



HOME OF THE HUSKIES

K-12

Student Handbook

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DISTRICT MISSION STATEMENT

Sherman County School, in partnership with its community citizens, will provide all students with an education which produces responsible and informed citizens, able to adjust, grow and make positive contributions to a rapidly changing world.

VISION STATEMENT

The Board of Directors and staff of the Sherman County School District value student and education as their highest priorities and uphold the motto, "Working Together to Put Student Success First."

DISTRICT VALUES

1. *Public schools belong to people who create them, are only as strong as the support received from an informed public, and support for education is based on knowledge and understanding of the schools.*
2. *Quality education is the result of motivated students, well-prepared staff members and supportive families.*
3. *All students will be held to high expectations.*
4. *All students can be expected to succeed when offered appropriate opportunities.*

GENERAL INFORMATION

Rules Subject to Change

The administration reserves the right to add, delete, or modify any rule(s) as situations warrant.

Statement on Anti-Discrimination

Sherman County School District does not discriminate on the basis of race, religion, color, sex, national origin, disability, or marital/parental status in providing education or access to benefits of educational services, activities, or programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Directory Information and Media Release-Annual Notice

The Sherman County School District gives notice that certain personally identifiable information about a student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, email address, photograph and electronic images, grade level, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous educational agency or institution attended, and other categories of information as the superintendent shall designate under the authority of and in conformance with law and our district policy. However, Sherman County School District policy forbids the distribution of student directory information to the general public in the form of mailing/telephone lists.

Parents/guardians are reminded that they have the right to prevent publication of directory information, they must notify the school within 15 days of enrollment or of receipt of this handbook. In doing so, the school will not be able to include the student in honor roll, press releases, media productions, team rosters, concert programs, graduation announcements, and other school or district publications.

Written notice to the school to revise a previous request is permitted and will become effective within 10 days of receipt.

ACADEMICS AND GRADING (6-12 Specific)

Graduation Requirements

To graduate from Sherman High School, a student must earn 25 credits (one credit equals one year of successful completion of a class), and must perform 30 hours of Public Service during their Senior Year.

CREDITS

Language Arts	4
Mathematics	3*
Science	3
U.S. History (AP U.S. History can be substituted for U.S. History)	1
World History	1
American Government	½
International Relations	½
Health	1
Physical Education	1
Personal Finance	½
Applied Arts/Fine Arts/Foreign Language/Technical Education	3
Career Development	½
Electives	6
TOTAL	25

*Math credits must be Algebra I and above. Applied and integrated courses aligned to standards can meet credit requirements.

In addition, students will be required to meet Career-Related Graduation Requirements and Essential Skills. These requirements have been set by the State of Oregon. For more information go to the Department of Education website: <http://www.ode.state.or.us/go/diploma>. These are additional expectations all students must complete before the end of their senior year in order to graduate. Listed on the next page are the Education Plan and Profile, Career Related Learning Standards (CRLS), and Career Related Learning Experiences (CRLEs).

Educational Plan & Profile	CRLS	CRLEs	Public Service
REQUIRED	REQUIRED	REQUIRED	REQUIRED
Students identify personal, secondary, and post-secondary academic, and career interests and goals; plan learning experiences and programs of study (coursework) to prepare for the "next steps" after high school graduation; and track and document progress (CIS and District Portfolio of Evidence).	Sufficiently demonstrate six CRLS components with a score of 2 or higher in at least 4 of these components by one adult rater (can be scored as often as needed and all categories do not need to be validated at the same time). Students demonstrate capabilities in the area of Personal Management;	Participate in at least 8 validated hours or two validated opportunities of CRLEs grades 9-12. Students participate in activities connecting classroom learning with experiences outside the classroom relevant to their interests and post-high school goals (CIS). Work-Based Experiences: Experiences in private and public sectors, such as job shadows, internships, paid and unpaid work, clinical practicums and mentorships. Also includes informational interviews related to guest speakers and job site tours and college visitations. Community-Based Experiences: Volunteer experiences through community service projects, community organizations such as 4-H or scouting, or faith-based service activities.	Public Service of 30 hours. A student may fulfill a portion of the Public Service requirement by participating in selected volunteer career related experiences. Students who choose this option will be eligible for dual hours in Public Service and CRLEs, when required forms are completed and approved by

Educational Plan and Profile begins in grades 7-8 as a review and plan. Grade 9 start plan in Career Development. Grades 10-12 Review Plan and Profile quarterly in Advisory.	Problem Solving; Communication; Teamwork; Employment Foundations; and Career Development (CIS and CRLS Proficiency Evaluation). CRLS written in selected planned course statements.	Field-Based Investigations: Experiences in courses or outside the classroom that involves fieldwork and substantive contact with adults in business, industry, education, or community institutions that have expertise in an area of study in order to pursue solutions to real-world problems or issues. School-Based Learning: Experiences through student-managed business enterprises, projects or other activities on campus, such as project-based learning coursework, collection of coursework assignments or projects on a related topic, school based enterprises, school newspaper or yearbook, student leadership activities, and workplace simulations. Technology-Based Learning: Experiences using a variety of technology communication and research tools to connect with adult mentors or experts in career-related fields for individual guidance, assistance with in-class projects, etc.	appropriate teacher/advisor (required forms: CRLEs Reflection and Public Service Log).
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The Essential Skill proficiency requirements are as follows:

1. Read and comprehend a variety of text
2. Write clearly and accurately
3. Apply mathematics in a variety of settings

Smarter Balanced Assessment Consortium (SBAC)

Students in grades 3-8 and 11 will take the Smarter Balanced Assessment Consortium (SBAC) tests in the areas of English-Language Arts and Mathematics. Students in grades 5, 8 and 11 will take the Science tests.

To pass the Smarter Balanced Assessment Consortium (SBAC) tests, a student must meet performance standards on state tests. These tests are given each year during state assigned testing windows. These windows provide opportunities for 6, 7, 8 and 11th graders to take the reading, math, science, and writing tests. Juniors who do not pass the Smarter Balanced test will have the opportunity to meet this graduation requirement through work samples.

Modified Diploma

A modified diploma will be awarded to students who have met specific requirements established by the State Board of Education and have demonstrated an inability to meet the full set of academic standards even with reasonable modifications and accommodations. To be eligible for a modified diploma a student must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or a documented history of a medical condition that creates a barrier to achievement.

Alternative Certificates

Alternative certificates will be awarded to a student who does not satisfy the requirements for a diploma or modified diploma if the student meets minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student's needs and achievement. A student who receives a modified diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

Junior High Student Requirements

Sixth through eighth grade students will have a program of study that includes state requirements and selected electives.

College Bound Student Athletes/NCAA Eligibility Requirements

It is the student's responsibility to know the NCAA requirements and deadlines. Students who have the potential of participating in athletics at the NCAA Division I or Division II level need to log on to the NCAA Website to find out what the NCAA academic requirements are to be certified by the NCAA Clearinghouse. Additional information can be found at:

Website: www.ncaaclearinghouse.net

Address: NCAA Clearinghouse – Forms Processing P.O. Box 4403 Iowa City, IA 52243-4043.

FAX: (319) 337-1556.

Phone (800) 638-3731

Schedule Changes

All schedule changes must be done through the counselor and receive approval by the teachers involved and the principal or their designee. No changes will be made after the first five days of a semester unless initiated by a teacher or parent, or for disciplinary reasons. If a student withdraws from a class or changes classes after the 10th day of a semester, they will receive a withdrawn grade of F -- exceptions may be considered on a case by case basis along with administrator approval.

Graduation Exercises

Because the Board believes that completion of the requirements for a diploma from the public schools is an achievement that improves the community as well as the individual, the Board wishes to recognize that achievement in a publicly celebrated graduation.

Accordingly, appropriate graduation programs may be planned by the graduating class, their advisor, and building administrator on the date selected by the Board. In addition, seniors will be required to attend the senior meeting in May and all scheduled graduation practices.

All students in good standing who have successfully completed the requirements for a senior high school diploma may participate in graduation exercises.

Students who are involved in a serious infraction of school rules may be prevented from taking part in the regular graduation activities. Such a student may be given permission to take final examinations and to receive a diploma.

School to Work Program

The School-to-Work Program provides qualified juniors and seniors with the opportunity to gain meaningful employment experience during the school day while earning elective credit. This program supports career readiness by connecting classroom learning with real-world workplace skills.

Eligibility

- Students must be a **junior or senior** in good academic standing and on track to graduate.
- A **minimum GPA of 2.0** is required.
- Students must have parental/guardian permission and approval from the School-to-Work Coordinator.
- A signed **School-to-Work Agreement** between the school, student, parent, and employer is required.
- Solidify a job that is Monday-Friday of each week.

Credit and Hour Requirements

- Students earn **0.5 elective credit per semester** for every **63 hours documented of work**.
- It is expected for each student to earn at least 0.5 credits per period they are at their work study.
- Credit hours are calculated using release time:

Example:

- Student is at work study periods 5, 6, and 7 = 54 minutes each → 162 minutes/day (2.7 hours)
- Over 70 school days = 189 hours = 1.5 credits
- Additional hours earned at work study beyond school hours may be used to earn additional credit with approval.

