

# Sherman Elementary School

PO Box 68  
212 NE North St  
Grass Valley, Oregon 97029  
(541) 333-2250  
(541) 333-2388 fax

---



August 13, 2015

Dear Families:

I am very excited to welcome you to the 2015-16 school year at Sherman Elementary School. I will now be facilitating as lead supervisor of the school and its operations to serve the needs of educating our students. As part of my new role as Dean of Students, I will also be the Title Coordinator. These changes are exciting and I look forward to working with staff, students, families and community members, all in order to improve the quality of our students' education.

At Sherman Elementary we are eager to see your student grow academically, responsibly and respectfully as good citizens of our school and communities. We believe this takes a real partnership between home and school. Thank you for being your child's number one supporter in these areas. We know that working with you, your child will have the support necessary for success. The well-being and educational needs of your child are our top priorities. We continue to revise and realign our curriculum to meet Oregon's Common Core Standards to maximize your child's potential, and are happy to share that information with you. Our staff is dedicated to your child's education and well-being. We encourage open communications to foster the great relationships needed for optimum success.

This handbook is provided as a resource to keep you informed on our policies and procedures. After reviewing it, should you have additional questions, please contact me. Please return the signed acknowledgement of receipt at the end of the handbook. Thank you for your support and I look forward to helping your student(s) have a wonderful year at our amazing school.

Sincerely,

Cindie King  
Dean of Students

## INTRODUCTION

### DISTRICT MISSION STATEMENT

*Sherman County Schools 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.*

### ELEMENTARY MISSION STATEMENT

*Instill in students the foundational knowledge and skills that will assist them in becoming responsible citizens on the road to becoming a positive contributor in the world.*

### DISTRICT VALUES

*District Policy clearly states that:*

*The 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 school;*

*Access to quality education must be provided for all students;*

*That all students can be held to rigorous standards;*

*That all students can be expected to succeed when offered appropriate opportunities.*

### DISTRICT VISION

*Sherman County School District will provide a structured and coordinated educational program so that all students;*

*Will master basic skills upon which to build additional academic and life skills;*

*Will develop critical thinking, problem solving and decision making skills;*

*Will take pride in their unique capabilities and potential by recognizing their individual strengths and limitations;*

*Will be aware of and respect their values, traditions and lifestyles of others;*

*Will realize that their decisions affect other people and therefore responsible individuals are accountable for their own actions.*

**2015 - 2016  
Sherman Elementary School Staff**

<b>Cindie King</b>	<b>Dean of Students</b>
<b>Jen Berry</b>	<b>Secretary</b>
<b>Dan Aldrich</b>	<b>Custodian</b>
<b>Samantha Roberts-Smith</b>	<b>Kindergarten</b>
<b>Jessica Baptiste</b>	<b>First Grade</b>
<b>Amy Richelderfer-Huffman</b>	<b>Second Grade</b>
<b>Britney Macnab</b>	<b>Third Grade</b>
<b>TBA</b>	<b>Fourth Grade</b>
<b>Emily Bailey</b>	<b>Fifth Grade</b>
<b>Andrew Pflaum</b>	<b>Sixth Grade/ELL</b>
<b>Susan Mobley</b>	<b>Title I</b>
<b>Tionie Kock</b>	<b>Instructional Assistant</b>
<b>Tina Kaseberg</b>	<b>Instructional Assistant</b>
<b>Betsy Casper</b>	<b>ELL Assistant/TITLE I</b>
<b>TBA</b>	<b>Band</b>
<b>Barbara Weedman</b>	<b>Special Education</b>
<b>Kalie Rolfe</b>	<b>Speech/Language</b>
<b>Colby Garth</b>	<b>Speech/Language</b>
<b>Deanna Christiansen</b>	<b>Librarian/Instruct. Asst.</b>
<b>Carrie Danchok</b>	<b>Physical Education</b>
<b>Jan Leonard</b>	<b>Counseling Services</b>
<b>Grace Anderson</b>	<b>School Nurse</b>

