No guest over 20 years of age is permitted.

## **Disruptive Behavior/Defiance/Swearing/Vulgarity**

- All offenses: adult in area will confront the student regarding the act and explore the alternatives to the behavior observed. Offender will apologize (or take other action to repair harm) to staff or adult in area. Detention or other consequences may be assigned.

- Consequences for defiance, swearing and/or vulgarity directed at school personnel will result in appropriate school discipline up to and including suspension pending expulsion.

## **Dress Code**

Bend-La Pine Schools subscribes to the philosophy that students will be provided with a quality education in a safe, orderly, and inclusive environment. In this regard, the district has determined that the presence of certain types of clothing and attire can cause a substantial disruption of, or material interference with, school activities. See [Policy JFCA-AR: Student Code of Dress](#)

### **Goals of Dress Code**

1. Maintain a safe learning environment at all times;
2. Allow students to wear clothing of their choice that is comfortable, without fear of unnecessary discipline or body shaming;
3. Allow students to wear clothing that expresses their self-identified gender;
4. Allow students to wear religious attire without fear of discipline or discrimination;
5. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography;
6. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol, drugs, violence, or weapons;
7. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style;
8. Minimize unnecessary barriers to school attendance;
9. Ensure all students and staff understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression, to the extent that the clothing otherwise upholds all guidelines described in this policy.

### **Dress Code Guidelines**

1. Footwear appropriate for school activities must be worn at all times. Footwear standards shall be concerned with health requirements, and with prevention of accidents and injury.
2. Students must wear bottoms (ex: pants, shorts, skirt or dress) and a top (shirt, dress) when at school or school activities.
3. Clothing and jewelry shall be safe and not include writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive, depicts drugs or alcohol, gang relations, weapons, or any illegal activities or which create a hostile or intimidating environment for others.
4. All clothing shall be worn in a reasonable manner that does not expose underwear (with the exception of straps) or private parts.
5. Articles that prevent identification (such as face masks, except for those worn in compliance with public health guidance) are also prohibited, at the discretion of the school administrator.

- a. *Note: For student safety and identification purposes, hoods are to be down at all times and sunglasses must be off the face while inside the building.*
6. No student shall wear any article of clothing, jewelry, or accessory, which poses a threat to the physical well-being and safety of the student or others, as determined by the school administrator.

## **Excessive Disciplinary Offenses**

A student who accumulates excessive incident referrals and/or multiple suspensions, will be subject to a review by the Bend Senior High School Administrative Team. The result of this review will be one of the following:

- Formulation of an Individual Behavior
- District Disciplinary Hearing (Expulsion)

## **Fighting**

Fighting is mutual combat in which two or more persons are engaged in a physical altercation. This includes any provocative action or speech by either participant or other party, which has the effect of escalating the conflict.

## **False Information/Forgery of Signatures/Fake Phone Calls**

Students giving false information or refusing to give information may receive disciplinary consequences. Examples include the altering of school documents or passes as well as the altering of notes and/or phone calls. Students will receive an In-School Suspension or other disciplinary action. Parent/guardian will be contacted to verify information along with a disciplinary report sent home.

## **Gang Activity/Conduct**

Any student promoting gang involvement or activity through their attire, verbal language or nonverbal gestures (graffiti, etc.) is in violation of school rules.

## **Harassment/Discrimination/Bullying**

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. See [Policy JFCF-BP](#). Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action.

False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

## **Harassment - Sexual**

All persons associated with this school district, including, but not limited to, the Board of Directors, employees, volunteers and students, are expected to conduct themselves at all times in a fashion to maintain an atmosphere free from sexual harassment.

Examples of sexual harassment are:

- Verbal, unwanted requests for dates, questions about personal life, lewd comments, dirty/sexual jokes, whistling
- Visual ogling, staring, inappropriate hand gestures
- Written, unwanted love poems and love letters, obscene poems, unwanted cards
- Power relationships: using power to request dates, sex, etc.
- Force, rape, physical assault
- Intimidation, threats, demands

Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline up to, and including suspension and expulsion. The district has the authority to report students in violation of this policy to law enforcement officials. See [Policy GBN/JBA-BP](#) for more detail.

## **Illegal Acts**

Students involved in criminal, illegal or unlawful activities, during the regular school day, will be reported to law enforcement agencies and will be subject to school discipline including suspension, expulsion, or placement in an alternative education setting.

