

# SWEET HOME HIGH



# SCHOOL

SWEET HOME SCHOOL DISTRICT NO. 55  
Sweet Home, Oregon

# STUDENT/PARENT RIGHTS

# AND RESPONSIBILITIES HANDBOOK 2025-2026

**1641 Long Street Sweet Home, Oregon 97386**  
**(541) 367-7142 [www.sweethome.k12.or.us](http://www.sweethome.k12.or.us)**

The Sweet Home School District does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008. The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Superintendent's office for additional information and/or compliance issues: Superintendent Terry Martin, 1920 Long Street, Sweet Home, OR 97386.



If you need interpretation services, please call our English Language Learner (ELL) Department at:  
(541) 367-7175 (English)

Si necesita servicios de intérprete, favor de llamar al Departamento de Aprendizaje del Idioma Inglés (ELL) al:  
(541) 367-7175 (Spanish)

Haddii aad u baahantahay adeegga turjumaan, fadlan u wac Qaybta Barashada Luqada Ingrisiga ee Tel:  
(541) 367-7175 (Somali)

إذا كنتم بحاجة إلى خدمات الترجمة الشفوية، يرجى الاتصال بقسم متعلمي اللغة الإنجليزية على الرقم:  
(541) 367-7175 (Arabic)

Nếu như ông/bà cần dịch vụ thông dịch, xin vui lòng gọi bộ phận English Language Learner (ELL)

của chúng tôi tại: (541) 367-7175 (Vietnamese)

若您需要語言翻譯服務, 請聯絡我們的英語學習部門(ELL), 電話:  
(541) 367-7175 (Chinese)

ARE PWE EN MI MOCHEN ANINIS REN ANGANGEN CHIAKU, KOSE MOCHEN KOKORI ACH EI OFFESIN KAIO  
NGENI KAPASEN MERIKA WON EI NAMPA: (541) 367-7175 (Chuukese)

Если Вы нуждаетесь в услугах переводчика, тогда, пожалуйста, звоните в наш Отдел для  
изучающих английский язык (English Language Learner- ELL), по номеру телефона: (541) 367-7175  
(Russian)

Ñe kwoj aikuj jibañ ilo ukok, joij im call etok wopij in an kajin Iñlij ak English Language Learner (ELL) ilo:  
(541) 367-7175 (Marshallese)

통역 서비스가 필요하시면 저희의 영어 언어 학습(ELL) 부서로 전화주십시오:  
(541) 367-7175 (Korean)

## WELCOME TO SWEET HOME HIGH SCHOOL

We hope that your high school experience is one of the most exciting times in your life. Regardless of your goals or future plans, our goal is to help you be successful. This guide should help you understand the policies and procedures associated with becoming responsible for your own success in school. It is our intent to provide you with as much information as possible so that your high school experience will be positive. Please familiarize yourself with the information in this guide and seek assistance as needed to clarify any of the policies that you do not understand.

This guide is intended to be used in conjunction with the Sweet Home School District Student/Parent Rights and Responsibilities Handbook. Knowing the policies and following the expectations will allow you to enjoy your high school experience to the fullest. We are proud of our school, our staff and our students. We look forward to this being one of the best years ever!

| SCHOOL COLORS  | SCHOOL MASCOT  | LEAGUE           |
|----------------|----------------|------------------|
| Green and Gold | <b>HUSKIES</b> | Oregon West - 4A |

## SHHS ALMA MATER

*Hail to thee our Alma Mater,  
Sweet our thoughts of thee,  
Bright our future and our spirits,*

*Always ours to be.*

*Down the slopes of mountain scenery,  
Peaceful scenes to see,  
Always faithful Sweet Home High School,  
Always ours to be.*

|                                 |                                          |                                             |
|---------------------------------|------------------------------------------|---------------------------------------------|
| <b>Ralph Brown</b><br>Principal | <b>Aaron Huff</b><br>Assistant Principal | <b>Luke Augsburg</b><br>Assistant Principal |
|---------------------------------|------------------------------------------|---------------------------------------------|

## 2025-2026 Key Contacts

|                      |                               |                    |                            |
|----------------------|-------------------------------|--------------------|----------------------------|
| Adams, Jarid         | Social Studies Teacher        | Marchbanks, Emily  | Math Teacher               |
| Adams, Kristin       | HS Success Coordinator        | May, Haley         | Counselor                  |
| Adams, Ryan          | Social Studies Teacher        | McCubbins, Andrea  | Athletic Secretary         |
| Aker, Crystal        | Food Specialist               | McIntyre, Bruce    | PASS Coordinator           |
| Ashcraft, Jennifer   | Spanish Teacher               | McIntyre, Jennifer | Language Arts Teacher      |
| Arceo-Bigoni, Amber  | Wood/ Automotive Tech Teacher | McNellis, Sarah    | Language Arts Teacher      |
| Balbon, Jurisca      | LRC Teacher                   | Medley, Joseph     | LRC Assistant              |
| Bauer, Vicki         | Alt Education Asst.           | Middlemiss, Amy    | Main Office Secretary      |
| Best, John           | Health/PE Teacher             | Mills, Ammon       | Business Teacher           |
| Bronson, A. Jay      | Swimming Pool                 | Moore, John        | LRC Assistant              |
| Brown, Sandy         | Special Education Asst.       | Moore, Makija      | Food Specialist            |
| Brown, Zech          | Natural Resources Teacher     | Neal, Harrison     | Science Teacher            |
| Canfield, Jodi       | Special Education Asst.       | North, Breonna     | Lang Arts Teacher          |
| Coursey, Brittney    | Registrar/Guidance Office     | Parrish, Laura     | Science Teacher            |
| Davis, Deana         | Food Specialist               | Rodgers, Lola      | PASS Coordinator           |
| Eder, Beth           | BLS Teacher                   | Rodriguez, Mali    | Special Education Asst.    |
| Emmert, Drew         | Health/PE Teacher             | Rosa, Tomas        | Lang Arts Teacher/Act Dir  |
| Evans, Erika         | Social Studies Teacher        | Schatz, Kathleen   | LRC Assistant              |
| Foley, Andrea        | FACS Teacher                  | Schultz, Darren    | Head Custodian             |
| Gassner, Zach        | Custodian                     | Sheppard, Shane    | PE Teacher                 |
| Gillespie, Caytlin   | Language Arts Teacher         | Sherburne, Chris   | Science                    |
| Graville, Ryan       | Social Studies Teacher        | Sieminski, Tiffany | Attendance Secretary       |
| Haggas, Lindsey      | Health/PE Teacher             | Simpson, Calvin    | Math Teacher               |
| Hamol, Razelle       | LRC Teacher                   | Smith, Bethany     | HS Success Asst            |
| Hart, Austin         | Metals Technology Teacher     | Snyder, Michelle   | Science Teacher            |
| Hart, Kami           | Special Education Asst.       | Stutzer, Eric      | LRC Teacher                |
| Hart, Spencer        | Science                       | Thorpe, Steve      | Math Teacher               |
| Hartman, Christopher | Math Teacher                  | Thorstad, Heidi    | Credit Recovery/Alt Ed     |
| Hay, Alison          | Vocal Music Teacher           | Tidwell, Heather   | Special Education Asst     |
| Hicks, Sarah         | Food Specialist               | Tow, Dan           | Athletic Director          |
| Highholt, Brandon    | Maintenance                   | Townsend, Stoney   | Custodian                  |
| Hults, Carol         | Food Specialist               | Tuter, Lori        | Instrumental Music Teacher |
| Hylton, Kat          | CTE Asst.                     | Wagner, Emily      | Math Teacher               |
| Jarrell, Mandy       | BLS Assistant                 | Walker, Amber      | Food Services Supervisor   |
| Johnston, Tia        | Special Education Asst.       | Walker, Kelsey     | BLS Asst.                  |
| Jones, Janelle       | Food Specialist               | Walker, Lillyana   | LRC Teacher                |
| Knight, Ammon        | Custodian                     | Weist, Julia       | Counselor                  |
| Knight, Ann          | HS Graduation Coach           | Wheeler, Patricia  | Food Specialist            |
| Lawrence, Joselyn    | Mental Health Counselor       | Whitfield, Nathan  | LRC Teacher                |
| Lewis, Kaylee        | Special Education Asst.       | Wilson, Gracie     | Food Specialist            |
| Lindsey, Robyn       | SPED Scheduling Assistant     | Wilson, Jill       | Library/Media Specialist   |
| Lopez, Kayla         | Social Studies Teacher        | Wurl, Heather      | Special Education Asst.    |
| Love, Thomas         | Art Teacher                   | Woody, Rebecca     | Special Education Asst.    |
| Macklin, Josie       | Language Arts Teacher         |                    |                            |
| Malabago, Lisa       | Counselor                     |                    |                            |
| Malabago, Ramil      | Tech Assistant                |                    |                            |

## 21st CENTURY SITE COUNCIL

|                           |                                |
|---------------------------|--------------------------------|
| Administrator             | Luke Augsburg                  |
| Certified Representative  | Tomas Rosa                     |
| Classified Representative | Amy Middlemiss                 |
| Parent Representative     | Andee McCubbins, Lisa Malabago |
| Other                     |                                |

## CONTACT INFORMATION

|                                |          |
|--------------------------------|----------|
| High School Athletics          | 367-7144 |
| High School Attendance         | 367-7161 |
| High School Bookkeeper         | 367-7140 |
| High School Career Center      | 367-7177 |
| High School Counselors/Records | 367-7155 |
| High School Library            | 367-7152 |
| High School Main Office        | 367-7142 |
| High School Swimming Pool      | 367-7169 |

### Transportation Contact Information

|               |                            |              |
|---------------|----------------------------|--------------|
| Darel Bidwell | Director of Transportation | 541-367-7116 |
| Misty Duncan  | Secretary                  | 541-367-7210 |
| Tyanne Pickle | Dispatch/Router            | 541-367-7116 |

## **THINGS TO KNOW**

### **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES**

Sweet Home High School does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities, programs, or employment in accordance with Title VI or the Civil Rights Act of 1964 as amended; Title IX of the Educational amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Superintendent Terry Martin has been designated to coordinate compliance with these legal requirements and may be contacted at 1920 Long Street, Sweet Home, Oregon 97386. Continuous effort will be devoted to the improvement of human relationships and to eliminate conditions from which discrimination results.

### **SCHOOL DISTRICT POLICIES**

Copies of the School Board's policies and administrative rules regarding the role and function of the School Board, administration of the District, personnel, employee benefits, students, fiscal management, support services, curriculum and instruction, and relationships with the community are available at all schools upon request, as well as through the superintendent's office.

### **EMERGENCIES AND STUDENT SAFETY**

All employees of the District receive training and in-service regarding safety and emergency situations in the workplace. Specific plans have been developed to respond to fires and explosions, inclement weather, windstorms, bomb threats, civil disturbances, hostage situations, ash fallout, earthquakes, nuclear disasters and flooding. Students will receive specific instruction on safety and emergencies as

appropriate to their needs. All staff and students are required to follow District policies, rules, and regulations regarding safety and emergencies. Students are to follow staff instructions and move quickly and quietly to the designated area and stay with their teacher. For the safety of both students and parents, the high school requests that students remain at a safe site until released by an administrator.

