

# SHERIDAN HIGH SCHOOL

## STUDENT HANDBOOK



Be Involved  
Be Respectful  
Be Responsible  
Be Safe

Home of the Spartans  
435 S Bridge Street  
Sheridan, Oregon 97378  
503.261.6970

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**School Times - Doors open at 7:30 AM, classes begin at 8:00 AM. School is dismissed at 3:35 PM.**

# PREFACE

The material covered within this student handbook is intended to be a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. The Oregon School Board District Policy Handbooks are available on line at [Sheridan.k12.or.us](http://Sheridan.k12.or.us), at the District Office, and in the main office of all district schools.

**Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.**

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

## NOTICE TO PARENTS

The Sheridan School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex orientation in providing education or access to benefits of education services. Activities and 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 XI of the Americans with Disabilities Act. See district policy.

The following person has been designated to coordinate compliance with these legal requirements and may be contacted at the Sheridan School District office for additional information and/or compliance issues:

Superintendent/Compliance Officer  
435 S. Bridge St.  
Sheridan, Or 97378  
971-261-6959

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the main office within (15) days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

**Please read the following pages carefully. Please sign, date and return the Parental Consent Form found on the last page of this handbook to the main office of Sheridan High School.**

# SHERIDAN HIGH SCHOOL MISSION STATEMENT

## **Our Mission:**

To provide each student a diverse education in a safe and supportive environment; that promotes self-discipline, motivation, and excellence in learning. Students will participate in their education plan to better prepare themselves for their post high school experience. Our staff joins the parents and community to assist the students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

## **We Believe:**

1. Teachers, staff, administrators, parents, students, and community members share in the responsibility for providing a supportive environment within our school.
2. All members of the school community should promote instructional and academic excellence for all students so their full potential can be reached.
3. The commitment to continuous improvements is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
4. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
5. In providing a safe, orderly environment where students respect the worth and dignity of all people.
6. In preparing students to be college and/or career ready.
7. Each student is a valued individual with unique intellectual, physical, social, and emotional needs.
8. Clear goals and high expectations for student achievement should guide the development of curriculum and the design of instructional strategies and learning activities.
9. Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement and authentic contexts to apply their learning.
10. All students can learn.

# General Information

## School Pride:

School Colors. . . Blue & Gold

School Nickname. . . Spartans

### Fight Song

Fight Spartans Blue and Gold,  
Fight for Your Honor.  
Fight Spartans Blue and Gold,  
On to Victory.  
Fight Spartans Blue and Gold,  
Winners All are We.  
Fight, Fight, Fight for Your Honor,  
On to Victory.  
S P A R T A N S  
Spartans, Spartans, Spartans

### Alma Mater

On the city's southern border  
Reared against the sky  
Proudly stands our Alma Mater,  
As the years roll by.  
Forward ever be our watchword,  
Honor and prevail.  
Hail to thee our Alma Mater,  
Sheridan, All Hail.

## Freshman

### Class Advisers

Mrs. Butt, Mr. MacPherson, Mr. Tripp

## Sophomore

### Class Advisers

Mr. Coyle, Ms. Lookabaugh, Mr. Harmon

## Junior

### Class Advisers

Mr. Brock, Ms. Hansen, Ms. Smith

## Senior

### Class Advisers

Mrs. Holsti, Mrs. Staats, Mr. Swinehart

# Bell Schedule

## Monday-Thursday

1	8:00-8:55
Second Breakfast	8:55-9:09
2	9:13-10:08
3	10:12-11:07
4	11:11-12:06
Lunch	12:06-12:38
5	12:42-1:37
6	1:41-2:36
7	2:40-3:35

# Policy and Procedures

## Change of Address/Status

To help keep updated records, the office should be informed of any change of address, phone number, guardianship, etc. Students are also asked to provide the office with an emergency number to call when parents or guardians are not available. Students cannot be released from school without permission from a parent, guardian, or person at an emergency number designated by a parent.

## Communicable Diseases

### District Policies JHCC

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting. These diseases include chicken pox, mumps, head lice, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ringworm (body, scalp) and the “flu” when the illness interferes with the student’s performance. Parents with questions should contact the school office.

Students are expected to follow all health and safety protocols to prevent the transmission of communicable diseases.

### Keep your student at home if:

- They have had a temperature higher than 100.4 °F within the last 24 hours\*
- They have thrown up or have had diarrhea within the last 48 hours.
- They have a cough, shortness of breath, chills, difficulty breathing, or sudden loss of taste or smell\*
- Their eyes are pink and crusty.
- They have a rash of unknown origin.
- They have been exposed to someone with COVID-19. \*\*

If a student is present at school with any of the above symptoms, staff is required to send the student home because he/she may expose other students and staff to a contagious illness.

\* Student exhibiting one or more primary COVID-19 symptoms (indicated by a single asterisk \*) are required to stay home for 10 days from the start of symptoms or obtain a negative COVID-19 test unless given permission to return from the Public Health Department of District Nurse.

\*\* Students who have been exposed to someone with COVID-19 are required to stay home for 14 days from their last exposure unless given permission to return from the Public Health Department or District Nurse.

## Cyber Bullying

### District Policy JFCF, GBNA

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyber-bullying. A student may be subject to discipline, up to and including expulsion, for violation. A student may also be referred to law enforcement for a violation.

## **Display of Affection**

Students at Sheridan High School are expected to conduct themselves appropriately as to not be offensive or embarrassing to themselves, to other students, or to staff members. Students who draw attention to themselves through displays of affection, such as kissing and excessive hugging, may be subject to counselor referral, parent notification, and possible disciplinary action.

## **Distribution of Material**

District Policy KI, KJ, KJA

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration 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. Such concerns include; whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience, poorly written, inadequately researched, is biased or prejudiced, not factual, or not free of racial, ethnic, religious or sexual bias. 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. Dis-approvals 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 his/her viewpoint.

## **Dress and Grooming**

District Policy JFCA

Responsibility for dress and grooming rests primarily with students and their parents; however, the district expects student dress and grooming to meet standards which insure against:

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.
3. Advocating illegal behavior.
4. Students Cannot Wear:
  - Violent language or images.
  - Gang-affiliated clothing.
  - Images or language depicting drugs or alcohol (or any illegal item or activity).
  - Hate speech, profanity, pornography.
  - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
  - Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
  - Swimsuits (except as required in class or athletic practice).
  - Accessories that could be considered dangerous or could be used as a weapon.
  - Any item that obscures the face or ears (except as a religious observance).

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards approved by the superintendent and may be denied the opportunity to participate if those standards are not met.

**Students who violate the policy will be subject to disciplinary action within our school discipline procedure. The office will track violations and assign appropriate discipline.**



## **Earthquake Drills**

District Policy EBCB

Earthquake drills will be conducted at least once each month during the school year. Staff will instruct all students in the first week on safety procedures for an earthquake, and will make sure each student understands and performs the procedures.

## **Eating on Campus**

Food may be consumed in the cafeteria and outside the building. It is at the teacher's discretion if they will allow food in their classroom.

## **Cell Phone/Electronic Device Procedures – May be used before school, after school, and during lunch.**

District Policy JFCEB, JFCEB-AR

Electronic Devices: (Defined as anything electronic. This includes, but is not limited to, personal music devices, cell phones, and smart watches). Electronic devices may not be seen inside the building during school hours. School hours are defined as 8:00 am to 3:35 pm. These Procedures apply within the classroom setting, not at lunch, Second Breakfast, before school, or after school.

First infraction – verbal warning

Second Infraction – taken away immediately. The student may pick it up after school.

Third Infraction – taken away, requiring a parent to pick up the device and may be required to have a conference with administration.

## **Emergency School Closing**

District Policy EBCD

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. For information concerning possible closures or delays please listen to designated radio or television stations.

## **Emergency Medical Treatment**

Parents shall complete a medical form each year that includes a provision for parental consent for district officials to obtain medical treatment for the student. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

## **Fees, Fines and Charges**

District Policy JN

1. The Board recognizes the need for student fees to fund certain school activities which are not sufficiently funded by the district. No student will be denied an education because of his/her inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment. All student fees and charges, both optional and required, will be listed and described annually in the student/parent handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

The district may waive all or a portion of the debt if one of the following conditions are met:

1. The school district determines that the student or parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to notify the student and his/her parents would cost more than the potential total debt collected relating to the notice; or

4. There are mitigating circumstances as determined by the superintendent of the school district that preclude the collection of the debt.

Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student

**Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. Forms are in the office.**

Required Book/Chromebook Deposit \$20.00  
Yearbook \$40.00 (may be paid at any time during the year)  
Student Body Card \$15.00

Purchase of an ASB Card entitles students to:

- Participation in extracurricular activities (required) (Athletics, rally, etc. or hold any office)
- Be admitted to school dances
- Free admission to home games
- ASB voting in elections
- Reduced admission to away athletic contests

Sports Participation Fee: \$70 per sport (maximum payment per student is \$150 and \$290 per year per family. Sports Fee must be paid prior to first contest in the season in which you are playing)

### **Student Insurance Coverage**

(Insurance plans are available upon request and must be purchased over the internet.) 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) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

### **Fire Drills**

District Policy EBCD

Fire drills are conducted at least once a month. When the fire alarm is sounded, students are to move in an orderly manner from their classroom out of the building. Appropriate behavior is necessary during the fire drill. Each room has an exit map next to the door to direct students to the appropriate exit. The end of the drill will be signaled by three short rings of the bell. Students are to return to their classes quickly and quietly.

### **Field Trips**

District Policy IICA, EBCD

From time to time, teachers arrange field trips for their classes. Such field trips may be to local business firms or they may require use of a bus to go out of town. In all cases, transportation will be arranged by the school. No student drivers will be permitted on field trips or club trips. All regulations regarding the responsibilities of students, while at school, are applicable when on field trips or any school sponsored activity. All students of Sheridan High School are under the supervision and authority of school personnel while attending activities at other schools, whether participating or as spectators.

### **Freedom of Expression**

(O.R.S. Chapter 339)

District Policies IB, JF/JFA, JFI, INB

One of the basic purposes of schooling is to prepare students for **responsible** self-expression in a democratic society. Citizens in our democracy are permitted free expression under the 1<sup>st</sup> and 14<sup>th</sup> Amendments of the United States Constitution and under Article 1, Section 8, of the Oregon Constitution. Students, as citizens, have the right of free expression **and must bear the responsibility for the consequences of such expression.**

Since schooling is a learning experience, the matter of free expression must also be viewed as part of the learning process. Therefore, when school officials or their representatives have reason to believe that students are unaware of the possible consequences of their expressions, they may find it necessary to review publications, speeches, dramas, behavior, etc., to be given or aimed at other students and to advise on matters of libel, slander, journalistic behavior on the orderly operation of the school and its purposes.

Students are entitled to express their personal opinions under reasonable circumstances.

Students are encouraged to express personal opinions in writing through school publications and participate in the publishing thereof.

The publishing and editorial policies governing school publications are as follows with the editorial staff and adviser held accountable for the contents:

1. As a general policy, school publications will attempt to follow the ideals of good journalism as expressed in the "Canon of Journalism."
2. Professional journalistic standards will serve as a guide in editorial decision making.
3. Editorials will express the opinions of the publication staff and will not attempt to reflect the views of student body, faculty, or administration.
4. On highly controversial issues where there are widely divergent views among staff members, editorials will present other sides of the issue or will be signed – thus illustrating the views presented are not a consensus of opinion.
5. Editorials will serve one or more of the following purposes: commendation, explanation, information, persuasion, refutation, or humor.
6. Publications may encourage columns and letters to the editor from students, staff, and administration. Any letters or columns: a) must be signed, b) will be edited to conform to the rules of spelling, grammar, punctuation, and language, and c) must be in good taste (at the discretion of the editors and adviser.) If questionable, the building principal shall review articles for final disposition.
7. Any articles, not the original work of the staff, will give credit to the author or source.
8. All news and opinion articles will, to the best ability of the staff, be truthful, factual, accurate, and complete.
9. No unkind jokes, criticisms, vulgar or profane language will be permitted.
10. The publication staff will work with the student body, staff and administration to publicize and support school projects.

### **Responsibilities:**

1. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves.
2. The use of profane or obscene language and threats of harm to persons or property are prohibited.
3. Initiations which promote any actions bordering on or including hazing are prohibited on or off campus.
4. Overt displays of affection are not a part of the school programs and therefore have no place on the school grounds. Kissing, hugging, fondling, etc., are prohibited. Hand holding only is acceptable school demeanor.
5. Clothing shall not exhibit obscene or profane language or material and must meet the dress code.
6. Willful disobedience or open defiance of school personnel's lawful authority, shall be sufficient cause for disciplinary action.
7. Any publication sponsored or in any way funded by the school shall be known as a school publication as opposed to a student publication and should reflect the total life of the school community. Libelous and profane or obscene matters are prohibited from all school publications. Both the school's duty to educate pupils and protect the rights of all students, need careful consideration when either duty tends to conflict with the other as outlined in a recent Supreme Court Hearing, the administration has the final say on the censoring of any material.
8. All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.
9. 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.
10. Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched biased or prejudiced; not factual; free of racial, ethnic, religious or sexual bias; includes advertising that violates public school laws, rules and/or Board policy, deemed inappropriate for students; reasonably perceived to bear the sanction or approval of the district.

11. If the material is not approved within 24 hours of the time that it is submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three (3) days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **Gangs or Gang Affiliation**

District Policy JFCEA, KGB

Secret Societies – Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on district grounds or which disrupt the school environment are harmful to the educational process. A gang is defined as a group that “identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.” The district shall, after consulting with appropriate agencies and officials, develop a comprehensive gang prevention and intervention program.

The program shall include an assessment and the impact of gang-related activities in the district, strategies, methods and training for the reduction of gang involvement.

## **HIV, HB, AIDS-Students**

District Policies JHCC, JHCCA, JHCCB

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting, is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student or parent has no obligation to report an HIV or HBV condition diagnosis to the district.

“Special risk” student means those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student’s ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student’s health-care provider, as well as parents of any student with AIDS, are required to notify the superintendent of the student’s infection in order for the student to be granted permission to continue to attend school.

Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the school administrator. \*HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus; AIDS – Acquired Immune Deficiency Syndrome; HCV – Hepatitis C Virus.

## **Immunization**

District Policies JHCB

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 not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

## **Infection Control/HIV, HBV and AIDS**

District Policies JHCCC, EBBAA, GBEB

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, the district requires that staff and students approach infection control using universally recognized precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **Infection/Disease Instruction**

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

### **Lockers**

District Policy JFG, JFG-AR

Lockers are property of Sheridan School District. Students are issued a locker and lock free of charge. Students who lose their locks, damage lockers, write on and/or fail to clean their lockers prior to leaving school will be charged for the cost of the lock, repairs and/or a cleaning charge.

Hall lockers are provided so students may have a convenient place for their personal property (do not leave money or valuables in a locker). It is the student's responsibility to keep his/her locker locked at all times.

Locker combinations are given only to the individual student and should be kept a secret. Whenever the lock fails to work properly, notify the office. Locker changes throughout the year are issued only from the office.

Lockers are loaned to students during the school year.

The school requires that:

1. they be kept neat at all times
2. they be kept free of indecent or offensive pictures or posters or those which promote the use of drugs, alcohol, or tobacco
3. no writing may occur on the locker itself
4. no unlawful objects or materials be stored in them

The school reserves the right to hold locker checks on a regular basis to insure that they are properly maintained and do not contain any illegal items. Inspections of individual lockers may be made when there is reasonable suspicion that illegal or dangerous items are contained in them.

### **Lost and Found**

A lost and found department is maintained in the office. Students who have lost articles may obtain them in the office by identifying them. Lost items of considerable value may be announced daily. All persons who find articles are requested to turn them in at the office as quickly as possible.