# **TABLE OF CONTENTS**

<b>Nondiscrimination</b> .....	6
<b>Preface</b> .....	6
<b>Admission</b> .....	6
<b>Alcohol, Tobacco and Other Drugs</b> .....	6
<b>Alternative Education Programs</b> .....	7
<b>Alternative Education Notification</b> .....	8
<b>Animal Dissection</b> .....	8
<b>Asbestos</b> .....	9
<b>Assemblies</b> .....	9
<b>Attendance</b> .....	9
<b>Truancy</b> .....	9
<b>Clubs and Organizations</b> .....	9
<b>Communicable Diseases</b> .....	10
<b>Head Lice</b> .....	10
<b>Computer Use</b> .....	11
<b>Conferences</b> .....	11
<b>Cyberbullying</b> .....	12
<b>Conduct (Horseplay, School Jurisdiction, Weapons, Bomb Threats/Threats of Violence, Vandalism, False Alarms or Fires, Firecrackers/Explosives, Theft, Criminal Trespass, Personal Communication Devices, Electronic Games, Skateboards/In-line Skates, Hackeysack, Gambling, Profane Language, Student Code of Conduct, Students Rights and Responsibilities)</b> .....	12 - 15
<b>Discipline/Due Process</b> .....	15
<b>Elementary Incident Report</b> .....	16
<b>Expectations for Student Behavior (Bully Free Pledge)</b> .....	17
<b>Kelso’s Choice Wheel</b> .....	18
<b>Exceptional Misconduct</b> .....	18
<b>Detention</b> .....	19
<b>Suspension</b> .....	19
<b>Expulsion</b> .....	19
<b>Students with Disabilities</b> .....	20
<b>Distribution of Material</b> .....	21
<b>Dress and Grooming</b> .....	21
<b>Drills – Fire, Earthquake, and other Emergency Drills</b> .....	22
<b>Emergency Medical Treatment</b> .....	22
<b>Emergency School Closing Information</b> .....	22
<b>Extracurricular Activities</b> .....	22
<b>Eligibility</b> .....	23
<b>Field Trips</b> .....	23
<b>Flag Salute</b> .....	23
<b>Fund Raising</b> .....	23
<b>Gangs</b> .....	23
<b>Homeless Students</b> .....	24
<b>Homework</b> .....	24
<b>Immunization</b> .....	24
<b>Infection Control/HIV, HBV and AIDS</b> .....	24
<b>Infection/Disease Instruction</b> .....	25
<b>HIV, HBV, AIDS – Students</b> .....	25
<b>Insurance</b> .....	25
<b>Lost and Found</b> .....	26

