

SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

2021-2022

SWEET HOME JUNIOR HIGH

Grades 7 – 8

STUDENT & PARENT RIGHTS AND RESPONSIBILITIES HANDBOOK



**STUDENT HANDBOOK
EMERGENCY INFORMATION**
flashalert.net/news.html?id=1038

**CONDUCT CODES
DISCIPLINARY PROCEDURES
SELECT BOARD POLICIES
PUBLIC NOTICES
TRIP PERMISSION FORMS
MEDICATION FORMS
STUDENT INFORMATION OPT-OUT FORM**

For all students attending the Sweet Home Public Schools.

Revised: 2021

The Sweet Home School District does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008. The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Superintendent's office for additional information and/or compliance issues: Superintendent Tom Yahraes, 1920 Long Street, Sweet Home, OR 97836.

SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

District Administrative Offices

1920 Long Street, Sweet Home, OR 97386-2395

Superintendent 541-367-7126

(fax) 541-367-7105

Kevin Strong, Business Manager 541-367-7113

(fax) 541-367-7104

Josh Darwood, Facilities Director 541-367-7110

Barbi Riggs, Director of Student Achievement 541-367-7175

Thad Holub, Student Services Director 541-367-7115

(fax) 541-367-7199

Colleen Henry, Director of Instructional Technology 541-367-7125

Foster Elementary School 541-367-7180

P.O. Box 747, Foster, OR 97345 (fax) 541-367-8902

Luke Augsburger, Principal Lisa Martin, Secretary

Hawthorne Elementary School 541-367-7167

3205 Long Street, Sweet Home, OR 97386 (fax) 541-367-8903

Debbie Phillips, Principal Carrie Brown, Secretary

Holley Elementary School 541-367-7162

40336 Crawfordsville Drive, Sweet Home, OR 97386 (fax) 541-367-8904

Josh Dargis Principal Cyndi Rinehart, Secretary

Oak Heights Elementary School 541-367-7165

605 Elm Street, Sweet Home, OR 97386 (fax) 541-367-1128

Todd Barrett, Principal Jill Moore, Secretary

Sweet Home Junior High School 541-367-7187

880 22nd Avenue, Sweet Home, OR 97386 (fax) 541-367-8291

Terry Martin, Principal Kim Wilson, Secretary

Mark Looney*, AD/Assistant Principal Brandy Cockrell, Secretary

Counseling 541-367-7414

Sweet Home High School 541-367-7142

1641 Long Street, Sweet Home, OR 97386 (fax) 541-367-7196

Mr. Ralph Brown Principal Amy Wingo, Secretary

Mr. Nate Tyler*, AD/Assistant Principal 541-367-7144

Mrs. Aaron Huff, Assistant Principal 541-367-7143

Attendance 541-367-7161

Counseling 541-367-7155

A Jay Bronson, Pool 541-367-7169

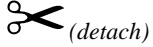
* Should be called initially on all discipline matters.

Nutrition Services Supervisor, Mrs. Milli Horton 541-367-7149

IMPORTANT

PLEASE READ

SIGN, DETACH AND RETURN TO THE SCHOOL'S OFFICE



Student's Name (s):

I have read the *Sweet Home Junior High Student & Parent Rights and Responsibilities Handbook*.
I understand that if I have questions or concerns, I should contact the building's principals.

Signature(s) of parent(s) or guardians(s):

Date

Date

Please detach and return this signed statement to your student's school by September 28, 2021.

*This form can also be submitted electronically via RegiStar.

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**Students and/or Parents may also access frequently used forms on the district website:
www.sweethome.k12.or.us**

PREFACE

In compliance with the Administrative Rules of the Oregon State Board of Education and its Minimum Standards, Sweet Home School District No. 55 is providing this handbook as prescribed by law. The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied.

Those who revised this handbook, along with the Sweet Home School District Board of Directors, feel that these general guidelines will help to provide for responsibility and a learning climate, in which the rights of all students are protected.

The Administrative Rules for Oregon Education and the Oregon Revised Statutes established these basic guidelines for student conduct:

1. Public school pupils shall comply with the rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teachers' authority.
2. The District School Board may authorize the discipline, suspension or expulsion of any pupil.
3. Willful disobedience, open defiance of a teacher's authority or the use of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school.
4. Expulsion of a pupil shall not extend beyond one calendar year and suspension shall not extend beyond ten school days (ORS 339.250 (5)). Notwithstanding subsection (5) of this section, a student bringing a weapon to school shall be expelled for not less than one calendar year (ORS 339.250 (6a)). For purposes of expulsion a "weapon" includes: a firearm, as defined in 18 U.S.C 921; a "dangerous weapon" as defined in ORS 161.015; a "deadly weapon" as defined in ORS 161.015 or a "destructive device" as defined in ORS 166.382.
5. Following expulsion of a pupil under subsection (2) of this section, a district school board may propose alternative programs of instruction or counseling, or both, for the pupil.
6. The District will notify students, parents, and guardians of the availability of alternative education programs when students meet one of the following conditions:
 - a) Upon the occurrence of a second or subsequent severe disciplinary problem within a three year period. A severe disciplinary problem is defined to be one that results in a student suspension for a full five-day period.
 - b) When the District finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program. Erratic attendance is a degree of absenteeism greater than the statutory definition in ORS 339.065; -eight unexcused one-half day absences in any four-week period. Student attendance may be erratic with the student still benefiting from the educational program.
 - c) When the District is considering expulsion as a disciplinary alternative.
 - d) When a student is expelled.
 - e) When the student or the student's parent or legal guardian notifies the District of intent to withdraw from the program.
7. Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:
 - a) Theft.
 - b) Disruption of the school.
 - c) Damage or destruction of school property.
 - d) Damage or destruction of private property on school premises or during a school activity.
 - e) Assault or threats of harm (menacing).
 - f) Unauthorized use of weapons, (explosives, firecrackers, etc.) or dangerous weapons.
 - g) Unlawful use of drugs, narcotics or alcoholic beverages.
 - h) Persistent failure to comply with rules or the lawful directions of teachers or school officials.

These guidelines apply to students in kindergarten through grade twelve while in all school settings including field trips, bus transportation to and from school, athletic events and any other scheduled school activities.

It is the desire of the Sweet Home School District to continually appraise and update this document. Any suggestions for modification or addition to these guidelines are to be submitted in writing to the Superintendent of Schools of Sweet Home School District No. 55, 1920 Long Street, Sweet Home, OR 97386.

SWEET HOME BOARD OF EDUCATION

The Sweet Home School Board consists of nine citizens of the School District, each of whom is elected or appointed to serve on the Board. Any adult resident may run for election to the Board providing certain legal requirements are met. Visitors are welcome at School Board meetings. All regular and special Board meetings are open to the public and all actions authorized or required by law are taken in open meeting. It is Board policy to act only on agenda items on which the Board has received information to review prior to the Board meeting. Persons who desire to place an item on the agenda for discussion or action must contact the Superintendent at least two weeks prior to the regularly scheduled Board meeting. This will allow the Superintendent time to research the agenda item in question and provide information to the Board prior to the meeting. Regular meetings of the Board are held on the second Monday of each month at 6:30 p.m. in the Conference Room of the District Administrative Office Building at 1920 Long Street. When there is a change in time, date, or place, public notice is given through the news media.

RIGHTS AND RESPONSIBILITIES

The Board of Directors of Sweet Home School District No. 55, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members in a democratic society.

The process of educating students for responsible citizenship in a democratic society requires reasonable opportunity for them to exercise the rights of freedom of speech and expression in the context of the public school environment.

Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law that apply to the conduct of juveniles or minors.

Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and demand cooperation with all members of the school community.

High personal standards of courtesy, decency, morality, acceptable language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.

In connection with rights are responsibilities that must be assumed by students. In its pursuit to provide students with a high quality education, the Sweet Home School District recognizes the following:

1. The importance of parents, educators and students in understanding their rights and responsibilities;
2. The importance of parents, educators and students in forming a partnership to support the educational process;
3. The importance of parents, educators and students in treating one another with mutual respect, despite differences of opinion;
4. The importance of establishing and maintaining a school climate which values and supports the learning of students;
5. With every right come responsibilities.

Among these rights and responsibilities are the following:

1. Civil rights including the rights to equal educational opportunities and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's school records;
6. The right to know the standards of behavior expected of them and the consequences of choosing to either follow or not follow these standards.

ACTIVITIES AND EXCURSIONS

On all activities and excursions, the same behavior outlined in these codes of conduct and Board policies will be expected of students with the exception of that which is modified by circumstances.

Sweet Home School District is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Superintendent's Office at least ten days in advance at: 541-367-7126. Sweet Home School, 1920 Long Street, Sweet Home OR 97386.

DUTIES OF STUDENTS

Student conduct in Sweet Home School District shall be based on respect and consideration of human rights. All students are required to:

1. Assume basic responsibility for their behavioral choices regarding academic performance, adult and peer relations and school rules and expectations.
2. Obey the statutes of the State of Oregon and local ordinances as applicable.
3. Comply with the written rules of the Board as specified in the *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook*, pursue the prescribed course of study and submit to the lawful authority of the teacher and school officials.
4. Behave in a socially acceptable manner, which includes using suitable language, treating other people fairly, refraining from racial or sexual harassment or discrimination by words or actions, or placing another person or person's property in reasonable fear of harm, respecting personal and public property and refraining from physical aggression.
5. Obey the rules and regulations developed by the school.

Students who violate these requirements and who make irresponsible choices or demonstrate out of control behavior will be subject to the enforcement of consequences necessary to develop or maintain the expected behavior or be liable for expulsion from school.

Before any consequence for unacceptable conduct is enforced, the student shall be informed of what s/he has done which has brought about the consequence and the student shall be given an opportunity to explain his/her conduct.

No student will be punished for conduct which occurs out of school, except at school related or supervised functions, at a bus stop or traveling to and from school behavior that damages school property, or an action which involves extreme disrespect to a staff member.

Consequences for unacceptable behavior will always be appropriate to the student's age, physical condition and the nature of the misconduct. Physical punishment or psychologically harmful consequences such as ostracism, ridicule or rejection shall not be used. Suspension or expulsion may be used, subject to specific guidelines and procedures contained in the *Junior High Student/Parent Rights and Responsibilities Handbook*.

STUDENT COMPLAINTS

The district recognizes that complaints regarding staff performance, discipline, grades, students' progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints may discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and negotiated agreements regarding the handling of complaints.

TRANSPORTATION

The behavior outlined in this *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook* applies during bus transportation to and from school as well as during district-provided and/or approved transportation to and from any school related event such as athletic contests and field trips. Students must obey Bus Safety Rules as posted.

DEFINITIONS OF DISCIPLINARY ACTIONS

Students who choose to behave irresponsibly can expect disciplinary actions. Depending upon the seriousness of the behavior problems, one or more of the following actions will be taken by school officials (teachers, administrators, or other school employees.) The actions are presented here in increasing order of seriousness.

INFORMAL TALK	A school official will talk to the student and try to reach an agreement regarding how the student should behave.
CONFERENCE	A formal conference is held between the student and one or more school officials. During the conference the student must agree to change his/her behavior.
PARENT CONFERENCE	A legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school official and other individuals involved.
DISCIPLINARY REASSIGNMENT	A reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school, not to exceed 5 days (in-school suspension). The student is excluded from the classroom and related activities during the reassignment. This includes no attendance at after school activities. This may include a referral to counseling. At this time students may be advised of district or community alternatives. Recorded in the student's behavioral file.
SHORT SUSPENSION	The student is informed that s/he is subject to a short suspension and will discuss the situation with the appropriate school official(s). The student is excluded from school and related activities during the suspension. This includes no attendance at after school activities. Parents will be notified in writing of the action taken. Recorded in the student's behavioral file.
LONG SUSPENSION	The student is informed that s/he is subject to a long suspension and is given the opportunity to discuss the situation with the appropriate school official(s). During a long suspension the student is excluded from school and related activities for 3-10 school days. This includes no attendance at after school activities. Parents will be notified in writing of the action taken. Recorded in the student's behavioral file. At the occurrence of a second 5-day suspension two alternative education options will be offered to the student.
EXPULSION	The student is informed that s/he is immediately suspended from school and that a recommendation for expulsion will be made to the hearings officer (Superintendent or his designee). An expulsion includes the removal of a student from school, from activities, and all related school functions. The hearings officer determines the length of time that a student is expelled. The student and his/her legal guardian will be notified of the pending expulsion and information about his/her rights under due process explained. Student and parents will be notified in writing of the action taken. Alternative education programs will be offered to the student. Recorded in the student's file.

<input type="checkbox"/> CRIMINAL ACT	Please refer to Criminal Code O.R.S. The school's administration may decide to contact law enforcement officials when a student is in violation of the law.
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PROBLEM AREAS

The “Problem Areas” listed have been incorporated as a guide to assist administrators in making a decision regarding the problem and appropriate actions to be taken. This is a suggested guide for administrators and should not be considered a final determination. Depending upon the seriousness of the behavior problems, one or more of the following actions will be taken by school officials. The consequences in each problem area are checked in increasing order of seriousness. **The administrator will base the action to be taken on the student’s level of responsibility and competence, which will vary by grade level.**

	INFORMAL TALK	CONFERENCE	PARENT CONFERENCE	DISCIPLINARY REASSIGNMENT	SHORT SUSPENSION	LONG SUSPENSION	EXPULSION HEARING
ABSENCES (Class B Infraction)	✓	✓	✓	✓			
Absences: The failure to maintain regular attendance at school as defined by ORS 339.030-339.065 will result in a referral to a truant officer. Parents may be fined for failing to maintain their child in attendance.							
★ALCOHOL & DRUGS							✓
Alcohol & Drugs: The use, possession, sale or being under the influence of alcohol, drugs, marijuana or other intoxicants and transmission to others of any substance represented to be a prohibited item (includes paraphernalia).							
★ARSON							✓
Arson: Use of fire to destroy or attempt to destroy property.							
BUS MISCONDUCT		✓		<i>See Transportation of Students, pgs. 32-33 May result in loss of riding privileges.</i>			
Bus Misconduct: Not following bus rules and regulations or the reasonable directive of the driver.							
DEFIANCE OF AUTHORITY	✓	✓	✓	✓	✓	✓	✓
Defiance Of Authority – Refusal to follow the reasonable request of school personnel.							
DISORDERLY CONDUCT	✓	✓	✓	✓	✓	✓	✓
Disorderly Conduct – Conduct, behavior or dress that is disruptive to the orderly educational procedure of the school.							
DRESS & GROOMING	✓	✓	✓	✓	✓	✓	✓
Dress & Grooming – Dress and grooming shall be clean and in keeping with good taste, decency, health, sanitation and safety.							
★EXPLOSIVE DEVICES							✓
Explosive Devices – The use or threat of use, possession or sale of explosive devices.							
★EXTORTION			✓	✓	✓	✓	✓
Extortion – Demanding money, or anything of value (e.g. lunches) of another person in return for protection from violence.							
★FALSE ALARMS					✓	✓	✓
False Alarms – Willful act of setting off an alarm, or telephoned or written threats.							
★FIGHTING		✓	✓	✓	✓	✓	✓
Fighting – Engaging in or threatening physical contact for the purpose of inflicting harm on another person.							
FORGERY & LYING	✓	✓	✓	✓	✓	✓	✓
Forgery & Lying – Writing or giving false or misleading information to school personnel. Illegal use of another's signature (name).							

★ CRIMINAL ACT

PROBLEM AREAS

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	INFORMAL TALK	CONFERENCE	PARENT CONFERENCE	DISCIPLINARY REASSIGNMENT	SHORT SUSPENSION	LONG SUSPENSION	EXPULSION HEARING
★GAMBLING	✓	✓	✓	✓	✓	✓	✓
Gambling – Participating in games of chance for the purpose of exchanging money or something of value, including flipping coins.							
GANGS		✓	✓	✓	✓	✓	✓
Gangs – A “gang” is defined as any group of two or more persons whose purposes include the commission of illegal acts or violation of school rules or School Board Policies.							
HARASSMENT	✓	✓	✓	✓	✓	✓	✓
Harassment – Hazing, harassment, menacing, threats, intimidation or any act that injures, degrades or disgraces a student, teacher or staff member will not be tolerated.							
LEAVING CAMPUS	✓	✓	✓	✓	✓	✓	✓
Leaving Campus – All students are required to check out through the main office when leaving the campus during the school day. Students are also required to check back in when returning.							
★PHYSICAL ASSAULT					✓	✓	✓
Physical Assault – Physical attack by one person or a group of persons on another who does not wish to engage in the conflict (includes assault on any school personnel)							
PROFANITY	✓	✓	✓	✓	✓	✓	✓
Profanity – Profanity is obscene, vulgar or disrespectful language. It also includes materials, gestures, actions or unacceptable decorations on clothing or personal belongings.							
TARDINESS	✓	✓	✓	✓	✓	✓	✓
Tardiness – Arriving late to class or school.							
★THEFT			✓	✓	✓	✓	✓
Theft – Taking, giving or receiving property not belonging to you.							
THREATS/MENACING	✓	✓	✓	✓	✓	✓	✓
Threats/Menacing – Statements or actions, which intimidate another person(s). Includes “initiation” and “hazing”.							
★TOBACCO				✓	✓	✓	✓
Tobacco – “It is unlawful for any person under 18 years of age to possess tobacco products.”							
★VANDALISM		✓	✓	✓	✓	✓	✓
Vandalism – Intentional destruction of objects, or materials belonging to the school, school personnel or other persons.							
★WEAPONS							✓
Weapons – The possession of a deadly weapon or the use of any object to inflict, or potentially inflict, bodily injury to another person.							

★ CRIMINAL ACT

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon



EDUCATIONAL PHILOSOPHY
(BP – AD)

It is the belief of Sweet Home School District #55 that each student is a unique individual who varies in the time needed to reach his or her capabilities and that each student should be assisted to believe in himself or herself and strive to do his or her best as an independent learner. Thus, the primary aim of the Sweet Home Schools is to recognize individual differences in helping each child develop his or her individual abilities to the maximum.

The Sweet Home Schools are dedicated to the total personal development of each student to the limits of his or her abilities and interests in a sequentially coordinated curriculum that allows for individual differences. Staff members will strive to aid in each student's intellectual, physical, moral, emotional, aesthetic, and social growth so that he or she may become a useful and responsible member of home, community, and society while leading a personally rewarding life.

The Board believes that the ultimate goal of an education in the Sweet Home Schools should be to provide the student with the necessary skills and knowledge to lead a happy, productive life and to be an independent citizen in a rapidly changing society.