### **Lunch Period/Closed Campus**

District Policy JEFA, EF-AR

Campuses are closed from the time of arrival until classes are dismissed at the end of the school day. No student is to leave at any time, for any reason, with the following exceptions: 1. A specific need verified by the parent and approved by the administrator or designee; 2. Students who have parent- and school-approved work-release privilege. 3. For high school students, leaving during lunch can be approved by the administrator or designee. Students who leave school grounds without authorized permission are considered truant. High school students may leave during lunch, with the approval of the administrator or designee.

### **Medicine at School**

District Policy JHCD, JHCD-AR

A student who must take prescription and/or over-the-counter medication during the school day, the parent must bring the medicine and a written request to administer medication, signed by his/her parent, to the office. The

request for prescription medication must include the physician's written instructions, name of medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the student's name and physician's name and instructions. Prescription medication must have the prescription label attached, showing the correct information.

If a parent wants a student to self-medicate, a request must be completed by the parent and approved by the principal. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess. The medication must be carried by the student (not left in the locker) and only the amount required for one day. The medication must be in the original container.

District officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

## **Nuisance Items**

Laser pens and nuisance items such as squirt guns, canned string, smoke bombs, wireless speakers, etc., are not allowed on the SHS campus.

## **Parental Involvement**

District Policies GBH, JECAC, IICA

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication the district asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides.
2. Keep informed on district activities and issues. Join the parent/booster club meetings, which provide opportunities for learning more about the district.
3. Become a district volunteer. For further information, contact the principal.
4. Participate in district parent organizations. The activities are varied ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.
5. Visit your school by stopping at the office first.

## **Parental Rights regarding Surveys**

District Policy KAB-AR

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.

## **School Dances**

District Policy IGD, KG-AR

Organizations wishing to sponsor school dances must schedule them with the principal **at least two weeks** prior to the event. The maximum number of dances that can be scheduled is two dances per organization per year unless dance dates are still available after all organizations have had an opportunity to schedule.

Organizations need to adhere to the following procedures:

1. Students must have a student body card for admission to dances and other student body functions.
2. Graduates of Sheridan High School and students of other high schools may be admitted as a guest of an SHS student body member. The SHS student must turn in a dance pass for their guests to the office by 3:30 on Thursday.
3. No guest will be admitted without a dance pass.
4. All guests will be no younger than high school freshmen and no older than 20 years of age. Middle school students are not permitted to attend. In addition, former students who have had significant discipline or attendance issues are likely to be excluded from the dance.
5. Only one guest per student.
6. No one is permitted to leave the building and return to the dance without administrative approval.
7. Adequate lights will be on for illuminating the dance floor properly.
8. Concessions, if any, will be in the charge of the club and its adviser.
9. Tickets and change should be secured by the adviser in advance.
10. Students who fail to conform to acceptable behavior standards will be removed from the dance.
11. Dances will not be scheduled on weeknights when school will be in session the next day.
12. Dances normally will start at 8:00PM or following a prior activity, and will terminate no later than 11:00 pm.
13. The outside doors will be locked an hour after the dance starts (1/2 hour on post-game dances).
14. Students who are not properly dressed or who are suspected to be under the influence of alcohol or drugs will not be admitted to the dance. Students under the influence of drugs or alcohol will also be subject to suspension or expulsion from school.

## **Skateboards and Rollerblades**

District Policy KGB

Due to the inherent dangers, both to participant and non-participant, combined with the potential liability assumption, the use of skateboards/roller-blades/roller skates/scooters or similar devices on Sheridan School District grounds is **not allowed**. Skateboards/roller-blades/roller skates/scooters will be confiscated by school authorities and placed in the principal's office for parents to retrieve.

## **Supervision of Students**

District Policies JH, JHFA

Adult supervision is provided to students during regular school hours, while traveling in district-provided vehicles to and from school, and while engaged in district-sponsored activities.

## **Telephones and Phone Calls**

Students will not be called to the telephone during class time unless an emergency exists. Outgoing emergency calls will be made by the office secretary.

## **Transportation**

District Policies EEACC, EEACC-AR, EEACD, JFCB, JFCC

A student being transported in district provided transportation is required to comply with the Student Code of Conduct and State law. Any student who fails to comply with the Student Conduct Code may be denied transportation services and shall be subject to disciplinary action. All bussed students must remain with their coach or adviser unless parents provide return transportation with prior approval. Requests for students to be released to the parents will be made to the activity supervisor for approval. Students going to activities must ride on the bus to the event. State mandates prohibit the district from transporting students within a 1 ½ mile radius of the high school.

Your student may, at times, be transported on a Motor Coach contracted by the district which has met all certifications under the SPAB (School Bus Activity Bus) agreement by ODE standards. All SPAB drivers will provide safety instruction prior to departure and will instruct passengers on the operation and location of all emergency exits: Each activity trip will be documented and is kept on record for two years with the District.

## **Use of Building after Hours**

The doors to the school will generally be open between the hours of 7:30 am and 4:00 pm. There will be no students in the building, other than between these hours, unless they are in the presence of a supervising teacher or coach.

Use of the building outside of school hours is to be arranged and scheduled through the office. No students, clubs, or organizations are to schedule meetings unless a faculty representative is present.

All evening meetings are to terminate by 9:00 PM unless special arrangements are made through the office. Whenever meetings are held, those using the area are responsible for leaving it clean, turning off the lights, etc.

## **Vehicles on Campus**

District Policies JGFC, JHFD, JHFDA, JHFDA-AR, GEFA

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted, the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy; or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. Parking on district property is a privilege and not a right. District officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet, as required by law.

The district assumes no responsibility for loss or damage to vehicles or bicycles.

## **Visitors**

District Policy KK

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. To ensure the safety and welfare of students that school work is not disrupted, and that visitors (other than student 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. Students **will not** be permitted to bring visitors to school.

# **Academic**

## **Academic Letter**

Students who maintain a 3.50 GPA or better for one semester will receive a Sheridan High School academic school letter. Awards will be presented during Academic Awards night in the spring.

## **Academic Referral**

Step 1: Teachers report to counseling when the student's grade drops below a "C."

Step 2: Counselor reviews with student and assigns study hall or other action – parent contact when applicable.

Step 3: Student grade improves – no further action. If a student fails to improve grade – student on academic probation.

## **Academic Probation**

Step 1: Student assigned to after school study hall until grades improve and may no longer participate in extra-curricular or co-curricular activities. (This includes field trips.)

Step 2: Further action may be applied if a student's grades do not improve or if he/she is defiant.

## **Alternative Education Notifications**

District Policy IGBHC, IGBHB

1. Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations: When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Code of Conduct.);



2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

\*The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

Individual notification shall be hand delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program

**Alternative Education Programs**

District Policies IGBH, IGBHA, IGBHB

Alternative education programs have been established and approved by the district to meet the individual needs of students. Such programs consist of instruction or instruction combined with counseling and may be public or private.

Private programs must be registered with the Oregon Department of Education.

Home schooling shall not be used as an alternative education program placement. Parents may request additional in-district alternative education programs by submitting written requests to the principal.

The student's placement must have the prior approval of the district. The district is not obliged to provide or pay for transportation.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law. If a parent received an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program.

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

**Assessment, Recording and Reporting**

District Policies IK

Student progress is assessed to determine how well the student is doing in reaching the instructional goals in each course taken. Periodic assessments are recorded in the teacher's grade book. The progress in each course is reported as a semester grade and indicated on the report card. Progress reports and report cards will be sent home each semester.

**Changing Classes**

Classes are scheduled in conjunction with the counseling program. After completion of registration, changes of schedule by individual students are discouraged. Students may request schedule changes during the first week of the semester.

**Chemeketa Community College/College Credit Now/Willamette Promise**

Registration is at the beginning of each term. You may register online with your regular teacher. All credits will appear on a regular Chemeketa transcript and will transfer to other colleges and universities as regular Chemeketa credit. (Some credits meet elective requirements and some count as required courses.) It is required that classes must be 100 level or above for reimbursement and must be preapproved. A form is available from the Student Services office. Prior authorization is needed by the principal to receive reimbursement.

Reimbursement is only for tuition, not books, etc., with a maximum of nine credits, reimbursed at current college cost per credit.

Current available classes for college credit are Writing 121 and 122, CS101, intro to CS, Heritage Spanish, Psychology, and BA 100. Classes can be taken for college credit for a fee of \$25-30 a year for credit. Fee waivers are available.

## **Correspondence Courses**

District Policy IKF, IGBHE

A student in grades 9-12 may earn a maximum of five (5) units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the counselor or principal prior to enrolling in such courses. Contact the principal for correspondence course details.

## **Credit by Examination**

District Policy IKH

A student, who has had sufficient prior formal instruction, as determined by the district, and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

## **Diplomas**

### **Sheridan High School Standard Diploma**

A standard diploma will be awarded to each student who fulfills all State of Oregon and Sheridan School District requirements. A student must have 24 units of credit during grades nine through twelve. Copies of specific courses and competencies required may be obtained in the Student Services Center. The program completed by each student will be recorded on the student's Permanent Academic Record. (OAR 581-022-1670)

### **Sheridan High School Honorary Diploma**

Only foreign exchange students are eligible to receive an honorary diploma. To receive this diploma, a foreign exchange student must successfully complete 7 units of credit while in attendance at Sheridan High School.

### **Sheridan High School Honors Diploma**

To be eligible for an Honors Diploma, students must meet all requirements for a standard diploma as well as earning three more credits within a specific program or pathway, for a total of 27 credits. The three extra credits can be taken from the following:

- Honors classes
- Any Willamette Promise course
- Any Community College classes (Expanded Options or College Credit Now)
- Any other dual credit college classes
- Fourth year Science
- Fourth year Math

### **Sheridan High School Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include: a. Two credits of mathematics; b. Two credits of English; c. Two credits of science; d. Three credits of history, geography, economics or civics; e. One credit of health; f. One credit of physical education; g. One credit of the arts or a world language.
2. Have a documented history of:
  - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
  - b. A medical condition that creates a barrier to achievement; or

- c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

### **Sheridan High School Modified Diploma**

A modified diploma will be awarded to each student who satisfactorily completes an individual education program (IEP) prescribed for units of credit, competence, and attendance. Students must complete the State of Oregon minimum of 24 units of credit. A student may be required to take all of the classes or meet all of the course requirements needed for a standard diploma. These modifications will be based on the student's IEP. An individual education program shall not restrict or prevent a student from earning a standard diploma if the student meets the requirements. However, because of the difference in requirements between a standard and modified diploma, this may mean students will be required to take approved additional coursework: (i.e., summer school, night classes, alternative school, correspondence courses, or delayed graduation.)

### **Sheridan High School Veterans Diploma**

A veteran's diploma will be awarded to veterans of the Armed Forces of the United States, alive or deceased, that meet the following requirements:

- The veteran resides within the boundaries of the school district or is a resident of the State of Oregon and attended a high school of the school district.
- The veteran attended high school, but did not complete a high school diploma, before serving in the Armed Forces of the United States.
- The veteran was discharged or released under honorable conditions from the Armed Forces of the United States.
- The veteran served in the Armed Forces of the United States during any combat time.

### **Sheridan High School Alternative Certificate**

An alternative certificate will be awarded to a student who does not satisfy the requirements for a high school diploma, a modified diploma or an extended diploma.

A student shall have the opportunity to meet the requirements of an alternative certificate by the later of:

1. Four years after starting grade nine,
2. The student reaches the age of 21 years, if the student is entitled to a public education until the age of 21 years under state or federal law.
3. A student may complete the requirements for an alternative certificate in less than four years if the parent/guardian or adult student gives consent.

### **Foreign Exchange Programs**

District policy JECBA

All foreign exchange programs must be approved by the school district as outlined in policy. The high school will have a maximum of four foreign exchange students for the full year. In addition, up to two students may be accepted at any one time from short-term programs at the discretion of the building administrator. Admissions of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to beginning of the school term. All placement arrangements for the second semester must be completed 30 days prior to the semester starting. Foreign exchange students admitted to school under an F-1 visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 visa will be granted tuition waivers. Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

### **Dual Enrollment**

District policy IGBHE

Students who successfully complete a college or community college course are eligible to receive college and high school credit and grade. Students must be 16 years or older and take 100 level or above.

### **Graduation Exercises**

District Policy IKFB

Only students who have met the requirements for a standard, honors, extended, modified, alternative or honorary high school diploma will be permitted to take part in the district’s graduation exercises. Participation in the graduation exercise is optional and a privilege that may be denied if a student has fees outstanding, fails to maintain regular attendance or disciplinary action that denies that participation. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules. Transition school, Spartan Academy, summer school and the like are for students facing credit deficiencies given the standard four-year graduation timeline.

## Grade/Progress Reports to Students and Parents

District Policy IK

Written reports of student progress, grades and absences shall be issued to parents at least four times a year. Students receive a grade for each course that they are enrolled in at the end of the semester. Semester grades are posted on a student’s transcript and a report card is sent home to parents.

At the end of each four and half week period in a semester, teachers determine the grade that a student is currently earning and a grade report is issued to each student and mailed to parents. Four and one half week grades are continuation grades demonstrating progress toward the final semester grade.

## Grade Reduction/Credit Denial

District Policy IKAD

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student’s attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student’s disability or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

## Graduation Requirements

District Policy IKF

Students are subject to Oregon Graduation Requirements as adopted by the Oregon Board of Education. In addition, students must meet requirements as developed and revised by the Sheridan School District. The Sheridan School District has established the number of credits required for graduation to be 24 for a standard diploma. To be eligible for an Honors Diploma, students must meet all standards listed below as well as earning 3 more credits within the AP or College Prep Program, for a total of 27 credits. These credit requirements are further outlined below for each diploma:

Content Area	Honors Diploma	Oregon Diploma Credit Requirements
English	4 credits	4 credits
Mathematics(at the Algebra 1 level and higher)	3 credits	3 credits
Social Studies	2.5 credits	2.5 credits
Government	.5 credit	.5 credit
Science (scientific inquiry, 2 with lab experiences)	3 credits	3 credits
Senior Focus/Project	1 credit	1 credit
Health	1 credit	1 credit
Physical Education	1 credit	1 credit
The Arts/ Second Language/ Career Tech Ed.	2 credits	2 credits
Electives	6 credits	6 credits
AP/College Credit	3 credits	
<b>Total</b>	<b>27 credits</b>	<b>24 credits</b>

Course requirements recommended at each grade level are outlined in the Student Education Plan.

**Note:**

1. All students are required to enroll in at least one English course per school year.
2. One elective unit (1 year) must be earned in any combination of applied arts, or foreign language.
3. Advanced Placement U.S. History may be substituted for U.S. History and Advanced Placement English may be substituted for English.
4. All honors classes will fill the requirement for the appropriate curriculum area.

**Homeless Students**

District policy JECVD, JECVD-AR

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 of admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

**Honor Roll**

The honor roll, honorable mention, and academic letter at Sheridan High School were developed as a means of recognizing and promoting academic excellence. To qualify for the honor roll, you must maintain the following minimum standards:

1. A student must be carrying at least six subjects.
2. A student must be passing in all subjects.
3. A student must have a grade point average for the semester of 3.5 or above.

**Honorable Mention**

In order to qualify for honorable mention, the student must maintain the same minimum standards for the honor roll except the GPA for the semester would fall between 3.00 and 3.49.

