

Bend Senior High School

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Student Handbook 2024-2025

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.

Stay Up-To-Date on the 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.

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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. 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](#).

Rights & Responsibilities

For Full BLS Student Code of Conduct, Please Visit: [Bls.fyi/codeofconduct](https://bls.fyi/codeofconduct)

STUDENTS

Students will demonstrate responsibility by:

- Following their schedule each day
- Working hard to do their best
- Helping to keep their school safe
- Asking for help when needed
- Showing respect for and cooperating with other students & adults
- Reporting infractions of school rules to staff
- Respecting race, ethnicity, color, religion, national origin, immigration status, language, family economics, age, culture, geographic location, mobility, gender, sexual orientation, gender identity, gender expression, disability and initial proficiencies

FAMILIES & GUARDIANS

Families & Guardians will help students learn to take responsibility by:

- Ensuring their students attend school regularly and on time
- Finding a place at home for schoolwork and making sure assignments are completed
- Helping children learn and resolve conflict in positive ways
- Helping to keep schools safe and reporting unsafe behaviors that could impact the safety of our schools
- Communicating and working with educators and other school staff to support and challenge their students
- Respecting school staff
- Respecting race, ethnicity, color, religion, national origin, immigration status, language, family economics, age, culture, geographic location, mobility, gender, sexual orientation, gender identity, gender expression, disability, and initial proficiencies

EDUCATORS & SCHOOL PERSONNEL

Staff will help demonstrate responsibility by:

- Being respectful, encouraging, and supportive
- Modeling a belief that all students can achieve and take action to create accessible learning opportunities
- Demonstrating care for all students
- Defining and communicating clear academic and behavioral expectations for students
- Providing a safe, positive, and inclusive learning environment
- Creating an atmosphere of open communication for students seeking help
- Communicating and working with families to support and meet the needs of all students
- Respecting race, ethnicity, color, religion, national origin, immigration status, language, family economics, age, culture, geographic location, mobility, gender, sexual orientation, gender identity, gender expression, disability, and initial proficiencies
- Supporting the translation and interpretation needs of students & families by using appropriate District resources

Blue/Gold/White Schedule

						M	T	W	Th	F	
July-24	1	2	3	Independence Day 4	5						January-25
	8	9	10	11	12	6-C	7-A	8-B	9-C	10-A	
	15	16	17	18	19	13-B	14-C	15-A	16-B	17-C	
	22	23	24	25	26	Mt. Day 20	21-A	22-B	23-C	24-A	
	29	30	31	1	2	27-B	28-C	29-A	30-B	No School / All Schools 31	
August-24	5	6	7	8	9	3-C	4-A	5-B	6-C	7-A	February-25
	12	13	14	15	16	10-B	11-C	12-A	13-B	14-C	
	19	20	21	22	23	President's Day 17	18-A	19-B	20-C	21-A	
	In-Service/Work Day 26	In-Service/Work Day 27	In-Service/Work Day 28	In-Service/Work Day 29	In-Service/Work Day 30	24-B	25-C	26-A	27-B	28-C	
	Labor Day 2	No School 3	First Day 1-6 / 9 4	Fest Day 7-8/10-12 5-A	First Day All K 6-B	3-A	4-B	5-C	6-A	7-B	
September-24	9-C	10-A	11-B	12-C	13-A	10-C	11-A	12-B	13-C	14-A	March-25
	16-B	17-C	18-A	19-B	20-C	17-B	18-C	19-A	20-B	21-C	
	23-A	24-B	25-C	26-A	27-B	No School 24	No School 25	No School 26	No School 27	No School 28	
	30-C	1-A	2-B	3-C	4-A	31-A	1-B	2-C	3-A	4-B	
	7-B	8-C	9-A	10-B	11-C	7-C	8-A	9-B	10-C	11-A	
October-24	14-A	15-B	16-C	17-A	18-B	14-B	15-C	No Elem & MS 16-A	No Elem & MS 17-B	No School / All Schools 18	April-25
	21-C	22-A	23-B	24-C	25-A	21-C	22-A	23-B	24-C	25-A	
	28-B	29-C	No Elem & MS 30-A	No Elem & MS 31-B	No Elem & MS 1-C	28-B	29-C	30-A	1-B	2-C	
	4-A	5-B	6-C	7-A	8-B	5-A	6-B	7-C	8-A	9-B	
	Veterans Day 11	12-C	13-A	14-B	15-C	12-C	13-A	14-B	15-C	16-A	
November-24	18-A	19-B	20-C	21-A	22-B	19-B	20-C	21-A	22-B	23-C	May-25
	No School 25	No School 26	No School 27	Thanksgiving Day 28	No School 29	Memorial Day 26	27-A	28-B	29-C	30-A	
	2-C	3-A	4-B	5-C	6-A	2-B	3-C	4-A	5-B	6-C	
	9-B	10-C	11-A	12-B	13-C	9-A	10-B	11-C	Last Day of School 12-A	Work Day 13	
	16-A	17-B	18-C	19-A	20-B	16	17	18	Juniata 19	20	
December-24	No School 23	No School 24	Christmas Day 25	No School 26	No School 27	23	24	25	26	27	June-25
	No School 30	No School 31				30					