As each child's abilities develop, he or she is expected to acquire a high degree of proficiency in the use of skill subjects, to attain efficient and satisfying work habits, to grow strong physically, to acquire wholesome leisure time interests, to learn to give responsible direction to life, to develop desirable social attitudes, to assume citizenship responsibilities and to cultivate desirable intellectual interests.

In achieving this result, we believe that the school alone does not accomplish the development of the whole individual. The home and community must also contribute to student growth by establishing attitudes that stimulate learning. The ultimate success of the student is therefore dependent upon the student, the school, the home and the community.

SCHOOL SCHEDULES

First day of school September 7, 2021

Last day of school: June 16, 2022

NON-SCHOOL DAYS

October 1	District In-service	January 31	Grading Day
October 8	State-Wide In-service	April 14-15	Parent/Teacher Conference Day
November 4-5	Parent/Teacher Conference Day	February 19	Presidents' Day
November 11	Veterans' Day	March 21-25	Spring Break
November 24-26.....	Thanksgiving Holiday	April 14-15	Parent/Teacher Conference Day
December 20.....	Winter Break Begins	May 30.....	Memorial Day
January 3.....	School Resumes	June 17	Grading Day
January 17	M.L. King Jr. Day		

2021-2022 BELL TIMES

Principals and Schools Start/End Times



SCHOOL	PRINCIPAL	GRADE LEVEL	START	DISMISS
Foster	Mr. Luke Augsburger	Grades K-6 <i>Early Release Wednesday</i>	8:00 a.m.	2:30 p.m. <i>1:30 p.m.</i>
Hawthorne	Mrs. Debbie Phillips	Grades K-6 <i>Early Release Wednesday</i>	8:00 a.m.	2:30 p.m. <i>1:30 p.m.</i>
Holley	Mr. Josh Dargis	Grades K-6 <i>Early Release Wednesday</i>	8:00 a.m.	2:30 p.m. <i>1:30 p.m.</i>
Oak Heights	Mr. Todd Barrett	Grades K-6 <i>Early Release Wednesday</i>	8:00 a.m.	2:30 p.m. <i>1:30 p.m.</i>
Junior High	Mr. Terry Martin Mr. Mark Looney	Grades 7-8 <i>Early Release Wednesday</i>	8:00 a.m.	3:00 p.m. <i>2:00 p.m.</i>
High School	Mr. Ralph Brown	Grades 9-12 <i>Early Release Wednesday</i>	8:10 a.m.	3:15 p.m. <i>2:05 p.m.</i>

**Please do not drop your student off or allow your child
to walk to school 1/2 hour or more before school is scheduled to begin.
Students should leave school shortly after the completion of classes in the afternoon.**

SCHOOL PICTURES



Student photos will be taken in September. Each student will have his/her picture taken; however, purchase of these pictures is entirely optional. A make-up day for absent students will be scheduled. Please check with your child's school office for dates and times.

SCHOOL DISTRICT POLICIES

Copies of the School Board's adopted policies (BP) and administrative rules (AR) regarding the role and function of the School Board, administration of the District, personnel, employee benefits, students, fiscal management, support services, curriculum and instruction, and relationships with the community are available at the District Office, each building principal's office and in each library. Parents, the public and students may examine these documents at anytime during regular working hours.

ACTIVITIES FUND MANAGEMENT

(BP – IGDG)

Student Activity Funds are those funds raised or collected by and/or for school approved student groups, excluding those funds budgeted in the general fund.

Student activity funds will be collected and expended for the purpose of supporting the school's co-curricular activities program. The principal will be responsible for administering student activity funds.

All student activity funds will be receipted and deposited according to District policy and acceptable accounting procedures. All activity accounts will be audited.

The principal must approve all student activity fund expenditures.

ADMISSION

(BP – JEC, JECA, JECB)

A student seeking enrollment in the District for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the school office for admission.

ALTERNATIVE EDUCATION PROGRAMS ESTABLISHMENT and NOTIFICATION

(BP & AR – IGBHA)

The District provides alternative education program options in compliance with Oregon Revised Statutes and Administrative Rules. The District will notify students and parents or guardians of the availability of alternative programs that are appropriate and accessible. This notification shall be provided in the following situation.

- (a) Upon the occurrence of a second or subsequent occurrence of a severe disciplinary problem within a three year period. A severe disciplinary problem is defined to be one that results in a student suspension for a full five-day period.
- (b) When the District finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program. Erratic attendance is a degree of absenteeism greater than the statutory definition in ORS 339.065, "eight unexcused one-half day absences in any four week period", and greater than the District's attendance policy definition of 85 percent attendance. Student attendance may be erratic with the student still benefiting from the educational program.
- (c) When the District is considering expulsion as a disciplinary alternative.
- (d) When a student is expelled pursuant to subsection (3) of ORS 339.250.
- (e) When an emancipated minor, parent, or legal guardian applies for a pupil's exemption from compulsory attendance on a semiannual basis as provided in ORS 339.030 (5).

The District grants units of credits for work satisfactorily completed in an alternative education program.

Parents may request additional in-District alternative education programs by submitting written requests to the principal.

The District will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the District and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the District has no obligation to pay for an alternative program.

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

Please contact the building principal if you have questions about alternative education programs.



ANIMALS IN THE SCHOOL

(BP – ING)



Permission is to be obtained from the principal before animals are brought into the school. Animals may not be transported on a school bus. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. Animals serving the disabled would be an exception to this policy. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

ASBESTOS

(BP – EBAD)

The District has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the District office. The business manager serves as the District's asbestos program manager and may be reached for additional information.

ASSAULT/FIGHTING/MENACING

(BP – JFCF, JFCM)



Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence – Student

The Board in its commitment to providing a positive and productive learning environment will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

The principals and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

“District” includes district facilities, district premises and non district property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored/work activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse as defined by Oregon Revised Statute (ORS) 107.705 between family and household members, as those terms are described in ORS 107.705.

Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Reporting

Principals will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in

violation of this policy shall immediately report his/her concerns to the principal or his/her designee who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal or his/her designee. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, or an act of cyberbullying to the principal or his/her designee may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated, bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal or his/her designee who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

The district shall incorporate into existing training programs for student's information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and domestic violence and acts of cyberbullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided. This may be done in a student handbook and/or on the district Web site.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

Threats of Violence

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

The principal shall, in determining appropriate disciplinary action, consider:

- Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage school property;
- Placing the student in a setting where the behavior will receive immediate attention from an administrator, counselor, licensed mental health professional or others;
- Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting.

The principal shall ensure notification is provided to:

1. The parent of any student in violation of this policy and the disciplinary action imposed;
2. The parent of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
3. Any school employee whose name appears on a targeted list threatening violence or harm to the district employee and when threats of violence or harm are made by a student or others.

Notification to the above shall be attempted by telephone or in person within 12 hours of discovery of a targeted list or learning of a threat. Regardless, a written follow-up notification shall be sent within 24 hours of discovery of a targeted list or learning of a threat.

The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health-care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, he/she may provide such information to other school officials, including teachers, within the district or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and district policies.

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations or other disciplinary options as may be required by law and this policy shall be provided by the district.

ASSEMBLIES

(BP – INE)

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the District's conduct codes and board policies during an assembly shall be subject to disciplinary action.

ATTENDANCE

(BP – JE)

Once a student's attendance drops to 85% as a result of excused or unexcused absences, a doctor's note will be required to excuse further absences due to illness.

Goals of attendance requirements are to:

1. Contribute to the academic success of students;

2. Inform parents about their students' class attendance or nonattendance;
3. Place the responsibility for attendance in the hands of students and their parents;
4. Aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions;
5. Stress that punctual and regular attendance is a learned function necessary in coping with life;
6. Stress attendance may impact grades and credit;
7. Meet Oregon graduation requirements.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

The Board believes that regular school attendance is a prerequisite to a quality education. Absenteeism is one of the main causes of student failure and frustration within the school setting. This policy has been developed to assist parents and students in meeting their duties and responsibilities for regular attendance. Teachers and parents should convey through actions and words their support and the high value they place on regular attendance. Buildings are encouraged to develop policies that provide incentives for good attendance.

1. Regular Attendance

Parents or legal guardians will maintain children between the ages of 7 and 18 in regular attendance at a full-time public school in the school district in which the child resides unless exempted from school attendance.

2. Irregular Attendance

Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

3. Erratic Attendance

A student who is frequently absent to the degree that he/she is not benefiting from the educational program shall be offered alternative programs of instruction, or instruction combined with counseling, that are appropriate and accessible.

4. Excused Absences

- a. An absence caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. (ORS 339.065)
- b. Doctor and dentist appointments.
- c. Students that remain home because of a communicable disease.
- d. An absence resulting from a school-sponsored activity, including athletics.
- e. An absence excused by a building administrator for other reasons where satisfactory arrangements are made in advance of the absence. (ORS 339.065)
- f. Prearranged Absences: When parents or legal guardians are aware in advance that their child will be absent from school, they should notify the school in writing at least 24 hours prior to the absence and make arrangements to obtain homework assignments.

5. Unexcused Absences

- a. Any absence from school, which is not in accordance with state law.
- b. Truancy (a student absent without permission) or unexplained absences will not be tolerated. Parent involvement will be mandatory when truancy or other unexplained absences occur.
- c. If a student is sent home for head lice, the student is expected back in school within two days. Absences beyond two days are considered unexcused.

6. Re-admittance After Absences

- a. Students are required to bring a note to school or have parents or guardian call or stop by school in person and give the following information:
 - (1) Full name of student
 - (2) Calendar date(s) of absence(s)
 - (3) Reasons for absence(s)
 - (4) Signature of parent or legal guardian (if note is sent).
- b. The explanation is not considered an excuse, but an acknowledgement that the parent or guardian knew of the absence.
- c. The school shall determine whether the absence is to be excused or unexcused. If the reason is within the limitations of Oregon School Laws pertaining to compulsory school attendance, the student will be issued an excused admit slip.
- d. All absences will be regarded as unexcused unless the student presents a note or the parent telephones during the first two days back at school and is declared excused.

7. Minimum Expectations of Attendance

- a. Students are expected to be present a minimum of 85 percent of the time in each of their classes during any grading period.
- b. If absences are interfering with a student's education, letters will be periodically mailed home informing parents of the school's concern.

8. Excessive Absenteeism

- a. At five absences in any four-week period, the school will notify the parent of the student's attendance record. A parent conference will be requested when absences are unexcused.
- b. Notice of Attendance Supervisor.
When an attendance supervisor determines a parent has failed to enroll his or her child and to maintain such child in regular attendance at a public school, the attendance supervisor shall give written notification to the parent within 24 hours of being informed of the failure. The notice may be served personally or by certified mail.
 - (1) The notice shall state that the student must appear at the public school on the next school day following receipt of the notice and maintain regular attendance for the remainder of the school year.
 - (2) The attendance officer, at the time the notice is served to the parent, shall notify the District superintendent, principal or other appropriate school official.
- c. Notice of Superintendent.
If the parent receiving the notice of the attendance supervisor does not comply with that notice, the attendance officer, within three days of knowledge of such noncompliance, shall notify the superintendent. Upon notification by the attendance officer, the superintendent may issue a citation as identified in Board Policy.
- d. Prior to issuing the citation set forth in Board Policy, the superintendent, by personal service or certified mail, shall serve the parent written notification that:
 - (1) States the student is required to regularly attend a full-time school;
 - (2) Explains that the failure to send the student and to maintain the student in regular attendance is a Class B infraction;
 - (3) States that the superintendent may issue a citation of up to \$150;
 - (4) Requires the parent and the student to attend a conference with a designated school official; and
 - (5) Is written in the native language of the parent or guardian of the student.
- e. The superintendent shall schedule the conference described in Section 8. D. of the policy. If the parent does not attend the conference or fails to send the child to public school after the conference, the superintendent may issue a citation provided by the Department of Education. The citation shall be served in person.

9. Part Day Absences, Dismissal Requests, and Checkouts

Students arriving late to school or leaving campus before the end of the school day are to bring a note or have a parent make a telephone call to the school. The note must state the student's name, date, and reason for the absence and have the parent's or legal guardian's signature. Students leaving campus must sign out in the office. Students failing to sign out will be considered truant from school for the time they are gone.

10. Returning to School

Any student who leaves during the school day, but returns, must check in at the attendance office before returning to class.

11. Tardies

The first minutes of school are important. Parents will be contacted when repeated student tardies are noted.

12. Make-up Work

- a. Make-up work will be allowed and required for all excused absences except expulsions.
- b. It is the student's responsibility to get missed assignments and turn in make-up work on time.
- c. Students will be allowed the number of days they have been absent plus one more day to complete all work.
- d. Students shall be allowed to make up all work (daily assignments, laboratory experiments, class discussions, presentations, and final, mid-term and unit examinations) for full credit on excused absences. For unexcused absences, the teacher will decide if the student is allowed to make up daily assignments, laboratory experiments, class discussions and presentations. Students with unexcused absences will be allowed to make up all tests (unit, mid-term, and final examinations).
- e. Students who are suspended from school will not be allowed to make up daily assignments, laboratory experiments, class discussions, or presentations, but will be allowed to make up unit examinations, mid-terms, and finals; especially when that work reflects achievement over a greater period of time than the length of suspension (OAR 581-21-065 6).
- f. If students are absent for more than three consecutive days, parents should contact the school and make a request for homework. Teachers will need at least one day to get homework together before it can be picked up.

13. Exemptions from Compulsory School Attendance

(ORS 339.030) In the following cases children shall not be required to attend full-time schools:

- a. Children attending private or parochial schools.
- b. Children proving they have acquired equivalent knowledge to that acquired through grade 12 in the public schools.
- c. Children being home schooled.
- d. Children excluded from attendance as provided by law.
- e. Children ages 16 or 17 years of age who are:
 - (1) Lawfully employed full-time.
 - (2) Lawfully employed part-time and enrolled in school.
 - (3) Enrolled in a community college or other state-registered alternative education program.
 - (4) Children who have initiated the procedure for emancipation or are emancipated under ORS 109.550-565.

14. Students Receiving Special Education Services

Students who develop attendance problems will be dealt with on an individual basis. Typically this will include a plan on the IEP. If the student is not meeting the IEP attendance goal an evaluation will be conducted to determine if the attendance problem is the result of a handicapping condition. If the multi-disciplinary team determines that the attendance problems are a result of the handicapping condition, a change of placement may be made.

Grade Reduction/Credit Denial

Grade reduction or credit denial determinations may include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction or credit denial, procedures must be followed in accordance with Board Policy IKAD – Grade Reduction/Credit Denial.

ASSESSMENT PROGRAM

The district’s assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

AWARDS and SCHOLARSHIPS

(BP – JI)

The professional staff will maintain a set of criteria and procedures for presenting awards to students for scholarships, distinguished service or participation in school activities.



Principals will review and approve proposed trophies, prizes, scholarships or other awards from non-school donors. All honors, awards and scholarships will be conferred under the supervision of the principal.

BEHAVIOR MANAGEMENT - RIGHTS & RESPONSIBILITIES

(BP - JF, JFA)

The most effective teaching and learning takes place in a positive, supportive environment. Consequences for rule infractions will include a skill-building component and be handled in a manner that preserves peoples' dignity. Consequences will follow a "Continuum of Services" framework, which students move through as increasing educational interventions become necessary. This may include problem-solving talks and counseling, re-teaching the skills needed to behave responsibly, involvement of students in defining acceptable behavior, and involvement of parents when the student refuses to accept responsibility for his/her behavior.

When problem-solving and skill development approaches have not succeeded in assisting a student whose behavior interferes with the learning environment, they can be coupled with other disciplinary actions including detention, suspension and exclusion of the student in accordance with Board policy.

The student has the right to be informed of the reasons for corrective measures. The goal of corrective measures should always be to assist students in taking responsibility for their behavior.

A Sweet Home School District *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook* will also be sent home with all students the first week of school.

The District has adopted a behavior management system called P.B.I.S. (Positive Behavior Intervention Support). We know that students who are not well behaved impede the learning process for others in the classroom. Through PBS, the staff is interested in establishing a positive school climate where all students can learn.

Research has shown that 85-90% of students can function appropriately with a school-wide approach called “Universal Interventions”, which refers to interventions that all students receive such as being taught behavior expectations. Research also shows that 7-10% of the student population is at-risk and will need more “Selected Interventions”, which refers to interventions that selected students receive such as intensive social skills. The high-risk students range from 3-5% of the school population. These students will receive individual interventions called

“Targeted Interventions” that are developed by a team made up of parents, staff, and sometimes outside agencies. Some District schools have adopted three general rules that are in effect in all areas. These three rules are:

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

Staff knows that to create an effective behavior program, we must:

- Target all students
- Create an encouraging and supportive culture in the school
- Recognize students’ positive behavior
- Target all forms of behavior
 - Safe
 - Respectful
 - Responsible
- State rules positively
- Teach expected behaviors to all students



These rules are posted in the hallways and other locations as a reminder to everyone. Our staff is committed to interacting with each other and with your child in this same positive way as we model appropriate behavior on a daily basis. We desire our class time to be used for the learning process so that each student can receive the maximum opportunity to progress and grow.



BICYCLES ON SCHOOL GROUNDS

(BP – JHFC)

Bicycles are considered non-motorized vehicles. Students may ride bicycles to school. Bicycle riders must observe safe and lawful practices. Bicycles must be parked in a designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. For safety, students riding their bikes to school must travel into school using the safest route. Check with the school office for specific directions and designated parking area(s).

The District assumes no responsibility or liability for loss or damage to bicycles.

CELL PHONES/PERSONAL COMMUNICATION DEVICES

Personal communication devices may include, but are not limited to, cell phones, beepers, pagers, and two-way radios. The use of personal communication devices shall not interfere with normal school activities. Personal communication devices will be turned off while at school, unless use is authorized by a building administrator.



CO-CURRICULAR ACTIVITIES

(BP & AR – IGD)

The district recognizes that co-curricular activities represent an essential part of the educational experience. The district supports such activities and will attempt to make them available on a voluntary basis to students either during the school day, before or after school hours.

Co-curricular activities will be organized and supervised activities conducted under the direction of the school principal or his/her designee.

All students representing their school in student government, service clubs, teams or any other school sanctioned activity will maintain good citizenship and meet established academic eligibility requirements for their building. The rules of good conduct and grooming shall be observed for co-curricular activities.



COMPLAINTS

EDUCATION STANDARDS COMPLAINTS (BP – LGA)

Any resident of the District or parent of a student attending District schools may make an appeal or complaint alleging violation of the District's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable District policies and procedures.