**Honor Society**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. These characteristics have been associated with membership in the organization since its beginning in 1921. As an NHS member, our students can get ready for whatever comes their way after high school. Think of it as making yourself #futuready. To help prepare them for their college journey and career, they will have exclusive access to robust tools and resources:

- **College admission and financial aid planning** options, including webinars, virtual events, and an NHS-customized scholarship search tool
- **Service projects**, both by the chapter and individual, allows them to build teamwork capabilities, hone project management aptitude, and make friends—all valuable life skills
- Help with **financing college education** through the prestigious [NHS Scholarship program](#), which—since its establishment in 1946—has awarded more than 16,000 scholarships totaling more than \$13 million to seniors who best reflect the values of NHS
- **Leadership development, motivation, and inspiration** gained through their own chapter's work as well as three LEAD Conferences and NHS State Summits held in select locations annually

**Program Exemptions**

District policy IGBHD

A student's multidisciplinary team, with parent approval, may recommend a modified diploma plan. This decision should be made by the end of the student's freshman year in school. Any exception must be reviewed and approved by the counselor, special education teacher and the principal or his/her designee. Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **Talented and Gifted Program**

District Policy IGBBA, IGBBA-AR, IGBBC, IGBBC-AR, IGBBB

The district serves academically talented and gifted students, including from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted, and students with disabilities. Students will be identified on:

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

Identified students shall score at or above the 97<sup>th</sup> percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

### **Informal Appeals Process:**

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

### **Formal Appeals Process:**

1. Parents shall submit a written request for reconsideration of the identification/placement to the special programs supervisor;
2. The special programs supervisor shall acknowledge, in writing, the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator;
3. The special programs supervisor and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parents 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 requests for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. A decision may be appealed to the Board;
8. If the parent is still dissatisfied, he/she has access to 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

## **Semester Schedule**

A semester schedule divides the school year into two semesters. Students are able to take seven classes each semester and the periods are 43-51 minutes in length. Students are able to earn .5 credit each class every semester.

## **Valedictorian/Salutatorian**

District Policy IKC

A Valedictorian or Salutatorian will be selected from each graduating class as outlined in District Policy.

# Co-Curricular and Extra Curricular Activities

## Activities and Organizations

District Policies IGD, IGDD IGDK, KI

All students, regardless of their ability levels are encouraged to take part in co-curricular and extracurricular activities and the many worthwhile learning experiences that come with involvement.

**Code of Conduct:** Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the District Student Handbook and OSAA Handbook the consequences specified by the district shall apply in addition to any consequences specified by the organization.

## Students Should:

- Be a school leader and positive role model
- Play for the success of the team or group
- Accept victory modestly and defeat graciously
- Treat visiting teams or groups with the utmost respect
- be prepared both academically and physically
- respect the officials
- play fair at all times
- show pride in your school
- observe all rules

## Definition:

For the purpose of this policy co-curricular and extra-curricular activities shall include the following school sponsored events:

<b>Co-Curricular Activities</b>	
<b>Activity</b>	<b>Purpose</b>
Yearbook	To record and publish the history of SHS activities for the school year.
FFA	To promote leadership, cooperation and citizenship in the area of agriculture.
National Honor Society	Students who maintain a GPA of 3.50 or better and who excel in leadership, character and scholastic achievement.
Service Club	Students participate in various service related activities.
Drama Club	Students participate in drama production.
Leadership	Students promote and participate in leadership and service related activities.
Cheer	Students are selected through tryouts.
Associate Student Body Officer	Students are selected through an election process.
Organized Activities	The ASB officers or student organizations may request an activity. All activities must be approved by the administration
GSA Club	Gay/Straight Alliance club, anti-bullying

<b>Extra-Curricular*</b>	
<b>Season</b>	
Fall	Volleyball, Football, Cross Country, Cheer, Soccer
Winter	Basketball, Wrestling
Spring	Softball, Baseball, Track

\*all extra-curricular sports are subject to budget cuts

## **Academic Requirements**

District Policy IGDJ

The following academic requirements apply to students who participate in District sanctioned co-curricular and extra-curricular activities. Participating students are required to demonstrate academic progress as determined by the following criteria:

In addition to the Oregon Schools Activities Association (OSAA) minimum eligibility requirements, participating students are required to be passing in all subjects each trimester to be eligible to participate in all extra-curricular activities. All student athletes will be subject to grade checks every two weeks of the school year. Dates for grade checks will be given at the beginning of the school year. Grade checks will be done on every other Thursday. The result of the grade check will take place on the following Monday or the 1<sup>st</sup> day of the week. Student athletes whose grade in any class drops to an “F” will be put on athletic probation. They will have a two-week probation period to return their grades to passing. If at the end of that two-week probation period that student athlete has not returned their grade to passing that student athlete will become ineligible. This ineligible period will last two weeks until the following Monday of the next grade check date. If at the end of the ineligible period the student athlete has still not returned his/her grade to passing he/she will be suspended for the remainder of that season. If at the end of the two-week probation period or ineligible period the athlete has returned to passing he/she will be eligible to participate on the following Monday after the grade check date. Parents will be notified of their student athlete’s status if placed on probation, becomes ineligible or suspended from a team for academic reasons.

Steps:

1<sup>st</sup> Grade Check:

F Grade = Probation, 2 weeks (can still compete) however, will be assigned to the After School Program. Must serve one hour each day until grade is up, in the After School Program, before practice.

2<sup>nd</sup> Grade Check:

F Grade = Ineligibility 2 weeks (can no longer compete, can practice) however, will be assigned to the After School Program. Must serve one hour each day until grade is up, in the After School Program, before practice.

3<sup>rd</sup> Grade Check:

F Grade = Remove from team.

If the athlete has an F grade at any time during the season the athlete will be no less than on probation status even if they receive all passing grades in all classes.

## **Athletic Clearance**

District policy IGDJ, JHCA

The athletic office must clear students wanting to participate in athletics before they participate in practices and contests. The athletic office is in charge of the clearance process.

The student must meet the following requirements before participation clearance is given to the coach:

1. Have on file a record of a current state physical examination form (state mandated every 2 years). These exams are kept on file in the office from year to year.
  - a. Have a doctor’s release after surgery in the intervening period between scheduled exams.



- b. Physical exams or doctor's releases are required for re-entry into athletics when the student has been given a diagnosis of the significant disease, illness, or major injury. Significant diseases or illnesses may include, but are not limited to epilepsy, asthma, diabetes, chronic heart disease, or severe allergies.
2. Have proof of insurance on file in the athletic office. Must be completed each sport season.
  - a. Students going out for high school football need special insurance. The school makes no payment for insurance for athletic events.
  - b. An insurance plan is offered by the school or a student may have his parents fill out the home insurance form that is available in the school office.
3. Pay a participation fee prior to competing in the first event.

### **Attendance Policy**

1. Attendance at school for a minimum of ½ day is a prerequisite for student participation in contest, practice or school activities. School related activities or appointments, with prior approval by the administration, do not fall under the regulation.
2. Extenuating circumstances may be reviewed and determined by the athletic director.
3. Students attending extra-curricular activities during the day are responsible for all work in classes missed.
  - a. Those students who have gone from class to attend extra-curricular or co-curricular activities must be prepared for full participation with class work on the day of return.
4. Any partial or full day unexcused absence on the day of an activity or pattern of irregular attendance may be reviewed by the administration at any time and may result in short-term or long-term activity ineligibility as determined by the administrative review.
5. An athlete who has an unexcused absence from a game, or a student who has an unexcused absence from any activity contest, may be dismissed from the squad or activity for the remainder of the activity season. Any unexcused absence is an absence not arranged in advance or not covered by an emergency, which made advance notice impossible.
6. Students who miss practices or contests to attend other school-sponsored activities will not be punished or reprimanded by the coach/adviser with prior notice.

### **Behavior Requirements**

Participants are expected to model exemplary behavior. Students in violation of a severe disciplinary infraction, or who establish a pattern of noncompliance as defined by the student code of conduct or the athletic handbook, will have the incident(s) reviewed by the administration. The administrative review may result in discipline up to and including being declared ineligible to participate in district activities for a length of time to be determined by the administration.

### **Citizenship and Sportsmanship**

Good citizenship and sportsmanship shall always be required of participants in extra-curricular activities. Any serious departure from these responsibilities may result in the student's removal from the team or activity. Gross disrespect to the coach/adviser or other teammates or serious violation of other school policies may result in the suspension from the team activity for three weeks (21 days). Any further incident may result in the removal from the squad or activity for the remainder of the activity season.

### **Fund Raising**

District Policies IGDG, IGDF

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten (10) days before the event.

All funds raised or collected by or for school approved student groups will be provided a receipt, 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 co-curricular activities program. The principal is

responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

### **Insurance – Athletics**

All athletes are to be adequately covered by medical insurance before participating in a sport, including practices. The plan is offered by the school, or a student may have his parents fill out the home insurance form that is available in the school office.

Students going out for high school football need special insurance. The school makes no payment for insurance for athletic events.

### **Participation Requirements**

Participants in co-curricular and extra-curricular activities must meet all eligibility requirements set by the district and the Oregon School Activities Association (where applicable).

Other rules not directly covered in this policy are the responsibility of the head coach or adviser. Those specific additional responsibilities and consequences will be presented in writing to the student and parents at the beginning of the activity season.

1. All students must meet academic requirements.
2. A participation fee of \$70 for each sport will be charged to each participant. (Maximum payment of \$290 per year per family) ***Please save your receipts.***
3. A participation fee must be paid in order to participate. Payment must be received by September 3<sup>rd</sup> for fall sports, December 1<sup>st</sup> for winter sports and March 10<sup>th</sup> for spring sports.
4. No reimbursements will be given after the first contest. An athlete must request a reimbursement from administration. The request must be made by October 1<sup>st</sup> for fall sports, December 15<sup>th</sup> for winter sports and April 1<sup>st</sup> for spring sports.
5. No participation fee will be carried over to the next year.
6. All participants in co-curricular and extra-curricular activities must purchase student body cards.
7. In the event an athlete would want to quit a team and enter another sport, he/she may do so only with the consent of both head coaches. The approval of the coach from the sport the athlete is dropping will be obtained first. Athletes removed from an athletic team because of disciplinary action may not turn out for another team in that season.
8. Students participating in co-curricular and extra-curricular activities are not authorized to drive private vehicles to away games, activities or contests. Parents who wish their son/daughter to ride home with them after an away event will request so in writing to the head coach or adviser.
9. In order to participate in practice or contest, the participant must be in school attendance for half (1/2) a day of such practice, contest or activity. An administration excuse is the only exception to this rule. An athlete will not be allowed to participate in the next scheduled contest in his/her sport if any absence is found to be unexcused.
10. No student may participate in more than one sport during a sports season unless approval has been obtained from both coaches of the respective sports, as well as the administration.
11. Participation fees can be transferred (instead of reimbursement) to another season within the same school year if you meet reimbursement criteria. The request must be made during the season for which the student might normally receive reimbursement and could receive reimbursement.
12. Have returned all equipment issued in previous sports or have paid for items not returned.
13. Have no outstanding fines.
14. Students are to exhibit appropriate behavior at all times. Members are to follow behavior patterns that bring credit and respect to your school at all times.
15. Dress wear must conform to school dress and grooming codes and must meet coaching staff or adviser approval.
16. Students are required to be at every practice and physically conditioned to prepare for a sport before being allowed to compete in that sport. Students turning out for football must have nine (9) days of practice prior to competing in a game.

17. Students who are removed from a contest by an official will face an OSAA fine. Students are responsible for paying such a fine, which will also result in suspension from the next athletic contest.
18. Students who are suspended from a contest by a coach, athletic director, or administrator will serve the suspension during the next athletic contest.

### **Physical Examinations**

District Policy JHCA, JHCA/JHCB

1. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.
2. Physical examinations will be valid for two years.
3. A record of that physical exam must be filed with the athletic director prior to participation in any organized practice.
4. In addition, physical examinations are to be given: a. when a student is new to the school or activity and/or has not had the required Oregon medical examination; b. when the student has undergone major surgery in the intervening period between scheduled exams.
5. Physical exams or doctor's releases are required for re-entry into athletics when the student has been given a diagnosis of a significant disease, illness, or major injury. Significant diseases or illnesses may include, but are not limited to epilepsy, asthma, diabetes, chronic heart disease, or severe allergies.
6. Records 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 sport season.
7. Students shall not participate without a record of passing a physical examination on file with the district.

### **Playing Time**

Playing time is the sole responsibility of the coach of the team. The coach is in the best position to determine the amount of time an athlete competes and should base his/her decision on the following:

- a. Ability/Skill
- b. Attitude
- c. Practice
- d. Team Contribution
- e. Participation fee does not equate to playing time of contest

### **Senior Passes**

Senior citizen passes are available for those people 62 years or older. Office hours are 7:30 am to 3:30 pm.

### **Special Honors Group Participation**

District policy JHCC

When a student, based on participation in a school activity, is selected to be a member of a special honors group (i.e. honor band, all-star games, etc.), he/she is representing both the school and community. Should the student's conduct prior to such participation be such that would normally result in a suspension from school sponsored activity if it were in session, a letter will go from the school to the sponsoring organization noting the concern with the student's continued participation. When such a letter has been written, no district owned supplies, materials, or equipment shall be used by students for participation in those groups.

### **Suspension Procedure**

The principal and athletic director (if applicable) after receiving information from the head coach or adviser, will decide when a student should be suspended from a squad or activity because of disciplinary reasons. When a student is suspended from a squad or club, the principal or athletic director will notify the parents in writing (see notice of suspension form). A copy of the notice of suspension will be included in the student's behavior record.

### **Team Selection/Cut Process**

1. In order to provide a quality athletic program in which students can participate under optimum conditions, it is sometimes necessary to limit the total number of participants on a team. The head coach, in cooperation with the administration (athletic director), will determine the participation limit for

each team. Reasons for limiting the number of participants may include safety, funding, OSAA requirements and the need to provide the best possible teaching/learning environment for students.

2. Choosing members of any particular team is the sole responsibility of the coach of that sport. The coach must choose the team members in conformity with the philosophy of the athletic program. The need for limitation of the number of participants on a team may vary from one sport to another. In the event that a student is cut from a team, he/she will be informed in person by the coach in a timely manner.

### **Tobacco, Alcohol, Drugs**

1. The use or possession of alcoholic beverages, illegal drugs, or tobacco (including chewing tobacco) will result in the offender being suspended from the team or activity for three weeks (21 days). The suspension may be prorated based on the length of the activity season. (For example, for an activity which lasts only five weeks in total, the suspension time might be 1 ½ weeks.)
2. Students suspended from the squad or activity must attend all practices or work sessions, but will not be allowed to participate in games or contests during the suspension period.
3. Should a second violation occur, the student will be suspended from team or activity membership for the rest of the activity season.
4. In athletics, a sports season begins on the first day gear is issued for that season, or the first day of formal practice, whichever comes first.

### **Training Rules**

A sports season begins on the first day gear is issued for that season, or the first day of formal practice, whichever comes first.

1. A violation occurs if a student:
  - a. Uses any alcoholic beverage or illegal controlled substance.
  - b. Is under the influence of any alcoholic beverage or controlled substance.
  - c. Possesses any alcoholic beverage or controlled substance
  - d. Exchanges any alcoholic beverage or controlled substance
  - e. Possesses drug paraphernalia.
  - f. Uses steroids.
  - g. Uses tobacco products
2. Academic consequences of a substance abuse violation are:
  - a. The offender will be suspended from the team or activity for three weeks (21 days).
  - b. Students suspended from the squad or activity must attend all practices or work sessions, but will not be allowed to participate in games or contests during the suspension period.
  - c. Should a second violation occur, the student would be suspended from team or activity membership for the rest of the activity season.
3. Stealing may result in immediate suspension from the team or activity for three weeks (21 days), and may result in a longer period of expulsion from participation as determined by the administration. Serious incidents may be referred to the proper authorities and may include suspension or expulsion from school.
4. Other violations of district policies and local or state laws may result in suspension from extra-curricular activities participation to be determined by the administration.
5. Parents wishing to visit practices should prearrange with coaches so as to not create disturbances or distractions.

