

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

2026 – 2027

ELEMENTARY

Grades K – 6

**STUDENT/PARENT
RIGHTS
AND
RESPONSIBILITIES
HANDBOOK**



EMERGENCY INFORMATION

flashalert.net/news.html?id=1038

**CONDUCT CODES
DISCIPLINARY PROCEDURES
SELECT BOARD POLICIES
PUBLIC NOTICES
TRIP PERMISSION FORMS
MEDICATION FORMS
STUDENT INFORMATION OPT-OUT FORM**

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon
Revised: 2026

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 97836.



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 Ingirisiga 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)

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

District Administrative Offices

1920 Long Street, Sweet Home, OR 97386-2395

Terry Martin, Superintendent	541-367-7126
Kevin Strong, Business Manager	541-367-7113
Josh Darwood, Facilities Director	541-367-7110
Barbi Riggs, Director of Student Achievement	541-367-7175
Brian Brands, Student Services Director	541-367-7115

Foster Elementary School	541-367-7180
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P.O. Box 747, Foster, OR 97345

Shelly Nurre, Principal	Kari Housen, Secretary
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Hawthorne Elementary School	541-367-7167
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3205 Long Street, Sweet Home, OR 97386

Mark Looney, Principal	Carrie Brown, Secretary
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Holley Elementary School	541-367-7162
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40336 Crawfordsville Drive, Sweet Home, OR 97386

Josh Dargis, Principal	Ann Marie Marble, Secretary
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Oak Heights Elementary School	541-367-7165
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605 Elm Street, Sweet Home, OR 97386

Ryan Adams, Principal	Jill Moore, Secretary
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Sweet Home Junior High School	541-367-7187
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880 22nd Avenue, Sweet Home, OR 97386

Nate Tyler, Principal	Stacey Teter, Secretary
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Amanda GaVette, Assistant Principal	Brandy Cockrell, Secretary
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Tiffany Jacobs, Counseling	541-367-7414
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Sweet Home High School	541-367-7142
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1641 Long Street, Sweet Home, OR 97386

Ralph Brown Principal	Tiffany Sieminski , Secretary
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Stephanie Rabago, Assistant Principal	541-367-7144
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Aaron Huff, Assistant Principal	541-367-7143
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Attendance	541-367-7161
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Counseling	541-367-7155
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A Jay Bronson, Pool	541-367-7169
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Amber Walker, Nutrition Services Supervisor	541-367-7149
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PREFACE

In compliance with the Administrative Rules of the Oregon State Board of Education and its Minimum Standards, Sweet Home School District No. 55 is providing this handbook as prescribed by law. The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied.

Those who revised this handbook, along with the Sweet Home School District Board of Directors, feel that these general guidelines will help to provide for responsibility and a learning climate, in which the rights of all students are protected.

The Administrative Rules for Oregon Education and the Oregon Revised Statutes established these basic guidelines for student conduct:

1. Public school pupils shall comply with the rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teachers' authority.
2. The District School Board may authorize the discipline, suspension or expulsion of any pupil.
3. Willful disobedience, open defiance of a teacher's authority or the use of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school.
4. Expulsion of a pupil shall not extend beyond one calendar year and suspension shall not extend beyond ten school days (ORS 339.250 (5)). Notwithstanding subsection (5) of this section, a student bringing a weapon to school shall be expelled for not less than one calendar year (ORS 339.250 (6a)). For purposes of expulsion a "weapon" includes: a firearm, as defined in 18 U.S.C 921; a "dangerous weapon" as defined in ORS 161.015; a "deadly weapon" as defined in ORS 161.015 or a "destructive device" as defined in ORS 166.382.
5. Following expulsion of a pupil under subsection (2) of this section, a district school board may propose alternative programs of instruction or counseling, or both, for the pupil.
6. The District will notify students, parents, and guardians of the availability of alternative education programs when students meet one of the following conditions:
 - a) Upon the occurrence of a second or subsequent 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.
 - b) 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. Student attendance may be erratic with the student still benefiting from the educational program.
 - c) When the District is considering expulsion as a disciplinary alternative.
 - d) When a student is expelled.
 - e) When the student or the student's parent or legal guardian notifies the District of intent to withdraw from the program.
7. Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:
 - a) Theft.
 - b) Disruption of the school.
 - c) Damage or destruction of school property.
 - d) Damage or destruction of private property on school premises or during a school activity.
 - e) Assault or threats of harm (menacing).
 - f) Unauthorized use of weapons, (explosives, firecrackers, etc.) or dangerous weapons.
 - g) Unlawful use of drugs, narcotics or alcoholic beverages.
 - h) Persistent failure to comply with rules or the lawful directions of teachers or school officials.