**Lunch/Breakfast Program .....26**

**Media Access to Students .....26**

**Medicine at School. .... 26**

**District Administered Medication ..... 26**

**Parental Rights..... 27**

**Physical Examinations..... 27**

**Placement in Private School..... 27**

**Promotion, Retention and Placement of Students ..... 28**

**Sherman County School District Diploma ..... 28**

**Release of Students from School..... 28**

**Reports to Students and Parents ..... 28**

**Searches ..... 28**

**Questioning..... 29**

**Special Programs ..... 29**

**English Language Learners ..... 29**

**Students with Disabilities ..... 30**

**Title I Services ..... 30**

**Sherman Elementary Parent Compact..... 31 - 33**

**Annual Parent Notice of Right to Request Teacher Qualifications ..... 34**

**Student/Parent Complaints..... 35**

**District Personnel Complaints ..... 35**

**Discrimination on the Basis of Sex Complaints ..... 35**

**Education Standards Complaints..... 35**

**Instructional Materials Complaints ..... 35**

**Students with Disabilities Complaints ..... 35**

**Placement/Enrollment of Homeless Students Complaints..... 36**

**Students with Sexual Harassment Complaints ..... 36**

**Student Education Records..... 37**

**Social Security Number ..... 38**

**Transfer of Education Records..... 38**

**Requests for Education Records ..... 38**

**Access/release of Education Records ..... 38**

**Provision for Hearing to Challenge Contents of Education Records..... 39**

**Supervision of Students ..... 39**

**Talented and Gifted Program..... 39**

**Identification of Talented and Gifted Students..... 39**

**Appeals..... 40**

**Programs and Services ..... 40**

**Programs and Services Complaints ..... 40**

**Telephone Usage..... 41**

**Threats ..... 41**

**Tobacco Free Environment..... 41**

**Transportation of Students ..... 41**

**Transportation Rules..... 41**

**Disciplinary Procedures for Violation of Transportation Rules ..... 42**

**Video Surveillance ..... 42**

**Visiting School..... 43**

**Acknowledgement of Receipt of Student Handbook ..... 44**

## **NON-DISCRIMINATION**

Sherman County School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

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

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

## **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 and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

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.

## **ALCOHOL, TOBACCO AND OTHER DRUGS PREVENTION PROGRAM**

The possession, selling and/or use of alcohol, tobacco and other drugs is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's alcohol, tobacco and other drugs policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

An age-appropriate alcohol, tobacco and other drugs prevention curriculum will be taught annually to all students. The program includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of alcohol, tobacco and other drug use.

The district's alcohol, tobacco and other drugs prevention program will be reviewed and updated annually. Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

## **ALTERNATIVE EDUCATION PROGRAMS**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

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

### In-District Alternative Education Programs

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study;
9. Others as approved by the district.

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

If a student is not successful in the alternative education program provided by the District, the District is not obligated 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 given semi-annually or when new programs become available under the following situations, as appropriate:

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 attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;\*
4. When a student is expelled;\*
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

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

## **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.



## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The superintendent serves as the district's asbestos program manager and may be reached for additional information.

## **ASSEMBLIES**

A student's conduct during assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

## **ATTENDANCE \*\***

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 who fails to send a student to school within three 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. Failure to send a student to school is a Class C violation of law and is punishable by a court-imposed fine as provided by ORS 339.925.

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.

## ***TRUANCY***

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

## **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for

students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

## 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 restrictable disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For the diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that recognized treatment has been initiated. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague rubella, scabies\*, staph infections\*, strep infections\*, and tuberculosis. Parents with questions should contact the school office.

### *Head Lice*

Head lice are 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.

If your child has had head lice diagnosed or been exposed to possible infestation, please take these precautions:

- ✓ Check your child's hair for eggs (also called nits).
- ✓ If you suspect your child has head lice, ask your care provider to diagnose the problem and recommend appropriate treatment.
- ✓ Tell us if your child is diagnosed as having head lice.
- ✓ If head lice is diagnosed, do not return your child to school until she or he has been treated, and include the bottom portion of this form.

✂-----✂

My child, \_\_\_\_\_, has been properly treated for head lice. This includes the appropriate head treatment and laundering of clothing and bedding which could cause reinfestation.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## **COMPUTER USE**

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including E-mail access, is strictly prohibited

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

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district's information system are the district's properties and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned E-mail system.

Students who violate Board policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

## **CONFERENCES**

Regular conferences are scheduled bi- annually in the [fall and spring] 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 behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent 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 to arrange a mutually convenient 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.

## **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.

### **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.*

### **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 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, 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, parents and patrons.

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 legal 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.

### **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.

### **Personal Communication Devices**

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. Exceptions are: police officers, school administrators, staff, and active members of an emergency medical service organization. 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, however there will be no unauthorized filming of students and staff. The first time it disrupts the educational environment it is subject to being confiscated and will only be released to the student's parents.

A second violation of this policy will 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 Board policy and results as established by the building principal will be subject to disciplinary action.

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

### **Electronic Games**

Students are not permitted to play electronic games at school. Students are expected participate in recess to promote healthy habits. Instructional games as part of a learning activity are permitted.

### **Skateboards, In-line Skates**

Students may carry skateboards or in-line skates on the grounds of the school in which they are enrolled 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 parents 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.

