

# Faulconer-Chapman School



Sheridan School District 48J

## Student-Parent Handbook 2024-2025 School Year

332 SW Cornwall  
Sheridan OR 979378  
Phone: 971-261-6960

Office Hours: 7:30am-3:30pm

School Hours:  
Monday-Thursday 8:15 am - 3:18 pm

[www.sheridan.k12.or.us](http://www.sheridan.k12.or.us)

## **Faulconer-Chapman Staff, 2024-25**

### **Principal**

Adam DeLatte

### **Assistant Principal**

Melissa Love

### **Athletic Director**

Jeremy Brown

### **Dean of Students**

Meara Allen

### **Secretarial Staff**

Lacey Howard

Patricia George

LeighAnne Michaelson

### **School Registrar**

Nicole Mirabito

### **County Mental Health**

Heidi Fernandez (K-8)

### **Student Manager(s)**

Mandi Kadell

Amanda Snook

Sharon Boekhoff

### **Kindergarten**

Ryan Winship

Jessica Walters

Buffy Bernards

### **Kindergarten Assistants**

Sonia C. Mendoza - Interp.

Mina Hutchinson

### **Special Education**

Alicia Weatherly (K-5th)

Alastair Green (6th-8th)

Wendy Heston, SPED

### **First**

#### **Grade**

Leann Hoopingarner

Gretchen McNeil

#### **Second Grade**

Michael Goetz

Amy Rockwell

Andy Allen

#### **Third Grade**

Kristen Monroe

Kryisia Wakefield

Mitch Chadwick

#### **Fourth Grade**

McKenzie Grauer

Maddie Goad

Kaitlan Caraballo

#### **Fifth Grade**

Samantha Brown

Carolyn Davidson

Tasha Laflen

#### **Middle School**

Jeremy Brown - Math

Tim Hart - SS

Esperanza Garcia-Lopez -  
Science

Katie Gallagher- ELA

Odessa Hansen - Art

Keegan McMurry - SS

Leah Psiropoulos - ELA

Caitlin Smith – Agriculture

Rich Mendes – SS

Aaron Henderson – Math

Sean Pomeroy – PE

Derek Evers – Music

### **Speech**

#### **Title 1**

Lisa Heatherly

#### **Title I Assistants**

Cathy Rice

Daniel Eichler

Raylene Brennan

#### **ELL**

Vince Cimino

#### **Elementary Specials**

Jon Sherwood - Music

Alex Moore - PE

#### **Technology**

Aaron Henderson

#### **Library Assistant**

Keeley Jones-Dearth

#### **Kitchen Staff**

Jenn Vesper

Linda Hill

Susanne McGee

Patti Shenk

#### **Custodial Staff**

Sean Vesper

Greg Goodman

Marilyn Moore

Michael Bannick

Jody Hinkle

Dave Bartel

Ron Rogers

**Special Education Assistants**

Melanie Lux  
Angie Bryant  
Stacie Morgenstern  
Denise Paradez  
Autumn Howard  
MaKayla Hoop  
Ana Bowlin  
Heather Gosen  
Lureen Bogan  
Krysten Siderias  
Taylor Sorrenson

**Recess Aids**

McKenzie Ruiz  
Maria Villalobos  
Sarah Osredkar

**Nurse**

Rebecca Boris  
Airan Ceballos - Asst.

# PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. The Sheridan School Board District Policy Handbooks are available at the District Office and the main office and Principal's 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, as policies frequently update.

No information in this document will 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 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 American 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  
Dorie Vickery  
435 S. Bridge St.  
Sheridan, OR 97378  
971-261-6959

Parents and students must acknowledge receipt of the Faulconer-Chapman Student/Parent Handbook 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 and sign the form at the end of this packet. Please provide this form to the main office at Faulconer-Chapman School. Thank you.**

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# MIDDLE SCHOOL BELL SCHEDULE 2023-24

## MONDAY – THURSDAY

1 <sup>ST</sup> Period	8:15am-9:02am
2 <sup>nd</sup> Period	9:05am-9:52am
3 <sup>rd</sup> Period	9:55am-10:42am
4 <sup>th</sup> Period	10:45am-11:32am
Advisory 1	11:35am-12:10pm
Advisory 2	12:13pm-12:48pm
5 <sup>th</sup> Period	12:51pm-1:38pm
6 <sup>th</sup> Period	1:41pm-2:28pm
7 <sup>th</sup> Period	2:31pm-3:18pm

## **GENERAL INFORMATION**

### **Admission**

*District Policies JECA, JECAA, JECB, JECB-AR*

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

### **Fees, Fines and Charges**

*District Policy JN*

Materials that are part of the basic educational program are provided without charge to the student. A student is expected to provide his/her own supplies of pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including, but not limited to school extracurricular fee, elective class fee, etc.

Any required fee or deposit may be waived if the student and parent are unable to pay.

Application for such a waiver may be obtained at the main office.

The district will withhold the grade reports, diploma and records of any student who owes a debt of \$50.00 or more for unpaid school fees, fines and charges. The district may withhold grade reports, diploma records of students owing less than \$50.00. All such materials will be released upon payment of money owed. fees, fines, and charges owed to the district may be waived at the discretion of the superintendent or designee.

Sports Participation Fee      \$ 40.00 per sport (Maximum \$290 per family, per year)



# **FAULCONER-CHAPMAN SCHOOL**



## **FCS Campus Safety and Security Procedures**

### **Early Pick-Up**

When picking students up from school during school hours, parents/guardians are required to enter the building and sign out their student. When approaching the front door, please provide the following information to the office staff:

- ✓ Your Name
- ✓ Your Student's Name

The office staff is required to verify that the individual picking up the student has proper authorization. If the person picking up the student is not on his/her contact list, the student will not be released until verification is received from the student's parent/guardian.

Please note that teachers may not release students from their classroom until the parent/guardian arrives at the office and requests pick-up. This will ensure that the office staff has adequate time to verify pick up authorization, and to ensure students do not leave the building without authorization or checking out with the office.

Notification of transportation changes must occur before 2:30pm to adequately notify the teacher and student of this change.

### **Parent/Guardian & Community Member Visitors/Volunteers**

All visitors and volunteers must sign in at the front office. Visitors/volunteers should make prior arrangements with the classroom teachers that they are visiting. When arriving at the front office, please be prepared to provide the following information:

- ✓ Your Name
- ✓ Time of visit
- ✓ The reason for your visit.

The office staff is required to verify that you are on the contact list for the student you are visiting, and/or that your background check is complete before you may proceed to the visitor/volunteer location.

The enforcement of the above policies is to increase campus security. If you have questions and/or concerns with the enforcement of the above safety and security requirements, please feel free to contact your FCS School Administrators.

Adam DeLatte - Principal

[adam.delatte@sheridan.k12.or.us](mailto:adam.delatte@sheridan.k12.or.us)

## **BUILDING ACCESS**

### **Pick Up/Drop Off**

Parents may begin dropping students off at 7:45 AM; no supervision is available prior to this time and students will not be permitted into the building. **Drop off and pick up is at the Old Gym. Please do not pick up/drop off students at the front door between the hours of 7:30 am - 8:00 am and 2:45 pm - 3:20 pm.**

### **Dismissal**

Parents wishing to pick their students up during the school day are to arrange a pick-up time with the office and check your child out with office personnel before leaving. Students riding the school bus will be released out the front entrance. If a student is being picked up or is walking home, they will be released out the east exit through the old gym.

FCS would appreciate families waiting until the end of the school day, to pick their students up when possible.

### **See the Attendance Section Pg. Regarding Early Dismissal of Students**

### **School Visitors**

#### *District Policies KK*

Parents and other visitors are encouraged to visit the district's schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Visitors must sign in at the main office, get a visitor's sticker and check out at the office before leaving. This process is for before school, during school and at the end of the school day. Students will not be permitted to bring visitors to school.

<http://policy.osba.org/sheridan/KL/KK%20D1.PDF>

### **Volunteers**

#### *District Policies IICC*

We encourage all parents, grandparents and interested citizens of the community to assist the school with their many varied skills. Concerned and caring adults donate thousands of hours of service each year. Anyone interested in assisting should contact the school office or your child's teacher. To protect the safety and welfare of our children, Sheridan School District will be conducting background checks on all volunteers at the expense of the district. We realize many of you have been volunteering for years and providing invaluable service to education but we're sure you understand the need to ensure a safe, healthy learning environment for every student. <http://policy.osba.org/sheridan/I/IICC%20D1.PDF>

## **Visitors/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.

O.R.S. 164.205 (3-6) -- 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.

<https://www.oregonlaws.org/ors/164.205>

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 will 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 codes of behavior for 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/guardians interested in their child's performance in the school program.
2. A person, anyone who can arrange and complete business with the appropriate school authorities at the main office. 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.

## **School Parties**

There may be parties or classroom celebrations during the course of the school year: Snacks provided for those parties need to be store-bought not homemade. The room parties will be scheduled during the last hour of the school day. Please contact your child's teacher if you do not want him/her to participate.

## **Use of Building After Hours**

### *District Policies KG*

There will be no students in the building other than during school hours unless they are in the presence of a supervising teacher, staff member or athletic coach.

Use of the building outside of school hours is to be arranged and scheduled through the main 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, doors shut/locked and gates closed etc.