These guidelines apply to students in kindergarten through grade twelve while in all school settings including field trips, bus transportation to and from school, athletic events and any other scheduled school activities.

It is the desire of the Sweet Home School District to continually appraise and update this document. Any suggestions for modification or addition to these guidelines are to be submitted in writing to the Superintendent of Schools of Sweet Home School District No. 55, 1920 Long Street, Sweet Home, OR 97386

SWEET HOME BOARD OF EDUCATION

The Sweet Home School Board consists of nine citizens of the School District, each of whom is elected or appointed to serve on the Board. Any adult resident may run for election to the Board providing certain legal requirements are met. Visitors are welcome at School Board meetings. All regular and special Board meetings are open to the public and all actions authorized or required by law are taken in open meeting. It is Board policy to act only on agenda items on which the Board has received information to review prior to the Board meeting. Persons who desire to place an item on the agenda for discussion or action must contact the Superintendent at least two weeks prior to the regularly scheduled Board meeting. This will allow the Superintendent time to research the agenda item in question and provide information to the Board prior to the meeting. Regular meetings of the Board are held on the second Monday of each month at 6:30 p.m. in the Conference Room of the District Administrative Office Building at 1920 Long Street. When there is a change in time, date, or place, public notice is given through the news media.

RIGHTS AND RESPONSIBILITIES

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students. In its pursuit to provide students with a high quality education, the Sweet Home School District recognizes the following:

1. The importance of parents, educators and students in understanding their rights and responsibilities;
2. The importance of parents, educators and students in forming a partnership to support the education process;
3. The importance of parents, educators and students in treating one another with mutual respect, despite differences of opinion;
4. The importance of establishing and maintaining a school climate which values and supports the learning of students;
5. With every right comes responsibilities.

Among these rights and responsibilities are the following:

1. Civil rights — including the rights to equal educational opportunities and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure their rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's school records;

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

It is the Board's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff to make rules regarding the orderly operation of the schools. The rights and responsibilities of students, including standards of conduct, will be made available to students, their parents, and employees through information distributed annually in this Student Rights and Responsibilities Handbook.

ACTIVITIES AND EXCURSIONS

On all activities and excursions, the same behavior outlined in these codes of conduct and Board policies will be expected of students with the exception of that which is modified by circumstances. Sweet Home School District is committed to providing access and reasonable accommodation in its services, programs, activities, education and

employment for individuals with disabilities. To request disability accommodation in the application process, contact the Superintendent's Office at least ten days in advance at: 541-367-7637. Sweet Home School, 1920 Long Street, Sweet Home OR 97386.

DUTIES OF STUDENTS

Student conduct in Sweet Home School District shall be based on respect and consideration of human rights. All students are required to:

1. Assume basic responsibility for their behavioral choices regarding academic performance, adult and peer relations and school rules and expectations.
2. Obey the statutes of the State of Oregon and local ordinances as applicable.
3. Comply with the written rules of the Board as specified in the *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook*, pursue the prescribed course of study and submit to the lawful authority of the teacher and school officials.
4. Behave in a socially acceptable manner, which includes using suitable language, treating other people fairly, refraining from racial or sexual harassment or discrimination by words or actions, or placing another person or person's property in reasonable fear of harm, respecting personal and public property and refraining from physical aggression.
5. Obey the rules and regulations developed by the school.

Students who violate these requirements and who make irresponsible choices or demonstrate out of control behavior will be subject to the enforcement of consequences necessary to develop or maintain the expected behavior or be liable for expulsion from school.

Before any consequence for unacceptable conduct is enforced, the student shall be informed of what s/he has done which has brought about the consequence and the student shall be given an opportunity to explain his/her conduct.

No student will be punished for conduct which occurs out of school, except at school related or supervised functions, at a bus stop or traveling to and from school behavior that damages school property, or an action which involves extreme disrespect to a staff member.

Consequences for unacceptable behavior will always be appropriate to the student's age, physical condition and the nature of the misconduct. Physical punishment or psychologically harmful consequences such as ostracism, ridicule or rejection shall not be used. Suspension or expulsion may be used, subject to specific guidelines and procedures contained in the *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook*.