### **ON CAMPUS BEFORE AND AFTER SCHOOL**

District schools do not provide supervision of students prior to the arrival of District school buses at school in the morning and after buses leave in the afternoon. Students who walk to school or are transported by private vehicle should arrive at school at a reasonable time prior to the beginning of classes. Students should leave shortly after the completion of the regular school day. The school assumes no legal responsibilities for injuries to students on or near school property except during normal operating hours or at times when the students are participating in sanctioned school activities.

### **PARENTAL INVOLVEMENT**

Parent/Guardian involvement is critical to the success of individual students. The combination of the student, the parents, and the school working together in harmony brings about opportunities for optimum growth and development. We encourage parents/guardians to contact the school for questions or to voice concerns. The direct and positive communications that may be established contributes to a successful high school experience.

### **EMAIL INFORMATION**

All Sweet Home High School staff can be emailed by using the following address format:

**first name.last name@sweethome.k12.or.us**  
(example: [John.Doe@sweethome.k12.or.us](mailto:John.Doe@sweethome.k12.or.us))

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# ACADEMICS

## **ASSESSMENT, RECORDING AND REPORTING OF STUDENT PROGRESS**

Student progress is assessed to determine how well the student is doing in reaching the instructional goals in each course taken. Teachers will keep written records of periodic assessments used to determine grades. The progress in each course is reported as a term grade and indicated on the report card.

Parents may make an appointment with the teacher, the building principal, or the counselor if they desire to find out what the progress has been on any of the course work used to determine the grade. Instruction is related to the State Standards, adopted District curriculum, course guides, planned course statements, and course goals. Assessment is for each unit or subpart of the instruction. Please call if you have any questions.

## **HIGH SCHOOL DIPLOMA**

In order to appropriately recognize differing levels of performance, the District offers three diplomas upon completion of a high school program. The available diplomas are:

1. **The Standard Diploma** will be awarded to students successfully completing required State and District credit requirements, Career requirements, and attendance requirements.
2. **The Honors Diploma** will be awarded to students who have met the requirements for the Regular Diploma and who have also completed additional requirements in math, science, foreign language, and advanced courses as outlined in the Curriculum Guide.
3. **The Modified Diploma** will be awarded to students meeting the State & District requirements for the Modified Diploma who have fulfilled District attendance requirements and who have completed their career requirements.

## **GENERAL EDUCATION DEVELOPMENT (GED) CERTIFICATE**

Sweet Home High School has been named a GED (General Education Development) Option Site. We can now offer selected secondary students, 16 and 17 years of age, who are still enrolled in school the option of earning a GED. This program is offered during the regular school day and is not available to everyone. There are certain criteria that the students must meet. Students must be one full credit year behind their 9th grade cohort or have clearly identified reasons for not being able to complete their diploma with their cohort class. Because the GED tests have been recently changed, students must also be able to read at the secondary level.

**Students must have paid all their student body fees and have a state-issued identification card to be eligible to enter the GED program. Students who want to get a GED and believe they fit the above criteria should talk to their counselor.**

## **TRANSFER STUDENTS**

Transfer students seeking to graduate from Sweet Home High School are required to meet the minimum graduation requirements adopted by the Sweet Home School District. New students entering Sweet Home High School will have their transcripts evaluated by the principal's designee and acceptance of transfer credits will be determined at the discretion of the District. Credits and attendance from accredited secondary schools will be accepted as though they had been completed in the District. Some classes may not be awarded the same credit designation but will still be awarded elective credit. Students will also be required to meet all of Sweet Home High School's Career requirements. It is possible that some of these requirements could transfer from other Oregon high school career programs.

Attendance credit and value of prior classroom credits for students transferring from private schools, alternative schools, nonstandard schools or programs, or foreign schools are determined solely by Sweet Home School District. Credit earned

through homeschooling will not be accepted toward satisfying graduation requirements of Sweet Home High School unless the credits were awarded by a program recognized and accredited by the State of Oregon.

## OREGON DIPLOMA REQUIREMENTS

| Requirements or Credits by Subject               | Standard Diploma       | Honors Diploma              | Modified Diploma                                |
|--------------------------------------------------|------------------------|-----------------------------|-------------------------------------------------|
| English/LA                                       | 4                      | * 4                         | 3                                               |
| Mathematics                                      | 3 (Algebra 1 & up)     | * 4 (Algebra 1 & up)        | 2                                               |
| Science                                          | 3                      | * 4                         | 2                                               |
| Social Science                                   | 3                      | * 3                         | 2                                               |
| P.E.                                             | 1                      | 1                           | 1                                               |
| Health                                           | 1                      | 1                           | 1                                               |
| Second Language, The Arts, Career & Technical Ed | 3                      | 3 (must complete Spanish 2) | 1                                               |
| Electives                                        | 6                      | 6                           | 12                                              |
| Must Pass SBAC Tests                             | Reading, Writing, Math | Reading, Writing, Math      | Same as Standard Diploma. Tests may be modified |
| Proficiency in Essential Skills                  | Not at this time.      | Not at this time.           | Not at this time.                               |
| Education Plan and Profile                       | Yes                    | Yes                         | Yes                                             |
| Career-Related Learning Experiences (CRLE's)     | Within Curriculum      | Within Curriculum           | Within Curriculum                               |
| Extended Application                             | Within CRLE's          | Within CRLE's               | Within CRLE's                                   |
| TOTAL CREDITS                                    | 24 Credits             | 26 Credits                  | 24 credits                                      |

\* - Honors diploma has specific course requirements. 8 credits of advanced coursework are required.

## REQUIREMENTS TO EARN VALEDICTORIAN AND SALUTATORIAN DISTINCTION

1. Earn an Honors Diploma
2. Attend SHHS for student's full senior year

## ADVANCED PLACEMENT PROGRAM

Students enrolled in Advanced Placement classes are encouraged to take the Advanced Placement examinations. Passing scores on these examinations are recognized by many colleges and universities for credit, and thus allow students to obtain advanced standing upon entering college. The cost of each examination is approximately \$93. Information about test dates is disseminated by the counselor and instructors of the AP courses. Deposits to reserve a test are required in March. Tests are taken in May.

## GRADING SYSTEM

It is the parent/guardian's and the student's responsibility to monitor grades online through the Parent Portal. The contact for questions regarding the Portal is the Registrar, Brittney Coursey. Grades are reported using the following designations:

A = Excellent...with credit=4 points in GPA formula  
 B = Above-average...with credit=3 points in GPA formula  
 C = Average...with credit=2 points in GPA formula  
 D = Below average...with credit=1 point in GPA formula  
 F = Failure to meet minimum requirement...no credit=zero in GPA formula  
 P = Pass...with credit=not counted in GPA formula  
 N = No-pass...no credit=not counted in GPA formula  
 G = Not graded...no credit=not counted in GPA formula  
 I = Incomplete or In Progress

## USE OF PASS/NO PASS FOR ACADEMIC CLASSES

The PASS/NO PASS grade is used as a class grade by agreement between the parent, the student, the teacher, and the principal as means of encouraging study in ELECTIVE courses outside the student's normal range of interests and expertise. **The decision to take that grading alternative must be made prior to the beginning of the class.** A PASS/NO PASS agreement paper must be signed by the student, parent, teacher and the principal and be on file in the Guidance Office. **Pass/No Pass grades will not be accepted for any classes required for the Honors Diploma.**

## HONOR ROLL:

The following information applies to the determination of honor roll students:

- All subjects in which a student receives a grade of A,B,C,D, or F will be figured in honor roll.
- Students must be taking at least five classes that are graded (A-F) according to the above scale in order to be eligible for honor roll.
- A grade point average of at least a 3.5 (on a 4.0 scale) is needed in order to qualify for honor roll.

## REPORT CARDS

Students will be given a computer print-out of their grades at the end of the first semester. This report is for the parents/guardians and students information and does not need to be returned. Duplicate report cards may be requested at the guidance office for a nominal fee. The final report card, at the end of the year, will be mailed. It is imperative that the school has the most current and accurate mailing address. The semester grade is the mark that determines whether credit has been granted toward the completion of graduation requirements.

## GRADUATION EXERCISES

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

Graduation programs are planned by Sweet Home High School on dates determined annually by the Sweet Home School Board. To be eligible to participate in graduation exercises, a student must complete all District and State requirements for a senior high diploma by the last day of school designated for seniors. **Students must have all their fees paid by graduation practice or they will not be allowed to participate in the graduation ceremony and thus will not be allowed to go to the SAFE party.**

To assist students in planning for graduation, Sweet Home High School will communicate a written plan to parents on an annual basis delineating graduation requirements, the process of notification regarding student progress, and personalized information identifying if a senior is on target for a diploma.

Students completing their educational programs through other organizations and institutions may not participate in Sweet Home High School's commencement exercises. Examples of these programs include the military services, Linn-Benton Community College school completion program, and the Oregon Department of Education G.E.D. program. These programs usually have recognition ceremonies for students completing their requirements.

## Homework

Sweet Home High School recognizes that homework is an important factor in the overall learning process. It helps develop students as independent learners and reinforces the study skills written into each curricular area. The amount of homework and the frequency of homework will vary according to the curricular area and the difficulty of the subject.

## Dropping or Adding Subjects

Schedule changes are made only when academically necessary. Schedule changes will not be made after the first week of the grading period without a recommendation from both teachers and/or an administrator. Please refer to the 2022-23 Curriculum Guide. After the second week of class, any changes will result in an "F" for the class dropped and "no credit" for the new assignment, unless the student has been incorrectly placed.

## **“COLLEGE NOW” CLASSES**

With “College Now” high school classes you can save time, save college tuition and earn college credits while still in high school.

Sweet Home High School has an agreement with Linn-Benton Community College that certain high school courses can be taken and, if properly registered as a “College Now” student, college level credits are received. The grade a student receives in the College Now class will appear on their college transcript. There is no fee for as many “College Now” classes as a student can complete, but the student must register during the time that they are taking the qualified class.

“College Now” opportunities exist in the following career fields: Welding & Machine Tool, Social Studies, Wellness, Science, and Math. Details are available in the *Curriculum Guide*. Classes may be added to these fields and are subject to change. For additional information contact the high school counseling office.

## **ATTENDANCE**

### **ATTENDANCE Philosophy**

Attendance matters for students at all grade levels. Students who attend school regularly are more likely to read at grade level, and to build a strong foundation as they move from preschool and kindergarten to high school.

On the other hand, students who are chronically absent are at risk of falling behind. “Chronically absent” means a student is missing 10% of the school year. It doesn’t matter whether the absences are excused or unexcused. Each day represents lost time.

What does 10% look like? If your school district uses a five-day week, 18 days is considered chronically absent.

School districts are now tracking absences more closely. This is not to increase disciplinary actions – it is to identify students who may need increased support getting to school. Every day matters for every child.

