



HOME OF THE HUSKIES

K-12

Student Handbook

2020-2021

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Junior/Senior Bell Schedules for 2020-2021

Bell schedules are subject issuance and change according to the COVID-19 situation and any necessary accommodations required per guidance.

Finals Schedule

The Finals Schedule will be posted one month before final exams

IMPORTANT DATES 2020-2021

September 2-4	Family Connections Conferences
September 7	Labor Day
September 8	CDL Begins
September 11	Full Instructional Day
October 9	No School
October 29	End of First Quarter
October 30	Teacher Planning Day - No School
November 5-6	Parent-Teacher Conferences - No School (K-12)
November 11	Veterans Day – No School
November 25	Early Release – Staff and Students
November 26 & 27	Thanksgiving Break
December 21 – January 1	Winter Holiday Break
January 15	Early Release - Staff and Students
January 18	Martin Luther King, Jr. Day – No School
January 19 – 21	Finals
January 21	End of Second Quarter/First Semester
January 22	Teacher Planning Day – No School
February 15	Presidents' Day – No School
March 22–226	Spring Break
April 1	End of Third Quarter
April 2	Teacher Planning Day - No School
April 8 – 9	Parent-Teacher Conferences (K-6)
May 28	Early Release – Staff and Students
May 31	Memorial Day – No School
June 5	Graduation
June 7 – 9	Finals
June 9	Last Day of School for Students

DISTRICT MISSION STATEMENT

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

VISION STATEMENT

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

DISTRICT VALUES

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

GENERAL INFORMATION

Rules Subject to Change

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

Statement on Anti-Discrimination

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

Directory Information and Media Release-Annual Notice

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

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

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

ACADEMICS AND GRADING (7-12 Specific)

Graduation Requirements

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

CREDITS

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

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

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

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

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

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

Oregon Assessment of Knowledge and Skills (OAKS)/Smarter Balanced

Students in grades K, 3-8 and 11 will take the OAKS/Smarter Balanced tests in the areas of English-Language Arts and Mathematics. Students in grades 5, 8 and 11 will take the Science tests. Students who pass all state tests will receive recognition throughout the year and at the annual scholarship awards program they will receive a \$100.00 scholarship.

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

Modified Diploma

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

Alternative Certificates

Alternative certificates will be awarded to a student who does not satisfy the requirements for a diploma or modified diploma if the student meets minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student's needs and achievement. A student

who receives a modified diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

Junior High Student Requirements

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

College Bound Student Athletes/NCAA Eligibility Requirements

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

Website: www.ncaaclearinghouse.net

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

FAX: (319) 337-1556.

Phone (800) 638-3731

Schedule Changes

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

Advanced Placement (AP)

The College Board's Advanced Placement Program enables students to pursue college-level studies while still in high school. Since its inception in 1955, the AP program has given millions of high school students the opportunity to earn college credit, to save on college tuition, and even graduate early from college. AP offers students many additional benefits as well:

- AP allows high school students to take courses that are challenging, rigorous, and in depth. These courses are exactly the kinds of courses they will face in college.
- AP prepares students to succeed in college. Answers in *The Tool Box*, a recent U.S. Department of Education study, reports that participation in AP and other challenging high school courses is one of the strongest predictors of college success.
- The credits students earn for their AP achievements enable students to take more advanced courses in disciplines where they have received a firm grounding from AP.

Students who participate in AP are ultimately given the responsibility to reason, analyze and understand for themselves. Such intellectual training inevitably helps them to succeed in college, where these skills are essential.

Exams cost approximately \$86 and depending on a student's test score, college credit sometimes can be provided by higher education institutions.

AP courses (if any) that will be offered this school year will be determined once the class schedule is finalized.

Expanded Options

A student interested in enrolling in the Expanded Options Program at Sherman High School needs to notify the building counselor by March of the school year proceeding enrollment.

Graduation Exercises

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

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

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

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

School to Work Program

The Sherman County School staff recognize the value of work experience as a career related opportunity for individuals who wish to pursue mentorship's, apprentice programs, and other work related skills that are not available on campus.

The following are the primary components that are necessary to participate in this program:

- Consent of work experience coordinator.
- Junior/Senior level status for a maximum of two periods per day earning one credit.
- Solidify a job that is Monday – Friday of each week.
- Work Experience Credit is granted at the rate of one half credit per 90 hours worked. Students may earn one credit per school year and use a maximum of two credits to fulfill elective requirements for graduation.
- Fill out and return the Work Experience Agreement. Agreements are available in the Guidance Office.
- Parent/guardian and student signature on the Work Experience Agreement.
- Complete, sign and return the Sherman County School District Transportation and Release Form.
- Turn in copies of your pay stubs every 6 weeks. 90 hours of work are required to earn a half credit.
- Complete a journal for every 90 hours worked.
- Students who leave their position will be scheduled back into regular classes.
- Special or unique circumstances will require specific approval by the principal.

Academic Grades/G.P.A.

The academic grades used for grades 7-12 are: A, 4 points; A-, 3.67 points; B+, 3.33 points; B, 3 points; B- 2.67 points; C+, 2.33 points; C, 2 points; C-, 1.67 points; D+, 1.33 points; D, 1 point; and F, 0 points. G.P.A. is calculated by dividing the points by the number of classes.

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

To be eligible for valedictorian or salutatorian, a student must be enrolled at Sherman High School prior to and continuously following the 10th day of the student's senior year. To qualify for valedictorian or salutatorian honors, a student must also complete any combination of at least three (3) weighted year-long courses (Physics, Calculus, Chemistry, and Pre-Calculus) and/or pass with a "B" or higher three (3)

Early College courses, and/or complete with a “B” or higher three (3) Advanced Placement courses from an accredited AP vendor such as ORVED, or BYU Independent Study. No credit will be received if a student fails a class for a semester. Students receive ½ credit for each class passed during a semester.

FamilyLink

Parents are able to check their child’s grades on the school website. Teachers keep this information current. Contact the school for your child’s PIN and ID#. School personnel will be able to tell you how to access this information.

Sherman Online Courses

Online classes are meant to augment the curriculum, not take the place of an existing course. Educational research indicates that face-to-face contact between educators and students produces better understanding and academic growth. We therefore place priority on educator/student personal contact. Furthermore, please consider that online classes are oftentimes more difficult than courses taught in a classroom setting. Research shows that students who struggle in the regular setting also experience difficulty when taking online courses.

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

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

Online Dual Credit Courses

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

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

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

Classification

A student, at the end of freshman year must have earned six credits to be classified as a sophomore. Twelve credits must be earned by the end of the sophomore year to be classified as a junior. At the end of the junior year, 18 credits must be earned to classify as a senior.

Honor Roll

Students who achieve a G.P.A. of 3.50 or higher shall have their names placed on the HONOR ROLL. Additional recognition will be given through publication of the honor roll at school.

Honorable Mention

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

Scholarships

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

Husky Helping Hands (HHH) - Weekly Grade Check

HHH is an afterschool program designed to support and enhance student academic achievement. All 7th – 12th grade students are welcome to attend. The main goal of this program is the improvement of grades as well as attaining skills necessary for future success at Sherman County School.