### **Transportation**

1. Student athletes are expected to travel to and from athletic contests with their team. However, from time to time, there may be situations that necessitate other arrangements. At no time will students be allowed to ride with students to and from events.
2. Parents may transport their own students upon written request to the coach.
3. Parents may transport other students if a note from the parent of the student to be transported is submitted for approval prior to departure for the contest.

4. In an emergency situation, the parent may request that their student drive to the event with a written request submitted to the athletic director or designee.

### **Varsity Letter Awards**

The awarding of a school athletic letter will be the responsibility of the head coach of each sport. Only one letter will be awarded to each athlete regardless of how many sports he/she letters in. Those athletes who do not letter will receive merit awards in each sport for which they participate. Students dropped from the team/squad for disciplinary reasons will not be eligible to letter or receive other post-season awards.

# **Student Access & Support Services**

## **Academic Counseling**

### District Policies IJ

An organized guidance and student service program is conducted to help students with their educational concerns, their educational and vocational planning. Students and parents are encouraged to use the counseling services that are available when information is needed or problems arise. The counseling office staff will provide guidance services. Various materials on careers, academic and vocational training institutions, scholarship information, information on armed services, and other helpful materials are available in the student service office.

## **ASPIRE**

ASPIRE is a parent volunteer group, which provides support by mentoring students, and is an extension of the guidance program. ASPIRE volunteers help students with scholarship and financial aid forms as well as college admission materials.

## **AVID**

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

## **Career Information System (CIS)**

The school is also a licensed member of the Career Information System. (CIS) is available to every student on the school's computer network. This is an important part of the career planning required of each student and will provide valuable career information.

## **College Entrance or Placement Testing**

A testing program is administered by the counselor with the help of appointed proctors. This program includes both group tests as well as individual tests. Scores will be shared with students and parents alike.

Most public and private colleges and universities require entrance or placement tests. If you are not certain which test (the SAT or ACT) your college selection requires, check with the counselor. There are basic processing fees for these tests.

## **College Requirements**

A student must first graduate from high school. The eight State colleges and universities and sixteen private colleges base their admittance on college prep courses, GPA, and college entrance tests (SAT/ACT).

Applications are usually reviewed by an admissions committee.

Most of the 15 community colleges and many private vocational schools (trade schools) have an "open door" policy for admission. They do not require a certain GPA. In some cases a high school diploma is not required.

At the community colleges students may enroll in transfer programs, which permit him/her to transfer to a four-year college with the completion of two years at the community college.

College preparatory credits include; 4 English, 3 Math, 3 Science, 3 Social Studies, 2 Foreign Language. These should be advanced, honors, or AP level courses.

## **Computer Lab and Classroom Computers**

Students and guests are permitted to use the district's system only to conduct business related to the management of instructional needs of the district or to conduct research related to education consistent with the district's mission and goals unless written permission is specifically granted. (Note: Lab rules are posted.)

## **Electronic Communications System**

District Policy IIBGA, IIBGA-AR

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

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

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

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, will respect to the use of the computers by minors, harmful to minors;
2. Monitor the on-line activities of minors;
3. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
4. Ensuring the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Prohibiting unauthorized access, including so-called "Hacking" and other unlawful activities by minors online;
6. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
7. Installing measures designed to restrict minors' access to materials harmful to minors

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

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

### **Definitions:**

1. "Technology protection measure" - as defined by the Children's Internet Protection Act (CIPA) means specific technology that blocks or filters Internet access to visual depictions that are:
  - a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
  - b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code;
  - c. Harmful to minors.
2. "Harmful to Minors" - CIPA defines as any picture, image, graphic image file or other visual depiction that:
  - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. "Sexual act; sexual contact" - as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. "Minor" - as defined by CIPA means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minors will include all students enrolled in district schools.
5. "Inappropriate Matter" - as defined by the district, means material that is inconsistent with general public education purposes, the district's mission and goals.

### **General District Responsibilities**

The district will:

1. Designate staff, or appropriate services (ESD's, Contracted Services) as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, E-mail and Internet access.
2. Provide staff training in the appropriate use of the district's system including copies of district policy and administrative regulations. Staff will provide training to student authorized system users.
3. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's system.
4. Use only properly licensed software, audio or video purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
5. Install and use desktop and/or server virus detection and removal software;
6. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. An administrator, supervisor or other individual authorized by the superintendent may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
7. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
8. Provide staff supervision to monitor the on-line activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use Email, chat rooms and other forms of direct electronic communication;
9. Determine which users and sites accessible as part of the district's system are most applicable to the curricular needs of the district and may restrict user access, accordingly;
10. Determine which users will be provided access to the district's Email system;
11. Program its computers to display a message reinforcing key elements of the district's Electronic Communications System policy and regulation when accessed for use;
12. Notify appropriate system users that:
  - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.
  - b. Files and other information, including Email, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned Email system;
  - c. The district may establish a retention schedule for the removal of Email;
  - d. Email sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
  - e. Information and data entered or stored on the district's computers and E-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
  - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota increase;
  - g. Passwords used on the district's system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;
  - h. Transmission of any materials regarding political campaigns is prohibited.
13. Ensure all student, staff and non-school system users complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the school office.

## **System Access**



Access to the district's system is authorized to:

1. Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff, district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.
2. Students, staff, and Board members may be permitted to use the district's system to conduct business related to the management or instructional needs of the district or to conduct research related to education. Personal use of district computers including Internet and E-mail access by students and Board members is strictly prohibited. Personal use of district computers including Internet access and E-mail by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.

### **General Use Prohibitions/Guidelines/Etiquette**

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

1. The following conduct is strictly prohibited:
  - a. Attempts to use the district's system for:
    - (1) Unauthorized solicitation of funds;
    - (2) Distribution of chain letters;
    - (3) Unauthorized sale or purchase of merchandise and services;
    - (4) Collection of signatures;
    - (5) Membership drives;
    - (6) Transmission of any materials regarding political campaigns.
  - b. Attempts to upload, download, use, reproduce or distribute information, data or software on the district's system in violation of copyright law or applicable provisions of use or license agreements;
  - c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system.
  - d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
  - e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
    - (1) Harmful to minors;
    - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
    - (3) A product or service not permitted to minors by law;
    - (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
    - (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
    - (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
  - f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
  - g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph,

- age, home, school, work, E-mail addresses, phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
  - i. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;
  - j. Attempts to use another individual's account name or password, fail to provide the district with individual passwords, or to access restricted information, resources or networks to which the user has not been given access.

## **Electronic Communication System Complaints**

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL and accompanying administrative regulation.

### **Violations/Consequences**

1. Students
  - a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
  - b. Violations of law will be reported to law enforcement officials.
  - c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
2. Others
  - a. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
  - b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate.

### **Telephone/Membership/Other Charges**

1. The district assumes no responsibility or liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage of the district's system.
2. Any disputes or problems regarding phone services for home users of the district's system are strictly between the system user and his/her local phone company and/or long distance service provider.

### **Information Content/Third Party Supplied Information**

1. System users and parents of student system users are advised that use of the district's system may provide access to materials that may be considered objectionable and inconsistent with the district's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals are those of the providers and not the district.
3. System users may, with supervising teacher or system coordinator approval, order services or merchandise from other individuals and agencies that may be accessed through the district's system. These individuals and agencies are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.
4. The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including,

without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

## **Library/Media Center**

The library is an integral part of the school program and through periodic visits, a lifelong library habit may be established. The media center staff is ready and able to assist you in your work.

Students assume responsibility for:

1. Obtaining appropriate passes and signatures when entering and leaving the library.
2. Entering and leaving without interrupting other individuals and groups in the library.
3. Coming prepared to work without the nuisance of returning to the locker for pencils, papers, assignments, or going on other errands.
4. Using the proper materials check-out procedure and returning materials to the library on or before the due date.
5. Lost and/or damaged library materials.

# Student Behavior

## General Conduct

Sheridan High School has one general rule of behavior; that its members conduct themselves as good citizens. The characteristics of good citizenship are these: regard for the rights and privileges of others; punctuality and regularity; care for the condition and appearance of the grounds, buildings and fixtures of the school; and respect shown for teachers and fellow students.

Sheridan High School focuses on four areas:

1. Be involved;
2. Be respectful;
3. Be responsible;
4. Be safe.

The following rules of general conduct should be observed by all students:

### Hallway:

In the halls, the safety of every person is important. To insure that safety, please help by:

1. Passing quickly and quietly, not running or scuffling.
2. Watching where you are going to avoid collisions.
3. Refraining from showing amorous affection.
4. Keeping the halls clean by placing refuse in the wastebaskets.
5. Showing respect for teachers and fellow students.
6. Reporting any damage, injuries, or loss of property to the office immediately.

### Classroom:

In the classroom, the most efficient and effective use of time will provide the best learning atmosphere. The following are ways of maintaining that atmosphere:

1. Going at once to your seat when entering the classroom.
2. Being orderly even if the teacher is not in the room.
3. Being prepared to begin the lesson at once without borrowing pencils, books, paper etc.
4. Leaving the room only with the teacher's permission and limiting emergencies.
5. Waiting until the teacher dismisses you. The bell doesn't dismiss you, it simply alerts the teacher to finish and dismiss the class.

### Assemblies:

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student code of Conduct during an assembly shall be subject to disciplinary action. In assemblies school pride and respect will be demonstrated. All students are expected to attend unless approved by the office.

1. All are attentive as soon as the assembly is entered.
2. All are quiet so that all can hear. If you are not enjoying the program, do not prevent others from doing so.
3. All are considerate of others – the performers as well as other members of the audience.

### Hall Lockers:

Hall lockers and locks are property of Sheridan School district and will be assigned by the main office.

## Hazing/Harassment/Intimidation/Bullying/Menacing/Initiation

District Policy JFCF AR/GBNA

The Board is committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

**“Third parties”** include, but are not limited to, coaches, school volunteers, parents, school visitor, service contractors or others engaged in district business, such as employees of businesses or organizations participating

in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

**“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.

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

**“Harassment, intimidation or bullying”** means any act that substantially interferes with a student’s educational benefits, opportunities or performances, that 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, and that has the effect of:

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

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

All complaints about behavior that may violate this policy shall be promptly investigated. Any student employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying or menacing in violation of this policy shall immediately report his/her concerns to the building principal or superintendent who have overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

**Complaints** against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chairman.

The complainant shall be notified of the findings of the investigation and as appropriate, that remedial action has been taken.

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

**Individuals may also be referred to law enforcement officials.** Staff will be reported to the Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

**Retaliation** against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry, is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

**The superintendent** shall be responsible for ensuring notice of this policy is provided to students, staff and third parties and the development of administrative regulations, including reporting and investigative procedures, as needed. Complaint procedures, as established by the district, shall be followed.

## **Loitering**

To help protect student and school property, and to prevent disruptive activity, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds during school hours. When school is not in session, care must also be taken to protect school grounds and property from any potentially damaging influence.

1. O.R.S.164.205 (36) – Public Trespass is defined as “failure to leave premises that are open to the public after being lawfully directed to do so by the person in charge.”
2. O.R.S. 164.245 – Section 1 – “A person commits the crime of criminal trespass in the second degree if he enters or remains unlawfully in or upon the premises.”
3. O.R.S. 164.245 – Section 2 – “Criminal trespass in the second degree is a Class C misdemeanor.”

Visitors are permitted on school premises to conduct official business so long as their presence is for constructive, not disruptive purposes and school officials are aware of their visit

1. Visitors on the school premises during a normal school day shall come to the main office and arrange to conduct their business. No student visitors will be allowed during the school day.
2. All visitors, regardless of their business, are subject to the respective codes of behavior for respective staff/students.
3. No individual may loiter in or near a school building or ground. Loitering means not having any reason, or relationship, involving custody of responsibility for a student, or upon inquiry, not having a specific, legitimate reason for being there.
4. Individuals on the school grounds after school hours, and not supervised by staff, are liable for their own injuries and damages to the grounds and/or equipment.

### **A visitor may be defined as:**

1. Parents or guardians interested in their child’s performance in the school program.
2. Person who is enrolled in a specifically defined cultural exchange program.
3. Anyone who can arrange and complete business with the appropriate school authorities at the main office.

## **Miscellaneous**

1. Overt public displays of affection are not in good taste, and will not be allowed except for hand holding. This applies at all places on the school grounds and at all school activities, except while dancing.
2. Swearing is never appropriate.
3. Promote citizenship by active participation in all school programs.
4. During, before, or after school hours, for liability reasons students need to have faculty supervision to be in classrooms or gym.
5. Absence without excuse from any class or school time function, such as assemblies, where attendance is required, automatically constitutes an unexcused absence.
6. Notify the general office immediately of any injury that occurs during school hours or at a scheduled school activity.
7. Students shall not gamble. Money and gambling devices shall be confiscated.
8. The faculty lounge area is for staff members only. If something cannot wait until after lunch you may knock on the door and ask to see the particular teacher you need.

## **Teacher Courtesy**

1. Teachers are to be shown proper respect and courteousness and will be addressed as Miss, Mr., or Mrs.
2. Rudeness, discourtesy, and impertinence will not be tolerated by a teacher at any time.

# Student Rights & Responsibilities

The basis for all human dignity is individual choice and its responsibilities. Choice is a right guaranteed to all individuals. When individuals make a choice, be it good or bad, it is their responsibility to also accept the consequences of that choice. Therefore, rights and responsibilities should be viewed as two inseparable parts of the same issue. Students and parents must be aware of their rights and responsibilities, including those involved in the formal educational process.

Furthermore, every school must have a system for maintaining order and preserving its function. School personnel rely strongly on students to discipline themselves, individually and as a group. The Oregon Legislature has felt a deep concern regarding the conduct of students in Oregon's public schools. As a result of this concern the legislature amended ORS 339.250 to require school districts to adopt and distribute written rules regarding student conduct and discipline in compliance with minimum standards, as developed by the State Board of Education. District Policies JF, JFA, JFC.

As a result of this legislation and the prescribed minimum Standards for Oregon Schools, the Board of Directors of Sheridan School District have officially adopted policies for student conduct as outlined on the following pages. 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.

As a student, and parent, you are responsible for being familiar with the rights and responsibilities contained in this code which act as guidelines for student conduct and will be consistently utilized by the school officials in all areas and cases involving conduct and discipline.

## **Among these student rights and responsibilities are the following:**

1. Civil rights – including the rights 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 which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.
5. The right to 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 educational records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

## **Student Conduct Code**

District Policy IKFB, JFC, ECAB, JFCB, JFCF, GBNA

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, denial and/or loss of awards and honors and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying or menacing – Board Policy JFCF/GBNA;
3. Coercion;
4. Violent behavior or threats of violence or harm – Board Policy JFCM;
5. Disorderly conduct including disruption of school environment;
6. Bringing, possessing, concealing or using a weapon – ORS 339-430;
7. Vandalism/Malicious Mischief/Theft – Board Policy ECAB/JFCB/JBA/GBN;

8. Sexual harassment – Board Policy JBA/GBN;
9. Use of tobacco, alcohol or drugs, including drug paraphernalia – Board Policy JFCG/JFCH/JFCI;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board Policy, administrative regulations, school or classroom rules.

## **Alcohol, Tobacco and Drugs**

District Policies JFCH, JFCG, JFCH, JFCI

1. Oregon law is clear in stating that a person must be 18 to buy, sell, possess or use tobacco. However, use or possession of tobacco by any student on school grounds or at a school event is in direct violation of district policy.
2. The question of who should be a lawful user of drugs in Oregon is very clear. Oregon law currently states that willful possession, use, transmission, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana (not specifically prescribed by a licensed physician and dispensed by a licensed pharmacy) by anyone is illegal.
3. Given these statutory references as guiding principles, the school district’s obligation is to protect the health, safety, and welfare of the students. Given the scientific evidence that use is hazardous to be consistent with curriculum contents, and to safeguard students from the dangers of fire and pollution the district makes the following guidelines.
4. The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes substance abuse and possession of drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district’s drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.
5. Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.
6. An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. (Policy IGAEB)
7. In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine of up to \$100 as provided by ORS 167.400. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575.