Expectations for Students Participating in School to Work Program

- Students will maintain satisfactory performance at both school and worksite.
- The employer agrees to provide supervision, mentorship, and evaluation.
- The school will oversee credit.
- **Students should understand that failure to comply with the following expectations may result in a failing grade and an inability to participate in the School to Work program in the future.**

*Students who leave their position will be scheduled back into regular classes

*Special or unique circumstances will require specific approval by the principal

Academic Grades/G.P.A.

The academic grades used for grades 6-12 are: A, 4 points; A-, 3.67 points; B+, 3.33 points; B, 3 points; B-, 2.67 points; C+, 2.33 points; C, 2 points; C-, 1.67 points; D+, 1.33 points; D, 1 point; and F, 0 points. G.P.A. is calculated by dividing the points by the number of classes.

The following classes will receive *enhanced weighted grades*: physics, calculus, AP U.S. government and politics, chemistry and pre-calculus. Also, dual credit courses which are transferable to 4-year colleges or universities and are either taught at the high school or are part of a sequence which is not available/attainable within Sherman High School, may be weighted. The grades will be assigned points as follows: A, 5.0 points; A-, 4.67; B+, 4.33; B, 4.0; B-, 3.67; C+ through F, same as above.

To be eligible for valedictorian or salutatorian, a student must be enrolled at Sherman High School prior to and continuously following the 10th day of the student's senior year. To qualify for valedictorian or salutatorian honors, a student must also complete any combination of at least three (3) weighted year-long courses (Physics, Calculus, Chemistry, and Pre-Calculus) and/or pass with a "B" or higher three (3) Early College courses, and/or complete with a "B" or higher three (3) Advanced Placement courses from an accredited AP vendor such as Acellus, ORVED, or BYU Independent Study. No credit will be received if a student fails a class for a semester. Students receive ½ credit for each class passed during a semester.

ParentVue/StudentVue

Parents are able to check their student's grades on the school website. Teachers keep this information current. Contact the school if you need assistance logging in. School personnel will be able to tell you how to access this information.

Online Courses

Online classes are meant to augment the curriculum, not take the place of an existing course. Educational research indicates that face-to-face contact between educators and students produces better understanding and academic growth. We therefore place priority on educator/student personal contact. Furthermore,

please consider that online classes are oftentimes more difficult than courses taught in a classroom setting. Research shows that students who struggle in the regular setting also experience difficulty when taking online courses.

In regard to Online Course students may have the option to participate under the following guidelines:

1. Junior or Senior status (*Exception #2 and #4 and #6 Below)
2. If the student has previously failed a course at Sherman County School or previous high school they may take a corresponding online course upon counselor and principal approval.
3. Online courses may only be taken if they are not currently offered at Sherman County School When extreme scheduling conflicts occur (Administrative Approval).
4. Admission into an alternative program (Administrative Approval).
5. Grading of online courses will follow our Academic Grades/G.P.A policies as outlined in the Student Handbook with one exception. A 70% (C-) is required to pass the online course.
6. Online classes, during the academic year and summer session will only be approved when they augment the curriculum and when they advance the individual student's academic plan, not take the place of an existing course.
7. The student needs pre authorization in writing from the principal/designee prior to enrolling in the specific course.

Online Dual Credit Courses

Online Dual credit courses which are transferable to post-secondary institutions and are either taught at the high school or as a part of a sequence which is not available/attainable within Sherman High School will be graded as Pass (P) or Fail (F). It should be noted that letter grades given by an online post-secondary institution are on record with the institution and are possibly transferable to other post-secondary institutions.

An online course may be considered for weighted grades when the following three (3) criteria are met:

1. When the course is not being offered at SJSHS.
2. The only online courses considered for weighted grades at SJSHS would be those courses listed as receiving enhanced weighted grades in the current Student Handbook (i.e.: Physics, Pre-calculus, Calculus, Chemistry, AP US Government and Politics, AP US History).

When the student gets preauthorization in writing from the Principal prior to enrolling in the specific course.

Classification

A student, at the end of freshman year must have earned six credits to be classified as a sophomore.

Twelve credits must be earned by the end of the sophomore year to be classified as a junior. At the end of the junior year, 18 credits must be earned to classify as a senior.

Honor Roll

Students who achieve a G.P.A. of 3.50 or higher shall have their names placed on the HONOR ROLL.

Additional recognition will be given through publication of the honor roll at school.

Honorable Mention

Students achieving a G.P.A. of 3.00 to 3.49 shall have their names placed on honorable mention.

Scholarships

Scholarships are available from several sources for seniors graduating with good grades. This information is available from the College and Career Coordinator. The valedictorian and salutatorian earn an automatic scholarship from the Sherman County Scholarship Association or the Charles Davis Memorial Scholarship Fund.

Husky Helping Hands (HHH) - Weekly Grade Check

HHH is an afterschool program designed to support and enhance student academic achievement. All 6th –

12th grade students are welcome to attend. The main goal of this program is the improvement of grades as well as attaining skills necessary for future success at Sherman County School.

ACADEMICS AND GRADING (All Students)

Transcripts

Parents or students needing copies of their students' transcript may request them at the main office. There is no fee for this service.

Homework Guidelines

1. Homework may be assigned at Sherman County School for one or more of the following reasons:
 - a. To provide additional practice with the material being learned.
 - b. To allow for completion of tasks begun in class.
 - c. To help establish independent study skills and habits.
 - d. To enable teachers to monitor individual student progress on a frequent and regular basis.
 - e. To expand and enrich regular class work by utilizing various resources available at home or in the community.
2. The amount of homework will vary according to individual classes:
 - a. Regular homework assignments should be expected in most classes.
 - b. Many classes will have time provided for students to begin an assignment which must be completed outside of class time.
 - c. Several classes will have long-range assignments that will necessitate planned time management by the student.
 - d. The faculty realizes that many students are involved in other activities and will not assign busy work.

Student Cheating/Academic Integrity

We believe honesty and integrity to be important and desirable traits in all areas of life including a student's academic pursuits. Faculty members have an obligation to educate students to standards of academic integrity and to report violations by those students.

Policy – Students cheating on tests or caught plagiarizing in a given class will be disciplined under the following guidelines:

1. **First time:** Zero on the assignment or test. Contact home by teacher. Teacher will notify the dean of students concerning any action taken. A detention will be assigned.
2. **Second time:** Zero on the assignment or test. Meeting with the principal and/or dean of students. Contact home by principal and/or conference with parents and teacher. Three detentions will be assigned.
3. **Third time:** Failure grade may be assigned for the course.

Program Exemptions

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(s)/guardian(s) in writing and include the reason for the request.

Talented & Gifted Programs

In order to serve academically talented and gifted students, the school will identify students as outlined in the TAG Plan available on the school website.

TAG Appeals

Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent(s) will contact the principal to request reconsideration;
2. The principal will confer with the parent(s) and may include any additional appropriate persons, e.g., counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the superintendent;
2. The superintendent shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the principal/teacher;
3. The superintendent/principal and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

English Language Learners

Sherman County School District provides instruction for English Language Learners (ELL) and Limited English Proficient (LEP) students. Our program goals are:

1. ELL students will show progress according to ELPA proficiency levels, Smarter Balanced Assessment Consortium (SBAC) scores, and classroom performance.
2. ELL students will attain proficiency and be exited from the program within five years.
3. ELL students will graduate from High School.
4. The district will be a culturally inclusive environment for ELL students.
5. ELL students will achieve high standards

Curriculum is research based, implemented according to best practices, and tailored to students' individual needs, learning style, and proficiency level.

The initial identification of English Language Learners is made using the Sherman County School District Home Language Survey, which every parent fills out at the time of enrollment. The secretary and any necessary translator (as available) will provide help in filling out these forms to ensure accurate responses.

A detailed description of our ELL program is contained in our ELL District Plan.

Students with Disabilities

The school provides special programs and services for students with disabilities. A student or parent with questions should contact the principal.

Report Cards

Report cards are issued quarterly for K through 8th grade students and after each semester for high school students. High school grades are recorded on official transcripts.

Progress Reports

In addition to report cards, teachers may send progress reports home at their discretion. The scheduled progress report time is near the end of the fifth week of a nine-week grading period.

Incomplete Grades

An incomplete grade may be assigned if the teacher deems there were extenuating circumstances that prevented a student from completing all the assigned course work by the end of the nine-week period. Students have two weeks after report cards are issued to make-up the incomplete, except for extenuating circumstances which may allow for more time. If the incomplete work is not made up satisfactorily, the incomplete becomes an "F". Incompletes at the end of the school year must be made up before teachers leave for the summer.

Family Conferences

Regular conferences are scheduled annually in the fall and spring for all K-12 students to review student progress.

Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavioral expectations, or 3) in any other case the teacher considers necessary.