STUDENT COMPLAINTS

The district recognizes that complaints regarding staff performance, discipline, grades, students' progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints may discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and negotiated agreements regarding the handling of complaints.

TRANSPORTATION

(BP EEACC)

The behavior outlined in this *Elementary Student/Parent Rights and Responsibilities Handbook* applies during bus transportation to and from school as well as during district-provided and/or approved transportation to and from any school related event such as athletic contests and field trips. Students must obey Bus Safety Rules as posted.

TRANSPORTATION CONTACT INFORMATION

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

The following regulations will govern student conduct on school buses and other vehicles transporting students and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through the bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Cell phone use on buses and activity transportation, If your students cell phone use becomes a problem, the bus driver will ask that the phone be put away for the ride, failure to do so will result in a written warning or more severe disciplinary actions.

The superintendent will establish other administrative regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such

regulations will be available to all parents and students and posted in each school bus or other district vehicle. Students who violate bus rules of conduct may be denied the use of district transportation.

DEFINITIONS OF DISCIPLINARY ACTIONS

Students who choose to behave irresponsibly can expect disciplinary actions. Depending upon the seriousness of the behavior problems, one or more of the following actions will be taken by school officials (teachers, administrators, or other school employees.) The actions are presented here in increasing order of seriousness.

INFORMAL TALK	A school official will talk to the student and try to reach an agreement regarding how the student should behave.
CONFERENCE	A formal conference is held between the student and one or more school officials. During the conference the student must agree to change his/her behavior.
PARENT CONFERENCE	A legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school official and other individuals involved.
DISCIPLINARY REASSIGNMENT	A reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school, not to exceed 5 days (in-school suspension). The student is excluded from the classroom and related activities during the reassignment. This includes no attendance at after school activities. This may include a referral to counseling. At this time students may be advised of district or community alternatives. Recorded in the student's behavioral file.
SHORT SUSPENSION	The student is informed that s/he is subject to a short suspension and will discuss the situation with the appropriate school official(s). The student is excluded from school and related activities during the suspension. This includes no attendance at after school activities. Parents will be notified in writing of the action taken. Recorded in the student's behavioral file.
LONG SUSPENSION	The student is informed that s/he is subject to a long suspension and is given the opportunity to discuss the situation with the appropriate school official(s). During a long suspension the student is excluded from school and related activities for 3-10 school days. This includes no attendance at after school activities. Parents will be notified in writing of the action taken. Recorded in the student's behavioral file. At the occurrence of a second 5-day suspension two alternative education options will be offered to the student.
EXPULSION	The student is informed that s/he is immediately suspended from school and that a recommendation for expulsion will be made to the hearings officer (Superintendent or his designee). An expulsion includes the removal of a student from school, from activities, and all related school functions. The hearings officer determines the length of time that a student is expelled. The student and his/her legal guardian will be notified of the pending expulsion and information about his/her rights under due process explained. Student and parents will be notified in writing of the action taken. Alternative education programs will be offered to the student. Recorded in the student's file.

*** CRIMINAL ACT**

Since these problem areas may also violate state law, school officials may need to notify the appropriate authorities

Consequences for Elementary Students

Problem Area	Offense	Minimum	Maximum
*Arson	Any	Parent Involvement	Expulsion
*Assault	Any	Parent Involvement	Expulsion
Bus Misconduct	Any	Warning	Loss of Bus Privileges for remainder of the year.
Cheating/Plagiarism	Any	Conference	Suspension
Defiance of Authority/ Disruptive Conduct	Any	Conference	Suspension
Disruptive Appearance	Any	Warning/Informal Talk	Parent Involvement
*Drugs or Alcohol	Any	Assessment & Conference	Expulsion
* Explosive Devices	Any	Conference	Expulsion
Failure to Report Threats or Serious Misconduct	Any	Conference	Suspension
*Fighting	Any	Parent Involvement	Expulsion
*Firearms	Any	Expulsion	Expulsion
*Forgery or Lying	Any	Parent Involvement	In-School Suspension
*Gambling	Any	Parent Involvement	In-School Suspension
*Gang Activity	Any	Conference	In-School Suspension
*Internet/Network Misuse	Any	Conference	Suspension
*Harassment / Intimidation / Bullying / Hazing / Menacing	Any	Warning	Suspension
Obscene Behavior	Any	Warning / Parent Involvement	In-School Suspension
Personal Electronic	Any	Warning / Parent	In-School Suspension