INSTRUCTIONAL MATERIALS COMPLAINTS (BP & AR – IIAE)

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, procedures may be requested from the Superintendent's office. The principal will be available to assist in the completion of such forms as requested.

All forms must be signed by the complainant and filed with the superintendent. A committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

SEXUAL HARASSMENT COMPLAINTS (BP & AR – GBN/JBA)

Sexual harassment of students by staff and other students and employees by students and other staff is prohibited and shall not be tolerated in the district. This includes sexual harassment by Board members, parents, vendors and others doing business with the district. District includes district facilities, district premises and non district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in district programs or activities;
2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, offensive or hostile educational environment;
4. Such conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

Sexual harassment of staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The employee's submission to the conduct or communication is made a term or condition of employment;
2. The employee's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of unreasonably interfering with the employee's ability to perform the job;
4. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment;
5. The conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

Sexual harassment as set forth above may include, but is not limited to, the following:

1. Verbal or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, evaluations, job assignments, etc.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of or feels he/she is a victim of sexual harassment should immediately report his/her concerns to the building principal, compliance officer or superintendent. The student and the student's parents or staff member who initiated the complaint shall be notified when the investigation is concluded.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, In good faith, reports sexual harassment.

Students shall be subject to discipline up to and including expulsion. Employees shall be subject to discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

The district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs as specified by Oregon Administrative Rules, shall also be reported to the Teacher Standards and Practices Commission.

This policy as well as the complaint procedure will be made available to all students, parents of students and staff. The district's policy shall be posted in all schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

The superintendent will establish a process of reporting for those employees experiencing or observing acts of sexual harassment.

All staff and students shall be subject to this policy.

STUDENT/PARENT COMPLAINTS (BP – JFH)

It is the philosophy of Sweet Home School District that students have an inherent right to express their personal grievances and that the school has a responsibility to address itself to those expressed grievances.

The student should discuss the complaint with a teacher, counselor or administrator of their choosing. If the results are not satisfactory, the student should report the matter to the principal, and the principal will arrange for a hearing to review the complaint. The hearing procedures are described in BDE-AR (8).

If the complaint is based on discrimination of gender or disability, the student can make a report to the district's Title IX coordinator: 1920 Long Street, Sweet Home, OR 97386 or call at 541-367-7126.

COMPUTER USE

The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The district's system will be used to provide statewide, national and global communications opportunities for staff and students.

The superintendent will establish administrative regulations for the use of the district's system including compliance with the following provisions of the Children's Internet Protection Act:

- Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
- Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
- Monitoring the online activities of minors;
- Denying access by minors to inappropriate matter on the Internet and World Wide Web;
- Ensuring the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
- Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;

- Installing measures designed to restrict minors' access to materials harmful to minors.

The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about the district students or staff. Regulations shall insure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Government Standards and Practices Commission and will include a complaint procedure for reporting violations.

The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.

Failure to abide by district policy and administrative regulations governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion. Staff violations will also result in discipline up to and including dismissal. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

INTERNET/WEB POLICY – (BP - IIBGC)

Most classrooms have access to the Internet. Students will only be allowed access to the Internet under direct teacher supervision. The following is the Sweet Home School District's "Student Internet Policy".

A. District Website

1. The district may establish a Web site. Material appropriate for placement of the district Web site includes: district information, school information, teacher or class information, student projects and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the district Web site.
2. The superintendent will designate a district Web publisher, responsible for maintaining the official district Website and monitoring all district Web activity. The Web publisher will develop style and content guidelines for official district and school Web materials and develop procedures for the placement and removal of such material. All official district material originating from the district posted on the district Web site must be approved through a process established by the district Web publisher.

B. School Websites

1. The building principal will designate a school Web publisher, responsible for managing the school Website and monitoring class, teacher, student and extracurricular Web pages. All official material originating from the school will be consistent with the district style and content guidelines and approved through a process established by the school Web publisher. The school Web publisher will develop additional guidelines for the school Website.

C. Teacher Web Pages

1. Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web pages will not be considered official material but will be developed in such a manner as to reflect well upon the district and school.

D. Staff Web Pages

1. Staff may develop Web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff Web pages will not be considered official material, but will be developed in a manner as to reflect well upon the district.

E. Student Web Pages

1. Students may create a Web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity.

2. With the approval of the building principal or Web publisher, students may establish personal Web pages. Material presented in the student's personal Web site must be related to the student's educational and career preparation activities.
 3. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Acceptable Use policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
 4. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the Sweet Home School District or Linn-Benton-Lincoln ESD."
 5. Student Web pages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.
- F. Extracurricular Organization Web Pages
1. With the approval of the building principal, extracurricular organizations may establish Web pages. Material presented on the organization Web page must relate specifically to organization activities.
 2. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the Sweet Home School District or Linn-Benton-Lincoln ESD."
- G. Web Page Design
1. All district Acceptable Use policy provisions will govern material placed on the Web.
 2. Web pages shall not:
 - a. Contain the full name, address or phone number of students. First names or first names and the first letter of the last name may be used where appropriate;
 - b. Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian;
 - c. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a Web site is within the fair use exemption.
 3. Material placed on the Web site is expected to meet academic standards of proper spelling, grammar and accuracy of information.
 4. Students may retain the copyright on the material they create that is posted on the Web. District employees may retain the copyright on the material they create and post if appropriate under district policies.
 5. All Web pages should carry a stamp indicating when it was last updated and the E-mail address of the person responsible for the page.
 6. All Web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
 5. Users should retain a backup copy of their Web pages.

CUSTODY CUSTODIAL PARENT/GUARDIAN

Unless otherwise ordered by the court, an order of sole custody to one parent shall not deprive the other parent of the right to inspect and receive school records and to consult with staff concerning the child's welfare and education to the same extent as the custodial parent may inspect and receive such records and consult with staff.

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/ children **UNLESS** a parent has a court order that indicates which parent has custody of the child/children and under what conditions. The school **MUST HAVE A COPY OF THE COURT ORDER** on file, otherwise, either parent may check the child out of the school with proper identification. If a parent comes in with a court order stating current custody over the enrolling parent, s/he may take the child/children after documents are verified, as needed, and after effort has been made to reach the enrolling parent by phone.

DISCIPLINE/DUE PROCESS (BP – JGA, JGB, JGD & AR, JGDA/JGEA & AR, JGE)

The District has authority and control over a student at school during the regular school day, at any school-related

activity, regardless of time or location, and while being transported in District-provided transportation.

Sweet Home School District annually distributes to all students an *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook* that defines student rights and responsibilities.

A student who violates conduct code(s) and/or board policies shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The District's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators; detention; suspension; expulsion and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense.

Off campus and outside of school time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

In addition, when a student commits drug, alcohol and/or tobacco-related offenses or any other criminal act, s/he may also be referred to law enforcement officials.

DISCRIMINATION

(BP – JB)

All students shall be assured equal educational opportunity and treatment. No student legally enrolled in the district shall, on the basis of race, color, national origin, religion, sex, age, gender identity or gender expression, disability or marital status be excluded from participation in, be denied the benefits or be subjected to discrimination under any educational program or activity administered or authorized by the district.

DISCRIMINATION ON THE BASIS OF SEX COMPLAINTS

(BP – JB, JBA)

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the building principal or the superintendent, the District's compliance officer.

DISEASES

COMMUNICABLE DISEASES (BP – GBEB, JHCC)

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Students excluded from school will not be allowed to return to school until a medical release is obtained from the doctor or school health nurse.

INFECTION/DISEASE INSTRUCTION (BP – IGAEA)

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and Hepatitis B has been included as an integral part of the District's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

DISTRIBUTION OF MATERIALS

(BP – KI/KJ, KJA)

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the principal for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on District property by a student or a non-student without the approval of the principal.

Materials not under the editorial control of the District must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such



concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three working days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

(BP & AR JFCA)

Dress and grooming while in school are primarily the responsibility of students and parents. However, students may be directed to change dress or grooming if it substantially disrupts the educational program or school climate, is unclean, or threatens the health or safety of the student or others. Displays including pictures, symbols or wording on clothing or accessories are prohibited if they: are vulgar or insulting, are alcohol or drug related, are sexually suggestive, identify or support gang membership, or ridicule a particular person or group.



Some examples of inappropriate items for the school:

- Nylon/Lycra running, cycling shorts or tights.
- Any shorts, skirts or dresses that do not extend to mid thigh. (hem of garment should be below student's finger tips)
- Short shorts or cut-off shorts.
- Shoes that are considered to be unsafe or bare feet.
- Sunglasses for non-medical reasons.
- Halter or strapless tops, spaghetti straps, tops or bottoms that could be considered nightwear (pajamas)/lingerie/undergarments (bra straps, boxer shorts, under shorts, etc.) or tops that expose a bare midriff or back.
- Body shirts that are considered too tight or at an extreme when exposing the body.
- Sagging pants or the wearing of chains.
- Clothing that is ripped or torn that exposes undergarments or inappropriate parts of the body.
- Head coverings (hats, scarves, etc.)

If a student's dress or grooming is judged inappropriate, the student may be counseled, asked to change, asked to wear the specific item inside out, sent home or subject to disciplinary action if violations persist.

DRILLS – FIRE, EARTHQUAKE, LOCKDOWN and OTHER EMERGENCIES

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month. One fire drill each month, two earthquake drills each year, and one lockdown drill each term will be conducted for students in grades K-12. Drills will be conducted in accordance with the provisions of Oregon Revised Statutes.



DRUG & ALCOHOL FREE

(BP – IGAEB, BP - JFCG, BP & AR - JFCH/JFCI)

The use or possession of drugs or alcohol products by students while in or on any school property, on school buses, or while participating in a school-sponsored event is prohibited. An illegal drug is any drug not prescribed by a licensed medical practitioner. Alcohol or the use of any illegal drug by students is illegal and harmful.

A student shall not knowingly possess, use, transmit, traffic in or be under the influence of such substances as drugs or alcohol/intoxicants of any kind on the school grounds or off the school grounds, on school buses, or while attending a school activity, function or event.



This prohibition includes the possession, use, sale or supply of drug paraphernalia. The administration will follow the procedures established in the *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook* and will notify the parents.

When a student commits drug and/or alcohol-related offenses the student shall be found in violation of Board policy and shall be subject to discipline up to and including expulsion. A referral to law enforcement may be made for any infraction involving a student bringing, possessing, concealing or using drugs, alcohol or any intoxicant as prohibited by state and federal law and board policy. When a student appears to have broken the law, proper authorities will be called to take appropriate action.

The District's comprehensive health education program shall include drug and alcohol prevention instruction. Each year students and parents shall receive an *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook* explaining expected behaviors and related consequences for violations of the conduct code. Students violating the conduct codes and/or policies prohibiting, using and/or selling drugs and/or alcohol shall be subject to assessment.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both, as provided by ORS 475.999.

EDUCATIONAL RECORDS

Educational records are those records maintained by the District that are directly related to a student.

ASSESSMENT, RECORDING AND REPORTING OF STUDENT PROGRESS (BP – IKA, IKAB)

Student progress is assessed to determine how well the student is doing in reaching the instructional goals in each course taken. Teachers will keep written records of periodic assessments used to determine scores. The progress in each course is reported as a semester score and indicated on the progress report.

Parents may make an appointment with the teacher, the building principal, or the counselor if they desire to find out what the progress has been on any of the course work used to determine the score. Instruction is related to the adopted District curriculum, course guides, planned course statements, and course goals. Assessment is for each unit or subpart of the instruction. Please call if you have questions.

NOTICE OF RIGHTS REGARDING STUDENT RECORDS/DIRECTORY INFORMATION (BP & AR – JO, JOA)

In accordance with Federal guidelines, parents of eligible students (if eighteen years of age or older) have the right to:

- (1) Inspect and review student education records.
- (2) Request the amendment of the student's education record to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable State or Federal law authorizes disclosure without consent.
- (4) Pursuant to Oregon Administrative Rule 581-21-410, file with the United States Department of Education a complaint under 34 CFR § 99.64 concerning alleged failures by the District to comply with the requirements of Federal law.
- (5) Obtain a copy of the District policy and administrative rules regarding student education records. Copies may be obtained by contacting the Superintendent's office at the following address: Superintendent's Office, 1920 Long Street, Sweet Home, Oregon 97386
- (6) Access to student records shall be given to either parent unless the District has been provided with specific written evidence that there is a court order, State Statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.
- (7) Know that the District transfers educational records of students within ten days of receipt of a request for the student's records from another educational institution in which the student is enrolling.
- (8) The following kinds of information will be considered directory information and will be available for release by each school of Sweet Home School District #55: student's name, student's address, student's telephone listing, student's photograph, student's date and place of birth; participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees or awards received, and the most recent previous school or program attended. Parents or eligible students not wanting directory information released must identify the exclusions in writing to the principal of the appropriate school within fifteen (15) days of the annual notice published in the newspaper.

NOTICE OF RIGHTS REGARDING PERSONALLY IDENTIFIABLE INFORMATION (BP & AR-JOB)

Personally Identifiable Information includes, but is not limited to: student's name, if requested in writing to be excluded; name of student's parents or other family members; address of student and/or family, if requested in writing to be excluded; personal identifiers, such as social security number; a list of personally identifiable characteristics and other information that would easily trace the student's identity.

Except for exceptions to prior consent, personally identifiable information will not be released without prior written and dated consent of the parent, student 18 years or older or emancipated.

SOCIAL SECURITY NUMBER

The district is required by law to inform you about the use of student Social Security Numbers. The following is provided for your information.

Providing your social security number (SSN) is voluntary. If you provide it, the school district will use your SSN for record keeping, research, and reporting purposes only. The school district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described.

OAR 581-021-0250 authorizes school districts to ask you to provide your social security number. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows: The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research and program improvement. State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success. Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

ELECTRONIC EQUIPMENT

The District is not responsible for students' personal electronic equipment and highly recommends items not be brought to school. Electronic equipment may include, but is not limited to; I pods, DVD players, CD players, etc.

**EMERGENCIES****ALLERGIC REACTIONS**

It is important that school personnel be aware of any unique physical problems or allergic reactions that your child might encounter at school. That kind of information can assist us in providing or obtaining proper treatment. If your child has allergies to bee stings, certain kinds of medication, foods, etc., please share that information with us. Also, please share information regarding the likelihood of fainting spells, seizures, etc.

CHANGE OF ADDRESS/PHONE NUMBER - DOCTOR PREFERRED IN EMERGENCY

Your child's school(s) will be sending a form home for you to complete and return to school that will provide the school with necessary emergency information.

If your child becomes ill or is injured while at school, the school will try to contact you and arrange for the child to be cared for. If there are times when a parent cannot be contacted by phone or cannot come for the child, another

person should be designated that the school may contact in an emergency. If you change doctors, please let your child's school know in writing, so we can keep school records up to date.

Please realize that we need written permission from you as parents or legal guardians so that in case of an emergency we can obtain treatment for your child. The school will, of course, try to contact you first except when conditions necessitate calling an ambulance first.

EMERGENCY MEDICAL TREATMENT (BP & AR – EBBA)

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

In emergency situations the school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

All employees of the District receive training and in-service regarding safety and emergency situations in the workplace. Specific plans have been developed to respond to fires and explosions, inclement weather, windstorms, bomb threats, civil disturbances, hostage situations, ash fallout, earthquakes, nuclear disasters and flooding. Students will receive specific instruction on safety and emergencies as appropriate to their grade level and needs. All staff and students are required to follow District policies, rules, and regulations regarding safety and emergencies.

EMERGENCY SCHOOL CLOSURE

(BP – EBBD)

In case of hazardous or emergency conditions, the superintendent may alter District and transportation schedules, as are appropriate to the particular condition. Such alterations may include closure of all schools, closure of selected schools or grade levels, delayed openings of schools or early dismissal of students.

If the emergency is of such a nature that children cannot be safely transported, they will be kept at school under supervision until the emergency has passed. Announcement of school closure or delayed school opening due to snow, ice, or other emergency conditions will be broadcast by local radio stations and is available on the internet at FlashAlert.net. The direct link to District information is: <http://flashalert.net/news.html?id=1038>

At times, it may become necessary to send students home early due to weather conditions, power failures, etc. Please establish a “back-up” plan for your child in case you are not home. This plan should include the location your child will go to (i.e. relative, neighbor, etc.) in case you are not home. It is important that the school have a local contact person in case we cannot get a hold of a parent.

FEES/FINES/CHARGES

(BP & AR – JN)

The Board recognizes the need for student fees to fund certain school activities that are not funded by local, state or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education because of his/her inability to pay those supplementary charges; however, no student is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the student handbook or in some other written form and distributed to each student. Notice will advise students of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

The Board of Directors has adopted a pay to participate fee for sports. Revenue gained from the fee schedule will help the Junior High and High School maintain programs.

Waivers are possible on a needs basis. All waivers must be approved by the administration. Individuals who are

granted a partial or full waiver will participate in a school or community project to offset the participation fee.



FIELD TRIPS

(BP – IICA)

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in District-sponsored field trips. This means students are subject to the school's student conduct rules, applicable board policy and such other rules as may be deemed appropriate by the field trip supervisor. A trip permission form is available in the back of the handbook.

FILMS/VIDEOS

(BP & AR – IIABB)



The board recognizes the showing of commercially produced and rated feature films and videos, or segments of such, may have a legitimate purpose in a school's educational program. Films/videos are to be used only in the context of educational purposes, in accordance with the district curriculum for the class in which it is shown. No nudity or sexual activity will be shown. The building administrator will monitor policy implementation and have final authority to make decisions of any film/video (or segment thereof) shown within the school.

FOOD FROM HOME

Parents are asked to arrange with the classroom teacher before bringing snacks to school. Parents are welcome to bring food or beverages from home as a special snack for students or for special occasions like holidays or birthdays. However, this food must be commercially purchased rather than home prepared.



FUNDRAISING ACTIVITIES

(BP – IGDF, IGDG, KI)

Fund raising activities are defined as solicited activities in which funds, goods or services are obtained in exchange for some product or item sold or service rendered.

The purpose of school sponsored or school sanctioned fund raising activities is to provide for funds, goods or services for approved school related activities and educational programs.

The Board prefers and encourages those activities that include group participation, such as bazaars, carnivals, meal functions, bake sales, movies, dances or similar functions. Fundraising activities shall meet the criteria established in board policy.

Fundraising by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the superintendent and/or principal.