The district encourages a student or parent/guardian in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent/guardian who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, or request that the teacher call the parent/guardian to arrange a mutually convenient time.

ATHLETICS AND ACTIVITIES

Extracurricular Activities

All students are encouraged to participate in the extracurricular activities that Sherman County School offers including, but not limited to student government, clubs, organizations, athletics, etc.

Academic Eligibility

Each participant must be passing all classes to maintain academic eligibility for sports and/or co-curricular activities such as FFA, Chess Club, Gaming Club, etc.

The school will produce a weekly list of students who are receiving a D or an F, and parents will be informed. A student becomes ineligible when they have an "F" in any class. Athletic and/or co-curricular eligibility will be restored the following Tuesday if all grades are passing. This does not include playing in the pep band at home events.

5th grade students participating in extracurricular activities are expected to attend SKORE and 6th – 12th grade students are expected to attend Husky Helping Hands that week until their grades are raised to passing levels. Student/Athletes who are ineligible will not be allowed to travel to away events. Students who are suspended during the week (ISS or OSS) will not be eligible for contests or to participate in field trips during that week.

1. Violations which may cause immediate removal from a team:
 - A. Violations of Code of Conduct, Training Rules & Regulations, and Citizenship Expectations.

- B. Students who are a party to vandalism, theft or engage in any other activity which endangers the health or property of others. A conference with the athlete, parents and athletic director/principal will be held. Conditions for reinstatement to the athletic program and length of suspension will be reviewed. A contract will be signed in order for the athlete to continue in the program. This contract may include expectations in regards to academics, school attendance and behavior at school. Athletic sanctions will be in addition to school sanctions in most cases.
 - C. Violations of conduct which are unbecoming of an athlete and which are not specifically listed in these rules, may lead to suspension or removal from the athletic program by the athletic director/principal.
- 2. These rules and regulations are in effect throughout the school year. The school year is defined as the time period between the first practice in August and the last day of school.
- 3. The first priority for the participant is academic achievement. The classroom comes before athletics and school sponsored extracurricular activities. Detentions and other disciplinary actions take precedence over all athletic and school-sponsored extracurricular activities.
- 4. In order to participate in a practice, performance, contest, extra-curricular or school sponsored activity such as dances, award programs, band concert, homecoming activity etc., the participant must be in attendance all day of such practice or contest or school sponsored activity or in attendance all day the Friday before a weekend contest or activity. Any exceptions to this must be cleared through the athletic director/principal or their representative. Possible exceptions may be medical, dental and pre-arranged absence from school. When athletes are excused to participate in athletic events they should be aware that they are responsible for all assignments during their absence. Any assignments given to the athlete prior to their departure, are due at the regular due time.
- 5. A participant who is removed from a squad for disciplinary reasons will not be allowed to participate in any other supervised extra-curricular athletic activity during that regular season.
- 6. No participant will be allowed to participate in a sport or co-curricular activity until all outstanding fees have been paid and all previously issued equipment in a prior sport or activity have been returned or proper restitution made.
- 7. Regarding transportation for away activities, students will travel to and from all contests in District provided or approved transportation. The only persons allowed to transport the athlete home from a contest other than District employees is a parent/guardian who has parental custody. The parent/guardian will sign a form stating that they are accepting responsibility for the athlete.

A note signed by the parent/guardian or a phone call to the coach at the game is not sufficient for an athlete to ride home with a friend. In extenuating circumstances, a parent/guardian wishing to make a different arrangement will need to do so with the athletic director/principal at least one day prior to team departure. If someone other than a parent/guardian has been approved by the parent/guardian to transport the student home, the school office must be provided a copy of this person's driver's license and proof of insurance before the student will be released to them.
- 8. The selection of team members is not based solely upon ability, but also by attitude, effort, and a willingness to learn. The head coach shall be responsible for the assignment of athletes to junior varsity and varsity teams. Contest participation decisions are the responsibility of the coach.
- 9. An athlete who sustains a serious injury which requires a physician's attention shall be required to submit proof of a "physician's release" before being allowed to take part in practice or competition.

10. Coaches are responsible for the conduct and appearance of participants under their supervision from the time they leave Sherman Junior/Senior High School until they are returned to their parents/guardians. Dress codes for participants on contest days will be determined by the coach.
11. Stopping for meals on Friday and Saturday nights is at the coach's discretion. Participants should not plan on stopping on school nights. Each participant is responsible for their post-game meals and should either bring money or a sack lunch as desired.
12. Parents are responsible for arranging to pick up their student following games, contests and practices, unless activity buses are running.
13. Sportsmanship is an integral part of the Sherman County School athletic programs. Sportsmanship is not just the responsibility of the coach and the team. Parents and guests attending games will be expected to respect the competition and show good sportsmanship. Share any concerns you may have with the coach in private. Immediately following a contest is not the proper time to approach a coach with a concern. Please allow for a "cool down" period. Please let the coaches coach, the kids play, and the officials officiate.
14. Sherman County participants are expected to leave all guest facilities, including the locker room, as clean as or cleaner than when they arrive.
15. In the event a participant should want to quit an activity and enter another activity, they may do so only with the consent or approval of the athletic director/principal and both coaches. The approval of the director from the activity they are dropping shall be obtained first.
16. An athlete shall have an appropriate period of training and physical conditioning prior to engaging in a contest. This period of time shall be determined by responsible athletic personnel and will depend on the physical condition of the athlete and the type of competition.
17. Participants are encouraged to get involved in the spirit activities of the school. They are encouraged to support their peers at all activities and pep assemblies, participate in dress-up days and other school activities, and be leaders in increasing school spirit.

Interscholastic Athletic and Extracurricular Rules and Regulations (9th grade– 12th grade ONLY)
OSAA and Extracurricular Eligibility:

An eligible student is one who is enrolled in at least (5) credit classes, attending regularly, and during the immediate preceding semester was enrolled in and passed at least (5) credit classes.

Satisfactory Progress Towards Graduation (9th grade-12th grade ONLY)

In addition to specific credit requirements, to be scholastically eligible, a student must ***also*** be making satisfactory progress towards the school's graduation requirements ***by earning a minimum of the quantity of credits indicated on the chart below for the specified year.***

<u>Minimum Satisfactory Progress Requirements</u>	
<u>Credits to Graduate</u>	<u>25</u>
Prior to Grade 10	4.5
Prior to Grade 11	10.5
Prior to Grade 12	17.5

All returning students who do not meet the minimum credit requirements need to enroll in and complete a credit recovery program the following summer in order to regain (or attempt to regain) their eligibility. Students who are not "on track to graduate" are not eligible to participate unless an Eligibility Request Form has been submitted to the OSAA office and approved by the Executive Director.

Code of Conduct/Training Rules and Regulations

Students perform best when they follow training rules which include no tobacco, alcohol and other drugs.

Use of tobacco - No use of tobacco (smoking, chewing or possession).

No alcoholic beverages - No consumption, possession, use or trafficking of alcoholic beverages.

Other drugs - No consumption, possession, use or trafficking of any chemical substances, look-alikes, illegal substances, or smoking of plant derivatives for the purpose of mood modification or performance enhancement.

Anabolic Steroids and Performance-Enhancing Supplements – The district will not tolerate the possession, selling or use of unlawful drugs or hormonal substances chemically or pharmacologically related to testosterone.

“Anabolic steroid” includes any drug or hormonal substance chemically or pharmacologically related to testosterone, all prohormones, including dehydro-epiandrosterone, and all substances listed in the Anabolic Steroid Control Act of 2004. Anabolic steroid does not include estrogens, progestins, corticosteroids and mineralocorticoids.

“Performance-enhancing substance” means a manufactured product or oral ingestion, intranasal application or inhalation containing compounds that contain a stimulant, amino acid, hormone precursor, herb or other botanical or any other substance other than an essential vitamin or mineral; and are intended to increase athletic performance, promote muscle growth, induce weight loss or increase an individual’s endurance or capacity for exercise.

Permissible supplements include carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals.

Parties/picnics/camping trips - Students are not to be present in situations where the laws regarding the use of any of the above substances are being disobeyed. Signing the Code of Conduct form indicates that the athlete and the parents know that an athlete attending the event that violates training rules will be assumed to be guilty of violation of the code of conduct and subject to penalties imposed by the school district for those violations.

Citizenship - In addition to maintaining academic eligibility and following training rules, athletes at Sherman County School are expected to meet basic citizenship expectations. Criminal citations will be dealt with in the same manner as a violation of the training code. Violation of the School District approved discipline code may result in consequences athletically.

School year - All of the above subjects apply throughout the school year. The school year is defined as the time period between the first athletic practice in August and the last day of school. Consequences apply to the athlete’s current season or to the athlete’s next season if the athlete is not currently participating in sports.

Substance Abuse Policy

First Offense – Suspension for one-third of an athletic season contests or extracurricular activities scheduled that the student would participate in. Playoff games will count as games suspended if the team progresses in a playoff situation. (Example: If a player gets caught with one regular season game left in a 9 game season, the suspension would still be three games, carried over into playoff games if necessary.) If there is less than one-third of the season left, the penalty **will** carry over into the next activity in which the

student is involved **if necessary to complete the suspension**. The student **will** be expected to practice during the suspension for the time to count depending upon the circumstances and coaches support. The student must complete a counseling program as agreed upon by the principal and parent.