## **EMERGENCY SITUATIONS & SAFETY**

### **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.

### **School Closures, Delays**

Parent Square will notify parents and employees of closures. Additional information regarding school closure or modified scheduling due to bad weather in the morning will be broadcasted on these radio and television stations after 6:00 a.m.

KATU Channel 2

KOIN Channel 6

KGW Channel 8

Additional closure information can also be found at [www.sheridan.k12.or.us](http://www.sheridan.k12.or.us) and on FlashAlert

Website:

<https://www.flashalert.net/regions/portland-vancouverseam/?CatName=Yamhill+Co.+Schools&Texting=0>

Parents who have Facebook may subscribe to the Faulconer Chapman Facebook

<https://www.facebook.com/faulconer.chapman>



### **Emergency Contact**

FCS asks that you please provide a local phone number of a friend or relative who will know how you want the situation to be handled in the event you cannot be reached. Be sure to tell the person(s) you put down that you have given us permission to call them. This will help your child in being cared for properly in case of accident or illness at school. If there is a change in your situation for this extra contact, please notify the office immediately.

## **HEALTH SAFETY**

### **General Illness**

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 24 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 tested positive for 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.

\*Students who have have Covid-19 must stay home until they do not have a fever for 24 hours without the use of fever reducing medication and other symptoms begin showing improvement.

#### **Emergency Medical Treatment**

Parents will complete a medical form each year that includes a provision for parental consent for district officials to obtain medical treatment for the student. Parents will 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.

#### **Medicine at School**

##### **District Policy JHCD**

The district recognizes that administering medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription and/or nonprescription medication at school, on a temporary or regular basis.

The district reserves the right to reject a request to administer or allow self administration of a prescribed or non-prescribed medication when such medication is not necessary for the student to remain in school.

When directed by a physician or other licensed health care professional, students grades K-12 will be allowed to self-administer medication. A medical protocol regarding each student

who self-administers medication will be developed, signed by a physician or other licensed health care professional and kept on file. Permission for self-administered medication may be revoked at any time if the student violates policy or medical protocol.

All requests for the district to administer medication to a student shall be made by the parent/guardian in writing. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

### **Communicable Diseases**

In accordance with state law, rule and health authority communicable disease guidelines, procedures, as established below, will be followed: School Restrictable/School Reportable Diseases

1. Restrictable diseases are communicable diseases which occur in a setting where predictable and/or serious consequences may occur to the public. School restrictable diseases are defined as a disease which can be readily transmitted in a school setting and to which students and/or employees in a school may be particularly susceptible;
2. A district employee who is diagnosed to have a school restrictable disease shall not engage in any occupation which involves contact with students as long as the disease is in a communicable stage;
3. A student who is diagnosed to have a school restrictable disease shall not attend school as long as the disease is in a communicable stage. These restrictions are removed by the written statement of the local health officer or designee or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) the restriction may be removed by a school nurse. For pediculosis, or head lice (indicated by a double asterisk (\*\*), the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. School restrictable diseases include, but are not limited to:
  - a. *Chicken pox\**;
  - b. *Cholera*;
  - c. *COVID-19*
  - d. *Diphtheria*;
  - e. *Measles*;
  - f. *Meningococcal disease*;
  - g. *Mumps\**;

- h. Pediculosis\*\* (head lice);*
- i. Pertussis (whooping cough);*
- j. Plague;*
- k. Rubella (German measles);*
- l. Scabies\*;*
- m. Staphylococcal skin infections\*;*
- n. Streptococcal infections\*;*
- o. Tuberculosis;*
- p. Pandemic flu;*
- q. Other as by state mandate.*

The school administrator may, when he/she has reasonable cause to believe the student has a school restrictable disease, exclude that student from attendance until a physician, public health nurse or school nurse certifies that the student is not infectious to others;

4. The local health officer or designee may allow students and employees with diseases in a communicable stage to continue to attend and to work in a school when measures have been taken to prevent the transmission of the disease;
5. More stringent rules for exclusion from school may be adopted by the local health department or by the district through Board-adopted policy;
6. A disease may not be considered to be a school restrictable disease unless it is listed in section 3. above, in accordance with OAR 333-019-0015 (2), it has been designated to be a school restrictable disease through Board policy or the local health administrator determines that it presents a significant public health risk in the school setting;
7. When a person is diagnosed as having diphtheria, measles, pertussis (whooping cough) or rubella (German measles), the local health officer may exclude from any school in his/her jurisdiction any student or employee who is susceptible to that disease.
8. The district's emergency preparedness plan shall address the district's plan with respect to a declared public health emergency at the local or state level.

**Pediculosis (Head Lice)**

*District Policy JHCCF*

A student with a suspected case of head lice shall be referred to the school nurse or designated trained staff or volunteer for an assessment.

A student found with live lice may be excluded from school attendance. The district recognizes that the Oregon Health Authority, Public Health Division, no longer requires

exclusion of a student for the presence of nits and allows the discretion of the district. A parent of the student will be notified and treatment will be requested. A student with a severe infestation will be excluded immediately until treated. A student excluded from school that has been treated will be readmitted after an assessment by designated personnel, and may be subject to periodic checks.

The successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. Treatment information will be provided by the district to parents of students found to have contracted head lice. The superintendent will develop administrative regulations, as necessary, to implement this policy.

#### **HIV, HBV, AIDS-Students**

*District Policies JHCC, JHCCA,*

The district will adhere strictly in policies and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS .

The district recognizes a parent (student) has no obligation to inform the district of an HIV, HBV OR AIDS condition and that the student has a right to attend school. If the district is informed of such a student, written guidelines shall be requested of the parent (student). These guidelines shall include who may have the information, who will give the information, how the information will be given, and where and when the information will be given.

When informed of the infection, and with written permission from the parent (student), the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. The team shall continue to monitor the student's condition.

Notification of alternative educational programs shall be made to the parent or eligible student, if an HIV, HBV or AIDS student withdraws from school.

*The district shall use universal precautions at all times for infection control. Each person is therefore treated as though an HIV, AIDS or HBV infection exists.*

*The district shall develop an Exposure Control Plan that includes infection control procedures for staff and students.*

*All staff and students shall receive information as part of an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each district vehicle.*

*In addition, staff and students will receive HIV, AIDS and HBV information on a regular basis.*

*The information shall emphasize infection - how infection is spread as well as how it is not spread.*



*The district will cooperate with the Oregon Department of Education in delivering HIV, AIDS and HBV education.*

## **Immunizations**

### *District Policies JHCB*

A student must be fully immunized against certain diseases or must present an Online Vaccine Education Module Certificate for those who are opting out of vaccines [www.healthoregon.org/vaccineexemption](http://www.healthoregon.org/vaccineexemption). Proof of immunization may be personal records from a licensed physician or a 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 or she has met immunization requirements. Parents will be notified of the reason for the exclusion.

## **FACILITIES & EQUIPMENT**

### **Building/Property Care and Usage**

District policy JFCB

Faulconer-Chapman School has an attractive and functional facility. It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined and/or fee's assessed; not to exceed the replacement value of said district property.

A few items need to be mentioned as specific suggestions to keep our campus and buildings well maintained:

- Please use the receptacles that are provided for litter and refuse.
- If furniture is moved from areas for some special purpose, please return it to its proper place after use.
- When it is necessary to be in the hall during class time, please refrain from visual or noisy distractions.
- Some areas and rooms cannot be used without a staff member present or without permission.

### **Lockers**

When requested, students will be 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.

- 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.
- Only school issued locks are to be used on school lockers.
- Whenever the lock fails to work properly, notify the office.
- Locker changes throughout the year are issued only from the office.
- Lockers are lent to students only during the school year.

The school requires that lockers are:

- Kept neat at all times.

- Kept free of indecent or offensive pictures or posters or those that promote the use of drugs.
- No writing occurs on the locker itself.
- No unlawful objects or materials are stored in them.
- Free of materials that can pose a risk or harm to others in the building.

Students should use their lockers to store their back pack and personal belongings; they are expected to keep their locker locked at all times. If a student leaves their back pack unsupervised, (out of their personal line of sight) it will be collected and stored in the Student Manager's office until claimed.

## **EXTRA CURRICULAR ACTIVITIES**

### **School Dances**

School dances may be scheduled throughout the school year. Only students in grades 6-8 will be eligible to attend. The dress code for school dances will remain the same as for daily school attendance. All students attending dances must be academically and behaviorally eligible. Eligibility will be determined by middle school teachers and administration. All dances must be chaperoned by at least two staff members and a minimum of six chaperones total.

### **Field Trips**

From time to time teachers arrange field trips for their classes. Such field trips may be to local business firms or they may require the use of a bus to go out of town. The school will arrange transportation. All regulations regarding the responsibilities of students while at school are applicable when on field trips or any school-sponsored activity. It is a privilege to attend field trips. Students who are continually displaying inappropriate behaviors at school may be excluded from attending the trip. All students of Faulconer-Chapman School are under the supervision and authority of school personnel while attending activities at other schools, whether participating or as spectators.