### **ATTENDANCE RESPONSIBILITIES**

1. Students and parents are responsible for school attendance. Excessive absences may result in loss of credit, failing grades, removal from class(es), and/or removal from school.
2. Students are responsible for clearing absences within 24 hours after return. This may be done by:
  - Parents calling the school attendance office at (541) 367-7161 when students are absent.
  - Parents messaging Mrs. Siemienski in the attendance office via ParentSquare.
  - If a call has not been made, the student will need to bring in a note when the student returns to school. Students are responsible for giving the note to the attendance office upon their return to school.

### **3. The administration is responsible for excusing all absences.**

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.

Compulsory Attendance/Irregular Attendance: In estimating regular attendance for purposes of the compulsory attendance ORS 339.005, to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the school shall consider all unexcused absences. Eight one-half day absences in any four-week period during which school is in session shall be considered irregular attendance.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student’s failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$500.

## Pre-Arranged Excuses

Students are requested to make medical, dental, driver's examinations and other very important appointments outside of the school day. In the event that this cannot be done, arrangements should be made with the school prior to the appointment. Pre-arranged appointments are always subject to administrative approval. Decisions are rendered on the basis of school policy and the merits of each individual request.

## Absences and Excuses

When returning to school after an absence, a parent must call the attendance office, or a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class may be excused under the following circumstances:

1. Illness of the student;
2. Emergency situations that require the student's absence;
3. Medical or dental appointments. Confirmation of appointments may be required;

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

A student who leaves school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, **with permission from his/her teacher**, report to the attendance secretary.

**Students have 24 hours to have absences excused upon return to school. Failure to excuse an absence within the allotted time results in an unexcused absence. *It is the student's responsibility to report to the attendance office and pick up an excused note from the attendance secretary before reporting to class, even if a parent calls in.***

In the event a student is 18 years old they may be, on a case by case basis with administrative approval, permitted to write their own absence notes. This is a privilege and may be revoked if excessive absences occur.

**Tardies;** Students are considered tardy if they arrive after the tardy bell rings in which case they will be marked (TU) in the system. Students are considered absent even if they arrive after the first 20 minutes of class in which case they will be marked (U) in the system.

## Assignments and Absences Due To School Activities and Athletics

Students absent from classes due to athletics and school activities are responsible for all assignments given during their absence. **Upon their return to class**, they must be prepared to hand in all assigned work, complete any test given or hand in any project due.

## MAKE-UP WORK

1. Make-up work will be allowed for all absences.
2. It is the student's responsibility to get missed assignments and turn in make-up work on time.
3. Students who are suspended will be allowed to make up unit examinations, mid-terms, and finals: especially when that work reflects achievement over a greater period of time than the length of suspension (OAR 581-21-0065 (6)).
4. If students are absent for more than three consecutive days, parents should contact the school and make a request for homework.
5. Teachers will need at least one day to get homework together before it can be picked up.

## Students Receiving Special Education Services

Students who develop attendance problems will be dealt with on an individual basis. Typically this will include a plan on the IEP. If the student is not meeting their IEP attendance goal an evaluation will be conducted to determine if the attendance problem is the result of a handicapping condition and a change of placement may be made.

## **Exemption from Compulsory Attendance**

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

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

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

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

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

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

## **STUDENT WITHDRAWAL PROCEDURES**

Students planning to withdraw from regular attendance at Sweet Home High School must check out prior to leaving. Students who are moving, those who are choosing to attend an alternative program, and those students who are transferring for any reason must check out through the Guidance Office. It is necessary to return school district materials, pay all fees, have lockers checked, and accumulate final grades prior to leaving. Proper check out procedures will assist in the issuance of proper credit and will serve to clear a student's account.

# **STUDENT INFORMATION**

## **ASSEMBLIES**

Assemblies are considered a vital part of the total school program. Attendance at assemblies is mandatory unless otherwise announced.

## **AUTOMOBILES/PARKING PERMITS**

Due primarily to state statutes and safety considerations, the high school has installed a parking permit system. Students who wish to park on campus are required to register their vehicles with the high school Bookkeeper. The cost of a permit is \$25.00 dollars for the year. When registering the vehicle students sign a registration form, which details regulations that must be followed in order to park on the campus.

Major among these regulations are:

1. Students must have a valid driver's license issued by the state of Oregon,
2. Students must show proof of liability insurance or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.
3. Students are to obey all traffic laws, and to drive in a safe manner on and around the high school campus. Unsafe driving and/or parking violations may lead to the immediate loss of on-campus parking/driving for a semester.
4. Students are to park in the designated parking spaces allocated for students.
5. Once students arrive at school they are expected to attend class and stay out of their vehicles. Students leaving campus at lunch should immediately exit the parking lot both on leaving and returning to the school. The parking lot is not to be used for eating lunch, visiting, or sleeping.

**Parking on District property is a privilege and not a right.** The parking permit should be hung from the rearview mirror so that it can be easily read from outside the vehicle. The permit is valid for the registered student only. District officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. The District assumes no responsibility or liability for loss or damage to vehicles or bicycles.

## **BICYCLES**

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

## **CELL PHONES/TELEPHONES**

**Students are not allowed to use cell phones during the class period.** Emergency messages are the only messages that will be delivered to students from the main office. Students will be allowed to use their cell phones before and after school, between classes, and at lunch. Cell phones are to be turned to SILENT. This means both in class and in the halls. If teachers see or hear the phone it is considered an infraction of this policy. Consequences are as follow:

The teacher may take the cell phone and return it at the end of the period or turn it in to administration who will return it at the end of the school day.

For repeated infractions the administration will return the cell phone to a parent/guardian.

**Any time a student refuses to surrender a phone to staff it will be treated as a case of insubordination (pg. 18)**

## **COURTS AND COURT SELECTION**

The student body allows for the following courts:

- Homecoming (nominated by Fall sports teams)
- Prom (selected by SHHS students in attendance)
- May Week (open to Seniors only)

Specific rules for each court may be obtained from the Leadership class. All girls and boys selected for courts must be full-time students, have maintained a 2.0 GPA in the previous grading period, enrolled in 5 attendance-based classes, be passing all current classes according to the student's last progress report, and be verified by the Activities Director prior to the announcement. No girl or boy may repeat a specific court. No other courts may be named to represent the high school or groups in the high school without prior approval of the Activities Director.

## **CHEATING/PLAGIARISM**

Cheating includes but is not limited to the following:

- The sharing of work that is intended to be individual.
- The utilization of work that was created by another individual or group, i.e. plagiarism.
- Obtaining or using copies of test or answer sheets not permitted by the instructor.
- The use of notes, outside sources, inappropriate forms of communication (signals, text messaging, talking, etc.) which are not permitted by the instructor during quizzes, tests, or exams.
- Cheating may also include the use of a translator and other on-line sources.

## **DANCES**

All individuals attending school sponsored dances are expected to conduct themselves in a manner consistent with Sweet Home High School rules and regulations. Inappropriate behavior, rule infractions and legal infractions will be reported to the dance chaperones and/or administration, and may be reported to the Sweet Home Police Department.

### **ALL DANCES**

No student may leave the dance and return, unless approved by the gate chaperone.

Most dances will conclude at 11:00 pm.

Proper dress and grooming for most dances consists of what is normally acceptable for school dress attire. Some dances, including formals, call for special attire which will be announced prior to the dance.

If necessary, students may be asked to submit to an alcohol breathalyzer test at high school dances. Tests will be conducted randomly and when any alcohol symptoms are present or warrant a student being checked.

No junior high students are permitted to attend high school dances, nor are guests age 21 and over.

All dance guests must receive prior approval in order to attend.

All guests will be required to show a photo I.D. proving age.

SHHS staff reserves the right to refuse admittance to students and guests or ask them to leave if their behavior is inappropriate.

## **FORMAL DANCES**

Dances considered formal include the Prom and the Winter Formal.

**Students must maintain school attendance at 85% or higher and be passing all classes in order to be eligible to attend the formal dances.**

Students must arrive during the first hour of the dance.

Cost for formal dances will be determined and announced several weeks prior to the dance.

Non-students whose high school's class has graduated may be permitted to attend up through the age of twenty with an approved dance guest pass.

## **DANCE GUEST APPROVAL**

A Sweet Home High School student must complete a GUEST PASS application.

Applications must be submitted to the Activities Director **at least 5 days prior to the dance**. Guest passes will not be issued at the dance and applications that are filled out late may be denied.

Tickets for a guest may NOT be purchased until the Guest Pass form has been approved by the administrative team.

Prior to purchasing formal wear, students desiring guest passes for formal dances need to consider that their guest pass application may be denied.

High school aged guests must be enrolled in a high school program and in good standing for a minimum of ten school days prior to the dance.

Permission to attend is at the discretion of the high school's administrative team.

Individuals who are not currently enrolled at SHHS are not considered active students and may not attend dances as a "host". They may attend as a "guest" if all requirements are met.

## **DISCRIMINATION/HARASSMENT**

Any action directed at another person based on race, color, sex, marital status, sexual orientation, religion, national origin, age, or disability in any educational program, activities, or employment will not be tolerated at Sweet Home High School.

## **DRESS CODE**

Student dress is the responsibility of the individual and his/her parents. If a student's dress or grooming is deemed inappropriate, the student may be asked to change or be sent home. School staff will use the following guidelines to define inappropriateness:

- Dress and grooming shall not disrupt the teaching-learning process.
- Dress and grooming shall be safe and school appropriate.
- Clothing and other accessories worn for the purpose of identifying youth gang membership or youth gang support are prohibited on school district property and at school sponsored events.
- When a student is participating in special activities, his/her dress and grooming shall not, in the judgment of those responsible for that activity, disrupt the performance or be a threat to health or safety of the individual or others. Provisions for dress and grooming in special activities shall arise directly out of the needs of the activity.
- Individuals shall wear shoes at all times in the school buildings unless engaged in an activity that, in the opinion of the teacher in charge, requires bare feet.

Displays including pictures, symbols, or wording on clothing or accessories are prohibited if they are:

- Vulgar or insulting or profanity
- Alcohol or drug related
- Sexually suggestive
- Identify or support gang membership, or
- Ridicule a particular person or group

The following specific items are NOT acceptable dress in school district buildings:

- Bare feet or shoes that are considered to be unsafe.
- Sunglasses for non-medical reasons.
- Halter tops, strapless tops/dresses.
- Tops or bottoms that could be considered nightwear.
- Sagging pants or the wearing of chains or spiked accessories.
- Clothing that exposes undergarment, midriff, or private parts of the body.
- Flags, banners, bandanas, blankets, capes and tails will not be worn.
- Costumes/Cosplay outside of admin approved events.