Second Offense – Suspension from athletics or extra-curricular contests/activities the equivalent of a full athletic season or activity period calculated in the same manner as the first offense. This suspension will carry over into a subsequent season or subsequent school year in order to meet the equivalency of a full season. The student must also complete or be enrolled in an appropriate rehabilitation or counseling program before further participation in extracurricular activities will be permitted.

Third Offense – Suspension from extracurricular programs for the equivalent of a full school year. This suspension may carry over into a subsequent school year in order to meet the equivalency of a full year. The student must re-enroll in an appropriate rehabilitation or counseling program and complete that program before further participation in extracurricular activities will be permitted.

If the equivalent of a full school year passes between the time a student has completed the consequences for an offense at any level and a subsequent infraction, the infraction will be considered a first offense.

Sherman County School will honor athletic suspensions from an athlete's former school, subject to our appeal process.

Self-Referral: It is understood that substance abuse is a condition that can be treated; and if a student-athlete requests help prior to a violation being reported to the school administration the athlete will be referred to the appropriate people for assistance. In like manner, if a student involved in criminal or malicious activity requests help prior to the violation being reported the student will be referred to the appropriate agencies.

In a case of self-referral consequences the self-referral will be strongly measured when consequences are considered and may be less severe than the three step process outlined above. The school administration shall have the discretion to determine an appropriate treatment plan and consequence.

Physical Examinations

Students in grades 5 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season. Students shall not participate without a completed school sports pre-participation examination form on file with the district.

School Activities

School activities will not be scheduled on Sundays or holidays without the Superintendent's approval and notification of the School Board.

Media Access to Students

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 information and personally identifiable information.

STUDENT EDUCATION RECORDS

Education Records

The information contained below shall serve as the school's annual notice to parents of their rights, the location, and school officials responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Permanent records shall include:

1. Name and address of the school
2. Full legal name of the student
3. Student's birthdate and birthplace
4. Name of parents/guardians
5. Date of entry into the school
6. Name of school previously attended
7. Subjects taken
8. Marks received
9. Credits earned
10. Attendance
11. Date of withdrawal from school
12. Social Security number
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records provided they are in the sole possession of the maker.

Social Security Numbers

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only if provided by the eligible student or parent.

Access/Release of Education Records

Both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights.

Inspection & Review of Records

Parents of a student may inspect and review education records during regular school hours.

Parents may request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

Request for Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He or she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such a hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified.

ATTENDANCE

Philosophy

Attendance policies and procedures are based upon Oregon State Law and upon the premise that excessive absence is detrimental to the educational process. Missing 2 or more days per month is considered Chronic Absenteeism. Our commitment to the dignity and worth of the individual begins with an effort to have each student in class regularly. This effort is shared by the student, who has the primary responsibility to attend every class period each day, the staff members, who work together to monitor and encourage regular attendance, and the parents, who are legally accountable to uphold the compulsory attendance law. When irregular attendance patterns develop, a staff member (teacher, counselor, or administrator) initiates communication with the student and parents.

Absences and Excuses

Within **two days** of returning to school after an absence, a student must bring a note signed by the parent/guardian, or the parent/guardian must call and describe the reason for the absence. If an absence is not excused within two days, a conference may be scheduled with the parent(s)/guardian(s) and the principal.

Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious, or ethnic considerations.

A student who must leave school during the day must bring a note from his/her parent/guardian or the parent/guardian must call the attendance office. A student who becomes ill during the school day must, with the teacher's permission, report to the school nurse. The school nurse will decide whether or not the student should be sent home and will notify the student's parent/guardian as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth schoolwork assigned by the teacher to meet subject or course requirements. Failure to make up assigned work within a reasonable amount of time, as allowed by the teacher based on the quality and nature of the work, may result in a grade of zero for the assignment.

A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening unless the absence is pre-arranged and approved by school officials.

If a student has excessive absences or excessive discipline issues during a school year they may not be allowed to attend field trips or special activities such as prom or after school dances, etc.

Tardies/Unexcused Absences

Grades 6 – 12

Students shall be in class ready to work when the tardy bell rings. A letter will be sent home to parents from the main office when a student receives a 3rd tardy in a class. Rules School will be assigned following the 5th tardy and every tardy thereafter. Students will attend "Rules School" with the Dean during lunch. Students who miss Rules School will be formally escorted to the next Rules School. Tardy counts will "reset" at the start of the quarter.

Grades K-5

Families will be contacted directly to establish what support is needed to arrive at school on-time.

We expect students to be on time to class every day. Students arriving ten or more minutes after the beginning of the period will be marked absent.

If an extracurricular participant (athlete or member of other school clubs) receives an excessive number of tardies, the matter will be brought to the attention of the principal/athletic director and coach/advisor and appropriate action will be taken.

Truancy

A student who is absent from school or from any class without permission (unexcused) will be considered truant and will be subject to disciplinary action which may include: detention, in-school suspension, suspension, reduced schedule, removal from class, grade of "F", and loss of credit, expulsion, ineligibility to participate in athletics or activities (dances and other school activities such as class meetings, assemblies, etc.).

Signing "In" and "Out"

Any time a student arrives at school after the regular start time or leaves prior to the end of the school day, that parent/guardian (K-5) or student (6-12) is required to sign **IN** and **OUT** at the attendance office.

Signing out does not constitute permission to leave campus. Permission to leave campus will not be granted without parent/guardian approval. **Sherman County School is a closed campus.**

Release of Students from School

A student shall not be released from school at times other than regular dismissal time except with the principal's permission. The teacher will check to determine that permission has been granted before allowing a student to leave. A student will not be released to any person without the approval of his/her parent/guardian or as otherwise provided by law.

Make-Up Work

It is the student's responsibility to request make-up work from the teacher any time they are absent from a class for any reason. If a parent/guardian would like homework while their student is absent, they should contact the attendance secretary prior to 9:00 a.m. of the day they would like homework.

Extended Absence

If a student is absent consecutively for 10 or more school days due to illness, state law requires that a school withdraw that student from the rolls. When the student returns to school, they must come to the Attendance Office to be reinstated in school. If a student is ill for an extended period of time, the counselor should be contacted to see if arrangements can be made for assistance from teachers.

STUDENT RIGHTS AND RESPONSIBILITIES**Rights of Students**

Court decisions have indicated that young people in the United States have the right to receive a free public education. The courts have also stated that students have the right of citizenship as delineated in the United States Constitution and its amendments. The deprivation or abridgment of these rights may occur only for just cause and in accordance with due process of law.

Constitutional rights are not absolute and in the school setting reasonable limitations must be placed upon the exercise of these rights in order that the schools may effectively fulfill their function of educating young people. The school system may not, however, unduly infringe upon constitutional rights.

In taking disciplinary action, school officials will consider the students' individual and collective rights and safety and will afford students their rights to fair consideration free from action which is patently arbitrary, capricious, and inappropriate for the offense committed.

Students Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity 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 their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

Students are responsible for conducting themselves properly in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

The mission of the common school system is to provide a learning experience which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to:

1. Respect the rights of others. Students have a responsibility to refrain from expressing personal prejudice toward any individual or group because of race, sex, age, handicapping condition, religion, national origin, or language. Students will not be allowed to engage in conduct that interferes with the educational pursuit of other students.
2. Attend all classes each day on time with necessary materials.

3. Participate in the learning process and take responsibility for one's own learning.
4. Follow the direction of all adult staff.
5. Comply with the rules of the District and school.
6. Submit to reasonable corrective action or consequences imposed by the District and its professional staff for violation(s) of its rules.
7. To conduct themselves in a manner that will not bring discredit upon self or other members of the school community. Discipline in the schools aims to teach the following fundamental concepts:
 - a) Responsibility, self-discipline, and self-respect,
 - b) Respect for the rights, dignity, and safety of all individuals within the school community,
 - c) Respect for law and observance of school district policies, procedures, rules and regulations,
 - d) Respect for public and private property.

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. Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for offenses including, but not limited to the following:

1. Bringing, possessing, concealing or using a weapon on school property, or at an activity under the jurisdiction of the school, or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. Any possession or use of tobacco, alcohol, or unlawful drugs;
3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
4. Use of threats, intimidation, harassment or coercion against any fellow student or district employee;
5. Willful damage or destruction of district property;
6. Willful damage or destruction of private property on district premises or during district activities;
7. Open defiance of a staff member's authority (insubordination). Defiance includes failure to comply with a reasonable request made by a staff person;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of district transportation rules;
11. Disruption of the District environment;
12. Committing extortion, coercion, or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
13. Name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school environment or incite violence;
14. Inappropriate physical or sexual contact disruptive to other students or school environment;
15. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student or staff member.
16. Hazing
17. Persistent failure to comply with rules under the lawful directions of staff or district officials.
18. Offensive or inappropriate use of District or personal technology or communication devices. This includes cell phones, iPods, iPads, tablets, Chromebooks, laptop computers or any other electronic device.