## **BEHAVIOR**

Faulconer Chapman School expects and encourages students to be safe and make healthy choices and decisions regarding their behavior. When students make poor decisions, there may be interventions and responses to those actions that are age appropriate and use approaches that are research based. This handbook applies to students at all times while they are on campus and all school district properties, at any school sponsored events (activities, field trips, sporting events.) Successful disciplinary practices have the following characteristics:

- They are explicit, reasonable, and timely
- They are logical, fair, consistent, and developmentally appropriate
- They include a variety of prevention and intervention measures
- They provide the opportunity for parent/family and student participation
- They respond to the individual differences among students with insight and sensitivity
- They ensure the opportunity for students to obtain an education

- They address the needs of the student who engages in misconduct, the needs of those who were affected by the misconduct, and the needs of the overall school community.

### General Conduct

Falconer-Chapman School has one general rule of behavior; citizenship. The characteristics of good citizenship are 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.

TITANS ARE....

ACCE**P**TING  
 SAFE  
 LEA**R**NING  
 CAL**M**  
 POSIT**I**VE  
 UPL**I**FTING  
 INCL**U**SIVE  
 FAMIL**I**Y

FCS has a student behavior program called Positive Behavior Intervention Systems (PBIS). Our four most significant pillars of behavior are: **Be Safe, Be Respectful, Be Responsible, Be a Learner.**

Expectations for student behavior include:

#### Hallway

In the halls the safety of every person is important. To ensure safety please help by:

1. Passing quickly and quietly, no running or scuffling.
2. Watching where you are going to avoid collisions.
3. Displaying of affection will be limited to hand holding.
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. Follow teacher established procedures for entering and exiting the classroom.
2. Being prepared to learn once class begins.
3. Leaving the room only with the teacher's permission and limiting emergencies.
4. Cell phone use in the classroom will be at the discretion of the teacher.

#### 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 will 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. Teachers will direct students to a designated area quietly.
2. All students should be attentive and quiet during the assembly.
3. Students are considerate of others--the performers as well as other members of the audience.
4. Students will remain seated until an administrator or staff member has released each class.

### ***Every Student Belongs***

#### ***District Policy ACB***

The Sheridan School District is committed to the success of every student in each of our schools. For that success to occur, the district is committed to equity by recognizing institutional barriers and creating success and opportunities that benefit each student. "Achieving equity," means students' identities will not predict or predetermine their success in school.

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin . All visitors are entitled to participate in a school or educational environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin .

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate.

Bias incidents may include derogatory language or behavior.

"Symbol of hate" means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

In responding to the use of any symbols of hate or bias incidents, the district will use non-disciplinary remedial action whenever appropriate. The district prohibits retaliation against an individual because that individual has in good faith reported information that the individual believes is evidence of a violation of a state or federal law, rule or regulation.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

### **Hazing/Harassment/Intimidation/Bullying/Menacing**

#### *District Policy JFCF/GBNA*

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

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at 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 contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

“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 will be promptly investigated. Any student employee or third party who has knowledge of conduct in violation of this policy or feels he or she has been a victim of hazing, harassment, intimidation, or bullying or menacing in violation of this policy will immediately report his/her concerns to the building principal or superintendent. They

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 will be filed with the Superintendent. Complaints against the superintendent will be filed with the Board chairman. The complainant will be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. A student whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will 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*.

<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=149386>

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 will be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges will also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The Superintendent will 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, will be followed.

### **Cyber-Bullying**

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

### **Faulconer-Chapman School Discipline Matrix**

If students violate the school expectations, a discipline consequence or action may result. The consequences given to a student will normally depend on the number of rule infractions incurred and/or the severity of the infraction.

The matrix below will act as a guide. However, behavior support staff operate on a case-by-case assessment of infractions. It is the belief of the Faulconer-Chapman staff that consequences alone will not change student behavior and that we need to work with students, staff, and families to solve any underlying issues.

### **Behavioral Interventions/Guidelines**

**The behavior violation, as defined in the Student/Parent Handbook pages 28-31 and the number of incidents at each level, determines which behavioral consequence will be initiated.**

<p align="center"><b>Level 1 – Minor Violations (Non-referred – teachable moments/skill building)</b></p>	<p align="center"><b>Level 2 – Major Violations (Recorded and Notification Behavior Team)</b></p>	<p align="center"><b>Level 3 – Chronic/Extreme Major Violations (Possible Referral/Recorded and Notification Behavior Team) Re-Entry Process</b></p>	<p align="center"><b>Level 4 – Illegal Violations (Referral/Recorded and Notification Behavior Team) Re-Entry Process</b></p>
<p align="center"><b><u>Staff Handled</u></b></p> <ul style="list-style-type: none"> <li>● Disrespect</li> <li>● Defiance</li> <li>● Disruption</li> <li>● Inappropriate Language</li> <li>● Property Misuse</li> <li>● Dress Code Violation</li> <li>● Technology Violation</li> </ul>	<p align="center"><b><u>Support Staff Handled</u></b></p> <ul style="list-style-type: none"> <li>● Repeated Defiance/Insubordination/ Non-Compliance</li> <li>● Physical Aggression</li> <li>● Repeated Disruption</li> <li>● Repeated Disrespect</li> <li>● Abusive Language</li> <li>● Harassment</li> <li>● Bullying (Cyberbullying)</li> <li>● Inappropriate Location/ Out of Bounds Area</li> <li>● Plagiarism</li> <li>● Forgery</li> <li>● Technology Violation</li> <li>● Property Damage/Vandalism</li> <li>● Lying/Cheating · Inappropriate Display of Affection</li> </ul>	<p align="center"><b><u>Admin/Dean Handled</u></b></p> <ul style="list-style-type: none"> <li>● Theft</li> <li>● Use/Possession of Tobacco</li> <li>● Use/Possession of Alcohol</li> <li>● <u>Automatic 2nd Incident</u></li> <li>● <u>Fighting</u></li> <li>● Assault</li> </ul>	<p align="center"><b><u>Admin/Dean Handled</u></b></p> <ul style="list-style-type: none"> <li>● Use/Possession of Drugs</li> <li>● Use/Possession of Weapons</li> <li>● Use/Possession of Combustibles</li> <li>● Gang Affiliation</li> <li>● Display</li> <li>● Bomb</li> <li>● Threat/False Alarm</li> <li>● Arson</li> <li>● Major Property Damage/Vandalism</li> </ul>

Level 1 - Minor Violation	Level 2 - Major Violations	Level 3 - Chronic/Extreme Major Violations	Level 4 - Illegal Violations
<p><b><u>1st Incident:</u></b> -Staff member talks with student; documents date and the plan to assist student in decreasing behavior</p> <p>-Consequences determined by <u>the staff member</u>.</p> <p><b><u>2nd Incident:</u></b> -Staff member talks with student to change the plan if need be -Staff member contacts <u>parents</u>; documents date</p> <p>-Consequence determined by <u>staff member</u></p>	<p><b><u>1st Incident:</u></b> Staff documentation -Student support team called to help support teacher -Meeting with teacher(s) and student to create a plan</p> <p>-Parent Contact by staff member that has taken the lead</p> <p>Consequence: determined by <u>student support team</u></p> <p><b><u>2nd Incident:</u></b> -Staff Documentation -Meeting with the student support team, teacher(s) and parents to review plans and interventions.</p> <p>-Consequence: determined by <u>student support team</u></p> <p><b><u>Further Incident:</u></b> -Staff Documentation -Meeting with the student support team, teacher(s) and parents to review plans and interventions. Increase in intensity of interventions likely.</p>	<p><b><u>1st Incident:</u></b> -Staff referral -Parent contact - Consequence: Determined by student support team and administrative team</p> <p><b><u>2nd Incident:</u></b> -Staff referral -Parent contact -Consequence: ISS/ OSS</p> <p><b><u>3rd Incident:</u></b> -Staff referral -Parent contact -Consequence: ISS/ OSS</p> <p><b><u>Further Incident:</u></b> -Staff referral -Parent contact OSS/possible other educational placement, or expulsion hearing</p> <p>-Moves to level 4, 1st incident</p>	<p><b><u>1st Incident:</u></b> The following steps are to be taken in each Incident:</p> <ol style="list-style-type: none"> <li>1) Immediately isolate the student</li> <li>2) Notify authorities</li> <li>3) Notify the parent that the student will be suspended, pending an expulsion hearing</li> </ol> <p>Advise parents to come to school and pick the child up, or seek parent's permission to release the student to go home</p> <ol style="list-style-type: none"> <li>4) Automatic recommendation for expulsion and/or other educational acement</li> </ol>



A parent/guardian will be contacted, by a school official, whenever **In School Suspension (ISS)**, or **Out of School Suspension (OSS)** is assigned.

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

[https://www.oregonlegislature.gov/bills\\_laws/ors/ors339.html](https://www.oregonlegislature.gov/bills_laws/ors/ors339.html)

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 will be assured for each student.
2. Special problems confront school personnel in conducting programs free from disruption and various kinds of distracting behavior that may impede the learning process of any student.
3. Staff and administration needs discretionary powers involving disciplinary actions and procedures, and in maintaining a climate conducive to learning and for the 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.

Guidelines/Rights:

1. Fair treatment for students will be such as to protect them from arbitrary and unreasonable decisions.
2. All decisions affecting students will be based on careful and reasonable investigation of the facts and the consistent application of rules and regulations.
3. All students will 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 will not be considered a form of physical discipline.
5. A student who violates the Student Code of Conduct will 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 or she will be referred to law enforcement officials.