### **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, extended detention, or suspension.

## **STUDENT CODE OF CONDUCT**

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

**Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:**

1. Assault;
2. Hazing, harassment+, intimidation+, bullying or menacing+[, as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying./Menacing and accompanying administrative regulation] [or cyberbullying+ [, as prohibited by Board policy JFCFA/GBNAA – Cyberbullying]];
3. Coercion+;
4. Violent behavior or threats of violence or harm+ [as prohibited by Board policy JFCM - Threats of Violence];
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*\*\* [as prohibited by Board policy JFCJ - Weapons in the Schools];
7. Vandalism/Malicious Mischief/Theft [as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students] including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
9. Use of tobacco\*\*, alcohol\*\* or drugs\*\*, including drug paraphernalia [as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs], [JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse];
10. Use or display of profane or obscene language or images;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

## **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.

## **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 discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, 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.

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

ELEMENTARY INCIDENT REPORT

Sherman Elementary has five basic school rules. These behaviors are **NOT** allowed:

1. Inappropriate language or gestures
2. Physically hurting another person
3. Potentially harmful behavior
4. Lack of respect for property
5. Defiance of authority

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher(s): \_\_\_\_\_ Time: \_\_\_\_\_

Incident reported by: \_\_\_\_\_

Your child did not follow Sherman Elementary rule(s) # \_\_\_\_\_.

This incident occurred on/in the:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> playground/playfield  | <input type="checkbox"/> lunchroom     | <input type="checkbox"/> library     |
| <input type="checkbox"/> music/instrument room | <input type="checkbox"/> gym           | <input type="checkbox"/> bus         |
| <input type="checkbox"/> classroom             | <input type="checkbox"/> hall/bathroom | <input type="checkbox"/> other _____ |

The issue or concern was:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> defiance/disrespect | <input type="checkbox"/> abusive language    | <input type="checkbox"/> safety risk to self or others |
| <input type="checkbox"/> threatening others  | <input type="checkbox"/> disruptive behavior | <input type="checkbox"/> fighting                      |
| <input type="checkbox"/> lying/cheating      | <input type="checkbox"/> stealing            | <input type="checkbox"/> other _____                   |

Describe the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Action taken/recommended:

- |   |   |
|---|---|
| <input type="checkbox"/> warning                                      | <input type="checkbox"/> loss of privileges       |
| <input type="checkbox"/> 30 minutes in the office and problem solving | <input type="checkbox"/> restitution plan         |
| <input type="checkbox"/> conference with principal                    | <input type="checkbox"/> in-school suspension     |
| <input type="checkbox"/> school service                               | <input type="checkbox"/> out-of-school suspension |
| <input type="checkbox"/> conference with parent/guardian              | <input type="checkbox"/> other _____              |

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher/Principal signature

Parent/Guardian signature

Please discuss this with your child, sign and return this paper to Sherman Elementary



# 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.

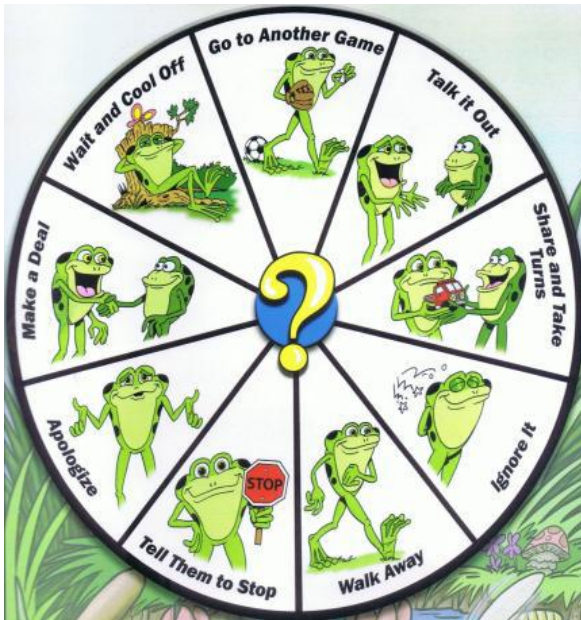
If I see someone being bullied,

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.

**Detention**

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

**Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

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.

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

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

School work missed by a student while on suspension may be made up upon the student's return to school if the work 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 parent waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

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

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or

on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

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

## **DISCIPLINE OF DISABLED STUDENTS**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

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

## **DISTRIBUTION OF MATERIAL**

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

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

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

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. 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.