Daily Bell Schedule

Monday/Tuesday/Thursday/Friday					
Start	End	Minutes	Blue	Gold	White
8:45	9:57	72 min	1B	1G	1W
10:07	11:19	72 min	2	3	2
11:24	12:36	72 min	4	4	3
12:36	1:16	35 min	LUNCH and PASSING		
1:16	2:28	72 min	5	6	5
2:33	3:45	72 min	7	7	6

Wednesday					
Start	End	Minutes	Blue	Gold	White
8:45	9:39	54 min	1B	1G	1W
9:49	10:43	54 min	2	3	2
10:48	11:42	54 min	4	4	3
11:42	12:22	40 min	LUNCH and PASSING		
12:22	1:16	54 min	5	6	5
1:21	2:15	54 min	7	7	6

Advisory Schedule					
Start	End	Minutes	Blue	Gold	White
8:45	9:51	66 min	1B	1G	1W
10:01	11:37	96 min/Adv	2	3	2
11:42	12:48	66 Min	4	4	3
12:48	1:23	35 min	LUNCH		
1:28	2:34	66 min	5	6	5
2:39	3:45	66 min	7	7	6

Attendance Policies & Procedures

Education is an opportunity and a right. Regular attendance is a key factor in the success a student achieves at school and in future endeavors. Oregon law requires all children between the ages of 6 and 18 who have not completed the 12th grade to regularly attend a public school. **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](#) and [Policy JED-BP: Student Absences and Excuses](#).

Attendance Area Boundaries and Area Change Requests:

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 process has been completed and approved by the District Office ([see Policy JC-AR](#)).

Attendance Records:

Students and parents/guardians may check on attendance by logging onto your Synergy ParentVue account. Call the Attendance Office @ 541.355.3715 or email @ bendhigh-attendance@bend.k12.or.us to communicate directly with the school.

Excused vs. Unexcused Absences:

- A student's absence from school or class will be excused for reasons outlined in Policy JED-BP, including illness, family emergencies, or medical appointments.
- Students are encouraged to pre-arrange absences by communicating the reason for the absence with the Attendance Office and notifying teachers of the pre-arranged absence in order to arrange for classwork, if appropriate.
- Student absences will not be excused for reasons such as oversleeping, staying home to care for siblings, arriving late (past the first 10 minutes of class), or leaving class without permission.
-

Excused Absence & Release Process:

- Parent/Guardian may excuse an absence (up to two days/48 hours after the absence) by either calling the Attendance Office, sending a note with the student to bring to the Attendance Office, or coming to the Attendance Office in person.
- Students must sign out at the Attendance Office or have a release slip **PRIOR** to leaving the building. A release slip can be obtained by the same process as excusing an absence.
- Students may go to the Attendance Office to call home before/after school, during breaks, or with a hall pass from a teacher.