Responsibilities:

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

The following type of conduct will 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 will 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 will 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 will 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 -
6. Students will 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.
  - a. Students will 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 will not engage in any academic cheating or plagiarism.
  - e. Students will comply with the adopted bus regulations posted in each bus.
  - f. Students will not furnish false information to the school with intent to deceive.
  - g. Students will 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 will be maintained in the student's record.

Admonition and Warning - For minor and possible initial disciplinary situations the student may be verbally admonished, counseled and warned.

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

Loss of Privileges may include:

1. Denial of school bus transportation for a designated period of time
2. Scheduled resource time assigned to a specific area and task
3. Denial of privileges of attending any school function where the Sheridan Schools are officially represented
4. Loss of other privileges may be consistent with the offense committed and the rehabilitation of the student
5. Assigned work with a custodian as a detention
6. Denial of the use of the cafeteria

## **Detention**

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 will 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 of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property. An opportunity for the student to present 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 school days. Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Schoolwork missed by a student while on suspension may be made up upon the student's return to school if the work missed 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 the same as an out-of-school suspension except the student spends his/her time in the school under the supervision of a staff member rather than at home. Even though the student is required to be in the building during school time, he or she is not allowed to attend classes, but will be given the school work to complete during this time period. Suspension from school may 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 school 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 conference 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 or 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 a 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 remittance.
  - g. The student has a right to do all work missed during the suspension. The student will have the opportunity to make up any test.
  - h. In all suspensions ordered by the building principal or a designated representative, the executive office of this district and the board will 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 will not extend beyond one school year.

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 school grounds or attending any school activities. Either the Hearing Officer or the School Board may affect an expulsion.

1. The hearing's Officer or the District School Board will 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 will 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 will act as Hearings Officer and will 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 an expulsion hearing conducted before the District School Board the chairman or vice chairman of the board will maintain control over and conduct the expulsion hearing. Hearings before the Hearings Officer will be conducted privately and hearings before the District

- School Board will be conducted in an executive session, unless the student or student's parents or guardian requests a public hearing.
- c. The student will be permitted to have a representative present at the hearing to advise and represent him/her.
  - d. The student will be afforded the right to present his/her version as to charges and to make a showing by way of oral testimony, affidavits or exhibits.
  - e. The student will be permitted to hear the evidence presented against him/her and to confront and cross examine witnesses against him/her.
  - f. The hearing's officer, or the School Board, where applicable, will 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 will not apply to the proceedings.
  - h. A record will be kept of the hearing.
  - i. The decision of the Hearings Officer will 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 will be held before the Board within ten days (school days) following the date of the decision of the Hearings Officer will remain in effect pending review by the Board. The review of the Hearings Officer's decision by the School Board will be held in an executive session unless the student or the student's parents or guardian requests a public hearing.
  - j. Expulsion will 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.

### **Discipline of Disabled 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 of 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 whether a change in placement is needed. The district may not suspend the aforementioned student for more than 10 days or expel a disabled student or terminate educational services for any behavior that 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 a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing's 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 are 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. A conference with the student/disciplinary referral.
2. A 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
5. the severity of the behavior and be carried out in accordance with the procedures herein set forth.
6. Suspension proceedings pending an expulsion hearing as herein set forth.
7. Commencement of expulsion proceedings.
8. 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 that reflects the nature and repetition of the violation.
3. Any student sanctioned under this code will comply with all provisions of such sanctions or be subject to further disciplinary action.

### **Hearing the Accuser:**

1. Staff Complaints - Students should hear directly from the teacher or staff member the specific complaints or descriptions of unacceptable behavior.
2. Student Complaints - It is recognized that a school official as a public officer will 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 face the accused, the school official then becomes the official complainant.
3. 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 will 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 parent/guardian to ensure proper protection for the student.
- d. The principal or designee will be included in conferences at which a parent/guardian may not be present.
- e. All outside agency conferences will be held in strict confidence.

### **Students 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 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 has 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 CODE OF CONDUCT**

*District Policy JFC, JFCJ, ECAB, IKC, 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 or playthings including squirt guns;
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;
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. Tardies and unexcused absences;
14. Inappropriate clothing;
15. Violation of law, Board policy, administrative regulations, school or classroom rules.

## **Alcohol, Tobacco and Drugs**

*District Policies JFCH, JFCG*

1. Oregon law is clear in stating that a person must be age 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. 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 content, 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 are 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. Any person who distributes, sells, or causes to be sold tobacco in any form or a tobacco burning device, to a person less than 18 years of age commits a Class A violation.

#### Responsibilities:

1. A student will not knowingly possess, use, or transmit tobacco in any form on the school grounds or off the school grounds at a school activity, function, or event, (O.R.S. 339.250)
2. A student will not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, or intoxicant of any kind, on the school grounds or off the school grounds at a school activity, function, or event. (Use of a drug authorized by a medical prescription from a registered physician for use during school hours will not be considered a violation of this rule.) Parents are cautioned to notify the school administration of any medical prescription for their children and only send to school the amount that is prescribed for that period of time in which the child attends school. These prescribed drugs are to be turned into the office in closed marked containers with dosage instructions.

#### *Disciplinary Action*

Violation of the previously mentioned responsibilities 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 **3-5 days**. Law involvement and charges will be automatic on a second offense as will a suspension pending an expulsion hearing. These are consequences for use or possession on school grounds or at a school activity.

#### **Assembly of Students**

[https://www.oregonlegislature.gov/bills\\_laws/ors/ors339.html](https://www.oregonlegislature.gov/bills_laws/ors/ors339.html)

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; accountable for the image of the institution. Also, all members of the school community are accountable to each other.

Guidelines:

1. Rights:
  - a. Students will be permitted to hold student meetings on school property.
  - b. Students will 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 will not be disrupted, except with the principal's approval.
  - c. The meeting will not be such as may be likely to incite hazard to person or property.
  - d. The meeting will be sponsored by school officials or an official school club or organization.
  - e. No speaker who openly or knowingly advocates breaking the law will be invited to speak.
  - f. If a crowd is anticipated, a crowd control plan will be submitted to the principal well in advance of the meeting.
3. Responsibilities: Informal Student Gatherings
  - a. Students gathered informally will not disrupt the orderly operation of the educational process.
  - b. Students gathered informally will not infringe upon the rights of others to pursue their activities.
  - c. Students gathered informally will not disrupt attendance in regular school classes and/or activities.

**Dangerous/Deadly Weapons**

*Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.*

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

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

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

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

*Prohibited weapons possessed on or about a person while on district property are subject to seizure or forfeiture.*

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

*Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture. In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator. Weapons in the Schools\*\* - JFCJ 1-3 Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.*

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

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

*Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA - Discipline of Students with Disabilities and accompanying administrative regulations.*

*Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.*

*Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize another person to possess weapons for course, programs and activities approved by the district and conducted on district property, including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.*

*The district may post a notice at any site or premise off district grounds, that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor,*

*the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.*

*In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means in or on school grounds or within 1.000 feet of school grounds.*

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

## **Gangs**

Gangs, which initiate, advocate or promote activities that threaten the safety or well being of persons or property on district grounds, which disrupt the school environment, are harmful to the educational process. Gangs are 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 will, after consulting with appropriate agencies and officials, develop a comprehensive gang prevention and intervention program. The program will include an assessment and the impact of gang-related activities in the district, strategies, methods and training for the reduction of gang involvement.

## **Dress Code**

Sheridan School District expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

- 1. Basic Principle: Certain body parts must be covered for all students at all times.** Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
- 2. Students Must Wear\***, while following the basic principle of Section 1 above:
  - A Shirt (with fabric in the front, back, and on the sides under the arms), AND

- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

**3. Students May Wear**, as long as these items do not violate Section 1 above:

- Hats and hoodie sweatshirts must allow the face to be visible to staff and not interfere with the line of sight.
- Religious head coverings and headwear.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

**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.

Adjustments to the dress code may be made on a case-by-case basis for a student’s IEP, 504 or social and emotional learning.

**Student Search and Seizure**

District Policy JFG-AR

Definitions

- a. “Reasonable suspicion” is based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses a risk of immediate and serious harm to the student, school officials and/or others at the school. The official’s

knowledge may be based upon relevant past experience of the official, observation by the official and/or credible information from another person.

1. "Past experience" may provide the district official with information relevant to the violation as well as information which enables the official to evaluate the credibility of information from another person.
  2. "Credible information from another person" may include information which the district official reasonably believes to be true provided by another district employee, a student, a law enforcement or other government official or some other person.
- b. "Reasonable in scope" means that the manner and extent of the search are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and limited to the particular student or students most likely to be involved in the infraction and the area(s) which could contain the item(s) sought, and not excessively intrusive in light of the student's age, sex, maturity and the nature of the infraction.

#### Routine Inspection of District Property Assigned to Students

- a. Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the principal. Students have no expectation of privacy regarding these items/areas.
- b. Students may use district-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
- c. Students shall be provided notification that district-owned storage areas assigned to students are subject to routine inspection without prior notice for the following reasons:
  1. (1) Ensure that no item which is prohibited on district premises is present;
  2. (2) Ensure maintenance of proper sanitation;
  3. (3) Ensure mechanical condition and safety;
  4. (4) Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district.