Classroom Behavior

Teachers will inform students of their expectations for appropriate classroom behavior. This is the procedure teachers follow when students are disruptive:

1. The teacher will discuss the inappropriate behavior with the student.
2. The parent/guardian will be contacted by the teacher about the inappropriate behavior if it continues.
3. If the inappropriate behavior continues, the student will be referred to an administrator for discipline.

4. A conference with the student, parent(s)/guardian(s), and an administrator will be held if the behavior persists. In this conference the possibility of the student being removed from class will be discussed.

If the disruption is serious, e.g., fighting or profanity, these steps may not be followed and the student(s) will be asked to immediately leave the classroom and report to an administrator for discipline. The student will be required to have a "re-admit" slip from the administrator before they are re-admitted. Failure to go to the main office to meet with an administrator will be considered an absence from class.

Detention Rules

Detention will be conducted during lunchtimes during regular school day hours.

1. Report to detention within the first five minutes.
2. Students will bring something to read or study.
3. Students will sit with at least one chair between them and other students. Students will be seated and remain seated.
4. Students will not visit or sleep.
5. No headphones, cell phones, etc. will be allowed.

An additional detention will be assigned at the discretion of the detention supervisor if:

1. A student is late to detention.
2. A student breaks detention rules.
3. Other inappropriate behavior ensues.
4. A student does not use detention time for reading or working on their studies.

Detention will be doubled if a student skips detention.

In-School Suspension

While serving an in-school suspension (ISS), students must come prepared to study. Snacks, drinks, headsets, games, visitors or other leisure activities will not be allowed.

Students will only be excused from the in-school suspension room to use the restroom facilities.

Suspension

A student may be suspended from school for willful violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision. A suspension may not exceed ten (10) consecutive calendar days.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on district property, nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up upon the student's return to school.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. 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, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

Expulsion of a student shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent/guardian rights, and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

A student being served by an Individual Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student, may be suspended for up to and including seven (7) consecutive calendar days for violations of the Student Code of Conduct.

When a disabled student is suspended more than once or for more than seven (7) consecutive calendar days or for more than ten (10) cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's multidisciplinary team meeting addressing the infraction and its relationship to the disability.

During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed-upon alternative placement may be sought. Should the multidisciplinary team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the multidisciplinary team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. Such recommendations shall be forthcoming no later than 10 days following the student's misconduct. The district may not expel a disabled student or terminate educational services for any behavior that is a manifestation of the disability.

If the district determines that the student's behavior, which is related to their disability, poses imminent danger to others and the parent/guardian refuses to agree to a change of placement, the district may suspend the student for up to seven (7) consecutive calendar days or 10 cumulative school days, to provide a general planning and "cooling off" period. Under such circumstances, the district may obtain a court order to change the student's placement.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for no more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, 'injurious behavior' is defined as behavior that is substantially likely to result in injury to the student or to others.

Discipline/Due Process

A student who violates the Student Code of Conduct 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 decisions of staff and administration.

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

In addition, when a student commits drug and/or alcohol-related offenses or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Sherman County School Student Dress Code

Responsibility for dress code and grooming rests primarily with students and their parents/guardians. However, the district expects students' dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Accordingly, the district has established the following policy governing the appearance of students when attending school or participating in school-sponsored events:

1. Shorts, skirts, dresses and/or holes in pants or shorts shall be no shorter than the end of the student's thumb when extended to their side while standing.
2. The bottom of shirts must reach the waistband of pants/shorts/skirt when arms are at sides.
3. All tops must have straps.
4. Clothing bearing messages that use profanity, reference alcohol, drugs or tobacco, weapons, or messages that could be construed as sexual in nature are not allowed.
5. Sunglasses shall not be worn in the building, unless recommended by a physician note.
6. Footwear is required at all times.
7. No hoods shall be worn in the school building during school hours.

Consequences for dress code violations may be:

1. Parent(s)/guardian(s) contacted by teacher, and written warning for documentation purposes; student will be required to change attire to comply with dress code.
2. Parent(s)/guardian(s) contacted by teacher, and written referral and detention; student will be required to change attire to comply with dress code.
3. Parent(s)/guardian(s) contacted and conference scheduled; student will be required to change attire to comply with dress code.

Public Displays of Affection

Acceptable behavior will include holding of hands or brief hugs. Unacceptable behavior includes prolonged embraces, walking side-by-side with arm around another student, kissing and/or inappropriate touching.

Staff members who note unacceptable behavior will indicate this to the students, request the behavior stop, and report this to the appropriate administrator as needed.

TOBACCO, ALCOHOL, DRUGS

Tobacco, Vapor Cigarettes and like substances

The use, distribution, and/or possession of tobacco will not be permitted on the Sherman Jr./Sr. High School campus, on buses, or while attending school activities, functions or school related events away from school grounds. The tobacco policy applies to areas near the school, and the streets, roads and grounds surrounding the school. This policy also applies to students who are caught using or in possession of tobacco off school grounds during school hours. The disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (valedictorian, salutatorian, student body, class or club office position, field trip, prom, etc.). Law enforcement officers may cite violators under 18 years of age. Sherman Jr./Sr. High School is a tobacco free school which includes both students and adults during regular school hours as well as all co-curricular activities. Violations will be handled as follows:

1. **First Violation** – the student will be suspended for two (2) days, and may be referred to law enforcement and/or offered counseling services.
2. **Second Violation** – the student will be suspended for five (5) days; a parent conference will be held prior to re-admission. Student may be referred to law enforcement and/or offered counseling services.
3. **Third Violation** – the student will be indefinitely suspended and a recommendation of expulsion for at least the remainder of the semester may be sent to the superintendent. Student may be referred to law enforcement and/or offered counseling services.

Drugs and Alcohol

Students shall not use or possess (including possession by consumption) alcohol, narcotics, drug paraphernalia or any other illegal, harmful, or controlled drug, without a proper prescription, on school grounds, on buses, or while attending school activities, functions or school-related events away from school grounds. (This policy applies to drug residue on paraphernalia or in containers.) This policy also applies to students who are found to be using, delivering, or in possession of drugs or alcohol off school grounds during school hours. The disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (valedictorian, salutatorian, student body, class or club office position, field trip, prom, etc.). Any violation of this policy will result in immediate notification of law enforcement officials. In addition, violations will be handled as follows:

1. **First Violation** - the student will be suspended for five (5) days.
 - a. A referral to a community/county resource program designed to help the student overcome alcohol or unlawful drug use may also be made. The costs of such a program are the individual responsibility of the student/parent/guardian and the private health care system.
 - b. A parent conference will be held prior to re-admission for any student violating this policy.
2. **Second Violation** - the student will be indefinitely suspended and a recommendation for expulsion for at least the remainder of the semester may be sent to the Superintendent.

Drug Sale, Delivery, or Distribution

Students shall not sell, distribute, deliver for sale, or possess alcohol, narcotics, or any other illegal, "look-alike", paraphernalia, or controlled drug, on school grounds or buses, or while attending school activities, functions or school related events away from school grounds. Violations will be handled as follows:

1. **First Violation** – the student may be indefinitely suspended and a recommendation of expulsion for at least the remainder of the semester may be sent to the Superintendent.

Look-alike Substance

Substances which resemble and can be taken for illicit beverages and drugs are forbidden. These include "clove" cigarettes, look-alike drugs, non-alcoholic beer, etc. The consequences for look-alike substances are the same as for real alcohol and drugs.

Use of Drug Sniffing Dogs

To protect students and to provide a safer school environment, drug-sniffing dogs may be used to examine lockers, other student storage areas and vehicles. Such activities may occur at any time and may be random or based on reasonable suspicion. Dogs shall not be used to search individuals and shall not be brought into the classroom, for the purpose of conducting a search, when students are present.

Prohibited items found in the course of these searches will be removed and retained by the school. Any other items removed during a search will be returned to the student, the student's parent/guardian or held for the police as necessary. Students may/will be subject to discipline if any prohibited items are found.

Search and Seizure

School officials may search the person and their personal property (including vehicle, backpacks & clothing) when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, or in violation of the student code of conduct or district policy. Illegal items (weapons, alcohol, and unlawful drugs, etc.) or other possessions determined to be a threat to the safety, security, or disruption of the educational process of others may be seized by school officials.

A random general search of school facilities and any properties including, but not limited to, lockers, PE lockers, or desks may occur at any time and without warning. Items belonging to the school, items which are unlawful, or items which are in violation of school policy may be seized.

Strip searches are prohibited by the district.

School officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

School owned storage areas assigned for student use such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitization, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instruction materials, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or school rule may be seized.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent(s)/guardian(s) of the situation.

Parent(s)/guardian(s) are advised that, in suspected student abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parent(s)/guardian(s).