## **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

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

Students who represent the school in a voluntary sport or activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met. All students will be asked to change back to their regular school clothing when returning to the classroom setting after physical education classes.

The personal appearance of Sherman County School District students is a direct reflection of the pride of the students in our school. Individual teachers or teaching situations may require different dress codes in accordance with safety and health considerations. What may be appropriate or safe in one class may not be acceptable in another class. If the dress or grooming of a student is inappropriate for the class, disrupts the educational climate or process, is discriminatory (promoting "hate"), torn, unclean, or is a threat to the health or safety of the student or any other person, the school will require the student to change his or her dress/grooming and be given a verbal warning. Additional incidence of wearing inappropriate attire parents will be notified and appropriate consequences given. Inappropriate dress includes hats, beach attire, bare midriffs, see-through clothing/net fabrics, pajamas, halter-tops, low-scoop shirts, shorts/skirts must be mid-thigh or longer, and/or any other disruptive attire. No form fitting pants, tights/leggings or pants with holes will be allowed without proper over garments. Immodest clothing shall not be permitted to disrupt the

teaching or learning environment. This includes clothing that exposes one's undergarments or midriff such as pants, sheer blouses; strapless/backless or low cut tops; sports bras; or sleeveless t-shirts/undershirts. In addition, the Oregon State Health Department requires that shoes be worn inside the school buildings.

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

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

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 our students.

## **DRILLS – FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS**

Instruction on fire and earthquake dangers and emergency drills for students shall be conducted.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

## **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.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

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

## **EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

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.

### **Sherman Elementary School 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. Ineligible students will receive a grade slip in those subjects in which they are receiving a “D” or an “F” showing scores on tests, assignments, and missing work. 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. Students are also expected to attend SKORE, our after school program, that week until their grades are raised to passing levels (“C” or above). Athletic and/or co-curricular eligibility will be restored the following Monday if all grades are a “C” or above. A failed quarter grade will result in a week of ineligibility in co-curricular activities.

### **FIELD TRIPS**

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

### **FLAG SALUTE**

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

### **FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 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. The school secretary is responsible for administering student activity funds.

### **GANGS**

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

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

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional

guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs or commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **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.

## **HOMEWORK**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

## **IMMUNIZATION**

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

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

## **INFECTION CONTROL/HIV, HBV AND AIDS**

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



### **Infection/Disease Instruction**

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

Students or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact the district superintendent.

### **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

### **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) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.

## **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, Special Milk 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.

**Payments for school lunch may be made to the secretary in the school office.**

Students may charge up to \$100 (per family) on their MealTime account. After those limits have been reached, no items will be charged until the bill is paid. Student bills will be sent home monthly.

## **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.

## **MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

### **District Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions of the parent, which include the information above, are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

## **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.

## **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 preparticipation examination form on file with the district.

## **PLACEMENT IN PRIVATE SCHOOL**

While parents are free to choose private schooling or additional service (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. If the parent wants the District to consider making 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 (under IDEA or Section 504) or not, the parents must provide notice as follows:

- 1.0 If parents decide to withdraw their students to enroll the student(s) 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(s).
- 2.0 If parents fail to follow the above procedure, and instead make a private placement themselves, a court or hearings officer may reduce or deny reimbursement if it is requested by the parent.

## **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.

## **SHERMAN COUNTY SCHOOL DISTRICT DIPLOMAS**

The Sherman County School District will offer the following certificates to our students:

- Regular Diploma
- Modified Diploma
- Certificate of Attendance

## **RELEASE OF STUDENTS FROM SCHOOL**

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

## **REPORTS TO STUDENTS AND PARENTS**

Written reports of student grades and absences shall be issued to parents at least four times a year. Grades and progress reports will be based on many factors including assignments, both oral and written class participation, special assignments, research activities and other identified criteria.

## **SEARCHES**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule or is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student 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 and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **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 of the situation.

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## **SPECIAL PROGRAMS**

### **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 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.

## **TITLE I SERVICES**

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students of parents with questions should contact a building administrator or counselor.