#### Voluntary Consent

When a district official has the requisite justification to search either a particular district-owned storage area assigned to a student or the clothing or the personal property of a student, the official has the option of making a search or asking the student to voluntarily provide the item(s) sought. Before making a search, the official should ordinarily ask for the student's voluntary consent by requesting the student to empty the contents of the storage area, clothing or personal property. If the student refuses consent for his/her personal property, the official may elect to contact the student's parents to obtain consent for the search of personal property.

#### Search Procedures

- a. With the requisite justification, a school official may search an individual student, a district owned storage area assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, cell phones, iPads or other personal electronic devices, wallets, purses, lunch boxes/sacks, book bags, backpacks or other containers used to carry belongings.
- b. All searches of a student or a student's personal property shall be based on the required reasonable suspicion/risk of immediate and serious harm and shall be reasonable in scope. A "strip search," requiring a student to remove clothing down to the student's underwear or including underwear is prohibited by the district.

- c. Searches will generally be conducted by an administrator or by other school personnel only as authorized by the administrator. In certain circumstances an administrator may be assisted by a law enforcement official(s).
- d. The student will generally be permitted to be present during a search of a district owned storage area assigned to the student or during a search of the student's personal property. The student's presence is not required, however.
- e. Search of a student's clothing will be limited to the student's "outer clothing" only. "Outer clothing" means the student's coat, jacket or other such outerwear garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.
- f. Searches of a student's outer clothing will be conducted by a district official of the same sex as the student.
- g. Where the object of the search may be felt by a "pat down" of clothing or personal property, the district official may first pat the clothing or property in an attempt to locate the object before searching inside the clothing or property.
- h. Searches will be conducted in privacy, out of the view of other students, staff and others and in the presence of an adult witness of the same sex as the student.
- i. Any item removed from the student as a result of the above procedures which is not evidence of a violation of a law, Board policy, administrative regulation or school rule may be returned to the student, as appropriate.

### **Other Searches**

- a. Student vehicles may be parked on district property on the condition that the student and his/her parent(s) allows the vehicle and its contents, upon reasonable suspicion/risk of immediate serious harm, to be examined. If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto district property will be terminated for the remainder of the school year. Law enforcement officials may be notified.
- b. Metal detectors, including walk-through and hand-held devices, may be used when the superintendent determines that there is a need for such detectors based upon reasonable information of a history of:
  - 1. Weapons or dangerous objects found at school, on district property, at a school function or in the vicinity of the school; or
  - 2. Incidents of violence involving weapons at a school, on district property, at a school function or in the vicinity of the school.

Upon positive detection, a student will be asked to voluntarily remove the metal item. If the student refuses consent, the student will be held (will not be allowed further entrance into the building) and any personal property will be seized and secured while the parent(s) and law enforcement officials are summoned.

- c. Drug-detection dogs may be used when the superintendent determines that there is a need for use of such dogs based upon reasonable information of a history of:
  - 1. Drugs and/or drug paraphernalia use/possession at school, on district property, at a school function or in the vicinity of the school; or
  - 2. Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on district property, at a school function or in the vicinity of the school.

After such need has been determined, drug-detection dogs may be used to sniff out contraband in district-owned storage areas or in student vehicles parked on district property upon reasonable suspicion to believe that contraband is in the area or vehicle. Drug-detection dogs will not be used for general or "dragnet" searches.

- d. Body fluid searches of students for the presence of alcohol or drugs are prohibited by the district unless specifically authorized by the Board as part of its athlete drug testing program.
- e. The district may deploy breathalyzer devices at extracurricular events and activities. Students may be subject to testing procedures as a prerequisite to attending the event/activity. If a student refuses testing, he/she will be detained and parents will be contacted to come and take the student home.

**Discipline**

- d. Possession or use of unauthorized, illegal, unhealthy or unsafe materials will result in the following:
- e.
  - 1. Seizure of the material:
    - (a) Property, the possession of which is a violation of law, Board policy, administrative regulation or school rule will be returned to the parent or, if also a violation of law, turned over to law enforcement officials or destroyed by the district as deemed appropriate by the principal;
    - (b) Stolen property will be returned to its rightful owner;
    - (c) Unclaimed property may be disposed of in accordance with Board policy DN - Disposal of District Property.

Discipline up to and including expulsion and notification given to law enforcement officials as appropriate or as otherwise required by law or Board policy.

**Documentation**

- f. Administrators shall document all searches.
  - g. Documentation shall consist of the following:
    - (1) Name, age and sex of student;
    - (2) Time and location of search;
    - (3) Justification for search and nature of the reasonable suspicion/risk of immediate and serious harm;
    - (4) Description of the object(s) of the search;
    - (5) Type/Scope of search ( i.e., areas/items searched);
    - (6) Results of search, prohibited material(s) found, disposition of the material(s) seized and discipline imposed;
    - (7) Name of the witness to the search;
    - (8) Name of the district official conducting the search;
    - (9) Contacts with law enforcement and name/position of the contact(s).
- h. Documentation will be maintained as a part of the student’s education records and retained in accordance with applicable Oregon Administrative Rules governing records’ retention.

**Notice**

Notice of the Board’s policy and this administrative regulation will be provided to staff, students and their parent(s) annually, through staff and student/parent handbooks.

**Cooperation with Law Enforcement Officials**

- a. Administrators will meet with law enforcement officials annually to review:
  - (1) Official contact protocols;
  - (2) Applicable Board policies and administrative regulations;
  - (3) Circumstances in which the district will generally be requesting local law enforcement involvement in student searches and suspected crimes;
  - (4) Handling searches and evidence when involving law enforcement officials.



## **MEAL PROGRAM**

### **Cafeteria**

#### *District Policy EFAA*

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the superintendent or other school official with authority to obligate the district to legally binding contracts, subject to annual ODE renewal and will include, at the district's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The district recognizes that meals and snacks served by the district will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the district that it will follow all NSLP regulations.

1. Free and reduced price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections.

The superintendent will develop administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. The regulation(s) will be reviewed and adopted by the Board as required by law.

The district participates in the National School Lunch, School Breakfast, (Commodity) (and) (Special Milk) Programs and offers free meals. The cafeteria provides a free breakfast and lunch and a place for students to eat. Practices that will speed service and help students to use the facilities to the best advantage are as follows:

1. Taking a proper place at the end of the line and not crowding in front of others.
2. Observing good manners in the line and while eating.
3. Leaving the tables clean.
4. Taking trays and dishes to the proper places when finished.
5. Putting all paper in a recycling and waste container.
6. Leaving the cafeteria quietly.

7. Eating the food in the cafeteria only and not taking it with you when you leave.

SHS Student Breakfast and Lunch: Free

Adult breakfast: \$3.50

Adult lunch: \$4.00

Guest Student Breakfast: \$1.50

Guest Student Lunch: \$2.95

Students who bring cold lunch and want milk will be charged \$0.45. Parents may add money to their student's lunch account at the Front Office.

## **TECHNOLOGY**

### **Telephones and Phone Calls**

Students will not be called to the telephone during class time unless an emergency exists. The office secretary will make outgoing emergency calls.

### **Personal Electronic Devices**

With the exception of an IEP or 504 plan the following rules apply:

Personal electronic devices in the classroom will be allowed at the discrepancy of the teacher. Each teacher may develop protocols for acceptable and unacceptable use of personal electronic devices while the student is in their room. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

Violations of this policy will be handled in the following manner:

1st offense = confiscation for the rest of class period.

2<sup>nd</sup> offense = confiscation for the rest of the school day, students pick up the phone at the main office at the end of the day.

3<sup>rd</sup> offense = confiscation for the rest of school week, parents must pick up the phone at the main office.

4<sup>th</sup> offense = student is not allowed to bring their cell phone to school for a set, determined period of time.

If inappropriate use of electronic devices continues, and/or students do not comply with staff members regarding electronic device confiscation, discipline actions and parent meetings may apply.

### **Responsible Technology Use, 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. Prohibitions

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; Electronic Communications System - IIBGA-AR
  - (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 or e-mail addresses or 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;

- k. Connecting wirelessly or directly to the district's network with non-district owned devices, including but not limited to, laptop or desktop computers; PDA's (e.g., iPads, Dell Axim, etc.); iPods; iPhones; Smart phones; network packet sniffing equipment; wireless access points; hubs; routers; and switches. Such devices will be immediately disconnected and removed upon discovery and the network port disabled pending further action; Electronic Communications System - IIBGA-AR 5-12
- l. Unauthorized copying of copyrighted material included, but not limited to, digitization and distribution of photographs from magazines; books or other copyrighted sources; copyrighted music; and the installation of any copyrighted software for which the district or the end user does not have an active license is strictly prohibited;
- m. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The IT department should be consulted prior to export of any material that is in question;
- n. Using a district computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction;
- o. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, by any means, locally or via the Internet/Intranet/Extranet;
- p. Providing information about, or lists of, district employees to parties outside the district without authorization of the district.