## **Laser Pointers**

Laser pens or other optical pointing devices are prohibited due to the potential for eye injury. Students using or possessing these devices will be subject to discipline. Consequences may include up to 10 days suspension. Law enforcement may be contacted in cases where injury or potential injury is a concern.

## **Lunch Detention**

Students who are given lunch detention will report to a specified location. No electronic devices nor socialization are allowed.

## **Offensive Materials, Magazines, DVDs/Videos, Apps, Restricted Internet Sites, etc.**

Items that are considered offensive or pornographic, such as adult magazines and DVDs/videos, are not allowed at school.

## **Public Displays of Affection**

Inappropriate public displays of affection on campus are prohibited. Appropriate behavior, whether it is a same sex or opposite sex couple, is considered: holding hands,

brief hugging or a quick kiss. Anything that goes beyond those displays of affection will be considered inappropriate.

- First Offense: warning from staff member.
- Second Offense: disciplinary referral with telephone call to parent/guardian and possible detention or suspension.
- Subsequent Offenses: suspension.

## **Safe School Alliance**

During the summer of 1998, representatives from the District Attorney's Office, Bend City Police, Deschutes County Sheriff's Office, and the Office of the Superintendent met to discuss the minimum standards of safety on school grounds for this school year. Out of these meetings, the Safe School Alliance was formed. The purpose of the Safe School Alliance is to provide the safest school environment possible. Police and Bend-La Pine School District personnel are working together to identify juvenile criminal offenders that commit certain offenses at schools.

Students who are involved in any of the following will be removed from the school:

- All weapon offenses
- Any criminal act which involves a direct or indirect threat of violence
- Any criminal act committed by a person who has demonstrated a pattern of behavioral problems and/or violent behavior
- If there is probable cause that the student has unlawfully possessed a firearm or destructive device at school or school activity within the last 120 days

Based on the nature of the offense and the recommendation of school personnel, officers will continue to use their discretion as to removing students from the school or taking other enforcement action such as citing and releasing to a parent or guardian. The parents of students whose behavior has been reported to the police by school personnel will be contacted by the school and notified of any action taken. Students that commit offenses that meet the criteria for removal from school will be transported to the Deschutes County Juvenile Services Building where they can be held for up to 36 hours and be given a "risk assessment" by the Deschutes County Mental Health Department. Although this may seem severe, the commitment of our district is to provide the safest environment for our students and to also send a very clear message that the district has a "zero tolerance" for disruptive behaviors by students.

## **School Resource Officer (SRO)**

A School Resource Officer has been placed at BSHS in cooperation with the Bend Police Department and the Bend-La Pine School District. School Resource Officers based at schools contact many students per day. School personnel will not always be present during these conversations. School Resource Officers may site students for criminal acts and will notify parent/guardian. Information given to the School Resource Officers is not privileged and can be acted upon in criminal investigations

## Search and Seizure

If school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated, is violating or is about to violate either the law or school rules and regulations, the official on school grounds may search students, their possessions, their vehicle and any school property assigned to them. Any evidence of such violation may be seized. Items seized shall be turned over to the proper authorities or returned to the rightful owner unless the item is illegal.

## Skip Day Policy

It is school policy that a Senior Skip-Day is not allowed. Senior students are given additional days off at the end of the year. Students participating in a Skip Day will be considered truant and remain unexcused.

## Student Conduct on School Buses

The following rules for student conduct and discipline are contained in Oregon Administrative Rule 581-53-010 and/or have been adopted by the School Board for the safety of the transported students. **Students not choosing to obey these rules may be suspended or expelled from transportation for up to one year.**

1. Students being transported are under authority of the school bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the school bus;
3. Students shall use the emergency door only in case of emergency;
4. Students shall be on time for the school bus, both morning and afternoon;
5. Students shall not bring firearms, weapons or other potentially hazardous materials on the school bus;
6. Students will not bring animals, except approved assistance guide animals, on the school bus;
7. Students shall remain seated while the school bus is in motion;
8. Students may be assigned seats by the driver;
9. When necessary to cross the road, students shall cross in front of the school bus or as instructed by the school bus driver;
10. Students shall not extend their hands, arms or heads through school bus windows;
11. Students shall have written permission to leave the school bus other than for home or school;
12. Students shall converse in normal tones; loud or vulgar language is prohibited;
13. Students shall not open or close windows without permission of driver;
14. Students shall keep the school bus clean and must refrain from damaging it;
15. Students shall be courteous to the driver, fellow students and passers-by;
16. Students shall not possess, use or be under the influence of tobacco or nicotine products, narcotics, drugs or alcohol on the bus.
17. Students shall not throw or propel materials through the air while on the school bus.
18. Large items that cannot be safely transported while in the student's lap or directly under the seat are prohibited on home to school routes.