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.

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

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. 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.)

Student Behavior Policies and Procedures

Behavior Referrals/Conduct Violations

Disciplinary action may be taken for any violation of Student Conduct expectations (for Full BLS Student Code of Conduct, please visit: [Bbs.fyi/codeofconduct](https://bbs.fyi/codeofconduct)). Conduct violations will result in documentation of the incident in the student's educational record as either a minor (classroom/staff managed) or major (administrator managed) incident.

Conduct violations include:

1. ACADEMIC INTEGRITY & FORGERY: Cheating, plagiarizing, presenting another person's or Artificial Intelligence (AI) generated work as your own, or any misrepresentation of the origin of your work.
2. ASSAULT: Intentionally, knowingly or recklessly causing physical injury to another.

3. AUTOMOBILE & PERSONAL TRANSPORTATION (eBIKE, OTHERS) MISUSE: Not following school rules & regulations concerning modes of transportation/vehicles on school premises. See Policy [ECD-AR : Vehicles on District Property](#) and [JHFC-AR: Personal Student Transportation](#).
4. BANNED & ILLEGAL SUBSTANCES: Use, Possession, Distribution/Selling/Sharing of Substances (Alcohol, Drugs, Marijuana, Nicotine, Prescription Medication, THC, Tobacco, Nicotine)
5. BULLYING, HARASSMENT, & TEASING: Teasing, Intimidating, Bullying, Bias, Cyberbullying, Harassing, Hazing, Menacing, Racial Discrimination. See [Policy JFCF-BP](#).
6. BUS MISCONDUCT: Not following posted bus guidelines (Incidents managed by Transportation Department) See [Policy EEACC-AR Conduct on School Buses](#)
7. CLOSED CAMPUS & LEAVING CAMPUS WITHOUT PERMISSION: Leaving school property without prearranged permission on file.
8. DEFIANCE OF AUTHORITY: Refusal to follow reasonable requests of District personnel and/or designated authority figure
9. DISRUPTIVE OR DISORDERLY CONDUCT: Language or behavior disrupting and/or interfering with the educational process
10. DRESS CODE: Failure to meet BLS dress and/or grooming standards. See [Policy JFCA-AP: Student Code of Dress](#).
11. FIGHTING: A hostile and/or mutual physical encounter between individuals
12. FIRE-RELATED INCIDENTS: Possession or use of fire-starting tools on BLS property
13. INAPPROPRIATE LANGUAGE, PROFANITY, & OBSCENE BEHAVIOR: Inappropriate language and behaviors
14. PHYSICAL ALTERCATION: Physical confrontation that does not result in physical injury
15. SEXUAL HARASSMENT: Verbal, Visual, Written, Electronic, or Physical Harassment that is Sexual in Nature. See [Policy GBN/JBA-BP](#) for more detail.
16. TARDY, SKIPPED CLASS, & UNEXCUSED ABSENCE: Arriving late to school and/or class
17. TECHNOLOGY MISUSE: Failure to comply with BLS device/technology guidelines. See Policy [JFCEB-AR : Personal Communication Devices](#).
18. THEFT: Taking or receiving the property of others. See [Policy ECAB-AR: Vandalism/Malicious Mischief/Theft](#).
19. THREAT: Intentional and serious threat(s) that place another person in fear of injury. See Policy [JFCM-AP : Threats of Violence](#)
20. VANDALISM: Damaging, defacing, or destroying property. See [Policy ECAB-AR: Vandalism/Malicious Mischief/Theft](#).