## 2. Guidelines/Etiquette

System users will:

- a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references and sources;
- f. Adhere to guidelines for managing and composing effective email messages:
  - (1) One subject per message - avoid covering various issues in a single email message;
  - (2) Use a descriptive heading;
  - (3) Be concise - keep message short and to the point;
  - (4) Write short sentences;
  - (5) Use bulleted lists to break up complicated text;
  - (6) Conclude message with actions required and target dates;
  - (7) Remove email in accordance with established guidelines;
  - (8) Remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
  - (9) Always sign messages;

- (10) Always acknowledge receipt of a document or file.
- g. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No Electronic Communications System - IIBGA-AR 6-12 system user may use a password on the district's computers, e-mail system or Internet access which is unknown to the district;
  - h. Communicate only with such users and/or sites as may be authorized by the district;
  - i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
  - j. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate;
  - k. If you are planning leave or vacation and another employee, or temporary employee, will fill in for you, contact the district office prior to being out of the office. The employee fulfilling your role will be issued appropriate email, voicemail and network action for use during the time you are gone. Do not give this individual your login and/or password information. If this is to be an extended leave, i.e., 10 days or more, an account is to be created for the temporary employee, rather than granting access to your account. Your email and other functions on the network can be forwarded or transferred to this employee so that they may function in your role as a replacement as necessary.

## 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 - Public Complaints 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 and may result in criminal or civil sanctions.
  - c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
- 2. Staff
  - a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
  - b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.

- c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by Oregon Administrative Rule (OAR) 584-020-0041.
  - d. Violations of Oregon Revised Statute (ORS) 244.040 will be reported to OGEC. Electronic Communications System - IIBGA-AR 7-12
3. 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, and may result in criminal or civil sanctions

### **Media Centers**

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 lockers for pencils, papers, assignments, or going on other errands.
4. Using the proper materials checkout procedure.
5. Returning materials to the library on or before the due date.

## **STUDENT RECORDS**

### **Change of Address/Status**

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

### **Student Education Records**

*District Policy JO, JOA, JOB*

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

**Guidelines:**

Definitions: Student Records - includes all records relating to students maintained by an elementary or secondary school or educational service district which are.

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

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, the date of attendance, degrees and awards received, most recent previous educational agencies or institution attended by the student, and such other categories of information as the superintendent will designate under the authority of and in conformance with this policy.

Parent - means the parent or legal guardian, other than a state agency, of the child or the surrogate for the parent appointed pursuant to **Permanent Record** - Education records are maintained in a minimum, one-hour fire-safe place in the 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 disabled student. It is part of the progress record. It is forwarded with the progress record. All information related to the IEP that 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 will have access to student "progress records" where there is a demonstrated educational interest in the student.

School certified staff will 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 advisor.

Designated paraprofessional and clerical staff may have access to student records for purposes of making entries or maintenance of records, but they will 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. A 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.

**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.

**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, is 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 will be designated as the primary keeper of the record and will have the responsibility for supervising collecting, recording, and releasing student record information.
  5. All student records will be periodically reviewed, irrelevant materials discarded and the records updated. Permanent records will be kept in a file having a minimum one-hour fire-safe rating.
    - a. Privileged Information:
      - 1) Violation 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:
      - 2) Students may be granted waivers to their rights to inspect confidential recommendations in accordance with the requirement of PL 93-380.

### **Withdrawals**

#### *District Policy JECE*

When it becomes necessary for a student to withdraw from school for any reason, the school office must be notified. A withdrawal slip must be completed and all necessary requirements fulfilled before withdrawal is complete. Additionally, the district may notify the Oregon Department of Transportation of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age as provided by ORS 339.257 and Board policy JHFDA - Suspension of Driving Privileges.

### **Student Withdrawal:**

1. Student progress records, including a copy of the permanent record, will 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. A student's behavioral records will 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 will 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

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=591>

### **Transfer of Education Records:**

Student education records will 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 will 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 will be in writing and must be received by the district before the tenth (10) working day after the district's 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 will transfer the student's educational records no later than ten (10) working days after receipt of the transfer of records request. If a request to amend specific material is pending, the district will 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 (10th) 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 (10th) 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 nonpayment 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 will be made available for inspection by the student, his/her parents or legal guardian or surrogate except that behavioral records will be released only in the presence of a person qualified to interpret the records. In the event of divorce, both parents will have full opportunity to inspect 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 will 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, will sign a written form kept in the file of the student, but only for the inspection by the parent 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 will 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 will 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 a judicial order or lawfully issued subpoena, upon condition that the parents and student are notified of all such orders or subpoenas in advance of the compliance herewith 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 an emergency or unusual circumstances.
9. Information gathered for research purposes will not be released in any manner that 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.  
<https://www.oregonlaws.org/ors/339.155>
  - b. Notice - The student's parents will be given written notice.

**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 will have the right to challenge the contents thereof. If the person responsible for the record agrees that the record is inaccurate, inappropriate, or misleading, steps will be taken to correct the record.
2. If the person responsible for the record does not concur with the parent, then hearing procedures will be instituted as follows:
  - a. Parents will make a request for a hearing in which the objections are specified in writing to the school principal.
  - b. The principal will establish a date and location for the hearing agreeable to both parties.
  - c. The hearing will consist of: the principal, or designee, a person chosen by the parent, the parent, a disinterested and qualified third party appointed by the superintendent, designated staff member(s), if directly involved
  - d. The hearing will be private. Persons other than those listed in item 2c, above will not be admitted.
3. The principal will preside over the panel and hear evidence from school personnel and from parents to determine on test point(s). The principal will 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 hearing's panel may be reviewed and affirmed, revised, or modified. Procedure for appeal beyond the local district superintendent follows the prescribed action as 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 will be kept with the record as long as the disputed portion exists.

**MEDIA**

Distribution of Materials

*District Policy 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 will 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, demonstrates bias or prejudice; 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.

### **Freedom of Expression**

Students have a general right to freedom of expression within the school system. The district requires, however, that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

### **Freedom of Student Inquiry and Expression**

1. Generally, students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible and is not disruptive to other individuals or to the educational process. Students may support or oppose causes by orderly means which do not disrupt other individuals or the operation of the school.
2. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

### **Freedom of Association**

Students are free to organize associations to promote their common interests. Student organizations should be open to all students. Membership criteria may not exclude students on the basis of age, race, religion, color, national origin, disability, marital status or sex. Each student organization must have a staff advisor to counsel and, when necessary, supervise students in the organization. All student organizations must submit to the school a statement of purpose, criteria for membership, rules and procedures and a current list of officers. School administrators may establish reasonable rules and regulations governing the activity of student organizations.

### **Publications K-8, Displays and Productions**

On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be subject to administrative review, restricted or prohibited, however, pursuant to legitimate educational concerns. Such concerns include:

1. The material is or may be defamatory;
2. The material is inappropriate based on the age, grade level and/or maturity of the audience;
3. The material is poorly written, inadequately researched, biased or prejudiced;
4. Whether there is an opportunity for a named individual or named individuals to make a response; Freedom of Expression - IB 1-3
5. Whether specific individuals may be identified even though the material does not use or give names;

6. The material is or may be otherwise generally disruptive to the school environment. Such disruption may occur, for example, if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts;
7. Students, parents and members of the public might reasonably perceive the materials to bear the sanction or approval of the districts.

#### **PERSONAL ITEMS**

Skateboards, Roller Blades, Scooters and Bicycles

##### *District Policy KGB*

Due to the inherent dangers both to participant and nonparticipant, 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. Students should use the provided bike racks, and rollerblades, skateboards and similar devices should be stored in the student's locker.

We recommend that students bring a bike chain to lock their bicycle and/or scooters to the bike rack.

Students under the age of 16 must wear a helmet, as required by law. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

#### **Nuisance Items**

Laser pens and nuisance items, such as squirt guns, canned string, smoke bombs, fidget spinners, personal toys, etc., are not allowed on Faulconer-Chapman's campus.

#### **PARENTAL INVOLVEMENT**

*The Board encourages parents to be involved in their student's educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:*

1. Receiving and inspecting education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

*It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.*

*Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone access during the school day.*

*In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. The district will use reasonable methods to identify and authenticate the identity of both parents.*

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. Keep informed on district activities and issues. Join the parent/booster club meetings, which provide opportunities for learning more about the district.
2. Become a district volunteer. For further information contact the school office.
3. Participate in a school's Site Council.
4. Visit your school by stopping in the office first.

## **Parental Rights-Surveys**

*District Policy KAB-AR*

### **Requests to Inspect Materials**

Parents may inspect surveys, instructional materials or instruments used to collect personal student information for marketing purposes before such items are administered or distributed by a school to a student as follows:

1. Requests may be directed to the school office by phone or in person;
2. Requests must be received by the district no later than five working days following receipt of notification by the district of its intent to administer or distribute such items;
3. Materials may be reviewed at the school office or mailed by the district;
4. Requests to mail materials must be accompanied by a self-addressed, stamped envelope.

### **Requests to Excuse Student from Covered Activities**

A parent may request that his/her student be excused from participation in any of the following covered activities:

1. The collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information to others;
2. Any district or third party survey;
3. The administration of nonemergency, invasive physical examinations or screenings.

All such requests must be:

1. Directed to the principal in writing;
2. Received by the district no later than five working days following receipt of notification by the district of its intent to administer or distribute such items. Parental Rights - KAB-AR 2-3

### **Student Privacy**

The district recognizes its responsibility to protect student privacy in the event of administration or distribution of a survey to a student containing one or more covered survey items.

A student's personal information that may be collected as a result of such surveys will be released only with prior, written parental permission. The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

## **Notification**

Each principal shall be responsible for ensuring appropriate notification to parents of their rights under federal law, Board policy and this regulation. Accordingly, notification will:

1. Be made at least annually at the beginning of the school year or at other times during the school year when enrolling students for the first time in school;
2. Include the specific or approximate dates during the school year when covered activities are scheduled or expected to be scheduled.