GANGS

(BP – JFCEA)

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, District activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the District encourages students to become involved with District sponsored clubs, organizations and athletics, to discuss with staff and District officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and District and community resources that offer support to students and alternatives to gang involvement.

No student on or about District property or at any District activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of District policies.

Students in violation of the District's gang policy will be subject to discipline in accordance with the District's conduct



codes and Board policies.

GIFTS

(BP – GBI)

Students and their parents are discouraged from giving gifts to District employees. The Board welcomes the writing of letters by students or their parents to staff members expressing gratitude and appreciation.



GOAL BASED CURRICULUM

(BP – IFD)

Instruction in the Sweet Home School District is based on program goals for each subject. The Essential Learning Skills and Common Curriculum goals adopted by the State Board of Education are included in the program. Course content is covered in Planned Course Statements at the High School and Junior High School and in course goals at the elementary schools. Each document includes course goals and objectives.

Copies of the District programs, planned course statements and elementary course goals are available in the District office, each building office, and in each library. Parents, the public and students may examine these documents at any time during the regular working hours.

GRADE REDUCTION/CREDIT DENIAL

(BP – IKAD)

Grade reduction or credit denial determinations may include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction or credit denial, the following shall occur:

1. The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Due process procedures are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to religious reasons; a students disability or an excused absence, as determined by the district's policy.

GRADING and REPORTING OF STUDENT PROGRESS

(BP – IK, IKA, IKAB)



The Board believes it important that teachers have as much and as accurate knowledge of student achievement as possible in order to assess his/her needs and growth; thus, a sharing of information, among parent and student, is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery. Students who have not met or who exceed all of the standards at any grade level, will be offered additional services or alternative public education options.

The Board directs staff to follow these guidelines in measuring and determining student progress:

1. Parents and students will be at least annually of their student's progress toward achieving the academic content standards, including but not limited to:
 - a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
 - b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
 - c. Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;

- d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
 - e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned demonstration of extended application and demonstration of the Essential Skills.
2. Parents will be alerted and conferred with when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
 3. Insofar as possible, distinctions will be made between a student's attitude and his/her academic performance. Absenteeism and misconduct shall not be a sole criterion for the reduction of grades;
 4. At comparable levels, the school system will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students;
 5. When no grades are given but the student is evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his/her grade level;
 6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

GUIDANCE PROGRAM

(BP – IJ)

The focus of the counseling and guidance program in the district is on the developmental needs of all students at the elementary and secondary levels.

Counselors will coordinate the school guidance program and involve all staff members in designing and implementing plans to meet three major goals: educational development, personal/social development and career development.

IMMUNIZATIONS

(BP & AR – JHCB)

Oregon law is explicit on this subject, "NO SHOTS, NO SCHOOL!" All required immunizations must be complete, or scheduled for completion in the case of partial immunization, or your child will be excluded from school until he or she obtains them. The only exception to the law is for children with medical problems that would make immunization hazardous and to those who belong to churches whose doctrines oppose inoculation. A documented record signed by a physician or public health department representative must be presented as proof of immunization or waiver of same.

INSURANCE

(BP – JHA)

The School District does not have accident insurance coverage on individual students while at school. Such coverage is the responsibility of the parent. The School Board does contract with an insurance carrier to provide low cost insurance to families, but purchase of student accident insurance from the carrier constitutes an agreement between the student/parents and the insurance company, not the District. This voluntary student health insurance is available to meet the insurance coverage requirement or to supplement existing health insurance coverage. This voluntary student health insurance is NOT sponsored by the School District and is available to parents at their own expense. The carrier for the voluntary student health insurance is a private organization and is not affiliated with Sweet Home School District in any official capacity. All students participating in co-curricular activities involving physical exertion MUST provide proof of insurance prior to participation.

INTEGRATED PEST MANAGEMENT PLAN (IPM)

(BP – EBB)

In accordance with ORS 634.116 the District has adopted an integrated pest management plan (IPM) with a list of

low-impact pesticides for use with the IPM Plan. The Maintenance Supervisor shall serve as the Plan Coordinator. For details, refer to the IPM Plan located on the District website.

LASER POINTERS

(BP – JFCL)

Student use or possession of laser pointers while on district property, while attending a district-sponsored activity on or off district property or while traveling to and from any school event is prohibited. Any student found to be in violation of this policy will be subject to discipline, up through and including expulsion.

LOITERING/TRESPASS

(BP – KK)



No individual may loiter in or near a school building or grounds. Loitering means not having any reason or relationship involving custody of, or responsibility for, a student; or upon inquiry, not having a specific, legitimate reason for being there. Visitors in the school building during a normal school day shall first come to the main office and arrange to conduct their business. The principal will approve requests to visit as appropriate. To help protect student and school property and to prevent disruptive activity, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds.



LOCKERS

(BP – JFG)

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The District reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Students should never store valuables in their lockers. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property.

LOST and FOUND

Students are encouraged to leave valuable items and money at home and it is suggested that all personal items and clothing be labeled. Found items should be brought to the office and all losses should be reported to the office immediately. People looking for lost items should check in the main office. Reasonable care will be given to all lost and found articles turned in. Lost and found items not claimed will be given to a charitable organization periodically. Please check with your child's school office for specific location of lost and found items.



LUNCH and BREAKFAST PROGRAMS

(BP & AR – EFAA)

There will be no charge for school lunch at Foster, Hawthorne, Holley or Oak Heights Elementary Schools for the 2017-2018 school year. The elementary schools are participating in a program funded by the US Department of Agriculture's National School Lunch and School Breakfast Program that allows qualifying schools to serve free meals to all students regardless of family income status. No action is required of parents/guardians. Your child/ren will be able to participate in this program without having to pay a fee or submit an application. Breakfast is "no charge" to all students.

The District participates in the National School Lunch and School Breakfast programs. At the secondary level, meals can be sold by the week or month. SH Junior High lunch will cost \$2.35, SH High School \$2.60 and adult meals \$3.50; milk included. Milk may be purchased separately at 40¢ per half-pint. Of course, it is perfectly acceptable for students to bring their lunch from home.

MENUS

A menu/newsletter is sent home with each elementary student at the beginning of the month. The menu/newsletter tells parents two things: (1) what the lunch choices are for the month and (2) school activities for the month.

Elementary schools now offer a choice of entrees each day. The students choose which entree they want during morning attendance. When students get to the cafeteria, they can choose different food items from a variety bar to go with their entree.



Elementary lunch orders are placed with the School District cafeteria at 8:00 a.m. each morning. If your child is going to be late for school and is planning to eat a school lunch, you must call school before 8:15 a.m. to inform us your child is going to be late, and would like a school lunch.

Every effort is made by our lunchroom supervisors to encourage good table manners and good eating habits during lunch. If your child will not eat what is being served on a particular day, we recommend you send a cold lunch that day.

LUNCHES at HOME

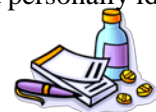
Elementary and Jr. High students going home for lunch must bring a note signed by the parent or legal guardian. The note must designate the date(s) the student is to eat at home.

MEDIA ACCESS TO STUDENTS

(BP – JOD, JODA)



Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory and personally identifiable information.



MEDICINES ADMINISTERED by STAFF to STUDENTS at SCHOOL

(BP & AR – JHCD)

Sweet Home School District prohibits the giving of any medication by school personnel unless the school has: 1) a Medication Record and Authorization Form completed by parent or guardian, and 2) physician's instructions. The term medication includes both prescription and nonprescription medication.

1. Parents must bring medication to school for their children. At that time they will fill out the Medication Record and Authorization Form. Telephone authorization is not acceptable.
2. Prescription medication must be in the prescription bottle labeled with prescription bearing the student's name, dosage, time, physician's name and prescription number. (Pharmacists may be willing to provide a second container with a prescription label for the school at a parent's request.)
3. Non-prescription (over the counter) medicine must be in the original container accompanied by the Medication and Authorization Form filled out by the parent or guardian and physician's instruction. Non-prescription medicine would include eye, ear and nose drops, ointments, cough drops, etc.
4. The medication must be kept in a locked drawer or cabinet and can be dispensed by a person assigned by the principal. The cupboard or drawer must be locked at all times when not in the process of administering the medication.

5. Each time medication is administered a record must be maintained noting the time, amount and name of the person administering medication.
6. The school should periodically check with the parents/physician on the necessity of the student continuing to take medication during the school hours.
7. Parents may choose to personally administer medication to their children while at school. This requires no school record keeping.

MEDICINES SELF-ADMINISTERED by STUDENTS AT SCHOOL

When directed by a physician, students will be allowed to self-administer medication. A physician prescription must accompany any prescription medication.

A written treatment plan from a licensed healthcare professional for the managing of a student's asthma and/or severe allergy will be required for use of medication by the student during school hours. School staff will request the parent provide back-up medication for emergency asthma/allergy care for the student while at school.

A medical protocol developed and signed by a physician or other licensed health care professional regarding each student who self administers non-injectable or injectable medications will be kept on file. Building principal permission is required for all self-medication requests and permission for self-administered medication may be revoked if the student violates policy or medical protocol.

All prescription and non-prescription medication must be kept in its appropriately labeled, original container. Non-prescription medication must have the student's name printed on the container. The student may have in his/her possession only the amount needed for that one school day.

Sharing and/or borrowing of medication with another student is strictly prohibited.

Medicine that does not comply with the above rules will not be given.

There are permission slips at the back of this handbook for your use,
if you need more they can be obtained at any school or on our website.

We regret if this causes an inconvenience,
but the safety of students
AND
our employees
is of primary importance to us.

PHOTOS/VIDEOS

STUDENT INFORMATION OPT-OUT

The District adheres to the **Family Educational Rights and Privacy Act** (FERPA) guidelines and allows for student privacy, when requested, with the Student Information Opt Out Form. Completion and submission of this form by parents/legal guardians will exclude/block your student from appearing in pictures, various media/communication channels, showcasing of student work and potentially many other things as well. If you decide to have your student excluded/blocked from these various forms of communication, it is strongly recommended that you discuss the decision so the student can fully understand the reasoning behind it. The form needs to be completed and returned at the beginning of each school year.

PHYSICAL FORCE

(BP – JF, JGA)

A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment the physical restraint is necessary to prevent a student from doing harm to others, to himself, or damaging school property. When so employed, physical restraint shall not be considered a form of physical discipline. The test of physical restraint is one of reasonableness. Physical restraint will not be cruel or excessive.

When restraint is necessary, a report signed by the principal or person using physical force must be placed on file as a matter of record.

Corporal Punishment

The use of corporal punishment on a student is prohibited by the State of Oregon and the Sweet Home School District. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

POSTERS

(BP – KJ, KJA)

The principal must first approve signs, banners or posters that a student wishes to display. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.


PROFANITY

(BP – JFCN)

The District and community believe that students in the Sweet Home Schools shall behave in a positive, socially acceptable manner, which includes using suitable language, free from profanity. Profanity is obscene, vulgar or disrespectful language. It also includes materials, gestures, actions or unacceptable decorations on clothing or personal belongings.

Our belief is that if students can speak appropriately any of the time, they can speak appropriately all of the time. Therefore, students who choose to behave irresponsibly can expect disciplinary action.

The actions are presented here in increasing order of seriousness.

- | | | |
|---|---|--|
| <ol style="list-style-type: none">1. Unintentional Use<ol style="list-style-type: none">a. Informal talkb. Conference/Parent involvementc. Disciplinary action2. Casual/Sensational Use<ol style="list-style-type: none">a. Conferenceb. Parent involvement |  | <ol style="list-style-type: none">3. Abusive/Disrespectful/Threatening Use<ol style="list-style-type: none">a. Disciplinary actionb. Short suspensionc. Long suspension4. Malicious Use<ol style="list-style-type: none">a. Short suspensionb. Long suspension |
| <ol style="list-style-type: none">c. Expulsion | | <ol style="list-style-type: none">c. Disciplinary action |

PROGRAM EXEMPTIONS

(BP – IGBHD)

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the District. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

PROMOTION and RETENTION OF STUDENTS

(BP - IKE)

Students should reach a standard of achievement reflecting reasonable mastery of material in order to be promoted to the next grade. Students who do not achieve this standard may be retained. Students may also be retained if they are socially, emotionally, mentally or physically immature.

Acceleration or double promotion will be used only in extremely special circumstances.



RELEASE OF STUDENTS FROM SCHOOL

(BP - JEDB, JEFA)

No school, individual grade or individual student may be dismissed before the regular dismissal hour except with the approval of the principal. Due to concerns for their safety, students must never leave the school grounds during the school day without permission. In general a student will need a written note from home for permission to be granted.

Parents who wish to take students from school during the day should call for them at the office instead of at the classroom. This simplifies record keeping and promotes safety. All visitors should check in at the office immediately upon entering the building.

For safety reasons, we must be notified if another adult is to pick up your child. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. If you wish your child to go home with another student, the school must have a note from each child's parent indicating their permission. Arrangements for these activities should be made at home. The teacher will determine that permission has been granted before allowing the student to leave.

At the High School, a student will not be released at times other than regular dismissal hours except with an administrator's permission or according to the High School sign out procedures. The office will determine that permission has been granted before allowing the student to leave. The High School does have an open campus at lunchtime.

REPORTING OF SUSPECTED CHILD ABUSE



Any district employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Oregon Department of Human Services, Community Human Services, or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building principal or superintendent.

Child abuse by district employees will not be tolerated. As district employees are subject to this policy and the accompanying administrative regulation, if a district employee is a suspected abuser, reporting requirements remain the same.

The superintendent will implement such regulations as are necessary to accomplish the intent of this policy and to comply with state law. Copies of this policy and applicable state laws will be given to all school employees.

Staff may receive information and assistance in identification of abuse and neglect.

REPORTS TO STUDENTS and PARENTS

(BP – IK, IKAB)

The District believes it is essential that parents be regularly and fully informed of their student's progress in school. Therefore, parents will be informed regularly, and at least three times a year, as to the progress their students are making in school.

SCHOOL SUPPLIES



Students need to provide themselves with necessary supplies for their individual classes. It would be helpful if parents would check these items periodically because children tend to forget obvious things, such as paper and pencils.

SEARCH and SEIZURE

(BP – JFG)



The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.

The superintendent shall develop an administrative regulation for implementing this policy in a manner which protects students' rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board's policy and accompanying regulation shall be included.

STUDENT INFORMATION

(BP-JOA, BP & AR-JOB & BP & AR-IIBGC)

DIRECTORY INFORMATION (JOA)

The following kinds of information will be considered directory information and will be available for release through appropriate channels by each school of Sweet Home School District #55: student's name, student's address, student's telephone listing, student's photograph, student's date and place of birth; participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees or awards

received, and the most recent previous school or program attended. Parents or eligible students not wanting directory information released must identify the exclusions in writing to the principal of the appropriate school within fifteen (15) days of the annual notice published in the newspaper.

PERSONALLY IDENTIFIABLE INFORMATION (JOB)

Personally Identifiable Information includes, but is not limited to: student's name, if requested in writing to be excluded; name of student's parents or other family members; address of student and/or family, if requested in writing to be excluded; personal identifiers, such as social security number; a list of personally identifiable characteristics and other information that would easily trace the student's identity. Except for exceptions to prior consent, personally identifiable information will not be released without prior written and dated consent of the parent, student 18 years or older or emancipated.

STUDENT INFORMATION "OPT-OUT" (IIBGC)

The District adheres to the Family Educational Rights and Privacy Act (FERPA) guidelines and allows for student privacy, when requested, with the Student Information Opt Out Form located in the back of the handbook. Completion and submission of this form by parents/legal guardians will exclude/block your student from appearing in pictures, various media/communication channels, showcasing of student work and potentially many other things as well. If you decide to have your student excluded/blocked from these various forms of communication, it is strongly recommended that you discuss the decision so the student can fully understand the reasoning behind it.

STUDENT SERVICES DEPARTMENT

Alternative Education

Parents can access District Alternative Ed. reports on the District website: www.sweethome.k12.or.us

Communication Disorders Program

The District has three Speech/Language Pathologists and two specially trained speech assistants. The specialist and assistants screen the hearing of students in grades K, 1, 2, 3 and all elementary students new to the district, as well as students referred for suspected hearing problems. They also screen speech and language skills of all students referred at the elementary level. Parents will be contacted ONLY in the case that there is a concern about the child's hearing. The specialists provide speech, language and fluency instruction to students who need extra help.

Educational Evaluations

Testing is coordinated for all programs so that a student is placed in the proper program when testing is completed. Parent permission is necessary before doing any individualized testing on a child, which may result in the child's placement in a special education program.

Linn-Benton Education Service District (ESD)

In coordination with our district, the following providers are available:

Occupational Therapist	Physical Therapist	Autism Specialist
Vision Impaired Specialist	Hearing Impaired Specialist	School Psychologist
Behavior Management Specialist	Family Support Counselors	Truancy Officer

Department of Human Services

As part of a grant funded through the State of Oregon, staff in this department work closely with the school nurse and community agencies to make health care and social services more accessible to kids and families through the schools. Family Services assists individual families to link up with health and social services by providing information, referral and in-home support. Additional components of the project include parent support and educational opportunities, a respite program for kids with special needs and recreational opportunities for parents and kids.

School Health Services

The nurse coordinates health service programs, such as: health records, vision screenings, lice screenings, immunization clinics (and data) and first aid. She examines children referred by teachers, makes home visits when students' problems are health related and when absenteeism is suspected as health related. She monitors the health of our medically fragile students. Parents will be notified ONLY if there is a concern after



a health screening. The nurse is a liaison with the state, county and community health and social agencies; coordinates the District's occupational and physical therapy programs and writes health related I.E.P.s. The nurse is a resource to teachers and sometimes is a guest speaker for health classes.

Oregon Medical Assistance Program (OMAP)

The District participates in the OMAP. Student directory information may be submitted periodically to the program. If you do not wish your student's directory information to be released to OMAP you must notify the Student Services Department at 541-541-367-7119 within two weeks of receiving this notification.

Special Education

Students needing intensive educational instruction are served in a variety of programs under the Special Education umbrella. Parents or teachers may request that a student be tested to see if they are eligible for these services by contacting the building principal or special education teacher. Students and their parent(s) or guardian(s) are notified about diploma options when the student is in the fifth grade, but the decision cannot be made earlier than the end of the 6th grade and no later than 2 years before the student's anticipated exit from high school.

Talented and Gifted Program (BP & AR – IGBB)

In order to serve academically talented and intellectually gifted students in grades K-12, the Sweet Home School District directs the District Superintendent to establish a written identification process. This process is found in the TAG Student Handbook and shall include as a minimum:

1. Behavioral, learning and/or performance information.
2. A standardized mental ability test for assistance in identifying intellectually gifted students.
3. A standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on a standardized test or show potential to perform at the 97th percentile.