21. WEAPONS: Possession, Use, or Sale of Weapons. [See Policy JFCJ-BP : Weapons in Schools.](#)

Additionally, the following are not permitted:

- Laser Pens (See [Policy JFCL-AR: Laser Pens](#))
- Gangs/Secret Society (See [Policy JFCE-AR: Secret Societies and Gang Activity](#))

For more detail see [Policy JG-BP: Student Conduct and Discipline](#). See also [KGB-AR : Public Conduct on District Property](#) for prohibited behaviors/activities that may result in discipline and/or a trespass citation, ejection from the premises, exclusion from district-approved activities and/or referral to law enforcement.

Harassment/Discrimination/Bullying and Sexual Harassment

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Additionally, all persons associated with this school district 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](#) and [Policy JFCF-BP](#) for more

Suspension and Expulsion

Students may be assigned ISS and/or OSS as a disciplinary action. Suspensions are made by the principal or his/her designee and are not to exceed 10 school days. School administration may recommend expulsion for high level conduct violations. See the [BLS Student Code of Conduct](#) for Suspension and Expulsion policies and process.

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.

Those who operate bicycles, electric bicycles or electric scooters must be in compliance with Oregon motor vehicle and bike regulations and laws on school property. **E-bikes and E-scooters are prohibited on district property for persons under age 16.**

Students 16 yrs. and older must apply for an on-campus permit for their e-Bike or e-scooter [using this form](#). 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 rollerblades 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 all students at no charge. Students are expected to clean up after themselves.

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

In Bend-La Pine Schools, personal electronic devices (including cell phones, earbuds and other non-district approved electronics) are to be *SILENT & AWAY* during class times (bell-to-bell). All High Schools classrooms will utilize hanging “caddies” for students to store personal electronic devices in during class time. Students will also be instructed to ensure these devices are *SILENT & AWAY* during approved breaks from class. If students are unable to follow expectations, the following may occur:

- 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.

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](#).

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.

Fines

Any materials checked out to a student including technology, 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

Contact teachers via email or voicemail for homework requests. Email addresses can be accessed through the Bend High website, www.bend.k12.or.us/bsh. Emailing a 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. School lockers are the property of Bend-La Pine School District. 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 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.

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.

Regulated (Closed) Campus

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

- Students may not open or prop exterior doors to allow entry to the school.
- 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.
- Freshman are not allowed to leave campus during the school day, including at lunchtime (unless a parent/guardian has checked them out at the Attendance Office).
- Sophomore, Junior, and Senior students may leave campus during lunch - but they may not transport Freshman students off campus. Any 10-12th grade student transporting a freshman off campus may lose their off-campus lunch privileges and are subject to disciplinary action.

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 Closures/Delays

Occasionally during the winter, school is closed due to snow and/or icy conditions.

School closures/delays are posted on the district and school website:

<https://www.bend.k12.or.us/district/news-events/alerts-updates>

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 cite 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 of School and Individual Property

General search of school properties assigned to students for their use may occur at any time. 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. In cooperation with local law enforcement agencies drug dogs may be used during the school day or at school activities. See [policy JFG-AR: Student Searches and Questioning](#).

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 a 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. See [Policy JFD-AR: Students of Legal Age](#) for more detail.

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. See also [Policy JECBD-AP: Homeless Students & Students in Foster Care](#) and [JECBD-AR: Homeless Students](#).

Teen Parent Program

The Bend-La Pine School District and Deschutes County Health and Mental Health Departments jointly sponsor the Teen Parent Program. See [Policy JFE-AP: Pregnant and Parenting Students](#) for more detail.

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 or technology 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

Students who choose to drive to BSHS and park on school grounds must adhere to the rules outlined in Policies [ECD-AR : Vehicles on District Property](#) and [JHFC-AR: Personal Student Transportation](#). 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.

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 at First Presbyterian Church (off 9th 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.

See Policies [ECD-AR : Vehicles on District Property](#) and [JHFC-AR: Personal Student Transportation](#).

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.

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 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!**