Device (Phone, Tablet)		Involvement	
Profanity / Vulgarity	Any	Warning / Parent Involvement	In-School Suspension

Consequences for Elementary Students

Problem Area	Offense	Minimum	Maximum
*Recklessly Endangering	Any	Parent Involvement	Suspension
*Sexual Harassment	Any	Conference	Expulsion
Tardiness	Any	Warning / Informal Talk	Parent Notification / Informal Letter
*Theft	Any	Parent Involvement	In-School Suspension
*Threat of Violence	Any	Conference (STAT)	Expulsion
*Tobacco Possession / Use	Any	Assessment & Conference	Suspension
*Trespassing	Any	No Trespassing Letter	Police Contact
Unexcused Absence / Truancy	Any	Warning / Informal Talk	Citation
*Vandalism / Graffiti	Any	Warning	In-School Suspension
Violation of School Rules	Any	Warning	Suspension
*Weapons (Other than Firearms)	Any	Conference	Expulsion

*Important! Since these problem areas may also violate state law, school officials may need to notify the appropriate authorities.

Senate Bill 553

Creates additional requirements for the use of out-of-school suspension or expulsion for students in fifth grade or lower. District school boards must adopt these in their written school discipline policies.

- Written policies must **“require consideration of the age of a student and the past pattern of behavior of a student prior to imposing suspension or expulsion.”**

- For students in fifth grade or lower, policies must **“limit the use of out-of-school suspension or of expulsion to the following circumstances:**

- **For nonaccidental conduct causing serious physical harm to a student or school employee;**
- **When a school administrator determines, based upon the administrator’s observation or upon a report from a school**

employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or

- **When the suspension or expulsion is required by law."**

- Policies must **"require the school district to take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting so that the disruption of the student's academic instruction is minimized."**

- The statute also clarifies the process for calculating removal days:
"As a half day if the student is out for less than or equal to half of the scheduled school day; and [a]s a full day if the student is out of school for more than half of the scheduled school day."

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon



EDUCATIONAL PHILOSOPHY

(BP – AD)

It is the belief of Sweet Home School District #55 that each student is a unique individual who varies in the time needed to reach his or her capabilities and that each student should be assisted to believe in himself or herself and strive to do his or her best as an independent learner. Thus, the primary aim of the Sweet Home Schools is to recognize individual differences in helping each child develop his or her individual abilities to the maximum.

The Sweet Home Schools are dedicated to the total personal development of each student to the limits of his or her abilities and interests in a sequentially coordinated curriculum that allows for individual differences. Staff members will strive to aid in each student's intellectual, physical, moral, emotional, aesthetic, and social growth so that he or she may become a useful and responsible member of home, community, and society while leading a personally rewarding life.

The Board believes that the ultimate goal of an education in the Sweet Home Schools should be to provide the student with the necessary skills and knowledge to lead a happy, productive life and to be an independent citizen in a rapidly changing society.

As each child's abilities develop, he or she is expected to acquire a high degree of proficiency in the use of skill subjects, to attain efficient and satisfying work habits, to grow strong physically, to acquire wholesome leisure time interests, to learn to give responsible direction to life, to develop desirable social attitudes, to assume citizenship responsibilities and to cultivate desirable intellectual interests.

In achieving this result, we believe that the school alone does not accomplish the development of the whole individual. The home and community must also contribute to student growth by establishing attitudes that stimulate learning. The ultimate success of the student is therefore dependent upon the student, the school, the home and the community.

SCHOOL SCHEDULES

First day of school September 8, 2026

Last day of school: June 17, 2027

NON-SCHOOL DAYS

October 9	Statewide Inservice	January 18	M.L. King Jr. Day
October 22-23	Parent/Teacher Conferences	January 29	Grading Day
November 11	Veterans' Day	February 15	Presidents' Day
November 25-27	Thanksgiving Holiday	March 22-26	Spring Break
December 21-January 1	Winter Break	April 8 & 9	Parent/Teacher Conferences
January 4	School Resumes	May 31	Memorial Day