19. Students shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver. This shall include the service door which could activate the eight light warning system and the emergency door and windows which set off alarms which could distract the driver.
20. Students shall not use vulgar or obscene language, gestures or written material toward the driver or any other student or the public.
21. Inappropriate physical/sexual conduct by students is prohibited.
22. Students shall not possess or light any type of combustibles.
23. Students shall not eat or drink on the bus. (Exception: field trips with adult present)
24. Students shall sit properly on the bus. (Back to back, seat to seat, face forward, feet in front.)
25. Skateboards may only be transported secured on or in a back-pack or duffle bag.
26. Balloons, glass containers, insects, aerosol containers, laser pointers and like products are prohibited on the bus.
27. Any item used in a hazardous or inappropriate manner on the bus will be confiscated. Parents will be required to retrieve these items from the transportation department.
28. Students shall not board any bus while on suspension or expulsion from their route.

### **Suspension: In-School (ISS)**

Students may be assigned ISS as a disciplinary action. Students are assigned ISS in an effort to keep them in the learning environment. Students report to a specified location for the assigned part of the day and must work on class work or read quietly.

### **Suspension: Out of School (OSS)**

Suspension of a student temporarily removes the privilege of attending school and any school related activities until a reinstatement procedure has been accomplished. In special circumstances a suspension may be continued until specific pending action occurs such as a court hearing, medical or psychiatric evaluation or review by a probation officer. Suspensions are made by the principal or his/her designee and are not to exceed 10 school days. The following procedures shall be used in each case:

- The student is to be notified of the charge and the reason for the suspension. If possible, the parent/guardian should be contacted by telephone prior to the student's dismissal.
- In the event the student or parent/guardian are dissatisfied, they may seek and obtain a conference with the Administrator.
- On occasion there are students who, despite reprimands, parent/guardian conferences or suspension, continue with behavior issues. In these cases, the school may make a recommendation for expulsion from BSH.

### **Theft**

Theft is the taking of another's property without consent. Major theft is property stolen valued at \$50 or more. A theft report can be picked up at the attendance office.

## **Throwing Objects (snowballs, rocks, water balloons, pinecones, etc.)**

Any student who throws snowballs, rocks, water balloons, pinecones, uses water propellant devices, etc. are subject to disciplinary action. In cases of clear endangerment, the student will be suspended.

## **Trespass - Criminal**

A person whose presence on campus has been denied or restricted may be cited for criminal trespass if that person is found on campus. Law enforcement authorities will be contacted and trespassers may be cited. A person may be cited for other reasons as identified by school personnel.

## **Truancy**

Any student not meeting the requirements for school attendance as defined by ORS 339.065 will be considered truant. Excessive truancy will result in a mandatory attendance meeting with parent/guardian.

## **Unsafe Behavior**

Unsafe behavior is defined as any intentional unsafe behavior that endangers students, staff and innocent bystanders.

# **Extracurricular Activities**

## **Activities/Clubs**

Our school offers a wide range of activities and clubs for students to help them pursue their interests and passions. Information about all clubs can be found on the Activities and Clubs page of the BSHS website: [www.bend.k12.or.us/bendhigh/student-life/activities-and-clubs](http://www.bend.k12.or.us/bendhigh/student-life/activities-and-clubs)

## **Athletics**

The most up-to-date information about athletics can be found on the Athletics page of the BSH website: [www.bend.k12.or.us/bendhigh/student-life/athletics](http://www.bend.k12.or.us/bendhigh/student-life/athletics). Check there regularly for:

- OSAA athletic schedules
- Current season sports updates (athletic memos, information packets, tryout information, etc.)
- Registration information (through Family ID online registration)
- Athletic fees and payment through Touchbase

## **Athletic Fees**

Athletes pay to participate. Cost is \$100 per sport, with a \$300 family cap. Please contact the Activities and Athletics Office if you need financial assistance. Fees can be paid through Touchbase on the athletics website link above.