## **FAN BEHAVIOR**

Students and parents are reminded that they represent the school as a fan at an athletic event. We urge them to set an example for all around them by showing pride in our teams and being enthusiastic. According to OSAA rules specific to fan behavior, spectators are not permitted to have signs, banners, confetti, noisemakers (for example, Thunder Stix, cow bells, clappers, air horns), balloons or glass containers. Spectators are required to wear shirts, and are not permitted to use vulgar or offensive language. **No cheers, comments or actions shall be directed at your opponent or contest official (examples include: turning backs, holding up newspapers, jeering at the cheerleaders during opposing team introductions, disrespecting players by name, number or position, throwing objects or negative cheers or chants).** Spectators who fail to comply with association or site management spectator conduct expectations shall be expelled from the contest.

## **FOOD/DRINK**

Food and drink are permitted in the cafeteria and the commons area. Please keep food out of the classrooms. Drinks are allowed in classrooms ONLY if in a closed container (non-spillable). Rare classroom celebrations are exceptions. No food or drink is permitted in the library or the computer labs. The Student Store is off-limits during class times. Students with special needs regarding the consumption of food or drink should check in with the main office.

## **GANGS**

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 or non-verbal (gestures, handshake, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs. Students in violation will be subject to disciplinary actions.

## **INAPPROPRIATE AFFECTION**

Caressing, kissing, or other displays of affection are not appropriate in the school setting.

## **INTERNET-STUDENT ACCOUNT**

The district has created policies on acceptable use of electronic mail and the Internet. It is required that a completed, signed Student Internet Use Agreement be returned prior to your student being allowed or denied access to the internet. Permission is valid as long as the student remains at the school attended when permission was given. Permission must be renewed if, and when, the student moves to another school.

A parent/guardian may revoke this permission at any time with written notification to the school.

## **LIBRARY**

The Library is open to students, faculty and staff from 7:30 am. to 3:30 pm., Monday through Friday. Students wishing to check out books, to return or renew books, to check on overdue books, to do research projects, or to utilize the computer room are encouraged to do so when the library is open and the stations are not in use by classes. Students may occasionally come to the library from their regular classes with the permission of the teacher. **Students will bring with them a valid pass signed by the teacher.**

## **LOCKERS**

All students have an opportunity to be assigned a school locker as part of the registration process. Locker assignments are generally made on the basis of two students per locker. Abuse or misuse of a locker may result in a loss of a student's locker privilege. The following regulations exist regarding school lockers.

All lockers are the property of the school and are assigned to students for approved purposes only.

Lockers are subject to search at any time.

**School is not responsible for damage or theft of property that is in lockers.**

Students are expected to use their assigned locker and will be held responsible for any damage or illegal items found in the locker.

Students who desire a reassignment of a locker must go through the proper procedure.

## **LITTERING**

The high school should be a clean facility. We encourage students to take pride in their school and establish the leadership necessary in maintaining a positive/clean campus appearance. Dispose of your own trash.

## **LUNCH and BREAKFAST PROGRAMS** (BP & AR – EFAA)

The District participates in the National School Lunch and School Breakfast programs.

Breakfast and hot lunches are available to all students free of charge. Of course, it is perfectly acceptable for students to bring their lunch from home.

## **MEDICINES SELF-ADMINISTERED by STUDENTS AT SCHOOL**

When directed by a physician, students will be allowed to self-administer medication. A physician prescription must accompany any prescription medication.

A written treatment plan from a licensed healthcare professional for the managing of a student's asthma and/or severe allergy will be required for use of medication by the student during school hours. School staff will request the parent provide back-up medication for emergency asthma/allergy care for the student while at school.

A medical protocol developed and signed by a physician or other licensed health care professional regarding each student who self-administers non-injectable or injectable medications will be kept on file. Building principal permission is required for all self-medication requests and permission for self-administered medication may be revoked if the student violates policy or medical protocol.

All prescription and non-prescription medication must be kept in its appropriately labeled, original container. Non-prescription medication must have the student's name printed on the container. The student may have in his/her possession only the amount needed for that one school day.

**Sharing and/or borrowing of medication with another student is strictly prohibited.**

### **Medicine that does not comply with the above rules will not be given.**

There are permission slips at the back of this handbook for your use.  
If you need more they can be obtained at any school or on our website.

We regret if this causes an inconvenience,  
but the safety of students AND our employees  
is of primary importance to us.

## **ELECTRONIC DEVICES**

The District is not responsible for lost, stolen or damaged students' personal electronic equipment. Personal laptops and/or tablets are not allowed to be used or connected to the network at school.

**LOCK UP ALL VALUABLES IN PE LOCKERS DURING PE. Theft can be prevented!**

## **PROFANITY**

Students shall behave in a positive, socially acceptable manner, which includes using suitable language and gestures, free from profanity.

## **SEARCH AND SEIZURE**

The School Board has a goal to assure an appropriate learning environment that is safe for students and personnel. In order for this to happen, school officials may search any person or property within the school grounds, especially property belonging to the district or school. If officials have reasonable suspicion to believe that an illegal act or violation of school rules has or will happen, they may seize any property deemed detrimental to anyone's safety or welfare.

## **SKATEBOARDS, ETC.**

Skateboards, bicycles, scooters or roller-blades may not be ridden during school hours or taken to class.

## **STUDENT COUNCIL/LEADERSHIP**

All student body functions – clubs, dances, assemblies, exhibits, and field trips - are dependent upon one organization - the Student Council/Leadership. Composed of the student body officers, the Student Council/Leadership serves the student body by expressing and discussing student ideas on matters pertinent to the school. Student Council/Leadership is an important part of the student body. The Council is the students' voice in school policy and operation.

The final authority of Student Council/Leadership is vested in the high school administration, as all decisions must receive final approval through this body. Students may see the Student Activities Director to discuss student body activities.

## **STUDENT ACTIVITY FUNDS**

Student Activity Funds are those funds raised or collected by and/or for school-approved student groups, excluding those funds budgeted in the general fund. Student activity funds will be collected and expended for the purpose of supporting the school's co-curricular activities program.

The Principal will be responsible for administering student activity funds.

All student activity funds will be receipted and deposited according to District policy and acceptable accounting procedures. All activity accounts will be audited. All student activity fund expenditures must be approved by the principal and/or the activities director and the student government organization.

## **STUDENT BODY CARD**

Every student at Sweet Home High School shall receive a SHHS student body card. This card admits students to home athletic events, to student-sponsored dances, to play nights, and to other events. Some events (i.e., dances) may include an additional cost for entrance.

## **STUDENT BODY FEES**

|                                                                                                                |         |  |
|----------------------------------------------------------------------------------------------------------------|---------|--|
| Yearbook (\$55 after 1/1/23)                                                                                   | \$45.00 |  |
| Parking Permits (valid license & insurance information required)                                               | \$10.00 |  |
| <b>OTHER FEES:</b>                                                                                             |         |  |
| Students will be responsible for purchasing materials for large projects in advanced woods and metals classes. |         |  |

## **STUDENT FUNDS**

All student funds are handled through the student store and the school bookkeeper. She keeps an accurate, current accounting of receipts and expenditures of all groups. ALL cash collected by students, faculty, or staff members for school activities must be turned in to the bookkeeper on the day it has been collected. All cash received is then credited to the proper account. The bookkeeper publishes a financial statement each month, listing all accounts. However, the treasurer of each student group should maintain an accurate record of all expenditures so that outstanding bills will be considered prior to making additional purchases.

## **STUDENT STORE**

Sweet Home High School has a student store that offers a variety of materials for purchase. Students have an opportunity to purchase these items before school and at lunch break. **The Student Store is closed while classes are in session. Items from the store will not be sold during class time.**

## STUDENT VISITORS

Sweet Home High School does not allow student visitors.

## THE HUSKIAN

Sweet Home High School's newspaper, *THE HUSKIAN*, is published monthly in the *New Era* and *The Huskian* staff members endeavor to supply the school and community with accurate, complete and unbiased accounts of school activities. The paper also serves as a medium of communication between the student body and the administration. Greater school spirit and additional support for co-curricular activities are goals of the paper with much attention given in those areas.

## THE TIMBER ECHO

The *Timber Echo* is our high school yearbook. This publication serves as a bound record of the school-year history by recording activities, events and people that were a part of our year. It is published once each year for distribution in the spring. The *TIMBER ECHO* is edited by an appointed staff and may be purchased through the bookkeeping office.

## TOBACCO

Sweet Home High School is a **Tobacco Free Zone**. The possession of **tobacco, e-cigarettes, or vape pens** on campus is prohibited. Lighters of any kind are prohibited on school district property. 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, as provided by ORS 167.485. 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, as provided by ORS 163.755. 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, as provided by ORS 475.904.

## TRANSPORTATION (ACTIVITIES/ATHLETICS)

The school district will provide transportation for most co-curricular activities and all school sponsored athletic trips. Private transportation may be used for small squads when the school vans are not available or when this would prove economical. However, when private cars are used, an adult must be the driver. When District transportation is available students will not use private transportation without prior approval by an administrator.

## BUS REGULATIONS (BP & AR – EE, EEA, EEAB, EEAC, EEACC)

A student being transported on District provided transportation is required to comply with student conduct codes and board policies. Any student who fails to comply with the Rules Governing Pupils Riding School Buses may be denied transportation services and shall be subject to disciplinary action. The safe transportation of district students to and from school is to be of primary concern to school officials in the administration of the transportation program.

In accordance with ORS 327.043 the district will provide transportation for secondary school students who reside more than 1.5 miles from school. The district will also provide transportation for any student eligible in a supplemental plan.

If you wish to have your child ride a bus other than his/her own or go to someone else's home, please send a note. To prevent overloading buses, pupils are to get on at the stop designated by the driver.

The bus driver is in complete charge of students while they are on the school bus. Each bus driver will issue a "school bus incident report to the parents" to those students who, in their judgment, will not abide by the necessary rules. These reports must then be signed by the parents and returned before the student can resume riding the bus if transportation has been denied. Please remember that riding school buses is a privilege.

The following regulations taken from OAR 581-053-0010 govern conduct on school buses or activity vehicles. These are posted in a conspicuous place in all buses:

**NOTICE OF VIDEO CAMERAS ON TRANSPORTATION VEHICLES** (BP & AR – EEACCA)

Sweet Home School District will be using video cameras on transportation vehicles that transport students to and from curricular and co-curricular activities. The purpose of the video system is to attempt to improve student safety by identifying and correcting student misconduct on transportation vehicles.

**WALK ZONES:** In accordance with Oregon Revised Statute 327.043, “*A school district is required to provide transportation for elementary students who reside more than 1 mile from school and secondary school students who reside more than 1½ miles from school.*”

**PLEASE NOTE:** School buses do NOT stop anywhere other than designated stop locations. All routes are identified by route signs located to the left of the bus entry door. This route number may differ from the vehicle number of the bus.

**WEAPONS**

Weapons and replicas of weapons are forbidden on school property. Under Oregon law, “dangerous weapon” means any weapon, device, instrument, material or substance, animated or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. The act of intentionally bringing a weapon within 1,000 feet of a school is a felony and is punishable by up to five (5) years imprisonment and/or a fine of up to \$100,000.