Students are required to attend HHH for academic purposes if they are earning an 'F' on their weekly grade check. Students who bring their grade up to a 'D-' at least one day prior to HHH AND notify the office of the improved grade one day prior, are excused.

Students who are unable to attend after school HHH may opt for lunch time HHH for four consecutive days. Students are not allowed to bring in a hot lunch/salad bar lunch, but will be given a sack lunch at the beginning of the session. Students are expected to work during this time to improve their grade(s).

ACADEMICS AND GRADING (All Students)**Transcripts**

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

Homework Policy

Education is a lifelong process in which the school can best serve the individual by encouraging a continued desire for knowledge. Also, it is important that students accept their responsibility in the educational process and realize that learning is not limited to the school setting. Homework is one means of teaching the necessary skills of independent study and learning outside the school.

Homework can be understood to include not only written work, but also activities such as viewing specific television shows, searching for information in newspapers or magazines, reading, using the internet, and other activities which are related to classroom work but are performed outside of school time.

Homework Guidelines

1. Homework may be assigned at Sherman County School for one or more of the following reasons:
 - a. To provide additional practice with the material being learned.
 - b. To allow for completion of tasks begun in class.
 - c. To help establish independent study skills and habits.
 - d. To enable teachers to monitor individual student progress on a frequent and regular basis.
 - e. To expand and enrich regular class work by utilizing various resources available at home or in the community.

2. The amount of homework will vary according to individual classes:
 - a. Regular homework assignments should be expected in most classes.
 - b. Many classes will have time provided for students to begin an assignment which must be completed outside of class time.
 - c. Several classes will have long-range assignments that will necessitate planned time management by the student.
 - d. The faculty realizes that many students are involved in other activities and/or have chores at home and will not assign busy work.

Student Cheating/Academic Integrity

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

Recent studies and polls of students have shown that cheating in school appears to be fairly common. With the emphasis on excellence and the need for better grades, some students believe that cheating on tests or plagiarizing is justified. Cheating and plagiarism is unacceptable. An educational institution owes its students an environment that teaches and supports honesty and integrity.

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

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

Students stealing tests from staff will be suspended and receive a zero on the test or may fail the course, and may be subject to criminal prosecution.

Willful Non-Pursuit of Course Study

Willfully refusing to participate in the classroom and/or course of study may result in a referral to the counselor, parent(s)/guardian(s) conference, referral to the principal, and/or suspension/expulsion.

Alternative Education Programs*

The Sherman School District has established alternative education programs for students unable to succeed in the regular school program. Students may be placed in Alternative Education Programs or in any combination of the programs listed below. Home schooling shall not be used as an alternative education program placement.

In-District Alternative Education Options

1. Tutorial Instruction
2. Credit Recovery
3. Small Group Instruction
4. Professional/Tech Programs
5. Distance Learning/Online Classes
6. Work Experience
7. Other Institutions such as Columbia Gorge Community College
8. Evening Classes
9. Community Service
10. Independent Study
11. Others as approved by the district

Alternative Programs shall consist of instruction or instruction combined with counseling, and may be public or private. Private programs must be registered with the Oregon State Department of Education.

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

Alternative Education Programs-Establishment

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program: means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.”

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

Alternative Education Notification

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period (severe disciplinary problems will be defined in the Student Code of Conduct):
2. When attendance is so erratic the student is not benefiting from the educational program (erratic behavior will be defined on a case-by-case basis).
3. When an expulsion is being considered.
4. When a student is expelled.
5. When a student's parent/guardian or an emancipated student applies for exemption from attendance on a semi-annual basis.

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

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

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

Placement in Private School

While parents are free to choose private schooling or additional services (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. If the parent(s)/guardian(s) wants the District to consider making a placement for the child in a private school or

with private services, parents must give the District notice and opportunity to propose other public school options.

Therefore, whether the child is identified as disabled (IDEA, or Section 504) or not, the parents must provide notice as follows. If parents decide to withdraw their student to enroll the student in a private school, parents must give notice, either at the last IEP meeting attended or to the school principal, in writing at least 10 business days before withdrawing their student. If parents fail to do this, and instead make a private placement themselves, a court or hearing officer may reduce or deny reimbursement if it is requested by the parent.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent(s)/guardian(s) in writing and include the reason for the request.

Talented & Gifted Programs

In order to serve academically talented and gifted students, the school will identify students based on:

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

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the appropriate complaint form available through the district office.

TAG Appeals

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

Informal Process:

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

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the superintendent;
2. The superintendent shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the principal/teacher;
3. The superintendent/principal and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;

5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

English Language Learners

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

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

ELL students are primarily served by a pullout program model with a certified ESL instructor with additional in-classroom aide support. Curriculum is research based, implemented according to best practices, and tailored to students' individual needs, learning style, and proficiency level.

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

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

Students with Disabilities

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

Report Cards

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

Progress Reports

In addition to the report cards, teachers may send progress reports home at any time they feel these are needed. The normal progress report time is near the end of the fifth week of a nine-week grading period.

Incomplete Grades

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

Parent Conferences

Regular conferences are scheduled annually in the fall for all K-12 students and in the spring for K-6 students to review student progress.

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

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

ATHLETICS AND ACTIVITIES

Extracurricular Activities

All students are encouraged to participate in the extracurricular activities that Sherman County School offers including, but not limited to student government, clubs, organizations, athletics, etc. However, a word of caution is necessary. Don't take on more than you can handle. You may wish to discuss with coaches, counselors, teachers, friends, advisors, etc. how much time is required to participate successfully in a given activity; then set priorities as to how many and which activities you believe you can make time for in your schedule. Some activities become particularly intense during certain times of the year.

Academic Eligibility

Each participant must be passing all classes to maintain academic eligibility for sports and/or co-curricular activities. The school will publish a weekly list of students who are receiving "D's" or "F's", and parents will be informed. A student who becomes ineligible due to grade problems must improve his/her grades so that s/he is not receiving a "D-" or an "F" in any class that entire week before they will regain their athletic and/or co-curricular eligibility. This does not include playing in the pep band at home events. 5th – 6th grade students are also expected to attend SKORE and 7th – 12th grade students are expected to attend Husky Helping Hands, our after school programs, that week until their grades are raised to passing levels ("D" or above). Athletic and/or co-curricular eligibility will be restored the following Monday if all grades are a "D" or above. A failed quarter/semester grade will result in a week of ineligibility in co-curricular activities. Student/Athletes who are ineligible will not be allowed to travel to away games with the team. Students who are suspended during the week (ISS or OSS) will not be eligible for athletic contests or participate in field trips during that week.

1. Violations which may cause immediate removal from a team:
 - A. Violations of Code of Conduct, Training Rules & Regulations, and Citizenship Expectations.
 - B. Students who are a party to vandalism, theft or engage in any other activity which endangers the health or property of others. A conference with the athlete, parents and athletic director/principal will be held. Conditions for reinstatement to the athletic program and length of suspension will be reviewed. A contract will be signed in order for the athlete to continue in the program. This contract may include expectations in regards to academics, school attendance and behavior at school. Athletic sanctions will be in addition to school sanctions in most cases.
 - C. Violations of conduct which are unbecoming of an athlete and which are not specifically listed in these rules, may lead to suspension or removal from the athletic program by the athletic director/principal.
2. These rules and regulations are in effect throughout the school year. The school year is defined as the time period between the first practice in August and the last day of school.