### **Disciplinary Action**

Violation of this policy could result in suspension or expulsion from school. For a first offense appropriate health and law enforcement agencies will be involved in at least a consultative and investigative capacity. However, this first offense will entail a suspension for three days. Law involvement and charges will be automatic on a second offense as will a suspension pending an expulsion hearing. The use or possession of tobacco will result in a two day suspension for a first offense and a five day suspension for subsequent violations. These are consequences for use or possession on school grounds or at a school activity.

## **Assembly of Students**

(O.R.S Chapter 339)

It is important to the orderly use of school facilities, that the use of all space should be planned in advance, whenever possible. Students, staff, and administration are all in some measure responsible for the activities conducted in a school. Indeed, school personnel are held accountable to the public, a school board, a legislature



that gives fiscal support, are all accountable for the image of the institution. Also, all members of the school community are accountable to each other.

### Guidelines

1. Right:
  - a. Students shall be permitted to hold student meetings on school property.
  - b. Students shall have the right to gather informally.
2. Responsibilities:
  - a. The meeting should be scheduled at least one week and preferably two weeks in advance with the principal's approval as to insure being placed on the appropriate bulletins and calendars. (Courtesy and advance notice needs to be shown to sponsors, chaperones, custodians, administration, etc., and advance planning will ensure some success for the activity.) When approved by the principal, the two week advance notice may be waived.
  - b. Normal class activities shall not be disrupted, except with the principal's approval.
  - c. The meeting shall not be such as may be likely to incite hazard to person or property.
  - d. The meeting shall be sponsored by school officials or an official school club or organization.
  - e. No speaker who openly or knowingly advocates breaking the law shall be invited to speak.
  - f. If a crowd is anticipated, a crowd control plan shall be submitted to the principal well in advance of the meeting.
3. Responsibilities: Informal Student Gatherings:
  - a. Students gathered informally shall not disrupt the orderly operation of the educational process.
  - b. Students gathered informally shall not infringe upon the rights of others to pursue their activities.
  - c. Students gathered informally shall not disrupt attendance in regular school classes and/or activities.

## **Dangerous/Deadly Weapons JFCJ**

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

**Dangerous weapon** is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

**Deadly weapon** is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

**Firearm** is defined in federal law as any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

**Destructive device** is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

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

## **Suspension of Driving Privileges**

District Policy JHFDA AR

### **Weapons, Assault, Harassment, Possession or Under the Influence of a Controlled Substance**

In accordance with Oregon law, the superintendent may request that the driving privileges of a student or the right to apply for driving privileges be suspended for no more than one year for any student who has been

expelled for bringing a weapon to school or suspended or expelled at least twice for any of the following reasons:

1. Assaulting or menacing a district employee or another student;
2. Willful damage or injury to district property;
3. Use of threats, intimidation, harassment or coercion against a district employee or another student;
4. Possessing, using or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

### **Withdrawal**

The superintendent may, under ORS 339.257, notify ODOT of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. A student shall be considered to have withdrawn from school if the student has more than 10 consecutive school days of unexcused absences.

## **Dress and Grooming**

District Policy JFCA

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Student dress has a direct influence on the learning environment of the classroom and building. A list of inappropriate apparel is inclusive, but not limited to: spandex, P.E. type shorts and short shorts, halter, half-shirts, tube tops, spaghetti strap tank tops or any tops that reveal the midriff, clothing with excessive tears or holes, excessively revealing clothing and clothing with obscene pictures or words, real or implied, or with alcohol, drug, or tobacco insinuations.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

**Dress and grooming**, while in school, is basically an individual responsibility of students and their parents. When dress and grooming disrupts the learning process for the individual or other students, or affects the learning climate of the school (or health, safety or welfare of the same), it becomes a matter of counseling with students and/or parents. The total learning climate of a school is an essential element of a positive student based curriculum. The major emphasis must be upon developing an environment where the teaching – learning process will function with as few constraints as possible.

### **Responsibilities:**

1. Dress and grooming shall be clean and in keeping with health, sanitary and safety practices.
2. When students are participating in special activities their dress and grooming shall not disrupt the performance or constitute a health or safety threat to the individuals or other students.
3. Administrators, coaches, advisers, and teachers can (and in some cases, are required to do so by law) make special requirements of dress and grooming when the student represents the school, takes part in a special activity, or for special activities or programs.
4. Dress and grooming shall be appropriate and suited to the particular class or activity.
5. Any clothing that exhibits drugs, tobacco, alcoholic beverages, or has obscenities, is not permitted.
6. Dress and grooming shall not be such as to disrupt the teaching/learning process.
7. Some miniskirts or shorts may be deemed as too short and inappropriate for school attire.
8. The following guidelines will apply to wearing shorts and other marginal clothing:
  - a. Walking or mid-thigh shorts may be worn to school. Any cutoffs or shorts must be hemmed.
  - b. Running, P.E., nylon or see-through shorts will be considered inappropriate.
  - c. Spandex or skin tight clothing of any length must be covered by shorts, a dress or a long shirt.
  - d. When standing, the fingertips of a student should not extend beyond the shorts that they are wearing.

- e. The policy of not wearing half or cropped shirts showing the midriff, or fishnet or large meshed shirts without an undershirt will continue to be in effect
- f. Any clothing viewed as disruptive, inappropriate or a health hazard to the educational process, as viewed by any staff member, will warrant immediate action.
- g. Clothing that creates a safety hazard (i.e., oversized “saggy” pants and “saggy” shorts will be measured at the waist. Pants may be only two inches larger than the student’s waist and no longer than twelve inches in the pant leg. For example: a student that has a waist of 28 inches can wear pants no larger than 30 inches. Pants originally larger than two inches in the waist “sewn-to-fit” will not be allowed. For example: size 40 inch pants may not be altered to size 34.
- h. Bandannas, do-rags, or hair nets in any form will not be allowed. (Except for special events planned by the activity director and approved by administration.)
- i. Sun glasses are not to be worn at school at any time unless they are medically prescribed by a licensed physician.
- j. Jewelry with sharp spikes, drug or weapon related items or symbols are not permitted.

## **Motorized and Non-motorized Vehicles**

Certain school regulations are necessary because of parking and traffic patterns, closed campus policies, protection of vehicles, and the desire on the part of parents and the responsibility on the part of the school officials to know the whereabouts of their students during the school day.

Any licensed driver who has demonstrated financial liability may operate a motor vehicle (non-licensed drivers may operate non-motorized vehicles) on the designated school grounds under the following conditions outlined under “Responsibility.”

**Responsibilities:** School rules, and local and state traffic laws must be followed when operating vehicles on the school premises. Privileges may be revoked for driving infractions.

1. Vehicle speeds on the school grounds will not exceed 10 miles per hour.
2. Students are not allowed to loiter in, on or around vehicles any time they are on the school grounds.
3. All vehicles will be appropriately parked in the main parking areas west of the school.
4. All bikes shall be placed in the bike rack and not clutter the sidewalks.
5. Motorcycles have the same regulations as cars.
6. Student use, or possession of, skateboards, roller-blades, roller skates, scooters, or similar devices on campus are prohibited. (District Policy KGB)

## **Search and Seizure**

District Policy JFG AR

**District officials may** search the student, his/her personal property, and property assigned by the district for the student’s use, at any time on district property, or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations or the Student Code of Conduct is present in a particular place. Searches will not be excessively intrusive in light of age, sex, maturity of the student and nature of the infraction.

Strip searches are prohibited by the district.

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

**District-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 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 may be permitted to be present during the inspection.

**Items found** which are evidence of a violation of law, policy, regulation or the Student Code of conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

**Equipment** such as lockers, belong to the school district and students are allowed to use this equipment as a convenience. Lockers must be properly cared for and not used for the storage of illegal items. Everyone associated with the school has a basic right to personal and public safety. Periodic locker/basket inspections may be held. Students are reminded not to place stickers or decals on the outside of lockers.

### **Guidelines:**

At the time of locker assignments, or registration, students will be informed of the conditions of use governing locker usage. Lockers are not required for students but are furnished to students for their convenience and the storage of their books, and personal possessions. All lockers are district owned property and are not the personal property of the students who use them.

1. A search of a student's personal property should be limited to a situation where there is reason to believe that the student is secreting evidence of an illegal substance or school violation.
2. Illegal items (firearms, weapons, firecrackers, intoxicants, tobacco, etc.) or other possessions reasonable determined by the proper school authorities to be a threat to the safety or security of the possessor or others, may be seized by school officials. In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.
3. In accordance with Federal law, students bringing a weapon to school shall be expelled up to one year. However, on a case-by-case basis, the superintendent may determine an expulsion for less than one year is appropriate.
4. Under federal law "weapon is defined as any weapon which will or is designed to or may readily be converted to expel a projectile by action or an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or destructive device. "Destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket or missile.
5. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession. Some items of nominal value may be destroyed or thrown away (squirt guns, lighters, cigarettes, etc.)
6. A general inspection of school properties including, but not limited to, locker or desks may be conducted on a regular basis. Illegal items, or items belonging to the school may be seized.
7. All items seized may be returned to the proper authorities or the true owners, if known. A parent or guardian may be called to pick up the item.
8. Students may be given the opportunity to be present when a search of personal possessions is conducted, if they are in attendance and if there is no reason to believe that their presence would endanger them.
9. Except in cases of emergency, all searches shall be conducted by a team consisting of the principal or his representative.
10. Should law enforcement officials find it necessary to question students during the school day or during periods of extra-curricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation if there is going to be a citation or an arrest.
11. Parents are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude district personnel for the investigations and may prohibit district personnel from contacting parents.

## **Student Attendance**

District Policies JED, JEDA, JEFB, IGBHD

Our philosophy is that all students are to remain in school for a minimum of four year, seven classes a year. Release is not allowed for work unless enrolled in our School-to-work program.

### **Condition Description:**

1. School officials must make every effort to enforce the compulsory attendance laws in the state and district. Furthermore, irregular attendance is one of the prime factors associated with student failure and frustration with the schooling experience.
2. One fundamental purpose for insisting on punctual and regular attendance is to help each student develop habits of responsibility which will aid success in the world of work.

## Compulsory Attendance

### District Policy JEA

1. All students between the ages of 7 and 18 who have not completed grade 12 are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.
2. Any parent, who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements, may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine as provided by ORS 339.925.
3. The district will notify the parent in writing that, in accordance with law, the principal or designee will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:
  - a. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
  - b. Failure to send a student to school is a class B infraction;
  - c. A citation may be issued by the district;
  - d. A conference with the parent and student is required;
  - e. Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be a sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability, or an excused absence, as determined by district policy;
  - f. The written notification will be in the native language of the parent.

4. Regular attendance shall mean, attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session.

- a. Excessive Absence- Excessive absence is any absence beyond the eight days per Nine Weeks allowed by the district standard and may result in a student not receiving credit for that class. The Sheridan School District Arrangements to make up time will be made through the administration.
- b. Compulsory Attendance Notices and Citations- JHFDA, ORS 581-023-0006 (4)(6) requires school districts to withdraw from the school's active enrollment, any student, who is absent ten (10) consecutive full days. ORS 339.080 requires school districts to notify a student's parole or probation officer of absences in the same manner the district would notify the student's parents.
- c. Attendance and Driver's Permit License- ORS Chapter 807 requires students to provide proof of school attendance to get a driver's permit or license. If a student has 10 unexcused absences in a row or 15 days in a semester, the Sheridan School District will provide attendance information to the Department of Motor Vehicles to have the student's license pulled. All first time license or permit applicants will have to provide proof of attendance. There are allowances for waivers for hardship cases and home-school students.

## Absences and Excuses

### District Policy JED, JEFB, IGBHD

When returning to school after an absence, a student must bring a note, signed by the parent, that describes the reason for the absence. It is the responsibility of the student to provide the attendance office a written excuse on the day they return to school. If an excuse is not provided, the absence will automatically be counted unexcused. If an extension is needed due to an emergency, please contact the counseling or attendance office.

### Excused Absences

#### **Excused with a note the day after the absence:**

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Emergency situations that require the student's absence
4. Field trips and school-approved activities

5. Absence due to school discipline
6. Medical or dental appointments. Confirmation of appointments may be required
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
8. Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.
9. A student, who must leave school during the day, must bring a note from his/her parent.
10. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will notify the student's parent as appropriate.

**Excused only if prearranged:**

1. Doctor and dental appointments
2. Senior pictures
3. Family vacations or activities
4. DMV appointments and driving tests
5. Visiting other schools, college – with administrative approval

**Attendance Responsibilities**

Student:

1. Be in class with required materials on time on a consistent basis.
2. Return after an absence with a signed note from parent/guardian.
3. Pre-arrange absences whenever possible.
4. Make all arrangements for make-up work.

Parent/Guardian

1. Ensure that their student is in school on time on a consistent basis.
2. Provide their student with a signed note after each absence.
3. Contact the school attendance office when there is a reason to suspect attendance is, or might be a problem.
4. Write a note to prearrange known or planned absences.
5. Inform attendance office of changes in address, telephone number, emergency contact, etc.

**Exemption from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and may include documentation of the student's employment, by the employer or enrollment status by the school. The school may also require notifications should the student's employment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teachers' evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis, and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each trimester, or return the student to school until a high school diploma or GED is earned, or until the student reaches age 18.

## **Make-up Work**

Students will be allowed the same number of school days as excused absences to make up any work missed. It is the student's responsibility to make all arrangements for make-up work. Students are expected to pick up make-up work the day they return to school from all classes they missed. For example, if a student is absent on a Wednesday, he/she must pick up make-up work on Thursday and it will be due on Friday. To avoid make-up work being considered late, it is imperative that students pick up work the day they return. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a minimum grade of zero (0) to a maximum of 50% credit for the assignment. Building policy provides one day for makeup for everyday of excused absence.

## **Other Attendance Issues**

1. Following consistent absenteeism, the attendance office will fill out a form letter to be sent home to the parents.
2. Students may not attend school when they or others in the home have a communicable disease unless such attendance is authorized by a qualified health official. If there are questionable situations, the district health nurse may be contacted.
3. Students may not attend school, any school function where the Sheridan school is officially represented, or be on the school grounds, when they have been temporarily excluded for disciplinary reasons.
4. Students shall not attend or participate in any curricular or extracurricular activities on the day(s) of their absence unless by prearrangement with the building principal or his designee.
5. Students who leave school during the school day must provide their own transportation, be transported by a staff member, or leave on foot. Under no circumstances will students be released to persons other than their parent or guardian unless prior permission has been granted by that parent or guardian.
6. With special permission from the parent or guardian and the office, student aides who help at Faulconer Chapman or Meals on Wheels may drive or be transported by another student.

## **Unexcused Absences**

These are absences that do not meet the criteria set down by state law and/or are not in accord with the high value we place on education here at Sheridan. Students who fail to study material missed will fall further behind. Therefore, it is to their advantage to make up any missed work.

## **Unexcused**

1. Truancy
2. Leaving without checking out
3. Leaving for a school-arranged absence (extracurricular activity) before listed time.
4. Missing the bus or sleeping in.
5. Unsanctioned skip day.
6. Working on class projects outside of class without teacher permission.
7. Birthdays
8. Working for an employer during scheduled classes or sleeping from working late.
9. Shopping trips, going out to lunch, etc.
10. Going home for materials, uniforms, clothes, etc.
11. Concerts, ski trips, etc.
12. Haircuts, tanning sessions, banking and other personal errands.
13. Job hunting and interviews
14. Repeated car problems
15. Choosing an out-of-school suspension instead of an in-school suspension.