SCHOOL SAFETY

Lockdown

In the event of a lockdown – when there is a threat close to or inside the building – classroom doors will be closed and locked, lights will be turned off, students will move away from windows and doors, and remain quiet. For the safety of everyone involved cell phones should be silenced in this type of event.

A text to a parent or police is allowed, but do not communicate with other students in the building as that may bring unwanted attention. During an emergency, first responders will be in need of mobile technology infrastructure to communicate.

If you are in the hallway when a lockdown is announced, you can go to the nearest classroom, find a place to hide, or self-evacuate from the building. If you feel your best option is to leave the building/campus, after you have arrived at a safe location, you need to contact the county clerk's office (541-565-3622) as soon as possible to let someone know your whereabouts and that you are safe. This phone number has been set up for student emergency purposes only.

Only authorized personnel can end a lockdown by opening your door and speaking with you. Do not open your locked door for any reason or verbally respond to anyone on the other side of the door. A fire alarm does NOT end a lockout. Do not leave your safe location unless you are certain a fire is threatening your room.

Video Surveillance/Video Cameras on Transportation Vehicles

1. The use of video surveillance equipment on transportation vehicles shall be supervised by the safety/discipline officer of North Wasco County Bus Company for Sherman County operations. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator.
2. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records.
3. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.
4. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.
5. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Fighting and Assault

Students who are involved in fighting on school premises will be subject to the following:

1. **First Incident** – Suspension for up to five days and citation by legal authorities as warranted.
2. **Second Incident** – Suspension, citation as warranted and possible recommendation for expulsion.

Assault

An assault is any willful attempt or threat to inflict injury upon another person when the other person does not wish to engage in physical contact and seeks to avoid the confrontation and the other person's actions are self-defensive. Based on severity a first assault may result in a five-day suspension or recommendation for expulsion and citation by legal authorities.

Harassment/Hazing/Threats of Violence/Intimidation/Bullying/Cyberbullying

In alignment with Sherman County School District board policy, no form of harassment, threats, violence, hazing, intimidation, bullying, or cyberbullying will be tolerated. Those guilty of such behavior will receive disciplinary consequences that may include suspension and/or expulsion. Students who are victims to this type of behavior need to report to a teacher, counselor, or administrator so that remedies can occur. A student may be subject to discipline up to, and including, expulsion for a violation. A student may also be referred to law enforcement for a violation. Please see Sherman County School District board policy JFCF-AR for more information.

Oregon state law includes the following definitions of cyberbullying, harassment, intimidation, or bullying:

1. "Cyberbullying" means the use of any electronic communication device to harass, intimidate or bully.
2. "Harassment, intimidation or bullying" means any act that:
 - a. Substantially interferes with a student's educational benefits, opportunities, or performance;
 - b. Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop;
 - c. Has the effect of:
 - i. Physically harming a student or damaging a student's property;
 - ii. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
 - iii. Creating a hostile educational environment, including interfering with the psychological well-being of a student; and
 - d. May be based on, but not be limited to, the protected class status of a person.

Or. Rev. Stat. § 339.351 (2009)

School Jurisdiction

Students who are involved in fights or harassment off of school property will be subject to school disciplinary consequences if the fight or harassment had its origin on school grounds.

Weapons

The possession of any weapon, replica of weapon, device, instrument, material or substance which is considered detrimental to the educational process of the school setting, or which may be used to disrupt or endanger people in that setting, shall be prohibited. Such weapons or objects shall be seized by school authorities and returned to the student's parent/guardian at a reasonable time or given to proper authorities. The student may be suspended and/or expelled.

Weapons include, but are not limited to, the following: firearms, stun guns, tasers, knives, metal knuckles, straight razors, explosives, ammunitions, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, harm, threaten, harass or sell to students, staff members, parent(s)/guardian(s), and patrons. **Possession of dangerous weapons on school grounds includes inside vehicles. Knives of all types including pocket knives are to be left at home. Possession of a knife may result in a 3 to 5 day suspension.**

The *Gun Free School Act* requires schools to expel for at least one calendar year any student who is determined to have brought a firearm to school.

Bomb Threats/Threats of Violence

Any student who threatens or attempts to bomb the school will be suspended and possibly recommended for expulsion. The use of school equipment or educational time to research or collect terrorist-like information will be considered disruptive behavior. Suspension or expulsion may result. Furthermore, the possession of any such information at school may result in suspension, referral to authorities, and possible expulsion.

Vandalism and Financial Responsibility

Any student involved in vandalizing school property or the property of another student will be subject to suspension and/or expulsion, and repayment of the damages or replacement of property.

Activating a False Alarm or Setting Fires

Any student activating a fire alarm for other than the intended purpose will be suspended and cited by law enforcement officials. The unauthorized setting of fires will result in suspension or expulsion and citation by law enforcement authorities.

Riding in the Back of Pickups

To avoid any possibility of injury, students are not allowed to ride in the back of pickups while on school property. Though it is not against state law to ride in the back of pickups, we are concerned for the safety of our students and do not want to see anyone injured. It is the responsibility of the driver to not allow other students to ride in the back of their vehicle, and it is the driver who will be held accountable for any violations. Defiance of this rule will result in the suspension of driving privileges on the campus.

Firecrackers/Explosives

Firecrackers, smoke bombs or any explosive substances present a very serious danger to the safety of students. Students using any of these devices in the school building or on a school bus may be suspended and may be recommended for expulsion.

Theft/Possession of Stolen Property

Theft of school property or receiving stolen school property may result in suspension, possible expulsion and restitution will be made for items stolen. Law enforcement will be contacted and the student may be cited.

Criminal Trespass

A person may be cited for criminal trespass if that person is found on campus during a time in which, for any reason, his or her presence on campus has been denied or restricted. Students who are suspended from school may be cited for criminal trespass if found on school district property. Law enforcement will be contacted and the person may be cited.

Profane Language

Profane and vulgar language is not appropriate in classrooms, hallways, or on any school property. Students who use profane language on school grounds will receive disciplinary consequences that may include school detention or suspension.

Electronic Communications General Policy and Guidelines

It is general policy that Sherman County School facilities are to be used in a responsible, efficient, ethical, and legal manner. Students need to acknowledge their understanding of the general policy and guidelines as a condition of receiving an account or using electronic communications. Failure to adhere to this policy and the guidelines below may result in suspending or revoking the offender's privilege of electronic access.

- Guideline I* Acceptable uses of electronic communication are activities which support learning and teaching. Users are encouraged to develop uses which meet their individual needs and which take advantage of the available resources including electronic mail, conferences, bulletin boards, databases and access to various Internet locations.
- Guideline II* Unacceptable uses of electronic communication include, but are not limited to:
1. Violating the rights to privacy of students and employees of the district;
 2. Using profanity, obscenity, or other language which may be offensive to another user;
 3. Downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
 4. Re-posting personal communications without the author's prior consent;
 5. Copying commercial software in violation of copyright law;
 6. Using systems for financial gain or for any commercial or illegal activity
 7. Using school internet for non-educational activities.
- Guideline III* Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. Users must avoid spreading computer viruses and must check downloaded files for the presence of any viruses.
- Guideline IV* Sponsors of student accounts are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the electronic world, and for assuring that students understand that if they misuse electronic communications they will lose their accounts and may receive other disciplinary actions. Of particular concern are issues of privacy, copyright infringement, e-mail etiquette, viruses, and proper Internet use.
- Guideline V* The person in whose name an account is issued is responsible at all times for its proper use.

The district's electronic communications system meets the federal Children's Internet Protection Act requirements.

Personal Electronic Devices (K-12th Grade)

The Sherman School District understands the importance of technology in today's society. All electronic devices including but not limited to cell phones and headphones are to be off and not visible during class time. Any disruption of the educational learning environment caused by an electronic device will be subject to discipline.

Students in violation of the cell phone policy may be subject to discipline as follows:

1. Warning/reminder.
2. Device is turned in to the office - parent notification & referral.
3. Device is turned in to the office - parent notification & referral. Device must be picked up by the student's parent.
4. Device will be checked into the office daily. The device may be picked up after school by the student.

MEDICAL PROTOCOLS

Communicable Diseases

Please notify the school if your child is diagnosed with a contagious disease, including: chickenpox, diarrhea caused by E. coli or Salmonella or Shigella, hepatitis, measles, mumps, pertussis, rubella, scabies, tuberculosis, or another disease as requested. The school will protect your private information as required by law. Students with certain school-restricted diseases are not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of a licensed physician that the disease is no longer communicable to others in the school setting. The Oregon Health Authority and Oregon Department of Education's "Communicable Disease Guidance for Schools" will be used by the school to determine exclusion guidelines and necessary steps to follow for all illnesses/diseases. Parents with questions should contact the school nurse.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify their 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.

School staff may administer emergency or minor first aid. If necessary, the school will contact emergency medical services (EMS), and will attempt to notify the student's parents when/if the student has been transported via EMS for treatment.

Head Lice (Pediculosis)

Based on best practice recommendations by the Centers for Disease Control (CDC), Oregon Health Authority (OHA) and Oregon Department of Education (ODE), the following statements are the school's guidelines for head lice management.