3. The first priority for the participant will be academic achievement. The classroom comes before athletics and school sponsored extracurricular activities. Detentions and other disciplinary actions take precedence over all athletic and school sponsored extracurricular activities.
4. In order to participate in a practice, performance, contest, extra-curricular or school sponsored activity such as dances, award programs, band concert, homecoming activity etc., the participant must be in attendance all day of such practice or contest or school sponsored activity or in attendance all day the Friday before a weekend contest or activity. Any exceptions to this must be cleared through the athletic director/principal or their representative. Possible exceptions may be medical, dental and pre-arranged absence from school. When athletes are excused to participate in athletic events they should be aware that they are responsible for all assignments during their absence. Any assignments given to the athlete prior to his/her departure, are due at the regular due time.
5. A participant who is removed from a squad for disciplinary reasons will not be allowed to participate in any other supervised extra-curricular athletic activity during that regular season.
6. No participant will be allowed to participate in a sport or co-curricular activity until all outstanding fees have been paid and all previously issued equipment in a prior sport or activity have been returned or proper restitution made.
7. Regarding transportation for away activities, students will travel to and from all contests in District provided or approved transportation. The only persons allowed to transport the athlete home from a contest other than District employees is a parent/guardian who has parental custody. The parent/guardian will sign a form stating that they are accepting responsibility for the athlete.

A note signed by the parent/guardian or a phone call to the coach at the game is not sufficient for an athlete to ride home with a friend. A parent/guardian wishing to make a different arrangement will need to do so with the athletic director/principal at least one day prior to team departure. If someone other than a parent/guardian has been approved by the parent/guardian to transport the student home, the school office must be provided a copy of this person's driver's license and proof of insurance before the student will be released to them.

8. The selection of team members is not based solely upon ability, but also by attitude, effort, and a willingness to learn. The head coach shall be responsible for the assignment of athletes to junior varsity and varsity teams. Contest participation decisions are the responsibility of the coach.
9. An athlete who sustains a serious injury which requires a physician's attention shall be required to submit proof of a "physician's release" before being allowed to take part in practice or competition.
10. Coaches are responsible for the conduct and appearance of participants under their supervision from the time they leave Sherman Junior/Senior High School until they are returned to their parents/guardians. Dress codes for participants on contest days will be determined by the coach.
11. Stopping for meals on Friday and Saturday nights is at the coach's discretion. Participants should not plan on stopping on school nights. Each participant is responsible for his/her post game meals and should either bring money or a sack lunch as desired.
12. Parents are responsible for arranging to pick up their children following games, contests and practices, unless activity busses are running. Participants who are not promptly picked up may be suspended from the activity.

13. Sportsmanship is an integral part of the Sherman County School athletic programs. Sportsmanship is not just the responsibility of the coach and the team. Parents and guests attending games will be expected to respect the competition and show good sportsmanship. Yelling at and criticizing your child is no more proper than criticizing someone else's child. Remember whether you agree or disagree with the coaching philosophy the coach is still your child's coach. Please do not criticize the coach in front of your child. Share any concerns you may have with the coach in private. Immediately following a contest is not the proper time to approach a coach with a concern. Please allow for a "cool down" period. Please let the coaches coach, the kids play, and the officials officiate.
14. Sherman County participants are expected to leave all guest facilities including the locker room as clean as or cleaner than when they arrive.
15. In the event a participant should want to quit an activity and enter another activity, s/he may do so only with the consent or approval of the athletic director/principal and both coaches. The approval of the director from the activity s/he is dropping shall be obtained first.
16. An athlete shall have an appropriate period of training and physical conditioning prior to engaging in a contest. This period of time shall be determined by responsible athletic personnel and will depend on the physical condition of the athlete and the type of competition.
17. Participants are encouraged to get involved in the spirit activities of the school. They are encouraged to support their peers at all activities and pep assemblies, participate in dress-up days and other school activities, and be leaders in increasing school spirit.
18. Participants and parents/guardians need to read the Sherman County School Student Handbook.
19. The administration reserves the right to add, delete, or modify any rule(s) as situations warrant.

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

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

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

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

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

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

Code of Conduct/Training Rules and Regulations

Students perform best when they follow training rules which include no tobacco, alcohol and other drugs. Medical research clearly substantiates the fact that use of tobacco, alcohol and any type of modifying

substances produce harmful effects on the human organism. The use of tobacco, alcohol and other drugs are injurious to the development of human growth.

The coaches, teachers, advisors and school board of the Sherman County School, are concerned with the health habits of the students of this community, are convinced that extra-curricular activities and the use of these substances are not compatible.

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

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

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

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

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

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

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

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

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

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

Substance Abuse Policy

First Offense – Suspension for one-third of an athletic season contests or extracurricular activities scheduled that the student would participate in. Playoff games will count as games suspended if the

team progresses in a playoff situation. (Example: If a player gets caught with one regular season game left in a 9 game season, the suspension would still be three games, carried over into playoff games if necessary.) If there is less than one-third of the season left, the penalty **will** carry over into the next activity in which the student is involved **if necessary to complete the suspension**. The student **will** be expected to practice during the suspension for the time to count depending upon the circumstances and coaches support. The student must complete a counseling program as agreed upon by the principal and parent.

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

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

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

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

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

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

Physical Examinations

Students in grades 5 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

School Activities

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

Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Missoula Children's Theatre

To be eligible to participate in the Missoula Children's Theatre, a student must be in good class standing (not receiving any Fs) and exhibit appropriate behavior and attendance.

STUDENT EDUCATION RECORDS

Education Records

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

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

Permanent records shall include:

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

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

Social Security Numbers

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

Access/Release of Education Records

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

Inspection & Review of Records

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

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

Request for Education Records

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

Provision for Hearing to Challenge Content of Education Records

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

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

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

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

ATTENDANCE

Philosophy

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

Attendance Statement

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent/guardian who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C infraction of law and is punishable by a court-imposed fine of up to \$150.00 as provided by ORS 339.925, 339.010, 339.020, and 339.030.

The district will notify the parent in writing that, in accordance with law, the [superintendent] will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The [superintendent] or the designee has the authority to enforce the provisions of compulsory attendance laws;
2. Failure to send the student to school is a Class C violation;
3. A citation may be issued by the district;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577(1), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Absences and Excuses

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

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

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

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

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

If a student has over 25 absences or excessive discipline issues during a school year they will not be allowed to attend field trips or special activities such as prom or after school dances, etc.

Tardies/Unexcused Absences (7th – 12th Only)

If students are not in their seats ready to go to work when the tardy bell rings, they will be considered tardy. If a student accumulates five or more tardies in a given nine-week period, measures will be taken which may include:

- Detention
- In-School Suspensions
- Suspensions
- Non-admittance to dances and other school activities such as class meetings, assemblies, sporting events, etc.

Consequences can carry over into the next quarter or semester.