## **Release of Students from School**

District Policies JEDB, JEF

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

## **Teacher Request for Student Attendance after School**

There are occasions during the school year when students will be asked to spend time after school hours to make up missed work or for minor disciplinary action. Staff members are required to give any student one day's notice so that he may arrange for transportation home. The length of the detention shall not exceed one hour per day unless agreed upon by the student. In special cases where the student has an after school job or other outstanding responsibility, he/she could be required to make up time before regular school hours or during the lunch break. (See Definition Article X)

## **Tardiness**

Tardiness to school caused by private transportation, clock failure, chores, or errands is unexcused, unless circumstances are excused by the principal or his designee. Other unavoidable circumstances, if presented in a written statement from a parent or guardian, may be excused.

1. If a student is tardy between classes without an admit slip from the previous teacher or the office, the tardy is unexcused.
2. Students late during the first or fifth periods must have a slip from the attendance office.
3. Tardies during the school day are unexcused unless cleared in writing by the faculty member responsible for detaining the student.
4. Students may be required to make up time after school if they are tardy to class.
5. Students are expected to be in class on time with appropriate materials when the bell rings.
6. Tardies accumulate per period, per nine weeks.
  - a. Student is issued a verbal warning for the first unexcused tardy.
  - b. Student is assigned lunch detention for the second unexcused tardy.
  - c. Student is assigned lunch detention for the third unexcused tardy.
  - d. Student is assigned lunch detention and a parent conference will be encouraged after the fourth unexcused tardy.
  - e. If unexcused tardies continue they will be treated as unexcused absences.

## **Truancy**

District Policy JEDA

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

### **Guidelines:**

1. Rights:
  - a. The school shall make every effort to provide a meaningful experience and to encourage full individual development for each student.
  - b. Whenever possible, a home tutor will be provided for a student during long periods of illness when such student is under a doctor's care.
2. Responsibilities:
  - a. Students will be punctual in reporting to school and classes and shall attend regularly.
    - i. Students will be accountable for their whereabouts during the school day.
    - ii. Students absent from class are assumed to be ill at home. Parents should notify the school office, if possible, by 9:00 am if the student is ill that day. The school may call the student's home to verify the absence.
    - iii. Presence at school is determined by that time at which a student enters the school grounds. Absence is determined by the time a student is not in attendance when he/she should be.



- iv. Students leaving during the school day must sign out in the office.
- 1. Permission for leaving must be obtained from the attendance officer, counselor or administration. If a teacher gives permission it must be accompanied by a note to the office. Failure to sign out when leaving constitutes an unexcused absence no matter how valid the reason.
  - a. Any student leaving the school during the school day must sign back in at the office upon returning to school.
  - b. Students may leave the campus during the lunch break without signing in or out.
- 2. Upon returning to school from an absence:
  - a. The student shall report to the attendance office with a written explanation from a parent or guardian to include days and dates of absence, reason, and the parent or guardian's signature. This includes those students 18 years or older if they are living at home with a guardian.
  - b. The office will determine, subject to state law, if the absence is excused. By state law, the school, not the parents, determine if an absence is excused or not. The state outlines the only valid reasons for absence as illness, other medically related reasons, or emergency as deemed by the school.

Note: Failure to bring a written excuse within two school days. The student will be given temporary status until the second day. If an excuse is not provided by the third day the absence will automatically be counted unexcused. If extension is needed due to an emergency, please contact the counseling or attendance office.
- 3. Absences for meetings, dental appointments, driver's test, etc., should be made in advance as follows:
  - a. It is suggested that students present a written request from parents or guardians stating dates, reason, and signature unless short notice doesn't allow time to do so.
  - b. A prearranged form is only needed for extended trips of 3 days or more and should be filed in the attendance office. Unsatisfactory progress will be noted in classes where a student is in serious danger of failing or when leaving may seriously jeopardize the student's grade. A copy will be mailed home.
  - c. A second excuse is not necessary:
    - i. Unless other arrangements have been made in advance, students will be allowed their absence time to make up work missed during an excused absence. It is the student's responsibility to provide for arrangements for make-up work.
    - ii. Students are to make up work missed during an unexcused absence but will receive no credit, except if the work missed is a test or an evaluation of progress over semester or units.

## **Withdrawals**

### District Policy JECE

When it becomes necessary for a student to withdraw from school for any reason, the office should be notified in writing. This applies to students moving to other schools. The high school wants to help the student by providing as smooth a transition as possible. Proper records and transcripts can be sent immediately to help that transition if the school is aware of a student leaving.

Oregon Law requires that if a student withdrawing does not plan to continue his/her education and is under 18 years of age, a compulsory education waiver must be signed by a parent and the principal.

Students should notify the office and their teachers two days prior to the actual departure. On the morning of the student's last full day of attendance, a checkout form should be obtained from the office and returned at the end of the day. All books must be turned in before leaving so that proper forms can be signed and possible refunds made for the student and parents' convenience.

## **Student Education Records**

### District Policy JO, JOA, JOB/IGBAB, IGBAB AR

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights and the location and district official 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.

**Description:**

Student records are maintained for the benefit of the student. They should be used to promote the instruction, career development, guidance, and educational progress of the student. Clear policies are needed regarding these records and care must be exercised in their use.

**Definitions:**

**Student Records** – includes all records relating to students maintained by an elementary or secondary school or educational service district;

**Student Behavior Records** – are student records which include psychological tests, personality evaluations, records of conversations, and any written transcripts of incidents relating specifically to student behavior.

**Student Progress Records** – are student records which include transcripts of grades and courses taken, records of attendance, tests relating specifically to achievement or measurement of ability, and health records.

**The Permanent Record** – is that part of the progress record which contains student’s full name, birth date, parent’s (or legal guardian) name, entry and exit dates (and reasons for leaving), previous school attended, subjects taken, marks received and/or credit earned, attendance, activities and honors, and competency requirement completion.

**Directory Information** – relating to a student includes the following: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, most recent previous educational agency or institution attended by the student, and such other categories of information as the superintendent shall designate under the authority of and in conformance with this policy.

**Eligible student** – means a student who 18 years of age or is attending an institution of post-secondary education. The term also includes any student who has reached the age of majority.

**Parent** – means the parent or legal guardian, other than a state agency, of the child or the surrogate for the parent appointed pursuant to ORS 343.185.

**Permanent Record** – Education records are maintained, one-hour fire-safe place in the high school office by the principal as follows:

1. Name of student
2. Name of school
3. Student birth date
4. Name of parent/guardian
5. Date of entry into 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, IEP’s, 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.

**IEP** – means the Individualized Education Plan of a handicapped student. It is part of the progress record. It is forwarded with the progress record. All information related to the IEP which is behavioral by definition is part of the behavioral record and is forwarded or released only in accordance with the law and this policy.

**Memory Aids and Personal Working Notes** – of individual staff members are considered personal property and are not to be interpreted as school records unless they are formalized for use as progress or behavioral records, provided that they are in the sole possession of the maker of the records and are not accessible or revealed to any other person except a substitute.

## **Rights and Responsibilities**

**School certified staff** shall have access to student “progress records” where there is a demonstrated educational interest in the student.

**School certified staff** shall have access to student “behavioral records” only in the presence of a person qualified to interpret the record and only when there is a demonstrated interest in the student. Note: The person qualified to interpret the record is the school principal, school counselor, or other designated person with equivalent background to interpret psychological test information, psychological reports, or other similar information.

**Student teachers and practicum students** are subject to the same restrictions as members of the certified staff, and any release of information must be made by their certified adviser.

**Designated paraprofessional and clerical staff** may have access to student records for purposes of making entries or maintenance of records, but they shall do so under the supervision of a certified staff member qualified to interpret the record.

**Guidelines** for determining which staff members may see student records:

1. Teacher having the student in class or student activity.
2. High school counselor.
3. Certified staff member participating in a staff review or case review for a particular student.
4. Specialist providing instruction or a service to the student.

### **Student Withdrawal:**

1. Student progress records, including a copy of the permanent record, shall be forwarded to other public elementary or secondary schools upon notice of enrollment, provided that parents are notified of the records transfer, and a reasonable time is allowed for review of the records. A reasonable attempt to notify parents of the transfer should be made if prior notice has not been given.
2. Student behavioral records shall be forwarded to other public elementary or secondary schools only upon request of the parents of the student. The parents may sign such a request upon withdrawal of the student or upon entry into the next school. Parent and eligible students may obtain a copy of the behavioral record. Interpretation must be given in accordance with ORS 336.195
3. A copy of the student’s permanent record, as designated in O.A.R. 22-250, shall be retained in the school or district office. All other student records will be forwarded as requested or destroyed according to the destruction schedule recommended by the State Department of Education archivist in O.A.R. 166-40-1100.

**Transfer of Education Records:** Student education records shall be forwarded to other public or private schools, state institutions, private agencies or youth care centers upon notice of student enrollment, no sooner than seven (7) working days after the receipt of the request. The district shall notify the parent of the student of the requested transfer by phone or regular mail within three (3) working days of the receipt of such request of the right to review the records subject to transfer. The notification will include the date the request was received. Parents may request the amendment of specified contents if the parent believes the contents are inaccurate, misleading or in violation of the privacy or other rights of the student. All such requests to review or amend records shall be in writing and must be received by the district before the tenth (10) working day after the districts’ receipt of the request to transfer records. Parents are entitled to a hearing if the district refuses a request to amend specific material. If no request is made to review or amend records, the district shall transfer the student’s educational records no later than ten (10) working days after the receipt of the transfer of records request. If a request to amend specified materials is pending, the district shall transfer only those records not subject to the amendment no later than ten (10) calendar days after receipt of the transfer of records request. The education records of a student will be requested within ten (10) working days of a student seeking initial enrollment in the district. The notice requirements and other applicable provisions may be provided to the eligible student or student’s parent(s) formally withdrawing the student from the district. The eligible student or student’s parent(s) may waive the right to request to review or amend the education records that are subject to transfer. The district may transfer the education record at any time, including before the tenth (10<sup>th</sup>) working day after the receipt of the request for transfer from the new district, if notice to the eligible student or student’s

parent(s) has been given by the former district to the above the eligible student or student's parent(s) expressly waives his or her right to review and request an amendment of the student's education records that are subject to transfer.

The district may transfer the education record at any time, including before the tenth (10<sup>th</sup>) working day after the receipt of the request for transfer from the new district, if notice to the eligible student or student's parent(s) has been given by the former district to the above the eligible student or student's parent(s) expressly waives his or her right to review and request an amendment of the student's education record subject to transfer to the new district.

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

**Conditions for Release of Student Records:**

1. All student records maintained by the school shall be made available for inspection by the student, his/her parents or legal guardian or surrogate except that behavioral records shall be released only in the presence of a person in student records unless the custodial parent provides the school a court document denying access to school records by the noncustodial parent. The school should verify with the court issuing the document that the document is valid and no later court action has overturned the order presented to the school.
2. Progress records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the parent or legal guardian or by the student if 18 years or older.
3. Behavioral records may be released to other persons, agencies, or institutions only if there is written consent from the student's parents specifying the records to be released shall be provided to the student's parents and the student if desired by the parents.
4. Certain other select individuals and agencies may have access to student records without prior written consent from the student's parents – these being the Comptroller General of the United States, the Secretary of HEW, administrative head of an education agency (as defined in Section 408 (c) of PL 93-308) state educational authorities, and those in conjunction with a student's application for, or receipt of financial aid.
5. All persons, agencies or organizations desiring access to the records of a student, shall sign a written form kept in the file of the student, but only for the inspection by the parts or student, indicating specifically the legitimate interest of the person, agencies or organization in seeking this and to school officials responsible for maintenance of the records.
6. Progress and behavioral records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to the records without written consent of the parents or the student. When records are transferred to a third party, the following written statement shall accompany the transfer: "Federal and state statutes prohibit sharing of the contents of this record with another party without the written consent of the parent of the student."
7. Release of the student records may be made by the superintendent or his designee for use in any proceedings in compliance with judicial order or lawfully issued subpoena, upon condition that the parents and student are notified of all such orders of subpoenas in advance of the compliance therewith by the school. Personal delivery of the records to the court will be made by a certified staff member qualified to explain or interpret records.
8. Information gained as a result of conversations, conferences or staff meetings regarding student problems must be kept confidential. Release of student record information by telephone is prohibited except as required in meeting emergency or unusual circumstances.
9. Information gathered for research purposes shall not be released in any manner which would allow personal identification of students.
10. The Principal or designated representative may withhold the report cards, diploma, or other records of the pupil who owes a fee or has lost or willfully damaged or injured district property until the parent or guardian of the pupil has paid the amount owed.
  - a. Certain fees as specified in ORS 339.155 are allowable.
  - b. Notice – The student's parents shall be given written notice.

### **Social Security Number:**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

### **Provisions for a Hearing to Challenge the Content of the Student Record:**

1. Upon reviewing the student records, if the parent believes that such records are inaccurate, inappropriate, or misleading, the parent shall have the right to challenge the contents thereof. If the persons responsible for the record agree that the record is inaccurate, inappropriate, or misleading, steps shall be taken to correct the record.
2. If the person responsible for the record does not concur with the parent, then hearing procedures shall be instituted as follows:
  - a. Parent shall make a request for a hearing in which the objections are specified in writing to the school principal.
  - b. The principal shall establish a date and location for the hearing agreeable to both parties.
  - c. The hearing shall consist of: the principal, or designee, a person chosen by the parent, the parent, and a disinterested and qualified third party appointed by the superintendent, designated staff member(s), if directly involved.
  - d. The hearing shall be private. Persons other than those listed in item 3 above shall not be admitted.
3. The principal shall preside over the panel and hear evidence from school personnel and from parents to determine on test point(s). The principal shall make a determination after hearing the evidence and itemize what steps, if any, are to be taken to correct the record.
4. If, after such a hearing is held as described above, the parent may appeal to the district superintendent where the actions of the hearings panel may be reviewed and affirmed, revised, or modified. Procedure for appeal beyond the local district superintendent follows the prescribed actions set forth in federal regulations.
5. If the parent or eligible student is not satisfied with the results of the hearing, the parent/student may have a written statement explaining his/her view of the disputed portion of the record placed in the record. The explanation shall be kept with the record as long as the disputed portion exists.

### **Gathering and Recording Student Record Information:**

Information concerning students will be kept as follows:

1. **Student Progress Records will contain:**
  - a. Names, address, and phone number, if available, of the student and parent or guardian
  - b. Student's birth date
  - c. Academic work
  - d. Level of achievement – grades standardized district testing program, data and pupil summaries of academic progress prepared by certified staff
  - e. Pupil health records
  - f. Attendance records
  - g. Tracking sheet relating to competencies
2. **Student Behavioral Records will contain:**
  - a. Psychological tests
  - b. Personality information
  - c. Family background information
  - d. Systematically gathered teacher and counselor ratings on observations of behavior
  - e. Reports on serious or recurrent behavior patterns should be objective and anecdotal in nature
3. Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as school records unless formalized for use as progress or behavioral records, providing they are not accessible or revealed to any other person.
4. The principal shall be designated as the primary keeper of the record and shall have the responsibility for supervising collecting, recording, and releasing student record information.
5. All student records shall be periodically reviewed, irrelevant materials discarded and the records updated. Permanent record will be kept in a file having a minimum one hour fire-safe rating.

- a. Privileged Information:
  - i. Violations of confidentiality of a conversation between a staff member and students relating to the personal affairs of the students or their families may result in disciplinary action toward the staff member, if the information tends to damage or incriminate students or their families.
- b. Waivers to Rights:
  - i. Students may be granted waivers to their rights to inspect confidential recommendations in accordance with the requirements of PL93-380.