The Sweet Home School District will make an effort to identify talented and gifted students from special populations such as:

- Cultural and Ethnic Minorities
- Underachieving Gifted
- Disadvantaged
- Handicapped Learners

Careful selection of appropriate measures and a collection of behavioral learning characteristics shall be used.

The Sweet Home School Board has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their child for the District program for talented and gifted students and wish to request reconsideration.

Parent Notification and Participation in Identification of a Child as Talented and Gifted

The Sweet Home School District will inform parents of the identification of their child as talented and gifted. The District shall further inform parents of program or service options available and provide them an opportunity to participate in selecting those programs or options most appropriate for the child. Parents may, at any time, request the withdrawal of their child from programs and services provided under O.A.R. 581-22-404 (Oregon Administrative Rules).

Talented and Gifted Program and Services

A District written plan will be developed for talented and gifted programs and services. All appropriate written course statements shall identify the academic instructional programs and services to be provided which address the assessed levels and accelerated rates of learning in identified talented and gifted students. The District Superintendent will remove any administrative barriers that may exist which restrict students' access to appropriate services and will develop program and service options. These options may be, but are not limited to the following: classroom level options, building level options, District level options, or extended options.

Talented and Gifted Program Appeals Procedure

An appeals procedure is available for parents who have an identification, placement, or program appeal. Parents must complete the Talented and Gifted Standards Appeals Form, available at school offices.

Title I

The Student Services Department coordinates Title I services in all eligible buildings. Title I provides extra academic support to students in reading and math.

Tutoring

Tutoring services are available to students with significant and chronic health issues which keep them out of school

for more than two weeks. A doctor's note is required.

Referral to Other Agencies

The Student Services Department assists parents and staff with referrals for students who have special needs that are not usually met by District staff. Referrals may include preschool students with special needs, students with vision or hearing impairment, students with severe emotional problems, and students with severe development delays.

Student Services also deals with student records, early entry into school, counseling services and coordination of services with other agencies like Services to Children and Families Department or Juvenile Department.

If you have questions about evaluations or services for students, call the Student Services Office at 541-541-367-7115.

SUPERVISION OF STUDENTS

(BP - JH, JHFA)

All school employees shall take appropriate measures to ensure the health and safety of all students. Students are expected to abide by the rules regarding health and safety established by the district and described in this handbook.

The district expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school sponsored activities.

During school hours or while engaging in school-sponsored activities, students will be released only to the custodial parent or authorized person(s).

TEACHER QUALIFICATIONS

The *No Child Left Behind Act of 2001* requires that at the beginning of each school year parents be notified that they may request information regarding the professional qualifications of their child's classroom teacher or any para-educators working with their child. Please contact the Superintendent's Office for more information.



TELEPHONE USE

The use of the office telephone by students is limited to emergency situations. If you are sick and need to go home, call from the office phone. Students will only be called to the phone in emergencies. Other messages from parents will be delivered to the student in class. The office will not accept social messages for students. We do not usually allow students to use the telephone if they forget their lunch, homework, want to go to a friend's house after school, etc. Please notify the office if you have a "special" family situation warranting the use of the office telephone.

THREATS OF VIOLENCE

(BP – JFCM)



The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and board policy.



TOBACCO FREE

(BP- JFCG-KGC-GBK)

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. In light of scientific evidence that use of tobacco is hazardous to health, and to be consistent with district curriculum and Oregon law, it is the intent of the Board to establish a tobacco-free environment as of January 1, 2006. Consequently, student possession, use, distribution or sale of tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises or otherwise while the student is

under the jurisdiction of the school, is prohibited. Tobacco use distribution or sale by staff on district property, at district sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty is prohibited. Tobacco use distribution or sale by others on district property, in district vehicles or at district sponsored events is also prohibited. Staff or others authorized to use private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care. For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form. Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco products are prohibited on district grounds, at school-sponsored activities or in district vehicles. Tobacco advertising is prohibited in all school-sponsored publications, in school buildings and at all school-sponsored events. District acceptance of gifts or funds from the tobacco industry is similarly prohibited. Student violations of this policy will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). School and/or community service may be required. A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school. Staff violations of this policy will lead to disciplinary action up to and including dismissal. Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or Board. Information about community resources and/or cessation programs to help staff and students overcome tobacco use will be provided. The district will promote cessation resources and other positive alternatives to discipline. Tobacco use cessation programs may be allowed as a substitute to, or as a part of student discipline for possession, use, distribution or sale of tobacco at the discretion of the building principal. Attendance at cessation programs not offered by the district is voluntary and related costs are the individual responsibility of the staff member, student and his/her guardian and private health-care system. As part of the district's tobacco use prevention activities, the superintendent shall ensure that tobacco use instructional programs as recommended by the Oregon Department of Human Services, Health Services, Tobacco Prevention and Education Program and the Oregon Department of Education are in integral part of its drug and alcohol prevention curriculum. Programs must be integrated within the health education program and age- and developmentally-appropriate instruction provided at every level, pre-kindergarten through grade 12, with particular emphasis on grades six through eight. It is the expectation of the Board that tobacco use prevention concepts will be integrated into the instruction of other subject areas as practicable. Staff responsible for teaching tobacco use prevention will be encouraged to collaborate with agencies and groups that conduct tobacco use prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of tobacco use, effective instructional techniques and program-specific activities.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the possession of tobacco by minors on or off district grounds. The superintendent will develop administrative regulations as necessary to implement this policy, including provisions for notification of the district's policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs, signage at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy. The superintendent shall ensure that the district's tobacco use prevention program, policies, curricula, training and cessation programs are evaluated at regular intervals. The input of students, staff, parents and others from the community will be encouraged.

TRANSPORTATION OF STUDENTS



BUS REGULATIONS (BP & AR – EE, EEA, EEAB, EEAC, EEACC)

A student being transported on District provided transportation is required to comply with student conduct codes and board policies. Any student who fails to comply with the Rules Governing Pupils Riding School Buses may be denied transportation services and shall be subject to disciplinary action. The safe transportation of district students to and from school is to be of primary concern to school officials in the administration of the transportation program.

In accordance with ORS 327.043 the district will provide transportation for elementary students who reside more than one mile from school and for secondary school students who reside more than 1.5 miles from school. The district will also provide transportation for any student eligible in a supplemental plan.

If you wish to have your child ride a bus other than his own or go to someone else's home, please send a note. To prevent overloading buses, pupils are to get on at the stop designated by the driver.

The bus driver is in complete charge of students while they are on the school bus. Each bus driver will issue a "school bus incident report to the parents" to those students who, in their judgment, will not abide by the necessary rules. These reports must then be signed by the parents and returned before the student can resume riding the bus if

transportation has been denied. Please remember that riding school buses is a privilege.

The following regulations taken from OAR 581-053-0010 govern conduct on school buses or activity vehicles. These are posted in a conspicuous place in all buses:

1. Pupils being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Pupils shall use the emergency door only in case of emergency;
4. Pupils shall be on time for the bus, both morning and evening;
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus;
6. Pupils shall not bring animals, except approved assistance guide animals on the bus;
7. Pupils shall remain seated while the bus is in motion;
8. Pupils may be assigned seats by the driver;
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver;
10. Pupils shall not extend their hands, arms, or heads through bus windows;
11. Pupils shall have written permission to leave the bus other than at home or school;
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited;
13. Pupils shall not open or close windows without permission of the bus driver;
14. Pupils shall keep the bus clean and refrain from damaging it;
15. Pupils shall be courteous to the driver, to fellow pupils and passersby;
16. Pupils who refuse to obey promptly the directions of the bus driver or refuse to obey regulations may forfeit their privilege to ride on the bus;

Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

NOTICE OF VIDEO CAMERAS ON TRANSPORTATION VEHICLES (BP & AR – EEACCA)

Sweet Home School District will be using video cameras on transportation vehicles that transport students to and from curricular and co-curricular activities. The purpose of the video system is to attempt to improve student safety by identifying and correcting student misconduct on transportation vehicles.

STUDENT CONDUCT ON BUSES (BP – EEACC, JFCC)

Students who ride buses are subject to the rules and regulations of the State Board of Education, the State of Oregon and the Sweet Home School District.

Students must observe the rules posted within each bus and must observe all other rules and regulations of the district pertaining to transportation of students.

WALK ZONES In accordance with Oregon Revised Statute 327.043, “A school district is required to provide transportation for elementary students who reside more than 1 mile from school and secondary school students who reside more than 1½ miles from school.”

Walk zones that include students within 1 mile from elementary schools and 1½ miles for the junior high and high schools will be strictly enforced for the 2009-2010 school year. The District will be setting up collection sites outside of the walk zones for students to access District transportation.

PLEASE NOTE: School buses do NOT stop anywhere other than designated stop locations. All routes are identified by route signs located to the left of the bus entry door. This route number may differ from the vehicle number of the bus.



VANDALISM/THEFT/CARE OF PROPERTY

(BP – ECAB, JFCB)

Students and citizens are urged to cooperate in reporting any incidents of vandalism, malicious mischief or theft and the name or names of the person or persons believed to be responsible.

It is each student's responsibility to show respect for the property of others. Any student who willfully damages or defaces the property of others (including school property) through vandalism, malicious mischief, theft or arson, who commit larceny or who create a hazard to the safety of other people on school property will be suspended or expelled in accordance with state law and the Board's policy on student suspension/expulsion and referred to law enforcement authorities. Students and their parents will be held responsible for the full costs of restitution including prosecution if necessary.

VIDEO CAMERAS IN DISTRICT FACILITIES & ON TRANSPORTATION VEHICLES

Sweet Home School District is using video cameras at all District facilities and on transportation vehicles that transport students to and from curricular and co-curricular activities during the school year. The purpose of the video system is to improve student behavior and provide improved safety.

VISITORS

(BP – KJ, KK)



Parents and other visitors are encouraged to visit District schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Visitors shall observe the rules for visitors established at each school. Students will not be permitted to bring visitors to school without prior approval of the principal.



VOLUNTEERS

Parents are welcomed and invited to volunteer in the schools. Parents have ideas, talents and time to be shared. If parents cannot work at school during school hours, there are other times to volunteer. This invitation is also extended to grandparents and patrons of the district. Staffs plan many projects and activities in their classrooms, as well as activities for the entire student body, that need a lot of help and organization to be successful for students.

All volunteers are required to submit a completed Volunteer Application form annually. The information is subject to a Criminal History Background check. The Volunteer Application form is available in school offices and at the following link: http://www.sweethome.k12.or.us/employment/documents/Volunteer_Application.pdf

WARNING TO STUDENTS ON CAMPUS BEFORE AND AFTER SCHOOL

District schools do not provide supervision of students prior to the arrival of District school buses at school in the morning and after buses leave in the afternoon. Students who walk to school or are transported by private vehicle should arrive at school a reasonable time prior to the beginning of classes. Please do not drop your student off, or allow your child to walk to school 1/2 hour or more before school is scheduled to begin. Students should leave school shortly after the completion of classes in the afternoon. The school assumes no legal responsibilities for injuries to students on or near school property except during normal operating hours or at times when the student is participating in sanctioned school activities.



WEAPONS IN SCHOOLS

(BP – JFCJ, JGE)

Students shall not bring, possess, conceal or use a weapon or replica of a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i. e., Oregon Schools Activities Association).

For purposes of this policy, and as defined by state and federal law, weapons includes:

1. "Dangerous weapon" - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. "Deadly weapon" - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" – instrument, article or substance specifically designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer, or any destructive device.
4. Destructive device - any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive

device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA, Discipline of Disabled Students, and accompanying administrative regulations. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Weapons under the control of law enforcement personnel or a person who has a valid license under ORS 166.291 and 166.292 are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property, including but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," is defined by federal law means in or on school grounds or within 1,000 feet of school grounds.

"Gun-Free School Zone: signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy shall be reported to the appropriate law enforcement agency.

DISCIPLINE, SUSPENSION and EXPULSION

Serious Student Misconduct (BP – JG, JGE, BP & AR – JGD)

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective. The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below is limited to:

Nonaccidental conduct causing serious physical harm to a student or employee; when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or when the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

Expulsion

Expulsion is the termination of the student's right to attend school and school activities for a substantial period of time. Expulsion of a student will not extend beyond one calendar year.

Oregon law requires the expulsion from school for a period of not less than one calendar year of any student who is determined to have brought a weapon to school under the jurisdiction of the district. The superintendent is allowed by law to modify the expulsion requirement on a case-by-case basis. A weapon is defined as:

1. "Firearm" as defined in 18 U.S.C. 921; or
2. "Dangerous weapon" or "deadly weapon" as defined in ORS 161.015.

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.

1. Notice will be given to the student and the parent by personal service ¹ or by certified mail ² at least five days prior to the scheduled hearing. Notice shall include: (1) the specific charge or charges; (2) the conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion; (3) a recommendation for expulsion; (4) the student's right to a hearing; (5) when and where the hearing will take place; and (6) the right to representation
2. The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;
3. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the students' parents request an open session;
4. In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
5. The student shall be permitted to have a representation present at the hearing to advise and to present arguments. The representation may be an attorney and/or parent. The school district's attorney may be present;
6. The student shall be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits;
7. The student shall be permitted to be present and to hear the evidence presented by the district;
8. The hearings officer or the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
10. If the Board is conducting the expulsion hearing the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;
11. If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate him or herself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the students' parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;
12. Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved, including a student's confidential medical record and the student's educational program;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

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Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to the student expelled for reasons other than a weapons policy violation. The district must document to the parent of the student that proposals of alternative programs have been

Suspension

Suspension temporarily removes from a student the right of attending school and/or school activities. The length of the suspension shall be determined by the severity of the act and previous deportment of the student but shall not extend beyond 10 school days.

In specific circumstances, a suspension may be continued until some specific pending action occurs such as physical or mental examination, incarceration by court action or pending an expulsion hearing. The district may require a student to attend school during non-school hours as an alternative to suspension.

Suspensions may be made by a principal or vice principal after reviewing available information.

Students who are suspended may not participate in activities directed or sponsored by the district. Students who violate these provisions may be referred to law enforcement officials and may be charged with criminal trespassing.

Eligible special education students cannot be denied educational services or related services if it is determined that their violation of rules is a manifestation of their disability.

LAW ENFORCEMENT COOPERATION

(BP – KN)

(WORKING WITH INVESTIGATIVE AGENCIES)

The schools, with a dual responsibility, must safeguard the rights of students while cooperating with law enforcement officers in the legitimate pursuit of their duties.

Police officers or Children's Services Division workers investigating a case involving an illegal act or possible abuse in which a student may in some way be involved, or about which the student may have information, shall contact the building principal or his or her designee before any effort is made to question a student during school hours unless the school administrator is the subject of the investigation. In such a case, the Superintendent will be notified of the investigation.

All procedural safeguards prescribed by law must be strictly observed.

The designated school authority shall make an effort to contact the parent or guardian at the time an officer comes to question or arrest a student unless, in the opinion of the investigating officer, there is reason to believe that such notification would unduly interfere with the investigation, or that the matter pertains to alleged child abuse. If the school authority is unable to reach the parent or guardian, the officer should not be delayed further. However, a school official should contact the parent or guardian as soon as possible. An administrator or his or her designee will always be present when a student is being questioned unless prohibited otherwise by statute. The investigative official shall be advised of the child's handicapping conditions, if any, prior to any interview with the student.

A child may be taken into protective custody by a peace officer, counselor, and employee of the Children's Services Division or any other person authorized by the juvenile court of the county in which the child is found, in the following circumstances:

1. Where the child's condition or surroundings reasonably appear to be such as to jeopardize the child's welfare; or
2. Where the juvenile court, by order endorsed on the summons as provided in ORS 419B.271 or otherwise, has ordered that the child be taken into protective custody.

An administrator shall not let an investigative official take a student from any school premises without a court order, a detention (either arrest or protective custody), or permission of the parent or guardian.

YOUR RIGHT OF DUE PROCESS

- ◆ This booklet has explained the major disciplinary problem areas and the action that may result for those students who do not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until everyone involved has presented the facts and a judgment has been made. There are certain procedures that school officials must follow prior to taking appropriate disciplinary action. There are also procedures that students must follow if they do not agree with the school's actions.
- ◆ Hopefully, students will never be in a situation where they need the protection of due process. If a student does become involved in a suspension or expulsion, both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure.
- ◆ In accordance with Oregon Revised Statute 339.250 (6 and 7), the Sweet Home School District will propose to a student and his/her parents or guardian alternative school programs when the student is having significant discipline or attendance difficulties. For further information contact your building principal.
- ◆ Students will be afforded the following due process procedures:
 1. The student shall be informed of the charges against her/him.
 2. The student shall be permitted to hear the evidence presented against her/him.
 3. The student shall be afforded the right to present her/his version as to the charges.
 4. The administrator/teacher shall determine the facts of the case on the evidence available from his/her investigation.
 5. The student may appeal the decision to the building principal, or superintendent.

PUBLIC NOTICES

NOTICE OF RIGHTS REGARDING STUDENT RECORDS

In accordance with Federal guidelines, parents or eligible students (if eighteen years of age or older) have the right to:

1. Inspect and review student education records.
2. Request the amendment of the student's education record to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable State or Federal law authorizes disclosure without consent.

SUSPENSION OF DRIVING PRIVILEGES

The superintendent may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. Upon receipt of district notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has 1) more than 10 consecutive school days of unexcused absence or 2)

SCHOOL DISTRICT POLICIES

Copies of the School Board's adopted policies and administrative rules regarding the role and function of the School Board, administration of the District, personnel, employee benefits, students, fiscal management, support services, curriculum and instruction, and relationships with the community are available at all schools' request, as well as

RECORDS RETENTION SCHEDULE

In compliance with the Public Schools of Oregon General Records Retention Schedule, certain student records will be destroyed or saved on microfilm. All

HOMELESS STUDENTS

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in homeless situations will be designated by the district

CUSTODIAL PARENT/GUARDIAN INFORMATION

This information is provided for students not living with both parents. Unless otherwise ordered by the court, an order of sole custody to one parent shall not deprive the other parent of the right to inspect and receive school records and to consult with staff concerning the child's welfare and education to the same extent as the custodial parent may inspect and receive school records and consult with staff.