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

Truancy

A student who is absent from school or from any class without permission (unexcused) will be considered truant and will be subject to disciplinary action which may include:

- Detention
- In-School Suspension
- Suspension
- Reduced Schedule
- Removal from class, grade of "F", and loss of credit
- Expulsion
- Ineligibility to participate in athletics or activities (dances and other school activities such as class meetings, assemblies, etc.)

Signing "In" and "Out"

Any time a student arrives at school after the regular start time or leaves prior to the end of the school day, that parent/guardian (K-6) or student (7-12) is required to sign **IN** and **OUT** at the attendance office.

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

Forgery of Notes and Phone Calls

Students forging notes and falsifying phone calls to obtain an excused absence or check out from school will be suspended in-school for one day and placed on an attendance contract. Any subsequent unexcused absences will result in withdrawal from the class or classes missed.

Release of Students from School

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

Make-Up Work

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

Extended Absence

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

STUDENT RIGHTS AND RESPONSIBILITIES

Rights of Students

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

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

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

Students Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions that the student believes injure 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 education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

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

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

1. Respect the rights of others. Students have a responsibility to refrain from expressing personal prejudice toward any individual or group because of race, sex, age, handicapping condition, religion, national origin, or language. Students will not be allowed to engage in conduct that interferes with the educational pursuit of other students.
2. Attend all classes each day on time with necessary materials.
3. Participate in the learning process and take responsibility for one's own learning.
4. Follow the direction of all adult staff.
5. Comply with the rules of the District and school.
6. Submit to reasonable corrective action or punishment imposed by the District and its professional staff for violation(s) of its rules.

7. To conduct him/herself in a manner that will not bring discredit upon self or other members of the school community. Discipline in the schools aims to teach the following fundamental concepts:
 - a) Responsibility, self-discipline, and self-respect,
 - b) Respect for the rights, dignity, and safety of all individuals within the school community,
 - c) Respect for law and observance of school district policies, procedures, rules and regulations,
 - d) Respect for public and private property.

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for offenses including, but not limited to the following:

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

Classroom Behavior

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

1. The teacher will discuss the inappropriate behavior with the student.
2. The parent/guardian will be contacted by the teacher about the inappropriate behavior if it continues.
3. If the inappropriate behavior continues, the student will be referred to an administrator for discipline.
4. A conference with the student, parent(s)/guardian(s), and an administrator will be held if the behavior persists. In this conference the possibility of the student being removed from class will be discussed.

If the disruption is serious, e.g., fighting or profanity, these steps may not be followed and the student(s) will be asked to immediately leave the classroom and report to an administrator for discipline. The student will be

required to have a "re-admit" slip from the administrator before s/he is re-admitted. Failure to go to the main office to meet with an administrator will be considered an absence from class.

Detention Rules

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

1. Students will bring something to read or study.
2. Students will sit with at least one chair between them and other students. Students will be seated and remain seated.
3. Students are not allowed to bring in a hot lunch/salad bar lunch, but will be given a sack lunch at the beginning of the session.
4. Students will not visit or sleep.
5. No stereos, headphones, cell phones, etc. will be allowed.

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

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

Detention will be automatically doubled if a student skips detention.

Accumulations of lunch detentions may result in in-school suspension (i.e. 8 lunch detentions will equal a ½ day in-school suspension).

Students may be excused from an assigned detention if they make prior arrangements through the office. This excused detention must be made up.

In-School Suspension

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

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

Suspension

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

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

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

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

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.

Expulsion

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 parents or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

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

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

Discipline of Disabled Students

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

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

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

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

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

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

Discipline/Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the decisions of staff and administration.

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

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

Sherman County School Student Dress Code

The purpose of the Dress Code Policy is to ensure that each student is dressed in clothing conducive to promoting a learning environment focused on academics. Clothing should be safe and comfortable and not pose a threat to the health of students. Clothing that is too tight, too short, or that reveals undergarments, is not appropriate for school. Clothing should be clean and in good repair. Dressing for school should be an event for your child similar to dressing for work. School is a "job" and we strongly encourage that students take their "job" seriously. Students with dress code violations will not be allowed to return to class until a change of clothing is provided. Parents, we ask that you help us enforce this policy by paying close attention to what your child leaves the house wearing. This will help reduce the impact on instructional time for your child.

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

1. Pants and shorts shall be worn at waist level and must completely cover undergarments (for example: no sagging pants, etc.).
2. Shorts shall be no more than 4 inches (or less) above the knee while standing. Shorts must not be the tight, spandex-type shorts and must be hemmed or have rolled-up cuffs.
3. Skirts/dresses shall be no more than 4 inches (or less) above the knee while standing.
4. Half shirts will not be allowed. The bottom of shirts and blouses must reach the waistband of pants/shorts/skirt.
5. Halter-tops, tube tops, oversize tank tops, cut-off sleeveless t-shirts, see through garments or any other revealing tops are not appropriate attire for school and are not permitted. All tops must have straps that are at least 2-finger widths wide.
6. Clothing bearing messages regarding alcohol, drugs or tobacco, or messages that could be construed as sexual in nature is not allowed.
7. Sunglasses shall not be worn in the classroom.
8. Shirts and footwear are required at all times. The Oregon Health Department requires that footwear be worn in school buildings.
9. No pajamas or other sleep apparel.
10. Pants with holes above the knee are not permissible.
11. No hats, caps, or hoods shall be worn in the school building.
12. No bandanas are to be worn anywhere on the body.

There may be exceptions (when decided upon by the staff and administration) on certain "spirit days" and for athletic purposes.

The examples listed above are not meant to be inclusive but only to provide guidelines.

Consequences for violating the dress code are:

1. Written Warning; student will be required to change attire to comply with dress code.
2. Written referral and detention; student will be required to change attire to comply with dress code.
3. Parent(s)/guardian(s) contacted and conference scheduled.

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

Some activities or classes may require clothing specific to the activity or class. The staff member in charge shall establish the dress regulations for the activity after consultation with the principal.

Students who cannot afford the required clothing for an activity or class are encouraged to contact the office or any staff member. The school does have access to individuals and organizations willing to donate appropriate clothing for students. This will be strictly confidential.

Students who choose not to follow the district's dress and grooming regulations shall be subject to discipline as outlined in this student handbook. Repeated willful disregard for dress code regulations can result in suspension from school.

Public Displays of Affection

Inappropriate public displays of affection between students are not acceptable on the school campus. Acceptable behavior will include holding of hands, or brief and gentle hugs. Unacceptable behavior will include prolonged embraces, walking side-by-side with arm around another student and/or kissing and inappropriate touching.

Staff members who note unacceptable behavior will indicate this to the students, requesting the behavior stop, and report this to the appropriate administrator. First incident--administrative conference with students involved. Second incident--parents of both students will be contacted by an administrator and if needed a conference will be held. The third incident--optional administrative action such as suspension (in-school or out-of-school)

Student Relationships

Open displays of affection between students during school hours and school activities are not acceptable and will not be tolerated.