If there is a student complaint of symptoms, or staff requests a check due to recognition of symptoms, a confidential screening by trained school staff will be performed near the end of a class period.

If live lice is *not* found staff will:

- Take the opportunity to educate student on lice prevention
- Return student to class
- Notify the parent/guardian of screening and need for routine checks at home.

If live lice is found staff will:

- Educate student on avoiding head-to-head contact and sharing of personal items
- Notify parent/guardian of the findings of the screening

- Provide information to parent/guardian on the biology of head lice, prevention methods, regular head-checks at home, methods to eliminate infestations and evidence based treatment options
- Return student to next class period if parent will not be picking them up before the end of the school day

Students diagnosed with live head lice are not required to be sent home early from school. However, parents/guardians are welcome to pick the student up early to begin treatment. Students may return to school once appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Infection/Disease Instruction

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 their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student who is not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time they have met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

Medications at School

In order for the school to administer any medication, which includes prescription or non-prescription medication (such as cough drops, antacids, ointments, lotions, acetaminophen, etc.) the following procedures are required:

Prescription medication should be administered at school only if its prescribed frequency requires it to be given during school hours. A written request with signed permission and instruction from the student's parent/guardian, which includes name of student, name of medication, route, dosage and frequency of administration, must be on file at the school. Written instruction from a licensed prescriber or physician for administration of the prescription to the student is also necessary. Prescriber instructions must include name of student, name of medication, route of administration, dosage, and frequency of administration. A prescription label meets the requirements for physician-written instructions if it includes all of this information. Prescription medication must always be brought to school by the parent/guardian in its original container.

Non-prescription medication means only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. Written, signed permission from the parent that includes the student's name, name of medication, route, dosage and frequency of administration must be on file. If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, a written order from a prescriber allowing the inconsistent administration is required. Non-prescription medication must be brought to school in the original container or package and there should be only enough that is needed for the student to remain in school. For nonprescription medication that is not approved by the FDA as a medication (i.e. melatonin, Lactaid), a written order from the student's prescriber that includes the name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, the reason why the substance is necessary for the student to remain in school, and the signature of the prescriber will be required.

Self-medication means that a student may be able to take their own medication at school without requiring assistance from a trained staff member. A student is allowed to self-administer medications when they are able to demonstrate the ability, developmentally and behaviorally, to self-medicate and has permission to

self-medicate from a school building administrator and/or school nurse. Students should only have enough medicine that is needed to remain in school for the day. Students must never share any medication with any other student

At the end of the school year, all leftover medications must be picked up by the parent/guardian by the last day of school or medications will be appropriately discarded. It is the parent/guardian's responsibility to inform the school in writing if any changes are made to medication instructions. This includes written instruction from the parent/guardian and prescribers. A new pharmacy label needs to be provided to the school, if applicable.

LIBRARY COMPUTER LAB & MEDIA CENTER

Library/Computer Lab/Media Procedures

1. Books may be checked out for three weeks, audios and videos for two weeks, periodicals for one week.
2. Such reference works as encyclopedias and atlases cannot be checked out, but may be copied in the library workbook.
3. Students do not incur fines; however, materials overdue more than three weeks are considered lost and their replacement cost billed to the borrower.
4. Internet Use Agreements are required as per school district policy.
5. Students are required to follow Internet rules posted in the library, i.e., do not access chat rooms, e-mail or games during class time in the library or the computer lab.
6. Failure to follow district guidelines may result in loss of computer privileges.

STUDENT/PARENT COMPLAINTS

Complaint Procedures and Due Process Rights

If a student believes that they have not received fair or equitable treatment, the following procedure may be followed:

1. The student should arrange to meet with the staff member involved to discuss the concern. This is to be scheduled outside of class time.
2. If the concern is unresolved, the student should contact an administrator to arrange a conference that may include the administrator, student, staff member, counselor, and possibly the parent(s)/guardian(s).
3. If the concern remains unresolved, the student may submit a written complaint to the building administration requesting a conference with the Superintendent.
4. If the outcome of this conference is not satisfactory, the student or parent/guardian may file a written, signed complaint to the School Board in care of the superintendent to appear before the School Board in accordance with School Board policy.

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the superintendent.

Education Standards Complaints

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, they will be provided, upon request, a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

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, the principal will assist in the completion of the necessary forms.

The complaint will be reviewed by a reconsideration committee as per School Board policy and a recommendation made to the superintendent for appropriate action and notification to the complainant.

The complainant may appeal the superintendent's decision to the School Board, whose decision will be final.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the superintendent.

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in 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.

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II

The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III

If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV

If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V

If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunities Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

MISCELLANEOUS

Accidents

All accidents should be reported to the office so the proper forms may be filled out for future reference in insurance claims.

Admission

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 office for admission requirements. The district may deny regular school admission to a student who is expelled from another school district.

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently become a resident of the district.

Charging

Students will need money in their accounts prior to purchasing meals. Parents/Guardians may make a deposit with the school or conveniently online with a credit/debit card through www.mymealtime.com. There is no fee for using this online service.

Closed Campus

Students MAY NOT leave campus or be in the parking lot during the school day without the principal's permission. If you leave campus for any reason without obtaining permission from the principal, you may be subject to disciplinary action.

Distribution of Materials

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 administration.

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. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

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 materials to the superintendent; material not approved by the superintendent within three 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 their viewpoint.

Driving/Parking at School

The front row of parking in front of the school is reserved for visitors and library patrons. The parking lot on the east end of the road is for all staff and students. Once a student's car is parked in the morning, students are not to loiter in the parking lot or in their cars, and they may not move their vehicles without permission until the school day is completed.

Fines/Fees

These financial obligations result when public school materials are not returned or are damaged. The student is responsible for reimbursing the school to offset that loss. The school will withhold diplomas of any student who owes a fee or fine or who is responsible for the loss or damage of school district property. Seniors who owe fees will not be allowed to participate in graduation. Written notices will be sent to the student and parents/guardians to inform them of the amount owed. When the amount is paid, the grade reports, records or diploma will be released.

Fire, Earthquake and other Emergency Drills

Instruction on fire and earthquake dangers and emergency drills for students shall be conducted on a monthly basis. There is a *Fire Drill Route* posted in each classroom.

Flag Salute

Students will be provided an opportunity to salute the United States flag at least weekly by reciting the Pledge of Allegiance.

Fundraising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may be permitted to conduct fundraising efforts. An application for permission must be made to the principal at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program.

Guidance Counselor Program

The guidance and counseling office operates primarily to assist students in decision-making and problem solving techniques. The counselor works closely with the staff, parents, and administration in assisting students as an individual in class schedules, career guidance, college selection, scholarship information, and school activities.

Hall Passes

Anytime a student is out of the classroom during class time, a hall pass is required.

Homeless Students

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in their school of origin for the duration of their homelessness or until the end of any academic year in which they move to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the superintendent or the district's liaison for homeless students.

Lockers

Each 6th-12th grade student will be assigned a locker and combination. **DO NOT** bring a lock of your own. Students are required to store their personal items, including backpacks, in their locker. Backpacks and other personal items will not be permitted to be in the classrooms or left in the hallways outside of the classroom.

The lockers are school property and may be searched any time it is deemed necessary. Such searches may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation or school rule may be seized.

If you have money or other valuables at school, keep them on your person, in a locked car, or check them in at the office for safekeeping. Posters and pictures that exhibit or advertise drugs, alcohol or obscenities not to be hung in or on lockers. The outside of lockers shall be kept free of stickers, posters, etc., with the exception of school spirit signs.

Bags that do not fit in the locker are to be placed in the locker room or some other secure place. Bags on the floor or hanging from the locker doors will be placed in the lost and found.

Lost and Found

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office.

Lunch/Breakfast Program

The district participates in the National School Lunch, School Breakfast and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office as well as the school website.

Messages

Messages will be taken from parents/guardians only and will be delivered to students outside of class time unless it is an emergency. An intercom announcement during passing time will list students who have messages in the office.

Parental Rights

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s).

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Pets at School

Animals are generally prohibited on district property. However, animals may be brought into classrooms for educational purposes. Permission must be obtained from the principal. Animals may not be transported on a school district bus.

School Closure and Delays

Emergency school closures and delays will be announced over The Dalles and Goldendale radio stations and broadcast on Portland based TV stations. In addition, the school's automated telephone calling system will attempt to deliver a recorded voice message to the primary telephone number on file at the school for each family. The recorded voice message will explain any unexpected changes or other emergency. Emergency closures and delays will also be noted on the school website. Parents/students should not call the school to inquire about school closures.

High School Dances (9th-12th grade only)

School dances are held throughout the school year for and by the Student Body. Appropriate dress varies depending on the dance. All school rules apply to dances. Students must be in attendance at school the day of a particular dance or the last school day before a weekend dance.