## **Athletic and Activity Eligibility and Code of Conduct**

Any student who participates in school-sponsored athletics or activities must agree to abide by the School District Board Policies, Administrative Rules, Code of Conduct, building rules and team participation/training regulations. Bend Senior High School is a member of the Oregon School Activities Association (OSAA) and abides by all of its rules and policies.

### **Code of Conduct**

All students who participate in athletics and extracurricular activities are expected to be positive role models for other students and members of the community at all times. This signed contract shall be in effect at all times during the contract period. "At all times" means 24 hours a day, every day of the week whether at school or away from school. The contract will be in effect from the beginning of the OSAA calendar (see osaa.org website) for each year's start date) and conclude with the last day of high school.

### **Eligibility**

- Student/athletes must be enrolled full time and passing five classes to be eligible for athletics/activities. This includes the current semester of participation, and the semester prior to the athletic season or activity.
- OSAA requirements of 2.5 credits passed in the previous semester and satisfactory progress towards graduation at the beginning of the school year will

be used to determine individual academic eligibility. 10th grade students need a minimum of 4.5 completed credits, 11th graders 11 completed credits, and 12th grade students 18.5 credits at the beginning of the school year. In certain instances, a student's GPA may also be used in determining eligibility.

- Bend La Pine Schools requires you to be in class for the entire day of a contest or you will not be allowed to participate.
- Athletes are expected to be in school on time the day following an athletic event.
- Bend La Pine Schools requires you to be in class all day in order to attend practice.
- Violations of school rules and or behavior issues may result in the temporary or permanent suspension from a team.
- Per District Policy IGDE-AR 1.2, Students shall not be allowed to participate in athletics or activities if they have outstanding fees, fines, or other charges due to any school of the district.

## **Physicals**

Students participating in extracurricular sports must have a current sports physical on file in the Athletics Office. Sports physicals expire 2 years from exam date and need to be renewed on a 2-year cycle to remain current. We encourage renewal between school years to avoid expiration during your sport season. ALL PHYSICAL MUST BE ON THE OSAA SPORTS PHYSICAL FORMS, or we can NOT accept it. If everything is in order you will receive a yellow clearance slip. **You must have the YELLOW slip to tryout or practice.** Please be sure to print the OSAA School Sports Pre-Participation Examination form before your appointment (see Athletics Website above for links to forms.)

## **What To Do If . . .**

### **Go to the Athletics/Activities Office if you:**

- want to participate in sports or a club
- want to start or join a club
- want to be in student government
- want to post a notice for activities
- need athletic clearance
- need passes for events

### **Go to the Attendance Office if you:**

- were absent and have a written note from parent/guardian
- are late and have a written note from parent/guardian
- are going to be absent and have a written note from parent/guardian
- need to pick up any homework paper packets
- must leave school during the day and have a written note from parent/guardian
- are not feeling well (if the nurse's office is closed)
- have a locker problem
- find someone's property
- had something stolen
- lost personal property
- need to make a phone call

### **Go to the Cafeteria if you:**

- need lunch account information

### **Go to the Counseling Office if you:**

- need personal counseling or are having a conflict w/someone
- want to check on your grades
- need a transcript
- need help with your academic performance
- want to change your schedule
- are moving and need to change your address
- want to change schools
- want to withdraw from school

### **Go to the Future Center if you:**

- need information regarding colleges
- need information regarding scholarships
- need help with your college or scholarship essays
- need help filling out the FASFA form
- need career information and guidance
- need information regarding SAT and or ACT testing

- need information regarding the military
- need information regarding summer programs
- need information regarding foreign exchange programs
- are looking for a job
- need help developing a resume
- need help filling out a job application
- need to turn in information re: drivers ed credit earned
- need voter registration applications

**Go to the Main Office if you:**

- need a student ID card
- need to pay a fine
- want student insurance
- need a parking pass
- need information about Driver's Education
- need proof of enrollment for the DMV
- want to check on your report card
- have a notice for the morning announcements

**If you are not sure where to go, ask any staff member.**

**We are here to help!**