TOBACCO, ALCOHOL, DRUGS

Alcohol and Other Drugs

Sherman County School believes that illicit drug and alcohol use by students is not only wrong, but also harmful to the physiological and psychological health and growth of students. Any student found to be in the possession of, using, or under the influence of illegal drugs or alcohol at school or during any approved activity will be subject to disciplinary action as provided for by Sherman County School, local, state, and federal law, up to and including expulsion and referral for prosecution. Students may also receive referral for drug/alcohol problems through the counselor's office. Students who are suspected of being under the influence of alcohol may be asked to take a Breathalyzer test.

Tobacco, Vapor Cigarettes and like substances

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

1. **First Violation** – the student will be suspended for two (2) days, and cited for MIP tobacco.

2. **Second Violation** – the student will be suspended for five (5) days; a parent conference will be held prior to re-admission. Student will be cited for MIP tobacco
3. **Third Violation** – the student will be indefinitely suspended and a recommendation of expulsion for at least the remainder of the semester will be sent to the superintendent. Student will be cited for MIP tobacco.

Drugs and Alcohol

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

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

Drug Sale, Delivery, or Distribution

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

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

Look-alike Substance

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

Use of Drug Sniffing Dogs

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

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

Search and Seizure

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

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

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

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

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

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

Questioning

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

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

SCHOOL SAFETY

Lockdown

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

A text to a parent or police is allowed, but do not communicate with other students in the building as that may bring unwanted attention to them. Remember, during an emergency, first responders will be in need of our mobile technology infrastructure to communicate, so please stay off of your phones.

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

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

Video Surveillance/Video Cameras on Transportation Vehicles

1. The use of video surveillance equipment on transportation vehicles shall be supervised by the safety/discipline officer of Mid-Columbia Bus Company for Sherman County operations. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator.

2. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records.
3. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.
4. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.
5. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Fighting and Assault

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

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

Assault

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

Menacing/Threats of Violence/Intimidation/Bullying

In keeping with the mission of Sherman Jr./Sr. High School no form of harassment/threats of violence/bullying/intimidating behavior will be tolerated. Those guilty of such behavior will receive disciplinary consequences that may include suspension and/or expulsion. Students who are victims to this type of behavior need to report the problem to a teacher, counselor, or administrator so that remedies can occur.

Hazing

All hazing or other acts of intimidation are prohibited and will subject the person committing the act to suspension or possible expulsion.

Horseplay

Students who are pushing and grabbing other students in an inappropriate manner will receive disciplinary consequences. There are too many instances where what starts as friendly horseplay or wrestling around turns into a heated conflict. *Keep your hands to yourself.*

Hallway Conduct

While in hallways or on school property students shall at all times conduct themselves in a safe and orderly manner. For the safety of those in the hallways, doors from classrooms should be opened slowly. There is no running, eating or drinking, or sitting on the floor in hallways. Students who do not conduct themselves in a safe and orderly manner while in hallways or on school property shall receive disciplinary consequences.

School Jurisdiction

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

Weapons

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

Weapons include, but are not limited to, the following: firearms, stun guns, tasers, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned

with the intent to use, harm, threaten, harass or sell to students, staff members, parent(s)/guardian(s), and patrons. **Possession of dangerous weapons on school grounds includes inside vehicles. Knives of all types including pocketknives are to be left at home. Possession of a knife will result in a 3 to 5 day suspension.**

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

Bomb Threats and Threats of Violence

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

Vandalism and Financial Responsibility

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

Activating a False Alarm or Setting Fires

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

Riding in the Back of Pickups

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

Firecrackers/Explosives

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

Theft/Possession of Stolen Property

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

Criminal Trespass

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

Skateboards, In-line Skates

Students may carry skateboards or in-line skates on the grounds of the school for use off the property. Students violating this policy will be disciplined according to regular school procedures and may have their skateboard or in-line skates confiscated for parent(s)/guardian(s) to retrieve.

Hackeysack

Hackeysack is an outdoor activity. There is ample grass around the building for this activity. Students who play hackeysack in the building will have their hackeysacks confiscated and returned only to the student's parent(s)/guardian(s).

Gambling

Any form of gambling is prohibited. It is a violation of state law. Students who gamble on school grounds will be subject to disciplinary action.

Profane Language

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

Electronic Communications General Policy and Guidelines

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

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

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

Personal Communication Devices (PCD)

Students and staff should be allowed to complete their tasks without the interruption of communication devices such as pagers, cell phones, or audio headsets (other than for school use) while attending school or school associated activities, on or off school property. The moment a student enters the threshold of a classrooms

doorway, they will be expected to turn off and put away all PCD. Exceptions are: police officers, school administrators, staff, and active members of an emergency medical service organization. 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 sponsored activities, unless expressly authorized in advance by a district administrator. A personal communication device is one that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Students may possess this type of communication device, although the first time it disrupts the educational environment it is subject to being confiscated and will only be released to the student's parent(s)/guardian(s).

A second violation of this policy may result in forfeiture of the right to possess this type of device on school property. In addition, students found in violation of the personal communication device use and possession prohibitions of School Board policy and results as established by the building principal will be subject to disciplinary action.

We are fortunate to have cell service for communication purposes. Let's all work hard at using it appropriately. This means please turn off your electronic communication devices and put them out of sight during class time.

Cyberbullying

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. 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.

MEDICAL PROTOCOLS

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school [Nurse/Principal] so that other students who have been exposed to the disease can be alerted. A student with certain school-restricted diseases are not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of a licensed physician that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by the school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include, but are not limited to, chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, and tuberculosis. Parents with questions should contact the school office.

Emergency Medical Treatment

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

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

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Head Lice

Head lice is a common occurrence in schools. The following statements are the school's guidelines for readmission to school:

- 1) Students found with live lice shall be excluded from school.

- 2) Students who present with no live lice may return to school, even if nits are present.
- 3) Students will be rechecked at 7 and 14 days. If live lice are present, the student will be excluded from school again.
- 4) After 14 days if live lice remain present, absence of lice and nits is required for the student's readmission to school.
- 5) Students with nits only should not be excluded from school but rechecked in 7 and 14 days for the presence of live lice.

HIV, HBV, AIDS - Students

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

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

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

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

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health-care provider, as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the school health nurse.

*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus

Infection Control/HIV, Hepatitis B and AIDS

Although HIV, AIDS and Hepatitis B are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where wounds or mucous membranes are exposed to blood or any body fluids contaminated with blood from an infected person.

Since such risk is serious, the district requires that staff and students approach infection control using universally recognized precautions. Each student and staff member is to assume all direct contact with human blood and body fluids is regarded as infectious for HIV, AIDS, Hepatitis B or other infectious diseases.

Infection/Disease Instruction

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

Immunizations

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

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

Medications at School

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

Non-prescription medication means only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops; cough suppressants; analgesics (pain relievers); decongestants; antihistamines; topical antibiotics; anti-inflammatories; and antacids. Written, signed permission from the parent that includes the student's name, name of medication, route, dosage and frequency of administration must be on file. Non-prescription medication must be brought to school in the original container or package and there should be only enough that is needed for the student to remain in school.

Self-medication means that a student may be able to take his/her own medication at school without requiring assistance from a trained staff member. Older students are often allowed to manage their own medication. A student who self-medicates may be required to demonstrate the ability to administer medication to himself/herself. Students should only have enough medicine that is needed to remain in school for the day.