WALK ZONES

In accordance with Oregon Revised Statute 327.043, "A school district is required to provide transportation for elementary students who reside more than 1 mile from school and secondary school students who reside more than 1½ miles from school." Students within those boundaries must walk

INTEGRATED PEST MANAGEMENT PLAN (IPM)

In accordance with ORS 634.116 the District has adopted an Integrated Pest Management Plan (IPM) with a list of low-impact pesticides for use with the IPM Plan. The Maintenance Supervisor shall serve as the IPM Plan Coordinator and for details; refer to the IPM Plan located on the District web site.

CUSTODY

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children **UNLESS** a parent has a court order that indicates which parent has custody of the child/children and under what conditions. The school **MUST HAVE A COPY OF THE COURT ORDER** on file, otherwise, either parent may check the child out of the school with proper identification. If a parent comes in with a court order stating current custody over the enrolling parent, s/he may take the child/children after documents are verified, as needed, and after effort has

STUDENT INFORMATION "OPT-OUT"

The District adheres to FERPA guidelines and allows for student privacy, when requested, with the completion and submission of the Student Information Opt-Out Form. Completion and submission of the form by parents/guardians will exclude/block the student from appearing in pictures, media/ communication channels, websites, etc.

PUBLIC NOTICES

TEACHER QUALIFICATIONS

The *No Child Left Behind Act of 2001* requires that, at the beginning of each school year, parents be notified that they may request information regarding the professional qualifications of their child's classroom teacher or any para-educators working with their child. Please contact the Superintendent's Office at 541-541-367-7126 for more information.

INFORMATION REQUESTED

In compliance with Public Law 94-142 the Sweet Home School District is searching for any handicapped children ages birth through 21 years living in the Sweet Home School District. Handicaps include things such as unusual learning needs, physical, mental, and emotional handicaps.

If you are aware of any pre-school handicapped children or school-age children not enrolled in school, please contact the Student Services Director at 541-541-367-7115.

ANNUAL NOTICE AS REQUIRED UNDER ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Sweet Home School District No. 55 has completed the initial phases of the Asbestos Hazard Emergency Response Act (AHERA) by having all facilities inspected for friable and non-friable asbestos-containing materials and having an Asbestos Management Plan developed. Asbestos-containing materials have been identified.

The District is implementing Response Actions, which include repair and removal of asbestos-containing materials. The asbestos management program will be an on-going effort and each response action will be documented in the management plan. Re-inspection of the asbestos-containing material will happen every six (6) months to assure the materials remain in a safe condition. The District also complies with Federal and State law for re-inspections.

Management Plans are available at the District Administrative Office and at each individual school/building for review. If you desire a personal copy please allow five (5) days notice. The cost is \$40 to cover reproduction.

Please contact the Maintenance Supervisor at 541-541-367-7131 or Business Manager at 541-541-367-7113 should you have any questions or concerns.

ASSESSMENT, RECORDING AND REPORTING OF STUDENT PROGRESS

Student progress in Sweet Home School District is assessed to determine how well the student is doing in reaching the instructional goals in each course taken. Periodic assessments are recorded in the teacher's grade book. Progress is averaged and calculated into a grade. The progress in each course is reported as a term grade and indicated on the report card.

Parents may make an appointment with the teacher, the building principal or the counselor if they desire to find out what the progress has been on any of the course work used to determine the grade. Instruction is related to the program guides, planned course statements and course goals. Assessment is for each unit or subpart of the instruction. Please call if you have questions.

21ST CENTURY SCHOOLS COUNCILS

21st Century Schools Council meetings shall be subject to the Public Meetings Law, pursuant to ORS 192.610 – 192.690. Check with individual schools for meeting dates and times.

PARENTAL RIGHTS

In accordance with the *No Child Left Behind Act of 2001*, the district affirms the right of parents, upon request, to inspect a survey created by a third party before the survey is administered or distributed by the district to a student, any instructional material used by the district as part of the educational curriculum for the student or any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose. The district will ensure that activities requiring parental notification are provided.

NOTICE OF VIDEO CAMERAS IN DISTRICT FACILITIES AND ON TRANSPORTATION VEHICLES

Sweet Home School District is using video cameras at all District facilities and on transportation vehicles that transport students to and from curricular and co-curricular activities during the school year. The purpose of the video system is to improve student behavior and provide improved safety. Board Policy EEACCA relating to video cameras on transportation vehicles is available for review online at www.sweethome.k12.or.us or at the District Office.

GOAL BASED CURRICULUM NOTICE OF AVAILABILITY

Instruction in the Sweet Home School District is based on program goals for each subject. The Essential Learning Skills and Common Curriculum goals adopted by the State Board of Education are included in the program. Course content is covered in Planned Course Statements at the High School and in course goals at the elementary schools. Each document includes course goals and objectives.

Copies of the District programs, planned course statements and elementary course goals are available in the District office, each building office, and in each library. Parents, the public and students may examine these documents at any time during the regular working hours.

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES

Sweet Home School District is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Persons having questions about equal opportunity and nondiscrimination are to contact District School Superintendent, Tom Yahraes, phone (541) 367-7126, 1920 Long Street, Sweet Home OR.

ACCESS TO STUDENT INFORMATION BY MILITARY OR COLLEGE RECRUITERS

Sweet Home School District receives funds from the federal government under the *No Child Left Behind Act of 2001*. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students. It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address and telephone not be released by the district *without prior written parental consent*.



SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

FIELD TRIP PERMISSION FORM

Students have the opportunity to go on one or more school sponsored trips during the course of the school year. These may include, but are not limited to, swimming lessons, field trips, scholastic contests, program rehearsals, assemblies/performances at other schools and track meets.

Information about each trip will be sent home with students several days before the scheduled event. Please return this signed permission form to your child's school so your child will be eligible to go on these trips.

My child, _____, has my permission to go on school sponsored trips during the _____ school year. If for any reason the trip supervisor faces what he/she believes is an emergency situation, I authorize him/her to act promptly and reasonably for my child at my expense.

Parent/Guardian Signature

Date

OUT-OF-STATE TRIP PERMISSION FORM

Out-of-state-trips require school board approval. When parents give permission for these out-of-state trips, the board requires parents to acknowledge they are aware of the current status of the Homeland Security rating at the time of the trip. Your signature indicates such knowledge and approval for your child to participate in the out-of-state trip listed below.

I, (please print) _____, give my permission for my child, _____, to go on the _____ trip as long as the Homeland Security rating remains at _____ or below its current level.

Trip dates: From: _____
Supervisor: _____

To: _____

Parent/Guardian Signature

Date



SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

STUDENT ADMINISTERED

MEDICATION PERMISSION AND ADMINISTRATION FORM

Student's Name: _____

This parent permission form must be submitted for student self-medication of all prescription and non-prescription medications. A physician prescription must accompany any prescription medication.

A written treatment plan from a licensed health care professional for the managing of student's asthma and/or severe allergy will be required for use of medication by the student during school hours. School staff will request from parent back-up medication for emergency asthma/allergy care for that student at school.

A medical protocol developed and signed by a physician or other licensed health care professional regarding each student who self administers non-injectable or injectable medications will be kept on file.

Building principal permission is required for all self-medication requests and permission for self-administered medication may be revoked if the student violates policy or medical protocol.

All prescription and nonprescription medication must be kept in its appropriately labeled, original container. Nonprescription medication must have the student's name printed on the container. **The student may have in his/her possession only the amount of medication needed for that one school day.**

Sharing and/or borrowing of medication with another student is strictly prohibited.

My child has permission to self-administer the following medication(s):

<u>Medication</u>	<u>Directions</u>	<u>Time</u>	<u># of days</u>	<u>Route (by mouth, on skin, in eyes/ears)</u>

Diagnosis or reason for medication:

I authorize an exchange of information as needed concerning this medication between the school nurse and my child's health care provider.

Parent/Guardian signature: _____ Date: _____

☐ For Office Use Only ☐

Principal signature: _____ Date: _____



STUDENT ADMINISTERED

MEDICATION PERMISSION AND ADMINISTRATION FORM

Student's Name: _____

This parent permission form must be submitted for student self-medication of all prescription and non-prescription medications. A physician prescription must accompany any prescription medication.

A written treatment plan from a licensed health care professional for the managing of student's asthma and/or severe allergy will be required for use of medication by the student during school hours. School staff will request from parent back-up medication for emergency asthma/allergy care for that student at school.

A medical protocol developed and signed by a physician or other licensed health care professional regarding each student who self administers non-injectable or injectable medications will be kept on file.

Building principal permission is required for all self-medication requests and permission for self-administered medication may be revoked if the student violates policy or medical protocol.

All prescription and nonprescription medication must be kept in its appropriately labeled, original container. Nonprescription medication must have the student's name printed on the container. **The student may have in his/her possession only the amount of medication needed for that one school day.**

Sharing and/or borrowing of medication with another student is strictly prohibited.

My child has permission to self-administer the following medication(s):

Medication	Directions	Time	# of days	Route (by mouth, on skin, in eyes/ears)

Diagnosis or reason for medication:

I authorize an exchange of information as needed concerning this medication between the school nurse and my child's health care provider.

Parent/Guardian signature: _____ Date _____

☐ For Office Use Only ☐

Principal signature: _____ Date: _____



SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

STAFF ADMINISTERED

MEDICATION PERMISSION AND ADMINISTRATION FORM

Student's Name: _____

Medication administered by school staff must be delivered by the parent (or designee with written permission) to the school in its original container. Non-prescription medications must have the student's name printed on the original container.

For prescription medications, the physician's written instructions or the prescription label with the following information is required:

1. Name of student
2. Name of medication
3. Route (by mouth, on skin, in eyes/ears, etc.)
4. Dosage and frequency of administration

A completed and parent-signed medication permission and administration form (this form) must also accompany any medication.

<u>Medication</u>	<u>Directions</u>	<u>Time</u>	<u># of days</u>	<u>Route (by mouth, on skin, in eyes/ears)</u>

Diagnosis or reason for medication:

I hereby authorize designated school staff to administer the above listed medication to my child. I also authorize an exchange of information, as needed, concerning this medication between the school nurse and my child's health provider.

Parent/Guardian signature: _____

Date: _____



SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

STAFF ADMINISTERED

MEDICATION PERMISSION AND ADMINISTRATION FORM

Student's Name: _____

Medication administered by school staff must be delivered by the parent (or designee with written permission) to the school in its original container. Non-prescription medications must have the student's name printed on the original container.

For prescription medications, the physician's written instructions or the prescription label with the following information is required:

5. Name of student
6. Name of medication
7. Route (by mouth, on skin, in eyes/ears, etc.)
8. Dosage and frequency of administration

A completed and parent-signed medication permission and administration form (this form) must also accompany any medication.

<u>Medication</u>	<u>Directions</u>	<u>Time</u>	<u># of days</u>	<u>Route (by mouth, on skin, in eyes/ears)</u>

Diagnosis or reason for medication:

I hereby authorize designated school staff to administer the above listed medication to my child. I also authorize an exchange of information, as needed, concerning this medication between the school nurse and my child's health provider.

Parent/Guardian signature: _____

Date: _____



SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

Student Internet Use Agreement

Permission is valid as long as the student remains at the school attended when permission was given.
Permission must be renewed if, and when, the student moves to another school.

A parent/guardian may revoke this permission at any time with written notification to the school.

Following you will find information that must be reviewed. It is required that this completed, signed agreement be returned prior to your student being allowed or denied access to the internet.

STUDENT SECTION

Student Name _____ Grade _____

School _____

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including revocation of system access, suspension or expulsion from school and related privileges and/or referral to law enforcement officials.

Student Signature _____ Date _____

PARENT/GUARDIAN SECTION

I have read the district's Electronic Communications System policy and administrative regulation. I will monitor my student's use of the system and his/her potential access to the world-wide Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting.

- ☐ I give my permission for my student to access networked computer services such as electronic mail and the internet through district approved access.
- ☐ I DO NOT give my permission for my student to access the district's networked computer services.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from use of, or inability to use, the district system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I understand a user can be held liable for damages caused by intentional misuse of the system.

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

Home Address _____

Date: _____

Home Phone Number: _____



Student Information Opt-Out Form

The District adheres to the Family Educational Rights and Privacy Act (FERPA) guidelines and allows for student privacy, when requested, with the Student Information Opt-Out Form. Completion and submission of this form by parents/legal guardians will exclude/block your student from appearing in many things, including but not limited to: team pictures, activity pictures, yearbook, website, showcasing of student work, school videos, etc. If you decide to have your student excluded/blocked from these various forms of communication, it is strongly recommended that you discuss the decision so your student can fully understand the reasoning behind it.

By “Opting-Out” you understand that your student will be:

- Excluded from Team pictures, activity pictures, yearbook, television and website.
- Excluded from showing off student work.
- Excluded from special interest stories and articles.
- Excluded from school videos.
- Excluded from appearing alongside classmates on school/district website.
- Excluded from any medium or outlet that could make its way off school grounds.



Name of School:

Name of Student:

Name of Parent/Legal Guardian:

Street:

City/State/Zip:

Phone:

E-Mail:

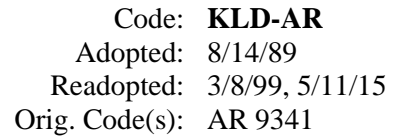
Optional – Reasons for Opt-Out:

Signature of Parent/Guardian:

Date:

Return the completed form to the main office no later than 15 days from the first day of school.

IIBGC-AR - Web Policy Student Information Opt-Out

[illegible]

6. In your opinion, what can be done to resolve your concern? _____

7. Whom have you contacted in the district to resolve your concern?

Witnesses: _____

Person issuing complaint: _____
(Print name) (Signature)

Address: _____
(Date signed)

Home phone: _____ Work phone: _____

(Use additional pages as needed)

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent ☐ Employee ☐ Nonemployee ☐ (Job applicant) Other ☐ _____

Type of discrimination: ☐ Race ☐ Color ☐ Religion
 ☐ Sex ☐ National Origin ☐ Disability
 ☐ Marital Status ☐ Age ☐ Sexual Orientation
 ☐ Other _____

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

The complaint form should be mailed or taken to the principal. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Name of Person Filing Complaint Date School or Activity

Student/Parent ☐ Employee ☐ Nonemployee ☐ (Job applicant) Other ☐ _____

Type of discrimination: ☐ Race ☐ Color ☐ Religion
 ☐ Sex ☐ National Origin ☐ Disability
 ☐ Marital Status ☐ Age ☐ Sexual Orientation
 ☐ Other _____

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Who should we talk to and what evidence should we consider?

Remedy requested Suggested solution/resolution/outcome:

The complaint form should be mailed or taken to the principal. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.



Code: **KL -AR**
Adopted: 5/11/15

Public Complaint Procedure

Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint may discuss the matter with the school employee. It is the intent of the district to solve problems and address all complaints as close as possible to their origin.

The Administrator: Step Two

If the complainant is unable to resolve a problem or concern at step one, within five working days of the meeting with the employee, the complainant may file a written, signed complaint with the Principal. The principal shall evaluate the evidence and render a decision within five working days after receiving the complaint.

The Superintendent: Step Three

If such a discussion with the principal does not resolve the, within 10 working days of the meeting with the principal the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion within 10 working days after receiving the written complaint.

The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and to take such other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within [20] working days from the hearing of the appeal by the Board.

SWEET HOME SCHOOL DISTRICT

PUBLIC COMPLAINT FORM

TO: _____

Person Making Complaint _____

Telephone Number _____

Date _____

Nature of Complaint:

Suggested Correction:

Office Use: Disposition of Complaint:

Signature:

Date:

cc: District Office



This STUDENT planner belongs to:

Student Handbook & Daily Planner

Sweet Home Junior High

Welcome to Sweet Home Junior High!

We're glad to have you as a member of our learning community! At Sweet Home Junior High (SHJH) our first concern is that you become a learner. Learning is the key to your success. You will have the best opportunity to get involved in all sorts of great learning experiences here at SHJH. We believe that some of the best kinds of learning happen outside the classroom and in the community.

The road to becoming a successful learner at SHJH starts and ends with two very important things. If you can do these two simple things, you will become a learner. Number 1: Come to school every day. Number 2: Do your best. If you can come to school every day and do your best while you are here – your journey at SHJH will be very rewarding.

Using your student planner every day will help you do your best. We use it to communicate about school with your parents and to help you organize and keep track of your assignments and schoolwork. Your planner is like a textbook. You need to bring it to school every day. If you misplace or lose your planner, you will have to buy another one at the office for \$5.

Principal:	<i>Terry Martin</i>
Assistant Principal/ AD:	<i>Mark Looney</i>
Counseling:	TBA
Secretary:	<i>Kim Wilson</i>
Secretary:	<i>Brandy Cockrell</i>
Athletic Director:	<i>Craig Wilson</i>

OFFICE HOURS · 7:45 am to 3:45 pm
880 22nd Avenue · Sweet Home · OR · 97386 · 541-367-7187
www.sweethome.k12.or.us/junior-high



Multi-Tiered Systems of Student Support at SHJH

SHJH utilizes a behavioral management system called PBIS (Positive Behavioral Interventions & Support). We know that students who are not well behaved impede the learning process for others and themselves in the classroom. Through PBIS, the staff is interested in establishing a positive school climate where all students can learn.

Research has shown that 85-90% of students can function appropriately with a school-wide approach called “Universal Interventions”, which refers to interventions that all students receive such as being taught behavior expectations. Research also shows that 7-10% of the student population is at-risk and will need more “Selected Interventions”, which refers to interventions that selected students receive such as explicit instruction in social skills. The high-risk students range from 3-5% of the school population. These students will receive individual interventions called “Targeted Interventions” that are developed by a team made up of teachers, administrators, parents, staff, and sometimes outside agencies.

SHJH has adopted three school-wide rules: **Be Safe, Be Respectful, and Be Responsible**

SHJH Staff know that to create an effective behavior program, we must:

- Target all students
- Create an encouraging and supportive culture in the school
- Recognize students’ positive behavior
- Target all forms of behavior
- State rules positively
- Teach expected behaviors to all students

SHJH school-wide rules are posted in the hallways and other locations as a reminder to everyone. Our staff is committed to interacting with each other and with your child in this same positive way as we model appropriate behavior on a daily basis. We desire our class time to be used for the learning process so that each student can receive the maximum opportunity to progress and grow.