A student bringing a weapon to school (including in an automobile) is in violation of this statute. A student found in violation will be suspended from school. The incident will be reported to the student’s parents and may be reported to the local law enforcement agency. The administration will consider and may pursue the expulsion process.

**YOU CAN MAKE A DIFFERENCE!**

You can have a school you like to go to.

You can have a school where you feel safe.

You can help to keep your school safe and free from assaults, arson, graffiti, drugs, gangs and vandalism.

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**YOU HAVE A CHOICE – YOU HAVE A VOICE -USE IT!!**

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**SH POLICE DEPARTMENT    367-5181**

## **ALTERNATIVE EDUCATION PROGRAMS**

In accordance with Oregon Revised Statute 339.605 to 339.634, the District will notify students and parents or guardians of the availability of alternative programs that are appropriate and accessible. This notification may be provided in the following situation:

Upon the occurrence of a second or subsequent occurrence of a severe disciplinary problem within a three-year period. A severe disciplinary problem is defined to be one that results in a student suspension for a full five-day period.

When the District finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program. Erratic attendance is a degree of absenteeism greater than the statutory definition in ORS 339.065, "eight unexcused one-half day absences in any four-week period", and greater than the District's attendance policy definition of 85 percent attendance. Student attendance may be erratic with the student still benefiting from the educational program.

When the District is considering expulsion as a disciplinary alternative.

When a student is expelled pursuant to subsection (3) of ORS 339.250.

When an emancipated minor, parent, or legal guardian applies for a pupil's exemption from compulsory attendance on a semiannual basis as provided in ORS 339.030 (5).

The district grants units of credits for work satisfactorily completed in an alternative education program.

## **BUILDING SECURITY**

To ensure that the building remains a safe and secure place for students and staff, the following procedures will be enforced:

- Visitors must check into the office as the first order of business.
- Visitor tags will be issued and should be worn by visitors to help students and staff members recognize them as authorized visitors.
- Staff will question unknown persons on school property if they do not have a visitor's name tag.

Visitors, including parents, may be denied access to school property if their conduct, in the judgment of a building administrator, is disruptive and interferes with the educational process.

## **Complaint or Concern**

**If a student or parent has a concern about a school rule or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:**

- **Contact the person who you have a complaint about to discuss both sides of the issue.**
- **If the problem still exists, contact an administrator.**

## **DAILY ANNOUNCEMENTS**

Announcements for meetings, publicity of forthcoming events, reminders about procedures, and all other announcements which are a concern to students, faculty and staff are made through the morning daily announcements.

Announcements must carry the signature of the group advisor and should include such data as the date, time and place of event, and the name of the sponsoring group. These daily announcements should be e-mailed to the Athletic Secretary by 3:00 p.m. of the day **before** they are to appear. A copy is emailed to each teacher and will be read second period daily.

## **DIRECTORY INFORMATION**

Directory information means those items of personally identifiable information contained in a student education record, which is not generally considered harmful or an invasion of privacy if released. Directory information will be released unless a written request (to withhold) is received in the office within 15 days of notice.

## **EMERGENCY SCHOOL CLOSURE (BP – EBCD)**

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

If the emergency is of such a nature that children cannot be safely transported, they will be kept at school under supervision until the emergency has passed. Announcement of school closure or delayed school opening due to

snow, ice, or other emergency conditions will be broadcast by local radio stations and is available on the internet at FlashAlert.net. The direct link to District information is: <http://flashalert.net/news.html?id=1038>

At times, it may become necessary to send students home early due to weather conditions, power failures, etc. Please establish a “back-up” plan for your child in case you are not home. This plan should include the location your child will go to (i.e. relative, neighbor, etc.) in case you are not home. It is important that the school have a local contact person in case we cannot get a hold of a parent.

## **FOREIGN EXCHANGE STUDENTS**

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Sweet Home High School is proud to host students from other countries outside of the United States. Each year Japanese students are invited to attend school through the JOSAI-SISTER SCHOOL program. In addition, students attend from various other countries of the world through private programs. The inclusions of these visiting students assist in helping our students have a global perspective in life. You may invite these students to your home or to attend activities that you feel would benefit them by contacting the JOSAI Director.

## **GIFTS**

Students and their parents are discouraged from giving gifts to District employees. The Board welcomes the writing of letters by students or their parents to staff members expressing gratitude and appreciation.

## **STUDENT SUCCESS CENTER**

Assistance is offered to students for a variety of needs. The Student Success Center is staffed by a success coordinator, two school counselors, a student advocate, a mental health professional, a graduation coach and one full-time secretary. Student records, schedule materials and other important information are located in this office. Students may receive assistance throughout the daily schedule of 7:30 a.m. – 4:00 p.m., before classes begin, during lunch, after school, or during the school day with permission from the teacher and counselor involved. It is best to make an appointment ahead of time to receive the best service.

Counselors provide assistance in class progress, scheduling, scholarships, awards, conflict resolution, crisis management, careers, military, special programs, outside agencies, and behavior or personal problems.

## **HALL SIGNS/POSTERS**

Signs, banners or posters that a student wishes to display must first be **approved by the principal or designee**. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Throughout the school year many signs and posters are displayed in the school. The following guidelines apply to those displays:

- All signs to be displayed in the halls, on bulletin boards, or in the showcase must be neatly lettered, utilize acceptable grammatical considerations, and in good taste for the general high school audience as well as the public who utilize our building.
- Paper and paints for signs to advertise approved school events may be obtained after school from the Student Activities Advisor.
- Groups posting signs should use the cork strips in the commons area and down the Main Office hallway to hang signs with staples INSTEAD of using blue tape.
- All signs not on the cork strips must be hung with “blue” tape. Signs cannot be displayed on painted surfaces.
- The committees who put up signs are also responsible for their removal and the removal of the hanging material.
- Signs, banners or posters displayed without authorization will be removed.

## **HEALTH AND FIRST AID**

The school district employs a school nurse to advise individuals about medical concerns or to treat emergency situations. Designated staff have received current first aid training. There are two "sick rooms" available for student use. Students are referred and checked into the rooms via the athletic secretary. Any student who is ill or injured while attending school should report to the attendance office. A student may not leave the building without checking with the attendance office or the main office. The school is not responsible for injuries sustained at school; however, all injuries must be reported to the main office. If a student needs medical attention and parents or guardians cannot be located, the school district will act in "loco parentis" when it is legally necessary.

## **MEDICINES ADMINISTERED by STAFF to STUDENTS AT SCHOOL (BP & AR – JHCD)**

Sweet Home School District prohibits the giving of any medication by school personnel unless the school has: 1) a Medication Record and Authorization Form completed by parent or guardian, and 2) physician's instructions. The term medication includes both prescription and nonprescription medication.

1. Parents must bring medication to school for their children. At that time they will fill out the Medication Record and Authorization Form. Telephone authorization is not acceptable.
2. Prescription medication must be in the prescription bottle labeled with a prescription bearing the student's name, dosage, time, physician's name and prescription number. (Pharmacists may be willing to provide a second container with a prescription label for the school at a parent's request.)
3. Non-prescription (over the counter) medicine must be in the original container accompanied by the Medication and Authorization Form filled out by the parent or guardian and physician's instruction. Non-prescription medicine would include eye, ear and nose drops, ointments, cough drops, etc.
4. The medication must be kept in a locked drawer or cabinet and can be dispensed by a person assigned by the principal. The cupboard or drawer must be locked at all times when not in the process of administering the medication.
5. Each time medication is administered a record must be maintained noting the time, amount and name of the person administering medication.
6. The school should periodically check with the parents/physician on the necessity of the student continuing to take medication during the school hours.
7. Parents may choose to personally administer medication to their children while at school. This requires no school record keeping.

## **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the District. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

In the event any student is to be recognized orally or in writing for school achievement(s) by a designated school official, that student has the right to refuse recognition. Students wanting to refuse recognition of student achievement must indicate such intent (In writing to a school counselor or administrator prior to September 15th of the current school year.).

## **SAFETY COMMITTEE**

The School Safety Committee meets regularly (monthly) to review accidents and implement accident prevention strategies. Anyone with a safety concern should report it to the main office.

## **VIDEO CAMERAS IN DISTRICT FACILITIES**

Sweet Home School District is using video cameras at all District facilities and on transportation vehicles. The purpose of the video system is to improve student behavior and provide improved safety.

## **VISITORS**

For the protection of students, it is our policy to accept only those visitors who have legitimate business at school. Parents and other visitors are encouraged to visit District schools. To ensure the safety and welfare of students, and that school work is not disrupted, **all visitors are required to report to the office upon entering school property.**

Please call ahead for an appointment with the administrator, teacher or counselor. The principal will approve requests to visit as appropriate. Students are not permitted to bring an adult visitor without prior approval of the principal.

*All visitors will be provided a visitor's pass that they are required to wear while on the campus.*

*Unless you try to do  
something beyond  
what you have already  
done and mastered,  
you will never grow....*

**ALCOHOL/DRUGS** - Using, possessing, selling or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia (including facsimile).

**ARSON** - Using fire to destroy or attempting to destroy property.

**ASSAULT/PHYSICAL ASSAULT** – **A physical attack by one person or a group of persons on another who does not wish to engage in the conflict.**

**AUTOMOBILE MISUSE** - Misusing an automobile on school property or in close proximity to the school (speeding, unsafe driving, violating parking or vehicle use regulations).

**BUS CONDUCT** - Not following bus rules and regulations.

**CHEATING** - Deliberately attempting to deceive by example, copying another student's assignments or test, or using instructional materials without permission. Allowing someone to copy or utilize your materials.

**DEFIANCE OF AUTHORITY** - Refusing to follow the reasonable request of school personnel in the classroom, on campus, or at an activity. Failing to identify self or provide requested information or showing disrespect.

**EXPLOSIVE DEVICES** - Using, threatening to use, possessing or selling explosive devices.

**EXTORTION** - Demanding money, or something of value (eg. lunches) from another in return for protection from violence or threat of violence.

**FIGHTING** - Having or threatening physical contact with another person with the intent to inflict harm.

**FORGERY OR LYING** - Writing or giving false or misleading information to school officials.

**GAMBLING** - Participating in games of chance for the purpose of exchanging money or property.

**LITTERING:** Discarding trash carelessly or not discarding appropriately.

**PHYSICAL ASSAULT** - Physically attacking a person who does not wish to engage in the conflict (including assault on any school officials).

**PROFANITY** - Profanity is obscene, vulgar or disrespectful language. It also includes materials, gestures, actions, or unacceptable decorations on clothing or personal belongings.

**SMOKING/CHEWING TOBACCO** - Using or possessing tobacco at school or any school activity.

**TARDINESS** - Arriving late to class or school.

**THEFT** - Taking, giving, or receiving property not belonging to you.

**THREAT OR HARASSMENT** - Making statements or acting in ways that intimidate another person(s); includes "initiation" and "hazing".