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.

## **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 2013-2014.**

#### **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 BALANCE, LEXIA, CORE**
- B. Specifically designed instruction developed through assessments**
- C. Reading Street**
- D. Reading Mastery Signature Program**
- E. LEXIA Reading Intervention**
- F. Title I**
- G. Accelerated Reader**
- H. Read Naturally**
- I. Zoo Phonics**
- J. 6 + 1 Writing Program**
- 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**

**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 7:30 – 8:00 AM and 3:00 – 3:30 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 Day**

**F. Site Council**

### **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**



## 11. Respect Bully Free Pledge

### 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. Bi-annual surveys
  - B. Parent/Teacher conferences
  - C. Site Council
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
  - A. Bi-annual surveys
  - B. Site Council
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
4. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
5. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
  - A. Parent/Teacher conferences
6. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Parent(s)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

**SHERMAN COUNTY SCHOOL DISTRICT**  
**Annual Parent Notice**  
**Right to Request Teacher Qualifications**

Sherman Elementary School

August 13, 2015

Dear Parent of Guardian:

Our school receives federal funds for our Title I programs. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualification of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the filed of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals, and if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

Thank you for your interest and involvement in your child's education.

Sincerely,

Cindie King  
Dean of Students

541-333-2250  
Telephone Number

cking@sherman.k12.or.us  
E-mail address

**STUDENT/PARENT COMPLAINTS**

**District Personnel Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

**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, a Reconsideration Request Form for Reevaluation of Instructional Material may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

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

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

**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.

## **STUDENT EDUCATION RECORDS**

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

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school office. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Attendance;
9. Date of withdrawal from school;
10. Social security number;
11. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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

### **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 as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

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

### **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.

### **Access/Release of Education Records**

By law, 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 relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor may inspect and review education records during regular district hours.

### **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/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. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

### **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.

### **TALENTED AND GIFTED PROGRAM**

#### **Identification of Talented and Gifted Students**

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified 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.

### **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.

### **Programs and Services**

The district's TAG program and service options will be developed and based on the individual needs of the student.

### **Programs and Services Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose decision will be final.



The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

## **TELEPHONE USAGE**

1. The school phone for student use may:
  - A. Be used for emergency use only. (Not to call friend or to see if you can go to someone else's house.)
  - B. Not be used during class periods unless the teacher directs the student to do so, with a written note.
  - C. Permission must be granted by the office staff.

## **THREATS**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of the district's threats policy will be subject to discipline under the student Code of Conduct and may be subject to civil or criminal liability.

## **TOBACCO-FREE ENVIRONMENT**

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

## **TRANSPORTATION OF STUDENTS**

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

### **Transportation Rules**

Sherman Elementary School student conduct rules as well as 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 firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;

11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may; forfeit their privilege to ride on the buses.

### **Disciplinary Procedures for Violations of Transportation Rules**

1. First Citation - Warning \* : The driver verbally re-states behavior expectation and issues a warning citation \*.
  
2. Second Citation \* : The student is suspended for 2 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 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. Fourth Citation of the Year: Suspension of all riding privileges for the rest of the year.
  
5. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten 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, and the principal.
  
5. In all instances, the appeal process may be used if the student and/or parent desire.

\* 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.

### **Video Surveillance:**

The district has a responsibility to maintain order and discipline on school buses. Electronic surveillance systems are valuable for monitoring activity on school property and in school buses in furtherance of protecting the health, welfare and safety of its students and staff.

Video surveillance may occur on any school property or on any transportation vehicle. 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 his/her designee.

The use of video recordings from surveillance equipment shall be subject to procedures concerning confidentiality of student records.

## **VOLUNTEERING/VISITING SCHOOL**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate.

School administration is responsible for the use, coordination, and training of volunteers. Volunteers shall be subject to a criminal records check conducted by the Oregon Department of Education.

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

\*\*\*\*\*

**Article II. ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK AND STUDENT CONDUCT CODE**

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

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

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

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

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

\_\_\_\_\_  
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)***