## **Fund-Raising**

District Policy IGDF

No individual or school or school-related group is authorized to conduct any type of promotion, sales, or solicitation of funds unless that specific activity has been expressly approved and authorized by the Principal.

Contact the Front Office to acquire a Fundraiser Approval Proposal and Form

## **TRANSPORTATION**

Transportation

*District Policies EEOC, EACC-AR*

A student being transported on district provided transportation is required to comply with all district behavior rules and State law. Any student who fails to comply with these rules, may be denied transportation services and will be subject to disciplinary action.

### **Bus Transportation**

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus or school activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus/vehicle driver to the supervisor. The transportation supervisor will, as soon as possible, inform the appropriate building principal of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the building principal and/or transportation supervisor.

The building principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records. Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus/vehicle driver will be responsible for the school bus/vehicle at all times from departure until return.

The driver will not participate in any activities that might impair his/her driving abilities. 4 "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck. Student Transportation Services - EEA 2-3

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

The following regulations will govern student conduct on school buses and Type 10 School Activity Vehicles if used for transporting students from home to school, school to home and from district sponsored activities and will be posted in a conspicuous place in all buses:



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

The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle. Students who violate bus rules of conduct may be denied the use of district transportation

#### **DISCIPLINARY PROCEDURES FOR VIOLATIONS**

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation. The driver may assign the student to a particular seat. The principal and the bus driver sign the citation and a copy of the citation is sent home to parents.
2. Second Citation: The student is placed in an assigned seat until a conference has been held with the student, the parent, administration, and the transportation supervisor. The student may be suspended following the meeting.
3. Third Citation of the year: Student receives a 3 - 10 day suspension and will not be able to ride the bus until a conference, arranged by the Principal, has been held with the student, the parent, the bus driver, and the principal. Principal will call the parent and the student will be suspended from the bus immediately. Further violations of bus regulations will be considered a severe violation. Citation must be signed by the parents, the bus driver, and the principal before the student will be allowed to ride the bus again.
4. Fourth Citation of the Year: Suspension of bus riding privileges for the remainder of the school year.
5. Severe Violation: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by principal, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
6. In all instances, the appeal process may be used if the student and/or parent desires.

Definitions:

“Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days.

“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

**NOTE:** Consequences for students will be on a case by case basis and could fall into any of the 5 levels based on the offense.

### **Transportation Changes**

Please be sure to make changes in transportation arrangements early in the school day to ensure notifications make it to the staff before school dismisses. Please also periodically remind your student of their transportation plan to alleviate any anxieties, last minute phone calls and missed buses while your student is adjusting to their new routine the first few weeks of school.

Monday is early release, Kindergarten – 5<sup>th</sup> Grade dismisses at 1:48 PM, 6-8<sup>th</sup> Grade dismisses at 1:53 PM.

Tuesday through Friday- dismissal begins at 2:53 PM for Kindergarten, and Middle School dismisses at 2:59 PM; once school has dismissed it is very difficult to reach your student and/or his/her teacher.

Please do your very best to provide transportation changes to the front office by 1:00 PM to ensure the transportation change notification reaches their teacher in time.

Half Days-students are dismissed at 12:20 PM; please provide your transportation changes to the office by 11:00 AM.

As always, we understand there are emergencies and unexpected last minute changes; we will do our very best to assist you with your, and your student’s changing needs.

## **ACADEMICS**

Alternative Education Notification

*District Policy IGBHC*

General notification of the alternative education law, the availability of existing programs and the procedures to request the establishment of new alternative education programs shall be contained in the student/parent handbook distributed each year.

Individual notification to students and parents regarding the availability of alternative education programs will be given semiannually or when new programs become available under the following situations, as appropriate:

When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the code of conduct.);

1. When attendance is so erratic the student is not benefitting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
2. When a student’s parent or emancipated student applies for exemption from attendance on a semiannual basis;
3. When an expulsion is being considered for reasons other than a weapons policy violation;
4. When a student is expelled for reasons other than a weapons policy violation.

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 this student;
3. The program recommendations based upon the student’s learning styles and needs;

4. Procedures for enrolling the student in the recommended program

**Alternative Education Programs**

*District Policies IGBHA*

The Board is dedicated to providing educational options for all students. It is recognized there will be students in the district whose needs and interests are best served by participation in an alternative education program.

A list of alternative education programs will be approved by the Board annually. The superintendent may provide for the involvement of staff, parents and the community in recommending alternative education programs for Board approval. Annual evaluation of alternative education programs will be made in accordance with ORS 336.655 and OAR 581-022-1350. The superintendent will develop administrative regulations as necessary to implement this requirement.

Alternative programs will consist of instruction or instruction combined with counseling. These programs may be public or private. Private alternative programs shall be registered with the Oregon Department of Education. Alternative programs must meet all the requirements set forth in ORS 336.625, 336.631 and 336.637.

Students, upon parent request, may be placed in an alternative education program if the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic content standards. Such placement must have the approval of the student's resident district and, as appropriate, the attending district. The district will also consider and propose alternative education programs for students prior to expulsion or leaving school as required by law.

The district shall pay the actual alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per-student net operating expenditure, whichever is less. The district will enter into a written contract with district-approved private alternative programs.

**Grade Reduction**

*District Policy IKAD*

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

1. The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Due process procedures are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student's disability; or

- c. An excused absence, as determined by the district's policy.

## **Homeless Students**

*District Policy JECBD-AR* Assignment to School The district shall, according to the student's best interest, continue the student's education in the school of origin for the duration of homelessness, or enroll the student in a district school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend. In determining the best interest of the student, the district shall:

1. Presume that keeping a homeless student in their school of origin is in their best interest, unless doing so is contrary to the request of the student's parent or guardian;
2. Provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian; Homeless Students\*\* - JECBD-AR 1-4
3. Ensure that the district's liaison helps with placement or enrollment decisions for an unaccompanied student and considers the request of the student, and provides a notice of the right to appeal on placement and enrollment decisions.

## **Enrollment**

The district shall immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment, such as academic records, medical records, proof of residency or other documentation.

The district shall immediately contact the school last attended to obtain relevant academic and other student records. If the student needs to obtain immunizations, or immunization or medical records, the district shall immediately refer the parent or guardian to the district's liaison, who will help in obtaining necessary immunizations or records.

A student shall be granted enrollment even if he or she has missed application or enrollment deadlines during any period of homelessness.

## **Records**

Any records ordinarily maintained by the district, including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs, shall be maintained so that the records are available, in a timely fashion, when a homeless student enters a new school or district, consistent with state and federal law.

## **Enrollment Disputes**

If a dispute arises over school selection, enrollment or eligibility, the student shall be immediately admitted to the school requested, pending resolution of the dispute.

The parent or guardian of the student shall be provided with a written explanation of the district's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator.

The student, parent or guardian shall be referred to the district's liaison, who shall ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district's liaison shall ensure the student is immediately enrolled in school pending the resolution of the dispute. Homeless Students\*\* - JECBD-AR 2-4

### **Services**

Each homeless student shall be provided services comparable to services offered to other students, including the following:

1. Transportation services;
2. Education services for which the student is eligible, such as: a. Title I ;
  - b. Special education;
  - c. Programs for English Learners;
  - d. Career and technical education;
  - e. Talented and gifted programs.
3. School nutrition programs.

### **Coordination**

The district shall coordinate the provision of services to homeless students with local social service agencies, and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on inner-district issues, such as transportation, transfer of school records and issues concerning appropriate credit for full or partial course work completed at a prior school to ensure that homeless students have access to available educational and related services.

### **District Liaison**

The district's liaison shall ensure that:

1. Homeless students are identified;
2. Homeless students enroll in and have a full and equal opportunity to succeed in district schools;
3. Homeless families and students have access to and receive educational services through Head Start, Early Intervention and preschool services;
4. Homeless families and students receive educational services for which they are eligible, and referrals to health care services, dental services, mental health service and other appropriate services;
5. Parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their students;
6. Public notice of the educational rights of homeless students is distributed where such students receive services (e.g., schools, shelters, public libraries and soup kitchens); 1All homeless students are automatically eligible for Title I services, regardless of their current academic performance. Homeless Students\*\* - JECBD-AR 3-4
7. Enrollment disputes are mediated through McKinney-Vento Act dispute resolution procedures;
8. The parent of a homeless student, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected;
9. School personnel, service providers and advocates working with homeless students and their families are informed of the liaison's duties.

The district's liaison shall coordinate and collaborate with the ODE state coordinator, community and school personnel responsible for the provision of educational and related services to homeless students.

**Physical Education**

Children have the opportunity to work with a trained physical education specialist. Physical fitness and psychomotor development are critical to the health and mental development of your child. All children are expected to participate in our physical education program. Please purchase shoes without black soles, if possible. If an illness (for example, bronchitis, pneumonia, asthma or allergies) will prevent a child from participating in an active program, please write us a note. The school dress code policy will also be in effect during PE classes. For example: No tank tops, spaghetti straps, spandex or inappropriate clothing will be allowed.

**Talented and Gifted Program**

In order to do this process of identification shall include as a minimum: directs the superintendent to serve academically then establish a written identification process. Talented and intellectually gifted students in grades K-12, the district:

1. Use of research based best practices to identify talented and gifted students from underrepresented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.
2. Behavioral, learning and/or performance information.
3. A nationally standardized mental ability test for assistance in identifying intellectually gifted students.