Recognition, Awards and Incentives

At SHJH we believe it is important to recognize individual students when they have been successful, given great effort, or done something helpful or special. We all like to be recognized for the little things we do. For that reason, we have developed a positive incentive program called Tiger Pride. Tiger Pride certificates are given by any staff member for any positive reason they wish, but mostly when students are showing responsible, respectful, or safe behaviors. Students collect and turn in their Tiger Prides to the office for public recognition of positive behaviors during morning announcements. In addition to this recognition, starting in September, the staff will also recognize students of the month to receive a monthly ESPY award: two outstanding students will be recognized at school and during the monthly school board meetings. These students receive their nomination certificate during the school board meeting, have their picture taken to be displayed at school, and get their names entered in a drawing for a special prize at the end of the school year.

Every quarter, we will hold a FUN FRIDAY party. Eligibility to attend Fun Friday will rotate but generally focus on the following areas: Passing Grades, Perfect Attendance, No Tardies, No Referrals. Each term we have a Thriving Citizens award assembly here at SHJH. The assembly is a time to recognize and reward students for exemplary behavior, athletics, hard work and outstanding classroom achievement.

Students can also qualify for the Achievement Award Trips by maintaining good grades and citizenship. Trips are taken twice during the year (including an over-night trip in the spring). Students who maintain a certain GPA level, have high citizenship grades (see box to the right), have not been suspended or have not had multiple time-outs during the term can qualify for these great trips.

ACHIEVEMENT AWARD QUALIFICATIONS

A 3.75 - 4.00 GPA with 3 E’s in citizenship
or 3.50 - 3.74 GPA with 4 E’s in citizenship
or 3.25 - 3.49 GPA with 5 E’s in citizenship
or any GPA with 6 or more E’s in citizenship

THESE QUALIFICATIONS ARE SUBJECT TO
CHANGE

Behavior Expectations at SHJH

At SHJH, we believe in a positive approach to behavior and discipline. Realizing that, we have three school rules for each and every student and staff member to live by:

Be Safe

Be Respectful

Be Responsible

If you make it a habit to act according to our school rules, you will **never** be in any trouble at SHJH.

Our Goal Regarding Behavior

Please keep in mind when it comes to behavior that it is not our goal to punish. Our goal is to change behavior, and when it comes to changing behavior, attitude counts. **If you get in trouble, the consequences will be influenced by your attitude.** Being truthful is also important. Telling the truth is a step towards changing behavior; so being truthful also influences consequences. Students who repeatedly get in trouble will be put on a plan designed to change their behavior. This plan will be triggered by the following:

2nd Office Referral in a Month = Student Support Team (iPBS) Meeting

3rd Office Referral = iPBS Meeting, placement in CICO program

7th Office Referral = iPBS Meeting with parents and school staff, placement in Behavior Skills counseling

10th Office Referral = Student staffed at District Red Zone Meeting, FBA Referral, in-school suspension

15th Office Referral = Out of school suspension, Parent conference to review possible placement/program change

Office Referral

Office referrals are serious in nature. They include things like: defiance (refusing to follow a staff members instructions, or arguing with staff), fighting, bringing weapons, drugs or alcohol to school, using profanity, vandalism, and/or harassment. Office referrals are written and parents are notified either by a note sent home or phone call for each office referral.

Minor Infractions

Other infractions are minor in nature and include things like: class disruptions, being tardy, not dressing for PE, disrespect, and not following instructions. When a minor infraction occurs, teachers and staff members will redirect students, change their seats, talk to them outside the classroom, counsel students, contact home, and use a variety of other appropriate, logical consequences designed to change behavior.

If these interventions are not successful, students may be sent to the TIME OUT room to cool down and/or problem solve with a staff member before returning to class. The following steps take place in the TIME OUT room:

Step 1 The student is sent to time out with a note from the teacher. The student must fill out a problem solving form and serve lunch detention.

Step 2 If the student is sent to timeout *twice in the same week*, he/she will fill out a problem solving form, serve lunch detention, serve an after school detention and the teacher will contact the student's parent or guardian by telephone.

Step 3 If the student is *sent to timeout three times in the same week*, he/she will fill out a problem solving form, serve lunch and after school detention and an administrator will contact the student's parent or guardian by telephone.

Step 4 If the student is *sent to timeout four times in the same week* he/she will be assigned to in-school suspension for one day, problem solve with an administrator and referring teacher and the an administrator will contact the student's parent.

After-School Detention and Community Service

After-school detention is from 3:05 to 4:00 in Room 101. Community and/or school service options may be provided as a logical consequence for behavior and sometimes occurs during the school day or at lunch. Failure to serve after-school detention will result in an in-school suspension.

Sweet Home Junior High Dress Code

Students at SHJH are to wear clothing that does not degrade themselves or others, nor interfere with learning and/or disrupt school activities. These guidelines are based on district policy. At SHJH we believe that structure is important and helps students learn. We have a very structured dress code. You are not allowed to wear anything that is disruptive to learning or threatens safety.

A good rule to live by when getting dressed for school is this: if you think the clothing you want to wear is questionable, DO NOT wear it!

It is better to play it safe than be forced to go home or change after you are at school.

Students may not wear:

- Hats, caps, hoods or beanies inside the school building. Hats or hoods worn to school need to be stored in your locker during school hours.
- Pants....
 - ☐ which students have to hold up or which are so long they drag on the ground
 - ☐ are so baggy in the legs that unsafe items could be hidden in the legs

- ☐ that are so big in the waist that the student's underwear becomes visible
 ☐ which have rips above the 'finger tip length' rule.
- Clothing which exposes underwear, bras, or boxer shorts....
 - ☐ fish-net tops, spaghetti straps, halter tops or tank tops with extra large armholes
 - ☐ midriff tops or any short tops where skin is showing in the midriff area
 - ☐ shorts or skirts which are too tight or too short for students to easily bend over (finger-tip rule)
 - ☐ tights, leggings which are not opaque
- Wallet chains, dog chains, or chains (or long key chains) which drape across clothing or pockets
- Long belts which hang below the shirt
- Students may not wear pajamas or slippers, or bring blankets/pillows to school
- Students are not to have or do any writing on any part of the body or clothing at any time made with markers, pens, or paint

Students may not wear or have any items (including backpacks, binders, or jewelry) on school grounds which....

- Are gang-related or promote violence...
 - ☐ any clothes, backpacks, or binders with gang writing or affiliation (eight balls, chains, Joker's Wild, prison towers, vicious dogs, clock faces, etc. have all been used by gangs to communicate membership)
 - ☐ anarchy
- Includes any reference to drugs, alcohol, or tobacco: those with mushrooms, marijuana leaves, Joe Camel, 4:20, etc.
- Displays profane or obscene language, pictures, or meanings or that are demeaning of males or females
- Includes racial, ethnic, religious, or other put-downs

Sweet Home Junior High Attendance Policy

We cannot stress enough how important it is to attend school every day. *Learning happens at school, and no amount of make-up work can replace or duplicate the learning that happens in class.* The Board places high priority on regular school

Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Severe Chronic Absences
Absence 1	Absence 2	Absence 3	Absence 4	Absence 5	Absence 6	Absence 7	Absence 8	Absence 9	Absence 10	
Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	
Regular	100~95%		At Risk	Attendance	94.9~85%			Chronic	84.9% ↓	

Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Severe Chronic Absences
Absence 1	Absence 2	Absence 3	Absence 4	Absence 5	Absence 6	Absence 7	Absence 8	Absence 9	Absence 10	
Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	
Regular	100~95%		At Risk	Attendance	94.9~85%			Chronic	84.9% ↓	

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Absence 1	Absence 2	Absence 3	Absence 4	Absence 5	Absence 6	Absence 7	Absence 8	Absence 9	Absence 10	
Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	
Regular	100~95%		At Risk	Attendance	94.9~85%			Chronic	84.9% ↓	

Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Severe Chronic Absences
Absence 1	Absence 2	Absence 3	Absence 4	Absence 5	Absence 6	Absence 7	Absence 8	Absence 9	Absence 10	
Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	Why?	
Regular	100~95%		At Risk	Attendance	94.9~85%			Chronic	84.9% ↓	

- Students who were chronically absent any year from 8th-12th grade were **7.4 times more likely to drop out** than students who attended regularly. --Utah Education Policy Center, 2012
- By 9th grade, **regular and high attendance is a better predictor of graduation rates than 8th grade test scores.** --Allensworth & Easton, 2007
 - An absence excused by a building administrator for other reasons where satisfactory arrangements are made in advance of the absence (i.e. Prearranged Absences)

- Prearranged Absences: A parents or legal guardians may notify the school in writing at least 24 hours prior to the absence, and make arrangements to obtain homework assignments.

UNEXCUSED ABSENCES are defined as follows...

- Any absence from school that is not in accordance with Oregon State Law. Some examples of what will most likely be unexcused absences if not prearranged:
Absences that should have been prearranged with a building administrator; missed transportation; out of town with no explanation; vacations/trips not prearranged; needed at home with no explanation; work other than at home or family business except for special emergency; hunting, beyond number of days prearranged; parent's permission with no explanation; vacation beyond number of days prearranged; suspensions; shopping; runaways; haircuts.
- Students may be required to have a doctor's excuse if sickness is used as an excuse so often that irregular attendance occurs.
- Truancy (a student absent without permission) or unexplained absences will not be tolerated. Parental-involvement will be mandatory when truancy or other unexplained absences occur.

All absences will be regarded as unexcused unless the student presents a note or the parent telephones during the first two days back at school indicating an excused absence.

Sweet Home Junior High Procedures & Expectations

Breakfast

Eating breakfast provides your body and brain fuel to learn. Each student at SHJH can eat breakfast for free each day, starting at 7:45 am each day.

Bus Zone & Drop Off

If you wish to have your child ride a bus other than his/her own, or go to someone else's home, you must send a note. Someone in the school office must initial the note before it is presented to the bus driver. The bus driver is in complete charge of students while they are on the school bus. Each bus driver will issue a "school bus incident report" to the parents of those students who, in their judgment, will not abide by the necessary rules. These reports must then be signed by the parents and returned before the student can resume riding the bus (if transportation has been denied). Please remember that riding school buses is a privilege. Behavior expectations for bus transportation will be reviewed with students at least twice per year.

Students using bus transportation are to load and exit from the bus in the school's established bus zone. The bus zone is located next to the main entrance to the junior high. Students using the bus transportation services may not leave the campus and return to catch a bus. Students are required to remain in the bus zone area where there is supervision and are expected to follow normal school rules. If a student misses their bus, they need to immediately alert the bus duty supervisor.

Students being picked up by their parents may wait on the sidewalk on 22nd Avenue or in the parking lot. Private vehicles are not allowed in the bus loop before or after school.

Cell Phones & BYOD

All cell phones and student devices must be powered off during the school day, between the hours of 7:45 and 2:45. With the exception for testing, earbuds and headphones may not be worn by students during the school day. Students may be granted permission to use their phone to contact parents from office staff. Students are not allowed to use video or photo apps at school unless directed by school employee for educational purpose.

Students found violating the above policy will turn in their phones and will arrange for parents/guardians to pick up their phone at the end of the day. Any further offenses would result in that student not being allowed to have a phone at school. Students will receive regular training on digital citizenship and appropriate use of technology at school during the school year.

Check Out During the Day

Students needing to leave the school after arrival on school grounds must present a note requesting permission to leave, the reason for leaving and when the student is to leave. This note must be presented in the office before the beginning of first period. In place of a note, a parent call will be accepted before the student is scheduled to leave. How transportation will be provided or permission for the student to leave school grounds by foot or bike must be included in the parental notification to school. Students must sign out and in at the office before leaving or returning to school. Students failing to sign out will be considered truant from school during their absence and may be subject to disciplinary action.



Closed Campus

SHJH is a closed campus. That means you cannot leave campus once you arrive. Supervision in the main building is available from 7:45 am to 2:55 pm. You should not be on campus before or after those times unless you are involved in a supervised after-school or before-school program of some kind. Students who do not ride a bus should not be here before 7:45 am. If you come late to school or have to leave, you must check in with the office.

Computer & Chromebook Use

Students who have signed the Student Internet Use Agreement may use the school computers and access district WIFI provided they have parent permission. Misuse of or on any computer or device may result in the student losing all computer privileges for the remainder of the school year, and **will include payment for the cost of any damages done to the computer software or hardware.**

Students are expected to use their district issued Novell login for access to PC terminals and Google login for Chromebook (or G Suite) access.

Gmail Address/Google Login: Graduation year-last name-first initial@students.sweethome.k12.or.us

Novell Login: last name, first initial

Google & Novel Password: first initial, last initial, last 4 digits of ID#

For example, student: John Doe, 7th Grader, ID#: 1234567 would have the following login credentials...

Gmail/Google: 23doej@students.sweethome.k12.or.us

Novell: doej

Passwords: jd4567

Dance Rules

Students must arrange for a ride home before the day of the dance. Students must serve detention time they owe before they can attend the dance. Students who leave campus will not be allowed to attend the dance unless prior approval has been granted through the office.

Students will enter the dance through the Commons. Bring your books and everything you plan to take home because you will not be allowed to go back into the halls after the dance. Set your belongings next to the wall in the hallway in front of the library or against the window in the Commons. Once you have entered the dance, you may not exit the school building and come back in. Students are not allowed to stand by the outside doors and open them to talk to someone outside. Students may use the bathroom one at a time after receiving permission from the dance chaperones. If the dance is held in the gym, students are not allowed on the top of the bleachers; only the bottom row of the bleachers will be pulled out. That is the only row you can sit on. Dancing does not require rowdy behavior, especially running around. Any student involved in mosh pit type dancing or sexually suggestive dancing will be immediately removed from the dance. When dancing, hold your partner appropriately. No food or drink is allowed in the gym; any decorations are to be left alone. Always show courtesy to the adults that chaperone the dances. Failure to do so may result in exclusion from future dances.

Dating & Displays of Affection

While SHJH promotes healthy friendships and relationships amongst all students, we do not recognize romantic partnering at school. Hugging, holding hands, walking arm-in-arm, kissing, and other public displays of affection are not appropriate for SHJH. Students are not to engage in physical displays of affection while at school.



Eighth Grade Celebration

Students who have successfully completed their time here at Sweet Home Junior High will be allowed to participate in the 8th Grade Celebration and related activities. Students may be excluded from the 8th grade celebration if their accumulative grade point average is below a 2.00 GPA. Administration may also exclude a student based on behavior, poor attendance, non-payment of fees or other costs, and poor grades of their last term.

End of the Day Expectations

Students are expected to leave for home immediately after the conclusion of school. Those students who walk or who are getting picked-up are to exit out the east end of the building and head down the steps. Students are not permitted to wait in the bus loading area unless they are a bus rider.

Fighting

Most fights in school are the result of harassment and abusive language. Horseplay and rough housing often leads to fights as well, and that is one of the reasons this type of “joking” behavior is not allowed at school. There are no good reasons for fighting and the consequences are steep: fighting results in out-of-school suspension and possible referral to Sweet Home Police Department!

If you feel like someone is picking on you, get help! Hitting back is not self-defense. Hitting back is retaliation and will also get you suspended. Covering your face with your arms or running away are both examples of Self-defense. Be assured of this – if you hit or attack someone, you will be suspended – even if in your opinion you did not start the fight. In addition, if you have knowledge of a fight and do not report it to a school employee, you will be violation of district policy and will be disciplined.



Food and Drink

As part of our school’s pest management protocol, Hallways, Lockers, and Classrooms are **No Food and Drink Zones**. Food and drink provided by a teacher may be consumed under teacher supervision in the classroom. Food and drink purchased in the cafeteria must be consumed in the cafeteria or Commons area. If you make a mess with food and drink, you are expected to help clean it up. If you see a mess with food and drink, you are expected to notify an adult so the mess can get cleaned up quickly.

No food is to be taken from the cafeteria unless you are serving lunch detention in the Time Out Room and/or working in a classroom with your teacher. Food and drinks will not be consumed in the hallways or while standing at a locker. Students are not permitted to store food or open containers of food/drink in their lockers longer than 24 hours. Students are not permitted to food with others, or drink out of the same container while on campus. Sodas larger than 12 oz. and/or energy drinks (of any size) are not allowed at Sweet Home Junior High School.

Hall Passes

All students are required to have a hall pass from a staff member to be in the hall during regularly scheduled class time no matter the destination or duration. Students may be asked to present his/her hall pass by any staff member.

Harassment and Bullying

It is never OK to pick on other students, call names, or purposely make other students feel bad or excluded. Harassment of any nature will result in an office referral. Examples of harassment include: name calling, physical contact like pushing, poking, tripping, punching, glaring and mean looks, making threatening gestures or statements, taking or destroying someone’s property, spreading rumors or lies, lying to an adult about something someone did to get them in trouble, saying nasty, obscene, or mean things, making unkind remarks about a person’s parents, calling someone fat, short, gay, stupid, etc., referring to race or other things in a mean way to hurt others. The district’s definition of Cyberbullying is when behaviors like these happen online.

Being a good citizen means standing up to what is wrong. If we do that, harassment will end. Tell an adult if you know or have heard of a dangerous situation. It might be tempting to be mean right back. Don’t do it! Getting even with someone for his or her bad behavior does not help improve the situation is not allowed, and you will get in trouble too! Follow this plan instead:

1. First, tell the student to stop and that you do not like what they did.
2. If it happens again, ignore it.
3. If it happens a third time, seek help from an adult at school to document this behavior.
4. If the behavior continues, notify your teacher to conference with the Dean of Students, Mr. Looney or Ms. Nelson. We will conference with you, investigate the problem and take steps to make it stop.

Remember, bullies pick on others because they can get away with it. As soon as they are discovered and found out, they will stop. Take a stand against harassment by not harassing anyone yourself and not allowing yourself or your friends to be harassed.

Illness During the School Day

If you are not feeling well, come to the health room in the office. You may have your temperature taken and a decision will be made about whether your parent will be called. People in the office cannot give you any medications such as aspirin or Tylenol unless your parent has followed the policy on medicines as outlined by district policy. If you must go home, only a person listed as an emergency contact on your registration card may pick you up. We cannot allow you to walk home unless we receive permission from a parent. It is very important that registration cards be kept up to date with current addresses and phone numbers. If your address or phone number changes, or if your parent’s work place and phone number changes, please contact the office as soon as possible.

Language

We expect students at SHJH to speak in a respectful manner at all times. Using any swear words in school is not allowed. If you are upset with someone, abusive or profane expressions are not acceptable responses. Cool down first. Learn to express yourself in a civil way, especially when you are unhappy or angry.

Library

The Junior High Library is open each morning at 7:45 am and remains open until 3:45 pm. Students are invited to visit the library before school and at lunchtime. During class time a student may come to the library with written permission from his/her teacher to study or as a reward for completing his/her work. The student should behave in a quiet manner while there. Occasionally, students may find a STOP sign on the library door. A class or a business meeting is taking place at that time and students are asked not to enter the library at that time. Students may use the library for a number of reasons.