LIBRARY COMPUTER LAB & MEDIA CENTER

The school library exerts a positive, active teaching function. The library offers access to research information through many different mediums.

Audio-visual equipment is housed in the library and is available for teachers and students to check out.

Library/Computer Lab/Media Procedures

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

STUDENT/PARENT COMPLAINTS

Complaint Procedures and Due Process Rights

If a student believes that s/he has not received fair or equitable treatment the following procedure may be followed:

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

Discrimination on the Basis of Sex Complaints

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

Education Standards Complaints

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

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

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, the principal will assist in the completion of the necessary forms.

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

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

Students with Disabilities Complaints

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

Placement/Enrollment of Homeless Students Complaints

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

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

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

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

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

Step I

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

Step II

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

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

Step III

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

Step IV

If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision.

The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V

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

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

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

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

MISCELLANEOUS

Accidents

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

Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements. The district shall deny regular school admission to a student who is expelled from another school district.

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

Charging

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

Closed Campus

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

Daily Announcements

Announcements by students must be approved by the principal on forms that are available at the office.

Distribution of Materials

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

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

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

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

Driving/Parking at School

The front row of parking in front of the school is reserved for visitors and library patrons. The parking lot on the east end of the road is for all staff and students. Once a student's car is parked in the morning, students are not to loiter in the parking lot or in their cars, and they may not move their vehicles without permission until the school day is completed. Speeding or violations of other driving laws will be turned over to the proper authorities and may also result in the loss of campus driving privileges.

Field Trip- Dress Code/Permission

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, dress code, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

1. If a student must wear a baseball or cowboy hat, it should be left on the bus wherever the students disembark unless otherwise allowed by the advisor.
2. A student who shows up for a trip with inappropriate dress may be left behind.
3. The staff person responsible for the trip may modify the dress code if it is not appropriate for the activity.

Students wishing to participate on a field trip must get permission from each of their teachers. Any student failing one or more subjects may be excluded from going on the field trip.

Fines/Fees

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

Fire, Earthquake and other Emergency Drills

Instruction on fire and earthquake dangers and emergency drills for students shall be conducted on a monthly basis. The signal for a fire drill is one continuous sound of the fire alarm. The alarm sound is

distinctive and not like the class period bells. There is a *Fire Drill Route* posted in each classroom. Two short, intermittent rings of the regular class bell shall signal students that it is safe to return to the building following a fire drill.

Flag Salute

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

Fundraising

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

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

Guidance Program

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

Hall Passes

Anytime a student is out of the classroom during class time, a hall pass is required. Failure to have a pass will result in a detention.

Homeless Students

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

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

Laser Pointers

Laser Pointers are not allowed on campus or at school activities. There is a potential health hazard associated with the improper use of such laser pointer devices.

Lockers

Each 7th-12th grade student will be assigned a locker and combination. **DO NOT** bring a lock of your own as it will be removed. **DO NOT** trade lockers with other students. Lockers are not to be "jammed" and are to remain closed and locked any time the student is not using it.

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

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

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

Lost and Found

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

Lunch/Breakfast Program

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

Messages

Messages will be taken from parents/guardians only and will not be delivered to students during class time unless it is an emergency. A public address announcement during passing time will list students who have messages in the office.

Parental Rights

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

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

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

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

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

Pets at School

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

transported on a school district bus. Animal Control Officers will be called to remove animals from school grounds if the owner is not known or cannot be located.

School Closure and Delays

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

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

A number of school dances are held throughout the school year for and by the Student Body. Appropriate dress varies depending on the dance. All school rules apply to dances. Students must be in attendance at school the day of a particular dance or the last school day before a weekend dance. In addition, students must be passing all seven (7) classes to be admitted to a dance.

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

A student is allowed one date from Sherman High or one guest from another school. If a student leaves a dance before it is over, they may not return. All dances except major ones are over at 11:00 p.m. All guests will be no younger than high school freshman and no older than 20 years of age. Middle school students are not permitted to attend High School dances. In addition, former students who have had significant discipline or attendance issues while attending Sherman County School are likely to be excluded from dances. Eligible students will be admitted for forty-five minutes after the start of a dance. If cleared in advance, those students working late or returning from athletic contests will be admitted. Students without prior approval will not be permitted to enter the dance if they arrive after the forty-five minute time frame. Students who do not accept the responsibility for appropriate behavior will forfeit the privilege to attend the dance. The student's parent/guardian will be telephoned and informed if an infraction of rules occurs.

Jr. High Dances

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

School Expenses

1.	Student Body Card (grades 9-12)	\$20.00
	Student Body Card (grades 7 & 8)	\$10.00
2.	Yearbook	\$50.00 (\$40 if paid by the end of October)
3.	Sports Participation Fee (grades 9-12) *	\$105.00/sport
	Sports Participation Fee (grades 7-8) *	\$45.00/sport
4.	P.E. Towel Fee (grades 9-12)	\$5.00/semester
5.	Band Fee (9-12)**	\$10.00/semester
6.	Small Engines Class Fee**	\$20.00/semester
7.	Technical Industries Course Fee (9-12)**	\$25/semester or \$40/both semesters
8.	SKORE (K-6)	
	Student per quarter	\$50.00

Student per year (if paid in full).....	\$175.00
Family per year (if paid in full).....	\$250.00
Student per quarter who qualifies for reduced meals.....	\$20.00
Student per year who qualifies for reduced meals (if paid in full).....	\$65.00
Family per year who qualifies for reduced meals (if paid in full).....	\$110.00

*\$420 household limit/year for athletic expenses

**Covers the costs of lab projects and related supplies that the students keep.

ASB cards and sports participation fees are pro-rated for students on free or reduced meals.

School Insurance

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

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

Soft Drinks/Food/Individual Clean up

Each individual teacher reserves the right to develop rules regarding food and drink in their respective classroom. This includes the prerogative to prohibit food and drink at all times in the classroom. In no cases should food or drink disrupt the learning process or create any nuisance and/or sanitary issues. Food and drink are not allowed in the gymnasium, library, student lounge and hallways or around computer equipment at any time during regular school hours. Beverages and food may be consumed in the cafeteria during non-class time as long as students police themselves, which means cleaning up spills, depositing empty cans in the proper receptacles, and throwing food wrappers into trash containers.

Student Assemblies

Various assemblies are held during the year. A student's conduct during assemblies must meet the same standard as in the classroom. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, talking or whispering during the program, and getting up and walking around during the course of the assembly. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Student Body Activities

The student body has available a wide range of extracurricular activities which are open to all students possessing student body cards. Any student not purchasing a student body card and participating in one of these sponsored activities will be billed for a student body card.

Activities available include: baseball, basketball, class organizations, drama, F.F.A, football, National Honor Society, Pep Band, Student Council, tennis, track and volleyball.

The Student Council governs all group activities and fund-raising projects. The Student Council meets monthly to carry out its responsibilities. The 7th and 8th grade students will have their own Student Council to provide planning and assistance for projects and activities related to their age group.