**Program Exemptions**

*District Policy IGBHD*

The Board may excuse students from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative assignment or program for credit may be provided as determined by the district.

Guidance Services: The district's counseling and guidance program focuses on the developmental needs of all students, K-12, based on the Oregon Department of Education's Framework for Comprehensive Guidance and Counseling Programs for Pre-kindergarten through Twelfth Grade.

The district's counseling and guidance program may include a child development specialist program for grade K-8 students and families who reside in the attendance areas of the schools.

Counselors and child development specialists demonstrate respect for each individual's dignity and worth and encourage each student to develop individual responsibility and decision-making skills. Counselors coordinate the school guidance program and involve all staff members in designing and implementing plans to meet four major goals:

1. Educational Development - Students will develop an education plan and portfolio that utilizes educational opportunities and alternatives consistent with academic standards and their career aspirations;
2. Personal/Social Development - Students will develop appropriate interpersonal and communication skills for a variety of social and work settings; students will develop self-advocacy and decision-making skills, and confidence in their own abilities;
3. Career Development - Students in grades K-12 will develop career options consistent with their interests, abilities and values. Career development includes focus on vocation, avocation, family life, and citizenship.
4. Community involvement - Students will demonstrate the importance of making an individual contribution to the community through community service learning projects.

Counselors of students in grades 7-12 will develop and annually review an educational plan which creates education, career and life goals, identifies learning goals and activities.

Within the framework of the counseling and guidance goals, specific student and curricular objectives will be developed.

Within the areas of counseling and guidance responsibility, the counselor enters into professional relationships with three segments of the school community: students, school personnel and parents.

## **COMPULSORY ATTENDANCE**

### *District policy JEA*

Except when exempt by Oregon law, all students between ages 6 and 18 who have not completed the 12<sup>th</sup> grade are required to regularly attend a public, full-time school during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

Persons having legal control of a student between ages 6 and 18 who has not completed the 12<sup>th</sup> grade are required to have the student attend and maintain the child in regular attendance during the entire school term. Persons having legal control of a student, who is five years of age and has enrolled the child in a public school, are required to have the student attend and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation.

The district will develop procedures for issuing a citation.

A parent who is not supervising his/her student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577 (1)©. Failing to supervise a child is a Class A violation.

In addition, under Board policy JHFDA – Suspension of Driving Privileges, the district may report students with 10 consecutive days of unexcused absences or 15 cumulative days unexcused absences in a single semester to the Oregon Department of Transportation.

## Exemptions From Compulsory School Attendance

In the following cases, students shall not be required to attend public, full-time schools:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Students who have received a high school diploma or a modified diploma. Compulsory Attendance\*\* - JEA 1-3
4. Students being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
5. Students being educated in the home by a parent or guardian.
  - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Willamette Education Service District (WESD) in writing within 10 days of such occurrence. In addition, when a home-schooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue homeschooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
  - b. Each student being taught by a parent, guardian or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10:
    - i. If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew;
    - ii. If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
    - iii. Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
  - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
  - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
  - f. All costs for the test instrument, administration and scoring are the responsibility of the parent;
  - g. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one



school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.

7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
8. Students excluded from attendance as provided by law. Compulsory Attendance\*\* - JEA 2-3
9. An exemption may be granted to the parent or guardian of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, enrolled in a community college, or another state-registered alternative education program, or Sheridan High School Opportunity House.
10. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 419B.558

Attendance on a daily basis is a mandatory requirement for all students. Across the country, more than 8 million students are missing so many days of school that they are academically at risk. Chronic absence — missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences and suspensions, can translate into third-graders unable to master reading, sixth-graders failing subjects and ninth-graders dropping out of high school.

<https://awareness.attendanceworks.org/wp-content/uploads/Research2016.pdf>

### **Absences**

Students are expected to be in school every day. Parents are expected to contact their child's school (via e-mail, phone, or written note) on the day of the child's absence or as soon as possible thereafter, to inform the school of that absence. Absences will remain unexcused until notification is received from a parent/guardian. Parents are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known.

### **Excused Absences**

In support of the mandatory attendance law, we define the following conditions as the only acceptable reasons for a student's absence from school.

The following absences will be considered excused:

- Illness of the student
- Medical appointment
- Family emergency
- Death in the family
- Excused Pre-Arranged (see below)
- Religious observance
- Field trip/school trip

### **Prearranged Absences**

If absences are known in advance, they may be prearranged as excused with a minimum of one day notice (more is preferred) if they meet the following criteria:

- Prolonged student medical issue
- Serious illness of a member of the student's family
- Legal/court obligations
- Religious observation
- School sponsored, curricular or academic-related activity

We strongly encourage a parent or legal guardian to contact their student's counselor relating to the aforementioned absences. When absences are known in advance but not communicated to the school and/or do not meet the specified criteria (or not enough criteria is provided), the absences will be recorded as unexcused.

#### **Medical, Dental and Legal Appointments**

Every effort should be made to schedule appointments outside the school day. When appointments must be scheduled during school hours, times should vary to avoid continually missing the same class.

#### **Exclusions/Suspensions**

For absences because of an exclusion or suspension, the Parent will be notified of the suspension/exclusion and the date when the student will be expected to return to school. The student must return on the indicated date.

#### **Exceptional Circumstances**

The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family.

#### **Unexcused Absences**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received.

#### **Unexcused absences include:**

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt).

#### **Attendance Responsibilities Student:**

1. Be in class with required materials on time on a consistent basis.
2. Pre-arranged absences whenever possible.
3. Make all arrangements for make-up work.

#### **Parent/Guardian:**

1. Ensure that students are in school on time on a consistent basis.
2. Contact the school attendance office when there is a reason to suspect attendance is, or might be a problem.
3. Write a note to pre-arrange known or planned absences.
4. Inform the attendance office of changes in address, telephone number, emergency contact, etc.

#### **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 or she must pick up make-up work on Thursday and it will be due on Monday. To avoid make-up work being considered late, it is

imperative that students pick up work the day they return. Building policy provides one day for makeup for every day of the excused absence(s). 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 a qualified health official authorizes such attendance. If there are questionable situations, the County Health Department may be contacted.
3. Students may not attend school, any school function where the Sheridan schools are officially represented, or be on the school grounds, when they have been temporarily excluded for disciplinary reasons.
4. Students will 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.

#### **Release of Students From School**

##### *District Policies JEDB*

No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the building administrator. A student will not be released to any person without the approval of the custodial parent or guardian.

#### **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 for 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 will 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 or she could be required to make up time before regular school hours or during the lunch break. *(See Definition Article X)*

#### **Tardiness**

Tardiness 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 the tardy is unexcused.
2. Tardies during the school day are unexcused unless cleared in writing by the faculty member responsible for detaining the student.
3. Students may be required to make up time after school if they are tardy to class.
4. Students are expected to be in class on time with appropriate materials when class starts.
5. Tardies accumulate per period, per quarter.
  - a The student is issued a verbal warning for the first and second unexcused tardy.

- b The student is assigned detention for the third unexcused tardy.
- c The student is assigned school detention and a parent conference will be encouraged after the third unexcused tardy.
- d If unexcused tardies continue, they will be treated as unexcused absences.

## **COMPLAINTS**

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

#### *District Policies AC*

A student and/or parent/guardian with a complaint regarding possible discrimination of a student on the basis of sex should contact the 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 or she will be provided upon request a copy of all applicable district procedures.

#### *District Policy JBA*

#### Sexual Harassment Complaint Procedure

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

### **Step 1**

Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the 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. Complaints against the principal or compliance officer shall be submitted to the superintendent. Complaints against the superintendent shall be submitted to the Board chair. The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and Sexual Harassment Complaint Procedure – GBN/JBA-AR 2-5
3. Include that this information is made available to students, students' parents, staff members and members of the public on the school or district website.

## **Step 2**

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

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment 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 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

## **Step 4**

If a complainant is not satisfied with the decision at Step 3, the complainant 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.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an

investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Sexual Harassment Complaint Procedure – GBN/JBA-AR 3-5

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent. All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under OAR Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

#### **Student/Parent Complaints**

A student or parent/guardian 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-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 programs 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.

To: Parents/Guardians and Students  
From: Faulconer-Chapman School  
Re: 2020-21 Student-Parent Handbook

*In an effort to try and conserve printing costs, and to become more user friendly, we have posted our School Handbook online this year. To view the Handbook go to [www.sheridan.k12.or.us/](http://www.sheridan.k12.or.us/) click on the Faulconer-Chapman home page, then click on the link titled Handbook. If you do not have computer access, or would like a paper copy, please ask the front office for a copy. Once you have read the handbook, please sign and return the waiver by September 20<sup>th</sup>.*

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

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

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

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will

be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

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

### **Please sign and return to Falconer Chapman School**

I have read the 2024-2025 Falconer-Chapman School Student-Parent Handbook. I understand and support the policies and procedures listed in the handbook and have reviewed them with my son/daughter.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print)

\_\_\_\_\_

I have received the Falconer-Chapman School Student Handbook. I understand my rights and responsibilities as a student of Falconer-Chapman School and the policies and procedures of the school.

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

Student Name

(Print) \_\_\_\_\_