Non Sherman County School students must possess a guest pass to be admitted to any of the major dances (homecoming, winter formal, prom). Guest passes for all other dances will be available at the discretion of administration. A guest pass may be obtained at the high school office by any Sherman County School student for guests. The guest must bring to the dance valid, up-to-date, picture identification. Student sponsors are responsible for the conduct and behavior of their guest. The student sponsor will be held accountable for inappropriate actions of guests.

A student is allowed one date from Sherman High or one guest from another school. If a student leaves a dance before it is over, they may not return. All guests will be no younger than high school freshman and no older than 20 years of age. If cleared in advance, those students working late or returning from athletic contests will be admitted.

Jr. High Dances

All school rules apply to dances. Guests are not allowed at Jr. High dances.

School Insurance

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums if coverage is desired. Coverage will become effective when the payment is received by the insurance company. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in school-sponsored athletics, students and parents must have purchased the student accident insurance or show proof of other insurance.

Student Body Activities

The student body has available a wide range of extracurricular activities which are open to all students possessing student body cards.

Student Visitors/Parent/Guardian Visitors

Student guests are not allowed at Sherman County School. Parents/guardians are encouraged to visit the school. 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, sign in and wear a visitor's badge while on school property. The school administration will approve requests to visit classrooms as appropriate.

Teacher Aides (11th-12th grade only)

Junior and senior high school students who have a minimum GPA of 2.00 may be a teacher, library or office aide. Being an aide is a **privilege**, not a **right**. A student may be an aide for one period a day.

Telephone

Students will be allowed to use the office phone in emergencies with the permission of the office staff. In the event a student receives a call, they will be called out of class only in case of an emergency.

Transportation of Students

A student being transported on school-provided transportation shall comply with the Student Code of Conduct. Any student who fails to comply may be denied transportation services and shall be subject to disciplinary action.

North Wasco County School District Transportation Code of Conduct:

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;

- *3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- *4. Not fight, wrestle or scuffle;
- *5. Not stand up and/or move from seats while the bus is in motion;
- *6. Not extend hands, head, feet or objects from windows or doors;
- *7. Not possess matches or other incendiaries and concussion devices;
- *8. Use emergency exits only as directed by the driver;
- *9. Not damage school property or the personal property of others;
- *10. Not threaten or physically harm the driver or other riders;
- *11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- *12. Not make disrespectful or obscene statements;
- *13. Not possess and/or use tobacco, alcohol or illegal drugs;
- 14. Not eat or chew gum;
- 15. Not carry glass containers or other glass objects;
- 16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
- 17. Accept assigned seats;
- 18. Stay away from the bus when it is moving;
- 19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);

* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others. Students who violate bus rules of conduct may be denied the use of district transportation.

Please review Oregon Department of Education's Chapter 581, Division 53, 581-053-0010 Rules Governing Pupils Riding School Buses and School Activity Vehicles for more information.

Disciplinary Procedures for Violations of Transportation Rules:

1. First Citation – Warning* -- The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation* -- The student is suspended for up to five days from the bus and a conference arranged by the principal will be held with the student, the parent, the bus driver and the principal.
3. Third Citation of the Year* -- The student receives a five to ten day bus suspension and will not be able to ride the bus until a conference, arranged by the principal, has been held with the student, the parent, the bus driver and the principal. At this time, a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violation – Any severe violation will result in the bus immediate suspension of the student for a minimum of 10 days, and up to a one-semester expulsion. There will be a hearing at this time, arranged by the principal, involving the student, the bus driver, the parent(s)/guardian(s) and the principal.
5. In all instances, the appeal process may be used if the student and/or parent(s)/guardian(s) desire.
6. All citations must be signed by the parents, the bus driver and the principal before the student will be allowed to ride the bus again.

Volunteering/Visiting School

Parents and other visitors are encouraged to visit the school. Volunteers shall be subject to a criminal records check conducted by the Oregon Department of Education. 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.

School administration is responsible for the use, coordination, and training of volunteers.

Elementary (K-5 Only)

Title I Services

Sherman County School is a Title I School and eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all students.

The school will also provide parents, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

Promotion, Retention and Placement of Students

Placement, promotion or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives.

In retaining or promoting a student, the school will consider not only the student's academic achievement and needs but the student's age, their social and emotional maturity and needs and the wishes of the student's parents. A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental input will be requested and considered, however, the final decision will rest with school authorities.

Expectations for Student Behavior

Our Philosophy:

We value student learning and believe that in order for learning to take place students must feel safe, and the school climate must be conducive to work and study. We encourage self-discipline and provide an environment that is supportive with consistent procedures and reasonable expectations.

Basic Expectations for Behavior

We have basic guidelines for behavior **at school, and during school activities**. These help to guide our behavior and maintain a safe and effective learning environment.

A. BE SAFE

B. BE KIND

C. BE RESPECTFUL

D. BE RESPONSIBLE

Discipline Procedures

The methods employed in enforcing the rules of the school involve professional judgment. The following factors should be considered:

- Consistency from day to day, student to student, and teacher to teacher
- Nature of the offense
- The age and past pattern or behavior of a student
- Effectiveness
- Impact of the misconduct on the educational environment

This can be, but is not limited to the following:

- Verbal Warning
- Short removal from the group or activity
- Conference with staff member or principal
- Loss of recess
- Phone call to parents
- Natural consequence, such as being asked to walk down the hall again after running
- Written Incident Report
- In-School Suspension, Out of School Suspension or Expulsion

For Exceptional Misconduct

Administrators may impose a short-term or long-term suspension for violation of these rules even if another form of corrective action has not previously been imposed upon the student for misconduct of the same nature.

When a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act they may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

SHERMAN ELEMENTARY SCHOOL-PARENT COMPACT

Sherman Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating student), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help student achieve the State's high standards.

This school-parent compact is in effect during the current school year.

School Responsibilities

Sherman Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating student to meet the State's student academic achievement standards.
2. Hold parent-teacher conferences bi-annually during which this compact will be discussed as it relates to the individual student's achievement.
3. Provide parents with frequent reports on their student's progress. Specifically, the school will provide reports as follows:
 - A. Quarterly Report Cards
 - B. Phone calls/notes to parents, as needed
 - C. Individual conferences with parents, as needed
 - D. Bi-annual Parent/Teacher conferences

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- A. Parent/Teacher Conferences
- B. Mondays through Fridays from 7:45 – 8:05 AM and 3:20 – 3:45 PM, with 24-hour notice to ensure teachers have the opportunity to gather notes, grades, sample work, etc. to better communicate to parents about their student.
- C. Other specific times before or after the school day mutually agreed upon by teacher and parent.

5. Provide parents opportunities to volunteer and participate in their student's class, and to observe classroom activities, as follows:

- A. SKORE
- B. Field Trips
- C. Literacy/Math nights
- D. Volunteer in individual classrooms as needed for special projects, activities.
- E. Read Across America Week
- F. Assemblies/Concerts
- G. Paw Pals
- H. Social Activities/Celebrations
- I. Science Fair
- J. Kinder "I Can Do" Show

Parent Responsibilities

We, as parents, will support our student's learning in the following ways:

- 1. Make sure my student attends school unless they are sick.
- 2. Make sure my student completes homework and is prepared for class.
- 3. Communicate with the school by promptly reading all correspondences from the school and respond, as appropriate.
- 4. Attend Back to School Night and parent conferences.
- 5. Read at home with my student during the school year.
- 6. Make sure my student is at school on time.
- 7. Give my student a quiet place to study.
- 8. Make sure my student gets enough sleep at night.
- 9. Monitor the amount of TV and type of programs my student watches.
- 10. Make sure my student has breakfast before school or gets to school in time for breakfast.
- 11. Make sure my student is properly dressed and groomed.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

- 1. Put forth my best effort.
- 2. Do my homework.
- 3. Show my school papers or notes to my parents.
- 4. Be at school on time unless I am sick.
- 5. Be responsible for my own behavior and accept consequences for my actions.
- 6. Read at home with my student.
- 7. Go to bed at a reasonable time so that I am rested and ready to learn.
- 8. Eat breakfast so I have energy to work and learn at school.

9. Show respect for adults and classmates I encounter at school.
10. Dress appropriately following the school dress code.
11. Respect Bully Free Pledge.
12. Use my Kelso's Choice skills.

Additional Required School Responsibilities

Sherman Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
 - A. Annual surveys
 - B. Parent/Teacher conferences
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
 - A. Annual surveys
3. Provide parents information in regards to the school's curriculum, the forms of academic assessment used to measure student's progress, and the proficiency levels students are expected to meet.
 - A. Parent/Teacher conferences
4. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their student. The school will respond to any such suggestions as soon as practicably possible.
5. Provide to each parent an individual student report about the performance of their student on the State assessment in at least math, language arts and reading.
 - A. Parent/Teacher conferences

PARENTS: Please acknowledge receipt of Student Handbook including Student Code of Conduct and the consequences to students who violate district disciplinary policies by signing and dating the page within online registration. Also, if you object to the release of directory information on your student (student) you will need to contact the school office within 15 days of receipt of this notice and student handbook.

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK AND STUDENT CONDUCT CODE

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.