Student Protest

There are appropriate ways to discuss and debate school issues. These include through the Student Council or through discussion with teachers and administrators. A student strike or protest is not appropriate. In the event that students at Sherman County School organize a protest or strike that result in a loss of class time, the student's absence from class will be unexcused.

Student Visitors/Parent/Guardian Visitors

Student guests are not allowed at Sherman County School. Parents/guardians are encouraged to visit the school. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property, sign in and wear a visitor's badge while on school property. The school administration will approve requests to visit classrooms as appropriate.

Supervision of Students

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

Teacher Aides (11th-12th grade only)

Junior and senior high school students who have a minimum GPA of 2.00 may be a teacher, library or office aide. Being an aide is a **privilege**, not a **right**. A student may be an aide for only one period a day. Aides will be required to sign a contract that outlines their duties, responsibilities and consequences.

Telephone

Students **WILL NOT** be allowed to use the office phone for personal calls except in emergencies and with the permission of the office staff. In the event a student receives a call, s/he will be called out of class only in case of an emergency. Normally, phone calls for students will be handled between classes, during lunch, or before or after school.

Transferring to another School

In order to withdraw from Sherman County School, a student must have a note or phone call to the school from his/her parent/guardian indicating that this meets with the parent's approval. The student can then receive checkout papers and instructions from the main office.

Transportation of Students

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

Transportation Rules:

The following rules shall apply to student conduct on district transportation:

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 animals, firearms, weapons, or other potentially hazardous material on the bus;
6. Students will remain seated while the bus is in motion;
7. Students may be assigned seats by the bus driver;
8. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
9. Students will not extend their hands, arms, or heads through bus windows;
10. Students will have written permission to leave the bus other than for home or school;
11. Students will converse in normal tones; loud or vulgar language is prohibited;
12. Students will not open or close windows without permission of the driver;
13. Students will keep the bus clean and must refrain from damaging it;
14. Students will be courteous to the driver, fellow students and passers-by;
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

Disciplinary Procedures for Violations of Transportation Rules:

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

Transportation of Other Students

Sherman County School discourages students being asked to transport other students unless it is an emergency situation and is approved by the principal. Oregon law prohibits individuals under 18 from transporting any passengers until they have had six months driving experience. There are also other laws and regulations pertaining to students with provisional licenses.

Volunteering/Visiting School

Parents and other visitors are encouraged to visit district schools. Volunteers shall be subject to a criminal records check conducted by the Oregon Department of Education. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate.

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

PBIS-POSITIVE BEHAVIORAL INTERVENTION SYSTEMS

Sherman County School will pursue a singular vision of student success by becoming a learning organization with a strong commitment to personal and professional growth.

Background Information

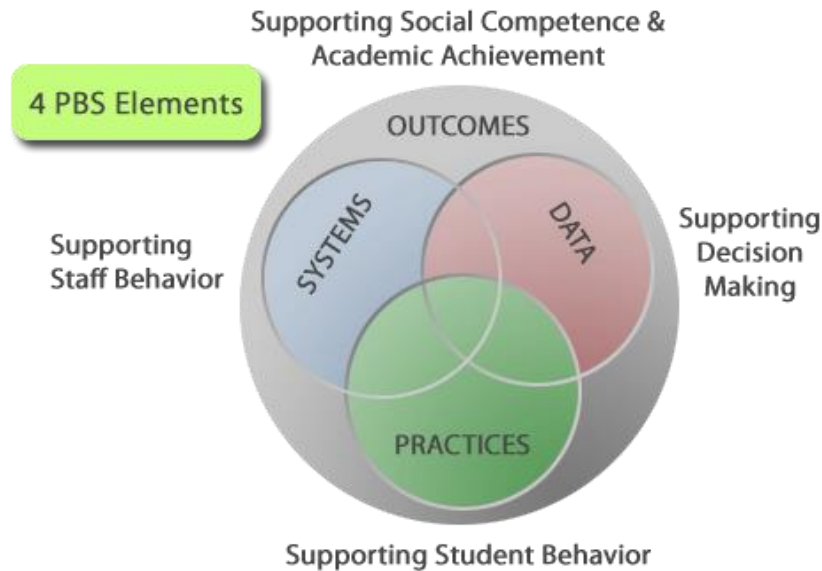
The goal of PBIS is to help all students acquire the social-behavioral skills and emotional intelligence and academic skills to have a fulfilling life. In order to achieve this, we are committed to create environments that are physically and emotionally safe, where teachers can teach and all students can learn.

What is PBIS?

PBIS is an acronym for Positive Behavior Interventions and Support. It is a school-wide integration of:

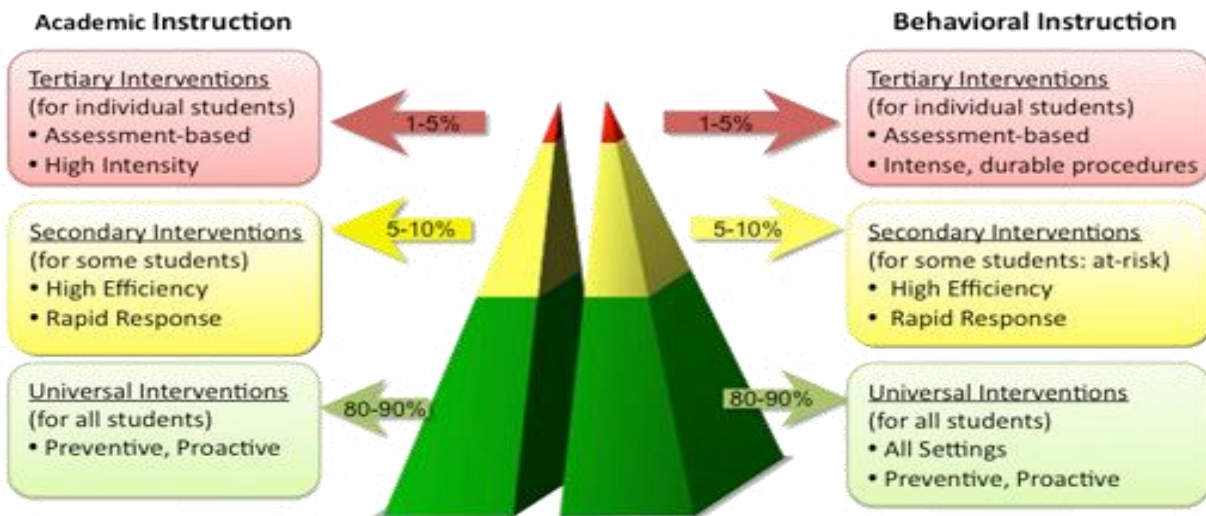
- A systems approach for building capacity: everyone works together
- A process for capacity building: we use the process to achieve an outcome

- A continuum of behavior supports: appropriate supports for all students
- Prevention focused efforts: it is more effective to prevent than to remediate
- Instructionally focused: the best prevention, is good instruction
- Empirically sound practices: we use what has been shown to work
- Assessment information analyzed and used on a frequent basis



School-wide positive behavior intervention and supports is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. It is a framework for creating customized school systems that support student outcomes and academic success. School-wide PBIS is for the whole school, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions.