## **Discipline – Detention Suspension – Expulsion – Student Misconduct**

**(O.R.S. – Chapter 339) District Policy JG, JGA, JGD, JGE, JFC**

### **Description:**

1. All school students deserve reasonable safeguards in the consideration of all matters affecting their school life. Careful attention must be given to procedures and methods whereby fairness and consistency in discipline shall be assured for each student.
2. Special problems confront school personnel in conducting programs free from disruption and various kinds of distracting behavior which may impede the learning process of any student. School officials may find it necessary occasionally to discipline a student or even to remove a student from the formal learning environment for a period of time.
3. Staff and administration need discretionary powers involving disciplinary actions and procedures, and in maintaining a climate conducive to learning and for protection of life and property.
4. School disciplinary actions are civil not criminal matters unless, of course, a criminal action is involved. Schools must provide rights and procedures that ensure fair treatment for each student in a learning environment. Criminal matters may be referred to the proper legal authorities.
5. School administrators and staff are like parents in that they differ widely on their approach to student discipline.

### **Rights:**

1. Fair treatment for students shall be such as to protect them from arbitrary and unreasonable decisions.
2. All decisions affecting students shall be based on careful and reasonable investigations of the facts and the consistent application of rules and regulations.
3. All students shall be apprised of the school rules and procedures by which the school is governed and the process by which discipline may be involved.
4. A teacher or administrator is authorized to employ physical restraint when in the person's professional judgment the physical restraint is necessary to prevent students from physically acting out, and shall not be considered a form of physical discipline.
5. A student who violates the Student Code of Conduct shall be subject to disciplinary action.
6. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decision of staff and administrators.
7. The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense.
8. In addition, when a student commits drug and/or alcohol-related offenses or any other criminal act, he/she will be referred to law enforcement officials.

### **Responsibilities:**

Students shall comply with the rules for government of the school, pursue the prescribed course of study, and shall submit to the lawful authority of staff and school officials.

The following type of conduct shall make the student liable for discipline suspension, or expulsion:

1. **Disruption of School** – Any conduct that substantially disrupts a school function, or is likely to, is forbidden.

2. **Damage or Destruction of School Property** - A student shall not cause or attempt to cause damage to school property, or steal or attempt to steal school property.
3. **Damage or Destruction of Private Property** – A student shall not cause or attempt to cause damage to private property, or steal or attempt to steal private property, either on the school grounds or during an activity, function, or school event off school grounds, or while under the school’s jurisdiction.
4. **Threats or Assault** – A student shall not intentionally attempt to do bodily injury to any person, or threaten any person, or knowingly possess, handle, or transmit any object that can reasonably be considered a weapon, while on the school grounds or off the school grounds, at any school activity, function or event.
5. **Other Violations**
  - a. Students shall not repeatedly fail to comply with direction of teachers, or other authorized school personnel during any period of time when they are properly under the authority of the school officials.
  - b. Students who do not respond to guidance or minor discipline, or who are constantly at odds with school officials/discipline, must accept the consequences for their actions.
  - c. The use of profane or obscene language or gestures is prohibited
  - d. Students shall not engage in any academic cheating or plagiarism.
  - e. Students shall comply with the adopted bus regulations posted in each bus.
  - f. Students shall not furnish false information to the school with intent to deceive.
  - g. Students shall not be in violation of any local, state, or federal regulations while on the school grounds or at any activity where the school is officially represented.

**Definitions:**

**Summary** – Disciplinary Problems Discipline for a minor infraction may be handled without going through all steps of a formal procedure. In all cases when a written referral is submitted a copy shall be maintained in the student’s record.

**Admonition and Warning** – For minor and possible initial disciplinary situations the student may be verbally admonished and warned.

1. A written record will be sent to the student’s home and a copy placed in the student’s file.

**Loss of Privileges** – defined as follows:

1. Denial of privilege of operating a motor vehicle on campus for a designated period of time.
2. Denial of school bus transportation for a designated period of time.
3. Scheduled resource time assigned to a specific area and task.
4. Denial of privileges of attending any school function where the Sheridan Schools are officially represented.
5. Loss of other privileges may be consistent with the offense committed and the rehabilitation of the student.
6. Assigned work with a custodian as a detention
7. Denial of privilege of leaving campus during the school day, unless authorized by the principal.
8. Denial of the use of the cafeteria.

**Work as Discipline** – The refractory students will be given the opportunity to perform work for the school district as a form of discipline.

1. The duration of the work will reflect the severity and/or number of infractions or disciplinary situations.
2. In all cases a written record of the transactions will be sent to the student’s home and a copy placed in the student’s permanent record.

**Detention** – District Policy JGB – A student may be detained outside of school hours (for not more than two (2) hours) on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student’s parents have been notified of the reason for the detention and can make arrangements for the student’s transportation the day(s) of the detention.

**Suspension** – District Policy JGD – A student may be suspended from school for willful violations for the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, or endangers the student or other students or district property. An opportunity for the student to present his/her 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. School work missed by a student while on suspension may be made up upon the student's return to school if the work issued reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

**In-School Suspensions** – An in-school suspension is basically the same as an out-of-school suspension except that the student spends his/her time in the main office under the supervision of the principal rather than at home. Even though the student is required to be in the building during school time, he/she is not allowed to attend classes, and will receive an 'F' grade in those classes missed. Suspension from school can continue until a parent/guardian conference can be set up for reinstatement.

**Out-of-School Suspension** – Students given an out-of-school suspension will be removed from the school environment for a designated period of time. It may involve the following:

1. Exclusion in cases being investigated pending expulsion.
2. A suspension may not exceed ten calendar days unless it is ordered, pending a meeting to review the matter, or until some specific action occurs, such as physical or mental examination, incarceration by court action, etc.
3. Suspension from school can be until a parent/guardian conferences can be set up for reinstatement.
4. Students may be suspended from school when such suspensions contain the following elements:
  - a. The student is informed of the charge, including the specific acts that support the charge, and that he/she is indeed suspended.
  - b. The opportunity for the student to present his/her view of the alleged misconduct
  - c. The parents or guardians are notified by telephone whenever possible of the suspension. When parents cannot be contacted, the decision to send the student home or remain on the school premises, or make referral to the proper authorities, must be made with consideration of that student's age, maturity, and the nature of the misconduct which caused the suspension. During the time of the suspension the student should not be on the school grounds or attend any school activity away from Sheridan until reinstatement (such as attending activities in the evening.)
  - d. A letter is mailed to the parents or guardian stating the time, date, charge, and the specific acts that support the charge(s) for the suspension, with procedures to be followed for reinstatement.
  - e. The parents or guardian may request and be given a conference with the building principal.
  - f. The principal or designee may request a parent conference for re-admittance.
  - g. The student has a right to do all work missed during the suspension. However, the student will receive an 'F' in each class for the daily work. The student will have the opportunity to make up any test or evaluation of progress of trimester or units.
  - h. In all suspensions ordered by the building principal or a designated representative, the executive office of this district and the board shall have the right for final review.

**Expulsion** – District Policy JGE

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent 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.

An expulsion shall not extend beyond the current semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective. The expulsion, however, may not extend beyond the second trimester unless as otherwise required by federal law.

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

The removal of a student from the school environment for the remainder of the academic year: The student is prohibited from being on school grounds or attending any school activities. No academic credits are given.

Either the Hearing Officer or the School Board may affect an expulsion

1. The Hearings Officer or the District School Board shall not expel a student without a hearing, unless the student and his/her parents or guardian waive, in writing, the right to a hearing. By waiving the right to



a hearing, the student and his/her parents agree to abide by the decision of the Hearings Officer or of the District School Board.

2. Procedures to be followed in conducting expulsion hearing are as follows:
  - a. Written notice shall be mailed at least five days prior to the hearing to the student and his/her parents or guardian setting forth the allegations of misconduct, the time and place of the hearing and the right of the student to be represented at said hearing. The parent or guardian can waive this to provide for a hearing at an earlier date.
  - b. The superintendent or his/her designated representative shall act as Hearings Officer and shall maintain control over and conduct the expulsion hearing, except in such cases where the student or his/her parents deliver to the superintendent or his designated representative prior to the commencement of the expulsion hearing a written demand for hearing before the School Board. In expulsion hearings conducted before the District School Board, the chairman or vice chairman of the board shall maintain control over and conduct the expulsion hearing. Hearings before the Hearings Officer shall be conducted privately and hearings before the District School Board shall be conducted in executive session, unless the student or student's parents or guardian requests a public hearing.
  - c. The student shall be permitted to have a representative present at the hearing to advise and represent him/her.
  - d. The student shall be afforded the right to present his/her version as to charges and to make such showing by way of oral testimony, affidavits or exhibits.
  - e. The student shall be permitted to hear the evidence presented against him/her and to confront and cross examine witnesses against him/her.
  - f. The Hearings Officer, or the School Board, where applicable, shall determine the facts of each case on the evidence presented at the hearing and render a decision in writing to be made available to the student and his/her parents or guardian.
  - g. Strict rules of evidence shall not apply to the proceedings.
  - h. A record shall be kept of the hearing.
  - i. The decision of the Hearings Officer shall be reviewed by the District School Board upon written request by the student or his/her parents or guardian delivered to the Board Chairman within five days of the date of decision. The review hearing shall be held before the Board within ten days (school days) following the date of the decision. The decision of the Hearings Officer shall remain in effect pending review by the board. The review of the Hearings Officer's decision by the School Board shall be held in executive session unless the student or the student's parents or guardian requests a public hearing.
  - j. Expulsion shall not extend beyond the current school year unless the school year ends within such a short period of time that the expulsion would be too short to be effective. However the expulsion shall not extend beyond the second school year.
  - k. No credit will be given for work completed during the time the expulsion is in force.

#### **Discipline of Disable Students** – District Policy JGDA, JGEA

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, 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 IEP team meeting addressing the infraction and its relationship to the disability. The IEP team will determine whether the misconduct is a manifestation for the student's disability. Should the IEP 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 IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine where a change in placement is needed. The district may not suspend for more than 10 days or expel a disable student or terminate educational services for any behavior which is a manifestation of the disability.

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 not more than 45 calendar days in a school year for drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings 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.

### **Procedures for Administering Discipline:**

If a student’s behavior and/or conduct is affecting the behavior of others in a way that tends to disrupt the educational process of the school or is in violation of any school rules or regulations, the building principal or in the event of the principal’s absence, his designated representative or the executive officer of the district will use the following range of discipline until the situation is corrected.

1. Conference with the student/disciplinary referral.
2. Conference with the student and/or parent or guardian
3. Student placed on probation/disciplinary contract
4. Suspension. The length of suspension will depend upon the severity of the behavior and be carried out in accordance with procedures herein set forth.
5. Suspension proceedings pending an expulsion hearing as herein set forth.
6. Commencement of expulsion proceedings.
7. Flagrant violations of school rules and regulations may necessitate steps one through four being enacted at one time or in a different order.

### **Overall Sanctioning Procedure:**

1. This code of conduct will be read by all students and will thus serve as notice to expected school behavioral procedures.
2. When violations of this code occur disciplinary action can and will be administered, usually beginning with lesser sanctions for lesser violations. Care will be taken to provide for disciplinary action which reflects the nature and repetition of the violation.
3. Any student sanctioned under this code shall comply with all provisions of such sanctions or be subject to further disciplinary action.
4. Hear the Accuser:
  - a. Staff Complaints – Students should hear directly from the teacher or staff member the specific complaints or descriptions of unacceptable behavior.
  - b. Student Complaints – It is recognized that a school official as a public officer shall not be examined as to communications made in official confidence when the public or individual would suffer by such discourse. For this reason, in recognition of the special jeopardy in which the student witnesses may be placed, and the possible traumatic effects of adversary proceedings conducted by attorneys, police officers, or court officials, the complaining students may not be required to face the accused, nor have their identity revealed. However, the administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony. When it is determined that the student ought not to face the accused, the school official then becomes the official complainant.
5. Other Complaints – From time to time outside agencies may desire a dialogue or questioning procedure with various students. That interchange may take place under the following conditions:
  - a. The outside agency person shall produce proper identification and present a written statement to the principal or representative stating just cause for the interchange. The principal will determine just cause.
  - b. The parents of the student may be contacted to secure permission for the student to take part in the interchange. Parents have the right to protect their children and/or be present during the discourse. When investigations center on ill treatment of students by parents, the principal/superintendent will be in attendance if allowable.
  - c. In cases of expediency when parents cannot be reached, the principal or appointed representative will act as a parent/guardian to ensure proper protection for the student.
  - d. The principal or designee shall be included in conferences at which a parent/guardian may not be present.
  - e. All outside agency conferences will be held in strict confidence.

## **COMPLAINTS**

## **Discrimination on the Basis of Sex Complaints**

District Policies JB, AC, AC AR

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

## **Education Standards Complaints**

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

## **Instructional Material Complaints**

District Policies II, IIA, IIA-AR2, IIA-AR1

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, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

## **Placement/Enrollment of Homeless Student Complaints**

Board Policy JECBD AR

In the event a dispute arises over school selection or 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.

## **Sexual Harassment Complaints**

District Policy JBA/GBN-AR

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or other 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 of 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, the compliance officer 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 1** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

**Step 2** The district official receiving the information or complaint shall promptly initiate an investigation 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 when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. The date and details for the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 3** If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 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 4** 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 2<sup>nd</sup> 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.

## **Student/Parent Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five (5) calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent or designee can be requested within five (5) calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint to the Board in care of the superintendent within ten (10) calendar days following the conference with the superintendent or designee and appear before the Board, in accordance with Board policy.

## **Students with Disabilities Complaints**

District Policies ACA, ACA-AR1, IGBAG-AR

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 special education director.

## **Tuition Reimbursement**

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or

federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and opportunity to propose options available within the public school system before the private placement or services are obtained.

Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to provide notice may result in a denial of any subsequent reimbursement request."

**IMPORTANT NOTICE REGARDING SPECIAL EDUCATION:** Sometimes students experience substantial on-going difficulties in school as the result of disabilities. If the school team or your child's teacher(s) have this concern, they will contact you to discuss it. If you have concern that your child may have a disability and is in need of special education services, please contact the school principal.

## **SPECIAL EDUCATION CHANGE IN METHOD OF IDENTIFYING STUDENTS WITH LEARNING DISABILITIES**

Sheridan School District is changing its method of identifying students with learning disabilities. In the past the discrepancy model was used for identification. Under the guidance of reauthorized Individuals with Disabilities Education Act (IDEA) we are Response to Intervention (RTI) for identification of students with learning disabilities.

The process of identifying a learning disability using RTI requires that scientifically research based programs be used for instruction in reading, math and written language. On-going progress monitoring is required to direct instruction and program placement.

If a student is not succeeding in the core program being used in the classroom the student will be placed in an intervention program for a minimum of 8 weeks where on-going progress monitoring will take place. If the student is showing good progress he/she will remain in the program. If the student is not showing progress he/she will be placed in a second intervention program for 8 weeks with on-going progress monitoring. If the student is showing good progress he/she will remain in this program.

If the student is not showing progress after the second intervention, the parent will be notified that data collection and assessment will start for possible special education eligibility. Parents are an integral part of the data collection and eligibility decisions and will be invited to team meetings regarding the student.

Data collected for a learning disability determination includes attendance, reading, math and language achievement, assessment results, behavior record, report cards, teacher and parent input. The team will then review the data and make the determination to move to eligibility for learning disabilities.