**UNEXCUSED ABSENCE/TRUANCY** - Being absent from class without an official excuse.

**VANDALISM** - Intentionally destroying objects or materials belonging to the school, students, staff or other persons.

**WEAPONS** - Possessing a dangerous weapon or using any object to inflict bodily injury to another person.

**NOTE -** *Since some of these problems also violate state laws, school officials may need to notify the appropriate law enforcement authorities. If the police authorities are notified, legal guardians will be contacted. Any action taken by the police authorities will be in addition to action by the school.*

| <b>Attendance</b>                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Each case will be examined on an individual basis and consequences may be adjusted due to the severity of the act. |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Behavior</b>                                                                                                    | <b>Consequence(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Tardies                                                                                                            | 4-5 tardies in a week; lunch detention<br>6-7 tardies in a week; 1/2 day PASS<br>8+ tardies in a week; full day PASS                                                                                                                                                                                                                                                                                                                                 |
| Absences                                                                                                           | Concerns regarding absences will be discussed in ART meetings. Interventions may include, but not limited to, notification letters sent home, parent meetings, referral to community resources, and progressive discipline as outlined below:<br>1 unexcused absence in a week; lunch detention<br>2-4 unexcused absences in a week; 1/2 day PASS<br>5-7 unexcused absences in a week; full day PASS<br>8+ unexcused absences in a week; 2 days PASS |

| <b>Minor - Insubordination</b>                                                                                     |                                                       |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Each case will be examined on an individual basis and consequences may be adjusted due to the severity of the act. |                                                       |
| <b>Behavior</b>                                                                                                    | <b>Consequence(s)</b>                                 |
| Refusal to work                                                                                                    | 1. Warning<br>2. Lunch Detention<br>3. Parent Contact |
| Distracting others                                                                                                 |                                                       |
| Misuse of school supplies/Property                                                                                 |                                                       |
| Parking Violation                                                                                                  |                                                       |
| Leaving class early                                                                                                |                                                       |
| Refusal to clean up lunch area                                                                                     |                                                       |
| Dress code violation                                                                                               |                                                       |

| <b>Major - Classroom Disruptive Behavior</b>                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Each case will be examined on an individual basis and consequences may be adjusted due to the severity of the act. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Behavior</b>                                                                                                    | <b>Consequence(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Disruptive behavior / Insubordination                                                                              | 1. One to three day suspension (possible PASS or OSS).<br>2. Three to five day suspension (possible PASS or OSS).<br>Restitution for theft.<br>3. Five to ten day OSS. Recommendation for expulsion for flagrant or chronic instances.<br><br>- - Parent contact must occur for all assigned consequences - -<br><br>*For chromebook violations such as playing video games in class, students may be assigned to the Penalty Box. In this case students will only have access to Canvas and class specific programs. |
| Forgery of notes or signatures                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Academic dishonesty                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Chromebook violation*                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Leaving campus without permission                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Profane / Obscene / or Abusive language towards staff member(s) or chronic inappropriate language                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Willful disobedience or disrespect                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Refusal to properly identify oneself to staff                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Any action that is reasonably likely to endanger self or others                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### Major - Disruption of School Behavior

Each case will be examined on an individual basis and consequences may be adjusted due to the severity of the act.

| Behavior                                                                            | Consequence(s)                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Being in an unauthorized area                                                       | 1. One to five day suspension (possible PASS or OSS). Cease & Desist Agreement. A flagrant first offense may result in recommendation for expulsion.                                                    |
| Failure to follow administrator's directions                                        |                                                                                                                                                                                                         |
| Inappropriate displays of affection                                                 | 2. Five to ten day suspension (possible PASS or OSS). Discretion for recommendation for expulsion. Restitution for theft and damage to property. Possible Title IX investigation for sexual harassment. |
| Theft of less than \$50.00                                                          |                                                                                                                                                                                                         |
| Theft of over \$50.00*                                                              | 3. ten day suspension (OSS). Possible recommendation for alternative placement or expulsion.                                                                                                            |
| False fire alarm*                                                                   |                                                                                                                                                                                                         |
| Fighting                                                                            | - - Parent contact must occur for all assigned consequences - -                                                                                                                                         |
| Gang-related behaviors*                                                             |                                                                                                                                                                                                         |
| Altering of any official school document                                            |                                                                                                                                                                                                         |
| Failure to follow PASS expectations                                                 |                                                                                                                                                                                                         |
| Fight promotion; encouraging, cheering, filming, taking pictures, etc.              |                                                                                                                                                                                                         |
| Interference with or intimidation of school employees                               |                                                                                                                                                                                                         |
| Intentional or malicious destruction or damage to school or personal property       |                                                                                                                                                                                                         |
| Intimidation, bullying, harassment, discriminatory or sexual harassment             |                                                                                                                                                                                                         |
| Any action that is reasonably likely to endanger self or others or illegal activity |                                                                                                                                                                                                         |
| Possession or use of tobacco or alcohol, including non-tobacco nicotine products*   |                                                                                                                                                                                                         |
| Possession, use, or under the influence of any illegal drug or drug paraphernalia*  |                                                                                                                                                                                                         |
|                                                                                     |                                                                                                                                                                                                         |
|                                                                                     |                                                                                                                                                                                                         |
|                                                                                     |                                                                                                                                                                                                         |

\*For these offenses the SHPD, Linn Co. Juvenile Department, Linn Co. Drug Alcohol Treatment Services, or other partners may be contacted.

### Major - Violent Behavior

Each case will be examined on an individual basis and consequences may be adjusted due to the severity of the act.

| Behavior                                                                                                                                                                              | Consequence(s)                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Arson*                                                                                                                                                                                | 1. Ten day suspension and/or recommendation for alternative placement or expulsion. Student Threat Assessment.                             |
| Furnishing or sale of, or attempting to furnish or sell, drugs or controlled substances*                                                                                              |                                                                                                                                            |
| Use or possession of weapons, explosives, guns or replicas, nunchakus, offensive sprays and chemicals, knives, brass knuckles, or any material which could result in injury or death* | 2. Recommendation for expulsion. Student Threat Assessment.                                                                                |
| Any attempt to threaten or assault fellow students, school employee(s), or place the school body in fear of harm*                                                                     | - - Parent contact must occur for all assigned consequences - -                                                                            |
|                                                                                                                                                                                       | *For these offenses the SHPD, Linn Co. Juvenile Department, Linn Co. Drug Alcohol Treatment Services, or other partners will be contacted. |

\*Suspension may be in-school or out-school at Administrative discretion.  
Used as a guideline; consequences may be adjusted due to severity of act and discipline is progressive.

# STUDENT CONDUCT

Students at Sweet Home High School are expected to conduct themselves according to the rules of courtesy and common sense necessary to be productive in the school setting. When students follow school and district policy and are able to accept the responsibilities for their own actions, a minimum of freedom may be afforded.

## DUE PROCESS RIGHTS

This booklet has explained the major disciplinary problem areas and the action that may result for those students who do not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until everyone involved has presented the facts and a judgment has been made. There are certain procedures that school officials must follow prior to taking appropriate disciplinary action. There are also procedures that students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If a student does become involved in a suspension or expulsion, both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure.

In accordance with Oregon Revised Statute 339.250 (6 and 7), the Sweet Home School District will propose to a student and his/her parents or guardian alternative school programs when the student is having significant discipline or attendance difficulties. For further information contact your building principal.

Students will be afforded the following due process procedures:

- The student shall be informed of the charges against her/him.
- The student shall be permitted to hear the evidence presented against her/him.
- The student shall be afforded the right to present her/his version as to the charges.
- The administrator/teacher shall determine the facts of the case on the evidence available from his/her investigation.
- The student may appeal the decision to the building principal, or superintendent.

## DISCIPLINE, SUSPENSION and EXPULSION - Serious Student Misconduct (BP-JD, JG, JGE, BP & AR JGD)

School disciplinary actions are civil, not criminal matters. All students deserve reasonable safeguards in the consideration of all matters affecting their school life. Careful attention must be given to procedures and methods whereby fairness and consistency in discipline shall be assured for each student.

Teachers and administrators need discretionary powers in invoking disciplinary actions and procedures, and in maintaining a climate conducive to learning and protection of life and property. School officials may find it necessary to discipline a student or even remove the student from the formal learning environment for a period of time.

### Guidelines:

1. Fair treatment for each student shall be such as to protect him or her from arbitrary and unreasonable decisions.
2. All decisions affecting students shall be based on careful and reasoned investigation of the facts and the consistent application of rules and regulations.
3. All students shall be afforded the opportunity to familiarize themselves with the school rules and procedures by which the schools are governed and processes by which discipline may be involved.

### Responsibilities:

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

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

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

**Damage or Destruction of School Property** - A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.

**Damage or Destruction of Private Property** - A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property, either on the school grounds, or during the school activity, function, or school event off school grounds.

**Threats or Assault on a School Employee, Another Student, or Other Person Not Employed By the School - Weapons and Dangerous Instruments** - A student shall not intentionally do bodily injury to any person, or threaten any person, or knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

On or around the school grounds during and immediately before or immediately after school hours.

On or around the school grounds at any other time when the school is being used by a school group.

Off the school grounds at any school activity, function, or event.

**Tobacco, Alcoholic Beverages and Illegal Drugs** - A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, inhalant, or intoxicant of any kind, nor shall a student transmit to others a substance represented to be one of these prohibited items:

i. On the School Grounds

ii. Off the school grounds at a school activity, function, or event. Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule. The drug shall be kept in a locked cabinet and dispensed by authorized staff only.

**Other Violations** - A student shall not fail to comply with directions of teachers, or other authorized school personnel during any period of time when he or she is properly under the authority of the school. Students who do not respond to guidance or minor discipline, or are consistently at odds with school discipline, must accept the consequences of such action. Students who demonstrate continued irresponsible behavior will be provided with increasing educational interventions. Willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language or gestures is also sufficient cause for discipline, suspension, or expulsion from school.

### **Procedures:**

**Summary Discipline Procedures** - Discipline for a minor infraction may be handled without going through all the steps of formal procedure. A written record shall be maintained for all major discipline infractions.

**In-School Suspension/ Positive Alternative to School Suspension (PASS)**- is defined as suspension of a student who violates school rules. The suspension is served in the school. The student is excluded from school and related activities during the suspension. This includes no attendance at after school activities.

**Out-of-School Suspension** - is defined as one of the following:

A temporary exclusion from school for a period not to exceed ten school days. The student is excluded from school and related activities during the suspension. This includes no attendance at after school activities.

Exclusion in cases being investigated pending expulsion.

i. In special circumstances a suspension may be continued until some specific pending action occurs such as, but not limited to, a physical or mental examination or incarceration by court action.

ii. After investigation and recommended expulsion by the administration until the Board of Directors has taken official action.

iii. A suspended student may make up missed schoolwork and will receive credit for the make-up work.

**Expulsion** - is defined as an exclusion of a student from school attendance. The student is excluded from school and related activities during the suspension. This includes no attendance at after school activities. Exclusion of a student from school attendance is for a period of time not to extend beyond one calendar year. When a student is being considered for expulsion or is expelled, the District will offer alternative education programs to that student.