Designing Schoolwide Systems for Student Success



PBIS-School-Wide has 5 Critical Components

1. **Clear Expectations**
 - As defined in the rules matrix
2. **Explicitly Taught**
 - Each area in the matrix is accompanied by a lesson plan.
 - A schedule for teaching and re-teaching behaviors is used.
3. **A system for encouraging appropriate behavior**
 - Reward or recognition system, including a Reinforcement Menu for encouraging positive and appropriate behaviors.
4. **A system for discouraging inappropriate behavior**
 - A Correction Menu for how to respond to and correct Level One, Level Two, and Level Three behaviors.
5. **A data collection system**
 - Answering two important questions. Are we...
 1. Doing what we said we would do?
 2. Achieving the student outcomes we said we would achieve?
 - The data collection system analyzes data gathered from the school's Behavior Tracking Forms to monitor and adjust adult responses and school focus in responding to student behavior.

Dr. Dale's Big Five Ideas:

1. All children can learn and are always learning!
 - *Children are learning all the time. If you work around children, you are a teacher.*
2. School is responsible for preparing students for life.
 - *Schools should teach important life lessons.*
3. School expectations must be explicit, and taught to all children.
4. The only way to change student behavior is to change adult behavior.
 - *We create the environments in which behaviors arise.*
5. Things aren't always as they appear!
 - *Human perception is often flawed. It is important to use data.*

A Year of Possibilities... What will we do with them?

179 days of possibilities
1,110 hours of possibilities
66,600 minutes of possibilities
3,996,000 seconds of possibilities

Elementary (K-6 Only)

Title I Services

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

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

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

Additionally, the school will provide parents with:

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

Promotion, Retention and Placement of Students

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

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

Expectations for Student Behavior

Our Philosophy:

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

Our Expectations:

The Elementary school has six basic rules.

These behaviors are **not** allowed:

- 1) Physically hurting another person
- 2) Potentially harmful behavior
- 3) Lack of respect for authority
- 4) Defiance of authority
- 5) Inappropriate language or gestures
- 6) Bullying

Basic Guidelines for Behavior

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

I WILL:

A. BE SAFE

B. BE KIND

C. BE RESPECTFUL

D. BE RESPONSIBLE

Bully Free Pledge and Kelso's Choice Wheel

Following are our Bully Free Pledge and Kelso's Choice Wheel. Students are expected to follow the pledge and use the options offered in the Kelso's Choice Wheel to help them make good decisions when presented with conflict.

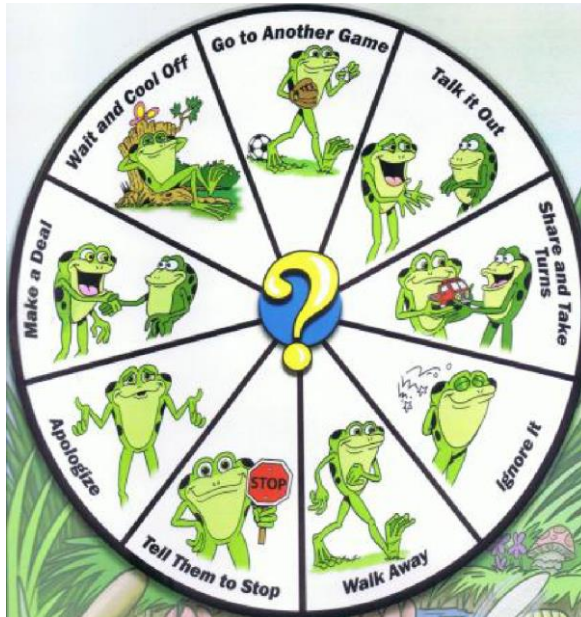
Bully Free Pledge

Bullying will not be allowed in my school.

I will not hit, shove, kick, or punch
anyone or anything.

I will not tease, call names,
or put people down.
I will not gossip or spread rumors.
If I see someone being bullied,
I will speak up and go for help.
I will treat everyone with
respect and kindness.
I will not be a Bully!

Kelso's Choice – Our school's conflict management program



Discipline Procedures

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

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

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

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

For Exceptional Misconduct

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

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

SHERMAN ELEMENTARY SCHOOL-PARENT COMPACT

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

This school-parent compact is in effect during school year 2017-2018.

School Responsibilities

Sherman Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- A. Assessments using: DIBELS, STAR, SMARTER BALANCED, LEXIA, CORE PHONICS SURVEY
- B. Specifically designed instruction developed through assessments
- C. Pearson Reading Street Basal Reading
- D. Reading Mastery Signature Program

- E. LEXIA Reading Intervention
- F. Title I
- G. Accelerated Reader
- H. Read Naturally
- I. Zoo Phonics
- J. Pearson Writing Curriculum
- K. The Write Source
- L. Words Their Way
- M. Bridges Math
- N. Pearson K-6 Science Program
- O. Greenhouse Lab
- P. After-school tutoring at SKORE
- Q. Literacy and Math nights
- R. Engage New York Math
- S. Battle of the Books
- T. Soil & Water Conservation Lessons

2. Hold parent-teacher conferences bi-annually during which this compact will be discussed as it relates to the individual child's achievement.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- A. Quarterly Report Cards
- B. Phone calls/notes to parents, as needed
- C. Individual conferences with parents, as needed
- D. Bi-annual Parent/Teacher conferences

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

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

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

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

Parent Responsibilities

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

1. Make sure my child attends school unless he/she is sick.
2. Make sure my child completes homework and is prepared for class.
3. Communicate with the school by promptly reading all correspondences from the school and respond, as appropriate.
4. Attend open house and parent conferences.
5. Help my child with the Accelerated Reading program during the school year.
6. Make sure my child is at school on time.
7. Give my child a quiet place to study.
8. Make sure my child gets enough sleep at night.
9. Monitor the amount of TV and type of programs my child watches.
10. Make sure my child has breakfast before school or gets to school in time for breakfast.
11. Make sure my child is properly dressed and groomed.

Student Responsibilities

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

1. Put forth my best effort.
2. Do my review work/ homework.
3. Show my school papers or notes to my parents.
4. Be at school on time unless I am sick.
5. Be responsible for my own behavior and accept consequences for my actions.
6. Read at home to reach my Accelerated Reading goal for the year.
7. Go to bed at a reasonable time so that I am rested and ready to learn.
8. Eat breakfast so I have energy to work and learn at school.
9. Show respect for adults and classmates I encounter at school.
10. Dress appropriately following school dress code
11. Respect Bully Free Pledge
12. Use my Yello Dyno safety skills

Additional Required School Responsibilities

Sherman Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
 - A. Annual surveys
 - B. Parent/Teacher conferences
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
 - A. Annual surveys
3. Provide parents information in regards to the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
 - A. Parent/Teacher conferences

- | | | |
|-----------|-----------|---------|
| Principal | Parent(s) | Student |
| Date | Date | Date |
| Teacher | | |
| Date | | |

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should

my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

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

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

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

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

Parent/Legal/Guardian Signature

Date

Students Name

***Date issued: This handbook was issued to each student the first week of school or the first day he/she enrolled in this school district.
(RETURN THIS SIGNED FORM TO THE SCHOOL)***