## **STUDENT CONDUCT CODE**

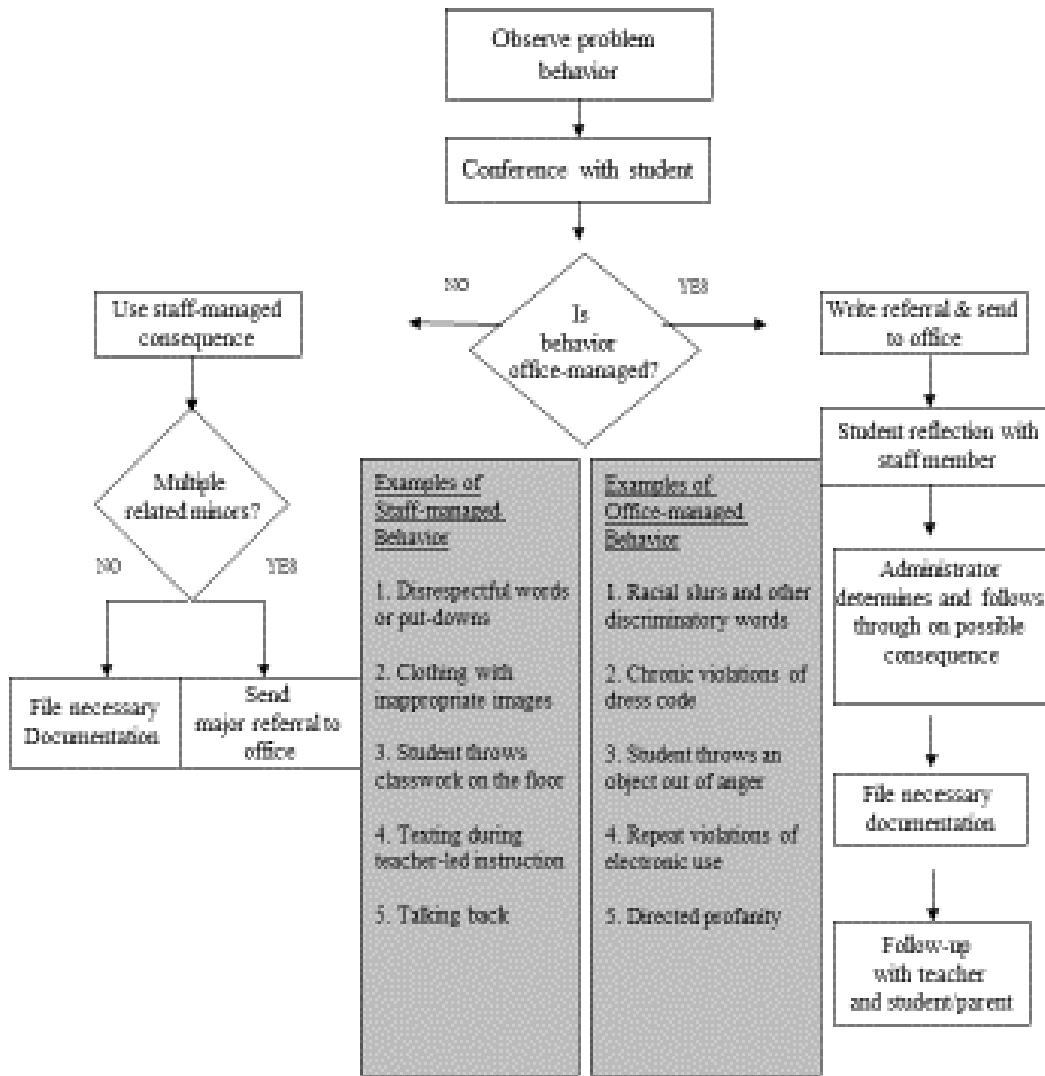
The student conduct code is the encompassing rules and regulations of the district. Below are the most frequent offenses to the student conduct code. Causes for discipline, suspension, or expulsion as outlined in the student conduct code:

1. Willful disobedience— in any way not complying with a reasonable request by a staff member while on school grounds.

2. Defiance – any challenge either verbally or through actions towards school personnel’s authority (includes custodial staff, cafeteria staff and instructional assistants).
  3. Disruptive conduct– disturbing classes, school functions or activities, or the orderly operation of the educational process.
  4. Tardies– reporting to class late without prior approval. Each individual teacher can vary in their meaning of “tardy” from being in the room when the bell rings to being seated when the bell rings.
  5. Unexcused absences– any missed day or part of a day that does not have a written excuse approved by the office. You will receive a temporary excuse the first day if you don’t bring a note, and it will automatically be unexcused the second day after returning if you haven’t turned the not in by then.
  6. Vulgarity or profanity– the use of profane or obscene language or actions.
  7. Forged signature on any form requiring a parent’s signature – writing and signing an excuse, for, etc., or having one written by anyone other than a parent or legal guardian.
  8. Carrying or using tobacco
  9. The use of, the sale of, the possession of or being under the influence of narcotics, dangerous drugs, controlled substances, or alcoholic beverages.
  10. Gambling– card playing, matching coin or any other betting that involves the exchange of money or valuable goods.
  11. Stealing
  12. Extortion– to get money, valuable goods, etc., by violence, threats and misuse of authority
  13. Forged signature – writing and signing an excuse, for, etc., or having one written by anyone other than a parent or legal guardian.
  14. Vandalism
  15. The carrying, display, or use of deadly weapons or play things (including squirt guns)
  16. Unauthorized parking or use of a vehicle during school hours– unauthorized driving a car on or off campus.
  17. Failure to sign out of the main school office when leaving the school campus during school hours.
  18. Wearing or use of clothing or articles advertising drugs, alcoholic beverages, or anything suggestive in nature or deemed as unacceptable to school standards.
  19. Amorous display of affection– kissing, hugging, fondling, or any overt displays of affection (more than hand holding).
  20. Failure to Sign Out – not getting formal permission from an administrative staff member to write your name in the check-out form in the main office during the school day (other than lunch unless you will be absent or late to the period(s) following lunch.)
  21. Failure to do assigned class work (either in-class or homework)
  22. Cell phones are to be used for emergency purposes only. Cell phones are not to be used during school hours (except during lunch) unless a teacher is allowing students to use it for an educational assignment. They are not to be used in hallways or classrooms. If a student is caught using their cell phone, the following process applies:
    - 1st offense = confiscation for the rest of class period.
    - 2<sup>nd</sup> offense = confiscation for the rest of the school day, the student can pick up the phone at the main office at the end of day.
    - 3<sup>rd</sup> offense = confiscation for the rest of school week, a parent must pick up the phone at the main office.
    - 4th offense = student is not allowed to bring a cell phone to school for a set, determined time.
- If continued inappropriate use of a cell phone continues, and/or the student does not comply with staff members regarding phone confiscation, discipline actions and parent meetings may apply.

## **Sheridan High School PBIS Discipline Matrix**

## General Procedure for Responding to Problem Behaviors



The following are not necessarily disciplinary steps that are followed in order. The frequency and severity of the infraction could lead to moving beyond the first option and going directly to one of the last steps or options.

**Staff managed (may involve but not limited to) –**

- Parent involvement
- Discussion with student
- Loss of privilege
- Serving assigned detention

**Office Managed (may involve but not limited to) –**

- Parent involvement
- In or out of school suspension
- Expulsion
- Fines
- Police involvement

Problem Behaviors	Definition	Examples
Abusive/Inappropriate Language	Messages that include swearing, name calling or use of words in an inappropriate way	<p><b><u>Office Managed</u></b></p> <ul style="list-style-type: none"> <li>● Use of racial slurs and other discriminatory words (retard, gay, lesbian, etc.)</li> <li>● When directed at another person with malicious intent</li> </ul> <p><b><u>Staff Managed</u></b></p>

		<ul style="list-style-type: none"> <li>● Saying disrespectful words or put downs (stupid, dummy, fatso, dork, 4-eyes, etc.)</li> <li>● Put another person's work down (making fun of others work)</li> <li>● Stubbing toe and saying a bad word</li> </ul>
Alcohol	Student is in possession of or is using alcohol	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● If caught in possession, this immediately is an office issue (on breath or in possession)</li> </ul>
Inappropriate Display of Affection	Student engages in inappropriate verbal and /or physical gestures/contact of a sexual nature with another student/adult	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● Inappropriate engagement or body contact (e.g., grabbing private areas</li> <li>● Prolonged kissing or hugging</li> </ul>

<b>Problem Behaviors</b>	<b>Definition</b>	<b>Examples</b>
Physical Aggression-Contact/Fighting	Actions involving physical contact where injury may occur	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● Fighting, hitting, punching, use of object, tripping with intent to harm</li> </ul> <b>Staff Managed</b> <ul style="list-style-type: none"> <li>● Grabbing or pulling another student</li> <li>● Rough housing/(too physical) play fighting</li> </ul>
Cheating Plagiarism	Copying as your own work something from another source	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● Repeated cheating or plagiarizing in class</li> <li>● Taking credit for someone else's work (putting your name on someone else's work)</li> <li>● Reporting cheating/copying of state test to office</li> </ul> <b>Staff Managed</b> <ul style="list-style-type: none"> <li>● A student copies text or artwork from a published source for a contest or any assignment</li> <li>● Partial copying from a published source or other student and turning it in as own work</li> <li>● Cheating on a test</li> </ul> <i>Teachers can use this as a teaching opportunity</i>
Weapons	Student is in possession of knives or guns (real or imitation)	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● Bringing and showing weapon to others</li> <li>● Anything used as a weapon</li> </ul>
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or rough housing; and/or sustained out-of-seat behavior.	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● Student refuses to work after warnings, then refuses to follow directions</li> <li>● Student throws an object out of anger (chair, objects, etc.)</li> </ul>

<b>Problem Behaviors</b>	<b>Definition</b>	<b>Examples</b>
Insubordination/Defiance	Refusal to follow adult directions	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● After being told to do something, student replies with profanity ("F--- You!")</li> <li>● Running away, outside building or classroom</li> <li>● Refusal to follow a directive</li> <li>● Refusal to work with other students due to race, gender, culture, religion, etc.)</li> </ul> <b>Staff Managed</b> <ul style="list-style-type: none"> <li>● Talking back ("You're not the boss of me!")</li> </ul>



		<ul style="list-style-type: none"> <li>● Noncompliance in non-violent/non-verbal way (daydreaming, ignoring, doing nothing, other activities)</li> </ul>
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district	<p><b>Office Managed</b></p> <ul style="list-style-type: none"> <li>● Direct violations of announced dress code (spaghetti straps, short shorts, halter tops, midriff showing) to office to correct violation</li> <li>● Chronic failure to respond to staff requests</li> </ul> <p><b>Staff Managed</b></p> <ul style="list-style-type: none"> <li>● Inappropriate or no footwear</li> <li>● Clothing that has inappropriate language, put downs, vendors, or pictures (ask student to correct violation)</li> </ul>
Forgery/Theft	Students in possession of, has passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission	<p><b>Office Managed</b></p> <ul style="list-style-type: none"> <li>● Student forges name of parent on school documents (referral, permission slip)</li> <li>● Student removes (or tries) an object from the classroom that does not belong to them</li> <li>● Student knowingly is in possession of stolen goods</li> </ul> <p><b>Staff Managed</b></p> <ul style="list-style-type: none"> <li>● Student borrows a textbook from an absent student without asking</li> </ul>
Vandalism/Property Misuse	Student deliberately impairs the usefulness of property	<p><b>Office Managed</b></p> <ul style="list-style-type: none"> <li>● Graffiti</li> <li>● Intentionally damages school property (e.g., computer equipment)</li> </ul> <p><b>Staff Managed</b></p> <ul style="list-style-type: none"> <li>● Writes on desk</li> <li>● Misuses equipment (e.g., unplugs computer cords)</li> </ul>

Problem Behaviors	Definition	Examples
<b>Skipping Class/Tardy</b>	Student leaves class/school without permission or stays out of class/school without permission	<p><b>Office Managed</b></p> <ul style="list-style-type: none"> <li>● Leaves building without permission/ won't return</li> <li>● Student refuses to go with group</li> <li>● "Comes" to school, but does not attend class</li> </ul> <p><b>Staff Managed</b></p> <ul style="list-style-type: none"> <li>● At school on time but late to class</li> <li>● Lingers in the bathroom</li> <li>● In the hallway without a pass</li> </ul>
<b>Harassment/Bullying</b>	Student delivers disrespectful messages (verbal or otherwise) to another person that includes threats and intimidation, unwanted physical contact, obscene gestures, pictures, or written notes (individual or sustained). Disrespectful messages include negative comments based on disability, race, religion, gender, orientation, age, and/or national origin.	<p><b>Office Managed</b></p> <ul style="list-style-type: none"> <li>● Threat of physical harm</li> <li>● Unwanted sexual comments/gestures directed at another student</li> <li>● One student writes a note to another student using a racial slur</li> </ul>
<b>Tobacco</b>	Student is in possession of or is using tobacco	<p><b>Office Managed</b></p> <ul style="list-style-type: none"> <li>● Student is in possession of tobacco or e-cigarettes</li> </ul>

Problem Behaviors	Definition	Examples
<b>Gang Affiliation Display</b>	Student uses gesture, dress, and/or speech to display affiliation with a gang	<b>Office Managed</b>

		<ul style="list-style-type: none"> <li>● Display of colors, numbers, symbols associated with gangs (e.g., bandana, clothing, gestures)</li> </ul>
<b>Drugs</b>	Student is in possession of or is using drugs/substances, paraphernalia, or imitations (according to district policy)	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● Student comes to school drunk</li> <li>● Student brings drugs or paraphernalia to school</li> </ul>
<b>Disrespect</b>	Student delivers rude, insensitive, or dismissive messages to adults or students.	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● See insubordination</li> </ul> <b>Staff Managed</b> <ul style="list-style-type: none"> <li>● Student interrupts another student or adult</li> <li>● Acting out for peer attention (goofing off, calling out during instruction, "class clown," screaming)</li> </ul>
<b>Technology Violation</b>	Inappropriate use of electronics and/or technology (e.g., texting, videos, games, selfies, music, & social media)	<b>Office Managed</b> <ul style="list-style-type: none"> <li>● Repeat violations of inappropriate electronic use</li> <li>● Sharing &amp; publishing photos without permission</li> <li>● Offensive internet browsing (e.g., pornography, violent sites)</li> </ul> <b>Staff Managed</b> <ul style="list-style-type: none"> <li>● Texting during teacher-led instruction</li> <li>● Wearing earbuds during instruction</li> <li>● Taking a picture without permission</li> <li>● Playing music out loud on speakers</li> </ul>

### Notes on Matrix

Disruptive Conduct may include any other actions that disrupt the educational environment.

### Disciplinary Actions/Definitions

**Warning:** A meeting between the student and school personnel regarding the behavior.

**Loss of Privileges:** The loss of privileges related to the behavior: i.e., bus riding, parking privileges.

**Conference:** a meeting between the student and a school administrator related to the behavior.

**Parent Involvement:** A conference between parent, student and school personnel regarding the behavior, contracts, warning, or consequences for further actions may be discussed.

**Detention:** Mandatory attendance after school or at any other non-school time including lunch time.

**In-School Suspension:** Reassignment from regular classes to a self-contained, monitored environment.

**Short Suspension:** Exclusion from school and school activities for 1 to 5 school days.

**Long Suspension:** Exclusion from school activities for 6 to 10 school days.

**Expulsion:** Exclusion from school and school activities for a period longer than 10 days.

**\*Police Involvement:** Certain infractions may require the involvement of police authorities.

### SHERIDAN PUBLIC SCHOOLS SCHOOL DISTRICT NO. 48J SHERIDAN, OREGON 97378

To: Parents and Students

From: Sheridan High School

Re: 2021-22 Student Conduct Code (pages 64-68 of Sheridan High School Student Handbook)

I understand and consent to the responsibilities outlined in the **Student Code of Conduct (pages 64-68)**. 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, or 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.

I am aware that a copy of the 2021-2022 Sheridan High School Conduct Code is available from Sheridan High School upon request. I understand that my son/daughter has been instructed on the contents and responsibilities of the Student Conduct Code.

\_\_\_\_\_  
Parent/Guardian/Eligible Students (18 or older) Signature \_\_\_\_\_ Date

Student Receipt of Handbook

I am aware that the Sheridan High School Student Handbook is **online**. I understand my rights and responsibilities as a student of Sheridan High School and the policies and procedures of the school.

\_\_\_\_\_  
Student Name (Please Print) \_\_\_\_\_ Grade

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date