### **Hearing the Accuser:**

**Staff Complaints:** - students should hear directly from the teacher or the staff member the specific complaints or descriptions of unacceptable behavior.

**Student Complaints** - a public school official shall not be examined as to communications made to him in official confidence when the public interest would suffer by such disclosures. In recognition of the special jeopardy in which the student witnesses may be placed, and the possible traumatic effects of adversary proceedings conducted by attorney, police officers, or court officials, the complaining student may not be required to face the accused, nor have his/her identity revealed. The administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony. When it is determined that the student should not face the accused, the school official then becomes the official complainant.

### **Detention of Students**

A school administrator may detain a student for disciplinary reasons during school hours (lunch detention).

## **Suspension Procedures**

The Principal/Assistant Principal shall have the authority to suspend a student for up to ten (10) school days. During the time of the suspension the student will not be allowed on School District property nor allowed to attend School district activities. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, drug assessment, completion of expulsion proceedings, or incarceration by court action. Such a request for continued suspension by the principal/assistant principal should be in writing, explaining the reasons for the request to the Superintendent.

When a student is to be suspended, The Principal/Assistant Principal shall:

- Inform the student of the reason and supporting evidence of the proposed to imposing suspension.
- Notify the parent/guardian of the suspension, giving full details. A reasonable effort shall be made to make personal contact informing the parent/guardian of the suspension before the student is released from school prior to the end of the school day. The above procedure may be postponed or suspended in emergency situations relating to health and safety. An emergency situation occurs when there is a serious risk that substantial harm will occur if suspension does not take place immediately. If the student's conduct violated the law, the principal/assistant principal may refer the students to the proper authorities.
- The principal/assistant principal shall determine for each case the method and conditions, if any, under which the student's schoolwork may be made up for the time missed because of suspension.

Students on an Individual Education Plan or a 504 plan cannot be suspended more than ten (10) school days without determining whether additional suspensions constitute a pattern. Suspensions past ten (10) days, which do not constitute a pattern, are not considered a change of placement.

## **Expulsion Procedures**

The school district board or hearings officer shall not expel a student without a hearing, unless s/he and his/her parent or guardian waives the right to a hearing. By waiving the right to a hearing, the student and his/her parent agree to abide by the lawful findings of the hearing or review officer. Expulsion hearings shall contain provision for the following:

- The student is notified in writing of the specific charge or charges, when and where the hearing will take place, and his/her right to a representative.
- A notice shall be sent to the parent or guardian by certified mail, citing the charge or charges, and the specific acts that support the charge or charges. The notice shall state a recommendation of either expulsion or suspension pending investigation for possible expulsion, when a hearing will take place, and his/her (or their) rights in the hearing process. This notice should be mailed, when possible, at least seven (7) days prior to the hearing.
- Unless otherwise provided by the district school board, the executive officer of the school district, or his designated representative, shall act as the hearing officer and shall maintain control over and conduct the hearing. In case of foreign language differences, or other serious communication disabilities, the hearing officer shall provide a translator.
- The student shall be permitted to have a representative present at the hearing to advise him. The representative may be an attorney, parent, guardian, or others.
- The student shall be afforded the right to present his/her version as to charges and to make such showing by way of oral testimony, affidavits, or exhibits.
- The student shall be permitted to hear the evidence presented against him.
- The student or his/her representative may confront and cross-examine adverse witnesses.
- The hearings officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the student. Based on the testimony and evidence presented at the hearing, he shall determine whether or not the pupil charged is guilty of the conduct alleged, and the disciplinary action, if any, including the duration of an expulsion. The decision shall be made in writing to the student and his parents within seven (7) calendar days of the hearing.
- Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearings officer's control of the hearing.
- The student may make a recording of the hearing.
- The hearings officer shall make a record of the hearing.
- The duration of the expulsion shall follow state law. State law defines expulsion as exclusion of a student from school attendance for a period of time not to extend beyond one calendar year.
- Any appeal of the hearing officer's decision shall be made to the school board in writing. Such appeal shall state the reason(s) for the appeal and shall be signed and dated by the person(s) making the appeal.
- The District will notify students, parents, and guardians of the availability of alternative education programs when a student is being considered for expulsion or is expelled.

- If a disabled student is on the verge of receiving an expulsion from school, a multidisciplinary team familiar with the student will convene to determine the relationship of the student's behavior to his disability, as delineated in AR-JGDA/JGEA.

## **GUIDELINES FOR STUDENT RESPONSIBILITY**

- ATTEND SCHOOL
- BE ON TIME
- BE PREPARED FOR CLASS
- RESPECT RIGHTS OF OTHERS
- GIVE YOUR BEST EFFORT

These are the guidelines that will be followed in order to have a successful high school experience. While each of these guidelines will be enforced differently depending on the educational setting, this is the emphasis for teaching student responsibility in our building.

## **LAW ENFORCEMENT COOPERATION (BP – KN)**

The schools, with a dual responsibility, must safeguard the rights of students while cooperating with law enforcement officers in the legitimate pursuit of their duties.

Police officers or Children's Services Division workers investigating a case involving an illegal act or possible abuse in which a student may in some way be involved, or about which the student may have information, shall contact the building principal or his or her designee before any effort is made to question a student during school hours unless the school administrator is the subject of the investigation. In such a case, the Superintendent will be notified of the investigation.

All procedural safeguards prescribed by law must be strictly observed.

The designated school authority shall make an effort to contact the parent or guardian at the time an officer comes to question or arrest a student unless, in the opinion of the investigating officer, there is reason to believe that such notification would unduly interfere with the investigation, or that the matter pertains to alleged child abuse. If the school authority is unable to reach the parent or guardian, the officer should not be delayed further. However, a school official should contact the parent or guardian as soon as possible. An administrator or his or her designee may be present when a student is being questioned unless prohibited otherwise by statute. The investigative official shall be advised of the child's handicapping conditions, if any, prior to any interview with the student.

A child may be taken into protective custody by a peace officer, counselor, employee of the Children's Services Division or any other person authorized by the juvenile court of the county in which the child is found, in the following circumstances:

1. Where the child's condition or surroundings reasonably appear to be such as to jeopardize the child's welfare; or
2. Where the juvenile court, by order endorsed on the summons as provided in ORS 419B.271 or otherwise, has ordered that the child be taken into protective custody.

An administrator shall not let an investigative official take a student from any school premises without a court order, a detention (either arrest or protective custody), or permission of the parent or guardian.

## **Removal from Class**

**Students removed from class are to report immediately to the Office. The teacher will attempt to contact the student's parents by phone, to explain the reason for removal.**

***You never get a second chance to make a good first impression!***

## **ATHLETICS**

Students are encouraged to participate in athletic programs while enrolled at Sweet Home High School. We have partnered with ArbiterSports ([www.arbitersports.com](http://www.arbitersports.com)) to offer online information and registration for Athletics.

**ALL 2025-2026 ATHLETIC REGISTRATIONS MUST BE COMPLETED ONLINE.**  
**Fall practices BEGIN August 18, 2025.**

## **2025-26 BELL SCHEDULE**

### **Regular Schedule      B**

|               |                        |
|---------------|------------------------|
| 8:10 - 9:02   | 1 <sup>st</sup> Period |
| 9:07 - 10:00  | 2 <sup>nd</sup> Period |
| 10:05 - 10:57 | 3 <sup>rd</sup> Period |
| 11:02 - 11:54 | 4 <sup>th</sup> Period |
| 11:54 - 12:24 | Lunch                  |
| 12:29 - 1:21  | 5 <sup>th</sup> Period |
| 1:26 - 2:18   | 6 <sup>th</sup> Period |
| 2:23 - 3:15   | 7 <sup>th</sup> Period |

52 minute periods

### **Early Release Schedule      E**

|               |                        |
|---------------|------------------------|
| 8:10 - 8:53   | 1 <sup>st</sup> Period |
| 8:58 - 9:45   | 2 <sup>nd</sup> Period |
| 9:50 - 10:33  | 3 <sup>rd</sup> Period |
| 10:38 - 11:21 | 4 <sup>th</sup> Period |
| 11:21 - 11:51 | Lunch                  |
| 11:56 - 12:39 | 5 <sup>th</sup> Period |
| 12:44 - 1:27  | 6 <sup>th</sup> Period |
| 1:32 - 2:15   | 7 <sup>th</sup> Period |

43 minute periods

### **30 Min Assembly/Homeroom**

|               |                        |
|---------------|------------------------|
| 8:10 - 8:57   | 1 <sup>st</sup> Period |
| 9:02 - 9:50   | 2 <sup>nd</sup> Period |
| 9:55 - 10:25  | Assembly/HR            |
| 10:30 - 11:17 | 3 <sup>rd</sup> Period |
| 11:22 - 12:09 | 4 <sup>th</sup> Period |
| 12:09 - 12:39 | Lunch                  |
| 12:44 - 1:31  | 5 <sup>th</sup> Period |
| 1:36 - 2:23   | 6 <sup>th</sup> Period |
| 2:28 - 3:15   | 7 <sup>th</sup> Period |

47 minute periods

### **1 Hour Delay      O**

|               |                        |
|---------------|------------------------|
| 9:10 - 9:53   | 1 <sup>st</sup> Period |
| 9:58 - 10:45  | 2 <sup>nd</sup> Period |
| 10:50 - 11:33 | 3 <sup>rd</sup> Period |
| 11:38 - 12:21 | 4 <sup>th</sup> Period |
| 12:21 - 12:51 | Lunch                  |
| 12:56 - 1:39  | 5 <sup>th</sup> Period |
| 1:44 - 2:27   | 6 <sup>th</sup> Period |
| 2:32 - 3:15   | 7 <sup>th</sup> Period |

43 minute periods

### **2 Hour Delay      T**

|               |                        |
|---------------|------------------------|
| 10:10 - 10:45 | 1 <sup>st</sup> Period |
| 10:50 - 11:25 | 2 <sup>nd</sup> Period |
| 11:30 - 12:05 | 3 <sup>rd</sup> Period |
| 12:10 - 12:45 | 4 <sup>th</sup> Period |
| 12:45 - 1:15  | Lunch                  |
| 1:20 - 1:55   | 5 <sup>th</sup> Period |
| 2:00 - 2:35   | 6 <sup>th</sup> Period |
| 2:40 - 3:15   | 7 <sup>th</sup> Period |

35 minute periods

### **45 Minute Assembly      C**

|               |                        |
|---------------|------------------------|
| 8:10 - 8:55   | 1 <sup>st</sup> Period |
| 9:00 - 9:45   | 2 <sup>nd</sup> Period |
| 9:50 - 10:35  | Assembly               |
| 10:40 - 11:25 | 3 <sup>rd</sup> Period |
| 11:30 - 12:15 | 4 <sup>th</sup> Period |
| 12:15 - 12:45 | Lunch                  |
| 12:50 - 1:35  | 5 <sup>th</sup> Period |
| 1:40 - 2:25   | 6 <sup>th</sup> Period |
| 2:30 - 3:15   | 7 <sup>th</sup> Period |

45 minute periods

# **PUBLIC NOTICES**

## **SCHOOL DISTRICT POLICIES**

Copies of the School Board's adopted policies and administrative rules regarding the role and function of the School Board, administration of the District, personnel, employee benefits, students, fiscal management, support services, curriculum and instruction, and relationships with the community are available at all schools' request, as well as through the Superintendent's Office.