- They may select, check out or renew books.
- They may need to use reference materials or magazines.
- They may use the library for a study hall, and
- The library can be a place to sit and talk quietly with friends.

During winter months when the weather restricts outside activity, the library becomes a very busy and crowded place. We ask students to keep the noise level and their moving about to a minimum. Students who abuse these privileges will be asked to leave the library.

Students may check out two books at a time for pleasure reading. These books may be kept for two weeks, and the date due is stamped in the back of the book as a reminder to students. The student needing additional reading time must bring the book to the library for renewal. When a book is overdue, the student may not check out another one until the overdue one is returned. If a book becomes lost, stolen, or damaged, the student who checked it out is for paying for its replacement. If the book is later found in good condition and is returned to the library, the fee is refunded. The red book-return box outside the library door is where all books should be deposited when the students have finished reading them.

Magazines may not be checked out of the library. Students are welcome to read the magazines on the magazine rack and may be allowed to read older issues of magazines upon request of the library staff. Magazine articles may be photocopied when needed for class assignments.

Lockers

Lockers are district property. Students are assigned lockers as a privilege, not a right. Students may not switch lockers without permission from the office.

If a locker is being used improperly or abused, the student will no longer be able to use a locker. Lockers may be searched or inspected at any time by district personnel. If lockers are not working appropriately, it is the student's responsibility to notify the custodian to have it fixed in a timely manner. SHJH nor the district will be held responsible for lost or stolen items.



During the school day students may not carry, use, have in class or store in locker....

- Laser pens/pointers (due to the possibility of serious eye injury)
- Cologne, perfume, body spray (like Axe), hair spray, nail polish, polish remover, or any aerosol cans
- Rubber bands, balloons, water balloons, or water devices; lighters, matches, or other inflammables
- Pocket knives or any item which could potentially be used as a weapon
- Permanent markers, "Expo" markers, or white out
- Students are not to have or do any writing on any part of the body or clothing at any time made with markers, pens, or paint

Make-Up Work

Make-up work will be allowed and required for all excused absences except expulsions. It is the student's responsibility to get missed assignments and turn in make-up work on time. **Students will be allowed the number of days they have been absent, plus one more day to complete all work.** If students are absent for more than three consecutive days, parents should contact the school and make a request for homework. Teachers may need at least one day to get homework together before it can be picked up.

Students shall be allowed to make up all work (daily assignments, laboratory experiments, class discussions, presentations, and final, mid-term and unit examinations) for full credit on excused absences. For unexcused absences, the teacher will decide if the student is allowed to make up daily assignments, laboratory experiments, class discussions and presentations. Students with unexcused absences will be allowed to make up all tests (unit, mid-term, and final examinations).

Policy on Administering Medicines to Students

We frequently are asked by parents to give medicine to their child. The rules our district uses is in compliance with the State Department attorneys:

- Prescription medication must be in the prescription bottle labeled with the student's name, dosage, time and physician's name and prescription number (Pharmacists may be willing to provide a second container with a prescription label for the school at a parent request).
- The **Medication Permission and Administration** form must be completed by the parent. **Telephone calls and notes are not acceptable.**
- Over the counter medicine must be in the original container accompanied by the Medication Permission and Administration form filled out by the parent or guardian.
- If medication is for emergency use only, such as a bee sting kit or oral glucose, the nurse should be contacted. An additional Emergency form will be needed. A statement by the physician that the necessity for timely administration of such medication precludes waiting for an emergency vehicle is required. Complete instructions for administration, as well as symptoms, to be provided by a physician must accompany the medicine.
- Parents may choose to personally administer medication to their children while at school. This requires no school record keeping.

Any student who provides any medications or drugs of any kind to another student will be considered for serious disciplinary action. Any student who accepts any medications or drugs from another student will receive an office referral.

Possession or use of Tobacco, Alcohol, Drugs, or Weapons

The use or possession of tobacco, alcohol, illegal substances, related paraphernalia, or weapons by any student while in or on any school property, on school buses, or while participating in a school-sponsored event is prohibited. The use of tobacco, alcohol, and drugs by students is illegal and harmful.

When a student commits tobacco-alcohol-drug related offense, the student shall be found in violation of Board policy and shall be subject to discipline up to and including expulsion. It is unlawful for any person under the age of 21 to possess or distribute tobacco products. Any person under age 21 possessing a tobacco product commits a Class D violation. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device to a person under 18 years of age commits a Class A violation. A referral to law enforcement may be made for any infraction involving a student bringing, possessing, concealing or using tobacco as prohibited by state and federal law and board policy. When a student appears to have broken the law, proper authorities will be called to take appropriate action. Weapons (or look alike weapons) of any kind are not allowed at school for any reason. District policy requires an expulsion hearing for any student who brings a weapon to school.



Schedule Changes

Students will receive an advance copy of their class schedule for the new term, at least a week in advance. At this time, any student can make a verbal request to Ms. Nelson to change their schedule. After the term begins, all student requests for schedule changes need to be submitted in writing, with signature approval from both teachers. The last day to submit a schedule change each term will be posted on the school's Google Calendar. Schedule changes past the 4-week mark will only happen with administrator approval.

Suspension and Expulsion

Suspension is removing a student from a class for one or more periods. Suspensions may be the result of office referrals. In-school suspension is served in the TIME-OUT Room. Students on out-of-school suspension are not allowed to come to school or be on school grounds without administrator permission.

Tardies

A student will be considered tardy if they are not in class on their way to their seat when the bell rings. Student tardies will be tracked and recorded by a staff member starting in the 3rd week of each term. When a student receives 5 tardies in a term, they will receive one lunch detention. After 10 tardies, the student will call home and serve one lunch detention. After 15 tardies, the student will be referred to the office.

Theft and Vandalism

Security is always a major concern at school; money, valuables or articles of clothing are often targets of theft. Since student lockers or P.E. baskets are not foolproof, students are urged to leave valuable personal possessions, large sums of money, jewelry, or expensive articles of clothing at home. The school cannot be held responsible for replacing such items, unless they are left in the care of the main office while students attend classes. Students should make every effort to keep their locker combinations

secret. However, if something is stolen, the Vice Principal should be notified, after which a referral may be made to notify the police department or insurance companies.

Threats of Violence

SHJH is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on school property or at after-hour school activities.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to the district's Threat Assessment Team and law enforcement may be made for any infraction involving verbal and written threats to students, staff, or self, and/or a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and board policy.

TIME OUT Room

The purpose of assigning a student to the TIME OUT room is to provide a clear and fair way to help students make better choices concerning their behavior. It also allows for disruptive students to be removed from class so that other students can better concentrate on the lesson. Students are also able to complete work in the TIME OUT room. The TIME OUT room supervisor helps students to:

1. Think before acting
2. Make better choices
3. Develop goals to make improvements in their behavior
4. Take responsibility for being a good citizen at SHJH

Students on in-school suspension serve them in the TIME OUT room. If you misbehave while under in-school suspension, your parents will be called, and you will be immediately out-of-school suspended.

Visitors

Parents are always welcome to visit the school at any time. In some cases, it has proved to be beneficial for some parents to accompany their child from class to class. If you would like to do this, please call and let us know. Student visitors are not allowed.

All visitors must check into the main office after coming onto the school grounds. Non-school persons must have a written statement from the administration allowing them to be on campus and/or to visit classrooms. Non-school persons on campus will be asked to leave if they do not have administration approval.

Sweet Home Junior High's Common Behavioral Expectations for Students

Expectations, rules, and policies help us create a safe and orderly environment. If a need arises to create new school rules during the year, we will let you know through the daily announcements and the school newsletter. Students are responsible to know and follow all school rules and district policies as presented in the SHJH & district student/parent handbook. If you have any questions about any school or district rule, please do not hesitate to ask. Please remember that school rules apply on the school grounds, in school, at the bus stop, on the bus, at all school-sponsored events and trips, and on the way to and from school.

Area/Activity	Safety	Respect	Responsibility
Hallways	<ul style="list-style-type: none"> • Walk, don't run. • Keep hands and feet to self. • Use right hand side of door when entering and leaving hallways. • Maintain social distance spacing while traveling in the halls. 	<ul style="list-style-type: none"> • Treat all individuals with respect. • Use a quiet voice. 	<ul style="list-style-type: none"> • Keep all food and drink out of hallway. • Keep all belongings in your locker. • Walk on right-hand side of hall. • Wash hands frequently.
Commons	<ul style="list-style-type: none"> • Walk safely. • Keep hands and feet to self. • Use recreation equipment appropriately. • Maintain social distance spacing while traveling in the halls. 	<ul style="list-style-type: none"> • Use polite language. • Treat all individuals with respect. • Use a quiet voice. 	<ul style="list-style-type: none"> • Clean up after yourself. • Ask an adult for help when needed. • Leave all toys and gadgets at home. • Wash hands frequently.
Cafeteria	<ul style="list-style-type: none"> • Keep all food to yourself. • Keep hands and feet to self. • Enter and leave in an orderly fashion. • Maintain social distance spacing while traveling in the halls. 	<ul style="list-style-type: none"> • Treat all individuals with respect. • Use a quiet voice. • Clean up yourself and your area when finished. 	<ul style="list-style-type: none"> • Keep all food and drink in lunchroom. • Use your student ID to check-out. • Follow adult directions. • Wash hands frequently.
Gym	<ul style="list-style-type: none"> • Use all equipment appropriately. • Do not climb on or behind the bleachers. • Keep hands and feet to self. 	<ul style="list-style-type: none"> • Treat all individuals with respect. • Use a quiet voice. 	<ul style="list-style-type: none"> • Keep all food and drink out of gym. • Return all equipment to designated area. • Wash hands frequently.

Area/Activity	Safety	Respect	Responsibility
Library	<ul style="list-style-type: none"> ● Use chairs and tables appropriately. ● Keep hands and feet to self. ● Maintain social distance spacing while using this space. 	<ul style="list-style-type: none"> ● Treat all individuals with respect. ● Use a quiet voice. 	<ul style="list-style-type: none"> ● Return materials to the appropriate place on time. ● Keep all food, drinks, and gum out of the library. ● Use internet & devices appropriately. ● Wash hands frequently.
Office	<ul style="list-style-type: none"> ● Stay on student side of counter. ● Keep hands and feet to self. ● Maintain social distance spacing while in this space. 	<ul style="list-style-type: none"> ● Treat all individuals with respect. ● Use a quiet voice. ● State your purpose politely. ● Wait quietly on the bench when directed. 	<ul style="list-style-type: none"> ● Use phone with permission only. ● Purchase lunches & pay fees at appropriate time.
Special Events & Assemblies	<ul style="list-style-type: none"> ● Wait for arrive and dismissal signal. ● Enter and exit in an orderly fashion. 	<ul style="list-style-type: none"> ● Stay seated. ● Use audience manners. ● Applaud appropriately. 	<ul style="list-style-type: none"> ● Enter and exit quietly. ● Focus on the presentation. ● Sit with your class in designated areas.
Bus Safety	<ul style="list-style-type: none"> ● Walk (on the sidewalk, not through the parking lot) at all times. ● Stop behind the line on the sidewalk until the bus stops and you are given permission to board. ● Maintain social distance spacing while in this space. 	<ul style="list-style-type: none"> ● Use kind words and actions. ● Use a quiet voice. ● Wait patiently to load. ● Be kind to the bus drivers. ● Keep hands, feet and property to yourself. 	<ul style="list-style-type: none"> ● Get to the bus on time. ● Follow adult directions for dismissal. ● Follow ALL bus rules. ● Must have written permission from parent to change bus stops.
Classrooms	All classroom teachers will DEFINE and POST their expectations on how to Be Safe, Be Respectful, and Be Responsible in their classrooms.		

As part of our school-wide PBIS program, school and classroom rules will be consistently taught and retaught during the school year, particularly at the beginning of each term.

Parent Contact with each behavior referral, via mail, phone call, or note sent home with student; in some cases, a conference with administrative staff may be required before student returns to class.

SHJH Discipline Matrix

Also managed by Classroom Teacher	BEHAVIOR	1st offense	2nd offense	3rd offense	Follow Up
	Arson/Possessions of Weapons/Drug Sales	Suspension Pending Expulsion Hearing			Referral to SHPD
	Bullying/Cyberbullying	Conference; Detention(s) 1-3 day IS Suspension; Student will lose cell phone/tech privileges at school	Detention(s) 1-3 day OS Suspension	Suspension Pending Expulsion Hearing	Parents contacted; Referral to SRO
✖	Harassment	Conference; Detention(s)	Detention(s) 1-3 day IS Suspension	Suspension Pending Expulsion Hearing	Parents contacted; Referral to SRO
✖	Cell Phone/Technology Misuse	Phone/tech surrendered to teacher; teacher calls home	Student will lose cell phone/tech privileges for rest of the term	Student will lose cell phone/tech privileges for the rest of the year	Parents contacted
✖	Defiance/Disrespect to school staff	Mtg. w/staff & admin Detention(s)	Detention(s) 1-5 day IS suspension OS suspension	Detention(s) 1-5 day IS suspension OS suspension	Parents contacted
✖	Disruptive Behavior (includes dress, voice, actions, appearance, or language)	Verbal Warning Detention 1-3 day IS suspension	Detention Office Referral 1-5 day IS suspension	Suspension Conf. before returning to school Possible Expulsion	Parents contacted
	Dress Code Violation	Call home for change of clothes	Call home for change of clothes Detention(s)	Call home for change of clothes IS Suspension	Parents contacted
	False Fire Alarm	\$\$\$ Fine; 5-10 day Suspension	Suspension Pending Expulsion Hearing		Referral to SHPD
	Fighting/Aggressive Behavior	3-5 day suspension	4-7 day suspension	7-10 day suspension Suspension Pending Expulsion Hearing	Parents contacted; Referral to SRO
✖	Lying	Detention IS suspension	Detention IS suspension	Detention IS suspension	Parents contacted
	Intimidation/Threat to School Employee	1-3 day Suspension; Threat Assessment	3-5 day Suspension Pending Expulsion Hearing	Suspension Pending Expulsion Hearing	Referral to SHPD
✖	Language	Verbal Warning; Detention(s)	Detention(s); IS Suspension	1-3 Day Suspension	Parents contacted
✖	Forgery/Plagiarism/Cheating	See Teacher Rules Admin- Notified	See Teacher Rules Admin- Notified	See Teacher Rules Admin- Notified	Parents contacted
	Leaving Campus w/o Permission Skipping Class/School	Detention IS Suspension	IS Suspension Out of School (OS) Suspension	Out of School Suspension	Parents contacted
✖	Tardies	All Tardies after 5 per term will result in detention	IS Suspension	IS Suspension	Parents contacted
	Theft/Burglary/Vandalism	Detention 1-10 day Suspension	5-10 Day Suspension Suspension Pending Expulsion Hearing	Suspension Pending Expulsion Hearing	Referral to SHPD
	Threats (verbal, written, sexual, self-harm and/or related to weapons)	1-5 day Suspension Threat Assessment Suspension Pending Expulsion	5-10 day Suspension Threat assessment Suspension Pending Expulsion	Threat assessment Suspension Pending Expulsion	Parents contacted; Referral to SRO
	Drug, Tobacco (incl. Paraphernalia), or Alcoholic Beverage: Possession or Use	1-5 day Suspension	3-8 day Suspension	5-10 day Suspension Pending Expulsion	Referral to SRO
	Truant from School	Conference; Counseling	IS Suspension	IS Suspension	Referral to Truancy Officer

Used as a guideline; consequences may be adjusted by administration due to severity of act.

Regular Bell Schedule

Doors Open: 7:45
Breakfast: 7:45 – 8:00
Warning Bell: 7:57
1st Period: 8:00 – 8:53
2nd Period: 8:56 – 9:50
3rd Period: 9:53 – 10:46
7th Lunch: 10:46 – 11:16
7th 4th Period: 11:19 – 12:12
8th 4th Period: 10:49 – 11:42
8th Lunch: 11:42 – 12:12
5th Period: 12:15 – 1:08
6th Period: 1:11 – 2:04
7th Period: 2:07 – 3:00
Dismissal: 3:00

Half Day Schedule

Doors open: 7:45
Breakfast: 7:45 – 8:00
Warning Bell: 7:57
1st Period: 8:00 – 8:27
2nd Period: 8:30 – 9:00
3rd Period: 9:03 – 9:30
5th Period: 9:33 – 10:00
6th Period: 10:03 – 10:30
7th Period: 10:33 – 11:00
7th Lunch: 11:00 – 11:30
4th Period (7): 11:33 – 12:00
4th Period (8): 11:03 – 11:30
8th Lunch: 11:30 – 12:00
Dismissal: 12:00

Two-Hour Delay Schedule

Doors Open: 9:45
Breakfast: 9:45 – 10:00
Warning Bell: 9:57
1st Period: 10:00 – 10:36
2nd Period: 10:39 – 11:15
3rd Period: 11:18 – 11:54
7th Lunch: 11:54 – 12:24
7th 4th Period: 12:27 – 1:03
8th 4th Period: 11:57 – 12:33
8th 4th Lunch: 12:33 – 1:03
5th Period: 1:06 – 1:42
6th Period: 1:45 – 2:21
7th Period: 2:24 – 3:00
Dismissal: 3:00

Wednesday Early Release with RTI

Doors Open: 7:45

Breakfast: 7:45 – 8:00
Warning Bell: 7:57
1st Period: 8:00 – 8:38
2nd Period: 8:41 – 9:19
Tutorial Time: 9:22 – 10:05
3rd Period: 10:08 – 10:46
7th Lunch: 10:46 – 11:16
7th 4th Period: 11:19 – 11:57
8TH 4th Period: 10:49 – 11:27
8th Lunch: 11:27 – 11:57
5th Period: 12:00 – 12:38
6th Period: 12:41 – 1:19
7th Period: 1:22 – 2:00
Dismissal: 2:00

PM Assembly Schedule

Doors Open: 7:45
Breakfast: 7:45 – 8:00
Warning Bell: 7:57
1st Period: 8:00 – 8:45
2nd Period: 8:48 – 9:37
3rd Period: 9:40 – 10:25
7th Lunch: 10:25 – 10:55
7th 4th Period: 10:58 – 11:42
8th 4th Period: 10:28 – 11:12
8th Lunch: 11:12 – 11:42
5th Period: 11:45 – 12:30
6th Period: 12:33 – 1:17
7th Period: 1:20 – 2:04
Assembly: 2:10 – 3:00
Dismissal: 3:00