## **SUSPENSION OF DRIVING PRIVILEGES**

The superintendent may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. Upon receipt of district notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30<sup>th</sup> day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has 1) more than 10 consecutive school days of unexcused absences; or 2) fifteen school days total of unexcused absences during a single semester. The student has a right to appeal the superintendent's decision through district suspension/expulsion due process procedures.

## **NOTICE OF RIGHTS REGARDING STUDENT RECORDS**

**In accordance with Federal guidelines, parents or eligible students (if eighteen years of age or older) have the right to:**

1. Inspect and review student education records.
2. Request the amendment of the student's education record to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable State or Federal law authorizes disclosure without consent.
4. Pursuant to Oregon Administrative Rule 581-21-410, file with the United States Department of Education a complaint under 34 CFR § 99.64 concerning alleged failures by the District to comply with the requirements of Federal law.
5. Obtain a copy of the District policy and administrative rules regarding student education records. Copies may be obtained by contacting the Superintendent's office at the following address:

Superintendent's Office  
1920 Long Street  
Sweet Home, Oregon 97386

6. Access student records. Access rights shall be given to either parent unless the District has been provided with specific written 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.
7. Know that the District transfers educational records of students within ten days of receipt of a request for the student's records from another educational institution in which the student is enrolling.
8. The following kinds of information will be considered directory information and will be available for release by each school of Sweet Home School District #55: student's name, student's address, student's telephone listing, student's photograph, student's date and

place of birth; participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees or awards received, and the most recent previous school or program attended. Parents or eligible students **NOT wanting directory information released must identify the exclusions in writing to the principal of the appropriate school within fifteen (15) days of the annual notice published in the newspaper.**

### **RECORDS RETENTION SCHEDULE**

In compliance with the Public Schools of Oregon General Records Retention Schedule, certain student records will be destroyed or saved on microfilm. All students' records generated before June 1991 will be destroyed according to the State Archivist Retention Schedule. A special schedule approved by the State Archivist, authorizes the Sweet Home School District to destroy public records which have met the minimum retention period, subject to audit requirements of OAR 166-30-041 and any suspension ordered under the provisions of OAR 166-30-045. All information in student records will be destroyed except transcripts, cumulative records and health records. These items will be microfilmed. If a parent or eligible student objects to the destruction of the records in question, they must submit in writing to the Sweet Home School District within 2 calendar years of the student's graduation or withdrawal date.

### **CUSTODIAL PARENT/GUARDIAN INFORMATION**

This information is provided for students not living with both parents. Unless otherwise ordered by the court, an order of sole custody to one parent shall not deprive the other parent of the right to inspect and receive school records and to consult with staff concerning the child's welfare and education to the same extent as the custodial parent may inspect and receive such records and consult with staff.

### **CUSTODY**

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children **UNLESS** a parent has a court order that indicates which parent has custody of the child/children and under what conditions. The school **MUST HAVE A COPY OF THE COURT ORDER** on file, otherwise, either parent may check the child out of the school with proper identification. If a parent comes in with a court order stating current custody over the enrolling parent, s/he may take the child/children after documents are verified, as needed, and after effort has been made to reach the enrolling parent by phone.

### **HOMELESS STUDENTS**

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

### **WALK ZONES**

In accordance with Oregon Revised Statute 327.043, "A school district is required to provide transportation for elementary students who reside more than 1 mile from school and secondary school students who reside more than 1½ miles from school." Students within those boundaries must walk.

## **STUDENT INFORMATION**

### **"OPT-OUT"**

The District adheres to FERPA guidelines and allows for student privacy, when requested, with the completion and submission of the Student Information Opt-Out Form. Completion and submission of the form by parents/guardians will exclude/block the student from appearing in pictures, media/ communication channels, websites, etc.

### **INTEGRATED PEST MANAGEMENT PLAN (IPM)**

In accordance with ORS 634.116 the District has adopted an Integrated Pest Management Plan (IPM) with a list of low-impact pesticides for use with the IPM Plan. The Maintenance Supervisor shall serve as the IPM Plan Coordinator and for details; refer to the IPM Plan located on the District website.

## **ASSESSMENT, RECORDING AND REPORTING OF STUDENT PROGRESS**

Student progress in Sweet Home School District is assessed to determine how well the student is doing in reaching the instructional goals in each course taken. Periodic assessments are recorded in the teacher's grade book. Progress is averaged and calculated into a grade. The progress in each course is reported as a term grade and indicated on the report card.

Parents may make an appointment with the teacher, the building principal or the counselor if they desire to find out what the progress has been on any of the course work used to determine the grade. Instruction is related to the program guides, planned course statements and course goals. Assessment is for each unit or subpart of the instruction. Please contact your students' school administrator for questions.

## **GOAL BASED CURRICULUM**

### **NOTICE OF AVAILABILITY**

Instruction in the Sweet Home School District is based on program goals for each subject. The Essential Learning Skills and Common Curriculum goals adopted by the State Board of Education are included in the program. Course content is covered in Planned Course Statements at the High School and in course goals at the elementary schools. Each document includes course goals and objectives.

Copies of the District programs, planned course statements and elementary course goals are available in the District office, each building office, and in each library. Parents, the public and students may examine these documents at any time during the regular working hours.

## **INFORMATION REQUESTED**

In compliance with Public Law 94-142 the Sweet Home School District is searching for any handicapped children ages birth through 21 years living in the Sweet Home School District. Handicaps include things such as unusual learning needs, physical, mental, and emotional handicaps.

If you are aware of any pre-school handicapped children or school-age children not enrolled in school, please contact the Student Services Director at 541-367-7115.

## **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES**

Sweet Home School District is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Persons having questions

about equal opportunity and nondiscrimination are to contact District School Superintendent, Terry Martin, phone (541) 367-7126, 1920 Long Street, Sweet Home OR.

### **21<sup>st</sup> CENTURY SCHOOLS COUNCILS**

21<sup>st</sup> Century Schools Council meetings shall be subject to the Public Meetings Law, pursuant to ORS 192.610 – 192.690. Check with individual schools for meeting dates and times.

#### **ANNUAL NOTICE AS REQUIRED UNDER ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Sweet Home School District No. 55 has completed the initial phases of the Asbestos Hazard Emergency Response Act (AHERA) by having all facilities inspected for friable and non-friable asbestos-containing materials and having an Asbestos Management Plan developed. Asbestos-containing materials have been identified.

The District is implementing Response Actions, which include repair and removal of asbestos-containing materials. The asbestos management program will be an on-going effort and each response action will be documented in the management plan. Re-inspection of the asbestos-containing material will happen every six (6) months to assure the materials remain in a safe condition. The District also complies with Federal and State law for re-inspections.

Management Plans are available at the District Administrative Office and at each individual school/building for review. If you desire a personal copy please allow five (5) days notice. The cost is \$40 to cover reproduction.

Please contact the Maintenance Supervisor at 541-541-367-7131 or Business Manager at 541-541-367-7113 should you have any questions or concerns.

### **PARENTAL RIGHTS**

The district affirms the right of parents, upon request, to inspect a survey created by a third party before the survey is administered or distributed by the district to a student, any instructional material used by the district as part of the educational curriculum for the student or any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose. The district will ensure that activities requiring parental notification are provided.

### **ACCESS TO STUDENT INFORMATION BY MILITARY OR COLLEGE RECRUITERS**

Sweet Home School District receives funds from the federal government under the *Every Student Succeeds Act*. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students. It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address and telephone not be released by the district *without prior written parental consent*.

### **NOTICE OF VIDEO CAMERAS IN DISTRICT FACILITIES AND ON TRANSPORTATION VEHICLES**

Sweet Home School District is using video cameras at all District facilities and on transportation vehicles that transport students to and from curricular and co-curricular activities during the school year. The purpose of the video system is to improve student behavior and provide improved safety. Board Policy EEACCA relating to video cameras on transportation vehicles is available for review online at [www.sweethome.k12.or.us](http://www.sweethome.k12.or.us) or at the District Office.

**Sweet Home School District #55**

**STAFF ADMINISTERED  
MEDICATION PERMISSION AND ADMINISTRATION FORM**

Student's Name: \_\_\_\_\_

Medication administered by school staff must be delivered by the parent (or designee with written permission) to the school in its original container. Non-prescription medications must have the student's name printed on the original container.

For prescription medications, the physician's written instructions or the prescription label with the following information is required:

Name of student

Name of medication

Route (by mouth, on skin, in eyes/ears, etc.)

Dosage and frequency of administration

A completed and parent-signed medication permission and administration form (this form) must also accompany any medication.

| <u>Medication</u><br><u>eyes/ears)</u> | <u>Directions</u> | <u>Time</u> | <u># of days</u> | <u>Route (by mouth, on skin, in</u> |
|----------------------------------------|-------------------|-------------|------------------|-------------------------------------|
|----------------------------------------|-------------------|-------------|------------------|-------------------------------------|

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Diagnosis or reason for medication: \_\_\_\_\_

I hereby authorize designated school staff to administer the above listed medication to my child. I also authorize an exchange of information, as needed, concerning this medication between the school nurse and my child's health provider.

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sweet Home School District #55**  
**STUDENT ADMINISTERED**  
**MEDICATION PERMISSION AND ADMINISTRATION FORM**

Student's Name: \_\_\_\_\_

This parent permission form must be submitted for student self-medication of all prescription and non-prescription medications. A physician prescription must accompany any prescription medication.

A written treatment plan from a licensed healthcare professional for the managing of student's asthma and/or severe allergy will be required for use of medication by the student during school hours. School staff will request from parents back-up medication for emergency asthma/allergy care for that student at school.

A medical protocol developed and signed by a physician or other licensed health care professional regarding each student who self-administers non-injectable or injectable medications will be kept on file.

Building principal permission is required for all self-medication requests and permission for self-administered medication may be revoked if the student violates policy or medical protocol.

All prescription and nonprescription medication must be kept in its appropriately labeled, original container. Nonprescription medication must have the student's name printed on the container. **The student may have in his/her possession only the amount of medication needed for that one school day.**

**Sharing and/or borrowing of medication with another student is strictly prohibited.**

My child has permission to self-administer the following medication(s):

| <u>Medication</u><br><u>skin, in eyes/ears)</u> | <u>Directions</u> | <u>Time</u> | <u># of days</u> | <u>Route (by mouth, on</u> |
|-------------------------------------------------|-------------------|-------------|------------------|----------------------------|
|-------------------------------------------------|-------------------|-------------|------------------|----------------------------|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

Diagnosis or reason for medication:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I authorize an exchange of information as needed concerning this medication between the school nurse and my child's health care provider.

Parent/Guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

◆ For Office Use Only ◆

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_