2026-2027 BELL TIMES

Principals and Schools Start/End Times

SCHOOL	PRINCIPAL	GRADE LEVEL	START	DISMISS
Foster	Shelley Nurre	Grades K-6 <i>Early Release Wednesday</i>	7:45 a.m.	2:15 p.m. <i>1:15 p.m.</i>
Hawthorne	Mark Looney	Grades K-6 <i>Early Release Wednesday</i>	7:45 a.m.	2:15 p.m. <i>1:15 p.m.</i>
Holley	Josh Dargis	Grades K-6 <i>Early Release Wednesday</i>	7:45 a.m.	2:15 p.m. <i>1:15 p.m.</i>
Oak Heights	Ryan Adams	Grades K-6 <i>Early Release Wednesday</i>	7:45 a.m.	2:15 p.m. <i>1:15 p.m.</i>
Junior High	Nate Tyler	Grades 7-8 <i>Early Release Wednesday</i>	8:00 a.m.	3:00 p.m. <i>2:00 p.m.</i>
High School	Ralph Brown	Grades 9-12 <i>Early Release Wednesday</i>	8:10 a.m.	3:15 p.m. <i>2:15 p.m.</i>

**Please do not drop your student off or allow your child
to walk to school 1/2 hour or more before school is scheduled to begin.
Students should leave school shortly after the completion of classes in the afternoon.**

SCHOOL PICTURES

Student photos will be taken in the Fall. Each student will have his/her picture taken; however, purchase of these pictures is entirely optional. A make-up day for absent students will be scheduled. Please check with your child's school office for dates and times.

SCHOOL DISTRICT POLICIES

Copies of the School Board's adopted policies (BP) and administrative rules (AR) 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 the District Office and on the district website. Parents, the public and students may examine these documents at any time during regular working hours.

ACTIVITIES FUND MANAGEMENT

(BP – IGDG)

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.

The principal must approve all student activity fund expenditures.

ADMISSION

(BP – JEC, JECA, JECB)

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

ALTERNATIVE EDUCATION PROGRAMS

ESTABLISHMENT and NOTIFICATION

(BP & AR – IGBHA)

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

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

A list of alternative education programs will be approved by the Board annually. The superintendent may provide for the involvement of staff, parents or guardians and the community in recommending alternative education programs for Board approval, and in the development of related Board policy and an administrative regulation. Annual evaluation of alternative education programs will be made in accordance with Oregon Revised Statute (ORS) 336.655 and Oregon Administrative Rule (OAR) 581-022-2505. The superintendent will develop administrative regulations as necessary to evaluate the district’s alternative education programs.

Alternative education programs will consist of instruction or instruction combined with counseling. These programs may be public or private. A private alternative education program shall be registered with the Oregon Department of Education. Alternative education programs must meet all the requirements set forth in state law and rules, and federal law, as applicable.

Students, after consultation with a parent or guardian, may be placed in an alternative education program if the district determines that the placement serves the student’s educational needs and interests, and assists the student in achieving district and state academic content standards. Such placement must have the approval of the student’s resident district and, as appropriate, the attending district. The district will also consider and propose alternative

education programs for students prior to expulsion or leaving school as required by law.

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

Please contact the building principal if you have questions about alternative education programs.

ANIMALS IN THE SCHOOL

(BP – ING)

Permission is to be obtained from the principal before animals are brought into the school. Animals may not be transported on a school bus. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. Animals serving the disabled would be an exception to this policy. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

ASBESTOS

(BP – EB)

The District has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the District office. The business manager serves as the District's asbestos program manager and may be reached for additional information.

ASSAULT/FIGHTING/MENACING

(BP – JFCF, JFCM)

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student*

The Board, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon law.

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. Each student has the right to a safe learning environment. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Students, staff, or third parties may also be referred to law enforcement officials. The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

"District" includes district facilities, district premises, and nondistrict property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

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

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, and having the effect of:

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

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income, or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse between family and/or household members, as those terms are described in ORS 107.705.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. “Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, acts of cyberbullying, or retaliation.

“Menacing” includes any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.

Reporting The principal will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity, or in a vehicle used for district-provided transportation shall immediately report the incident to the principal. Failure of an employee to report any act of

hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence to the principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report concerns to the principal. A report made by a student or volunteer may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. The person who makes the report shall be notified when the investigation has been completed and, as appropriate, the findings of the investigation and any remedial action that has been taken. The person who made the report may request that the principal review the actions taken in the initial investigation, in accordance with district complaint procedures.

Notification to Parents or Guardians

The principal shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying.

The notification must occur with involvement and consideration of the needs and concerns of the student who was the subject to an act of harassment, intimidation, bullying or cyberbullying. The notification is not required if the principal reasonably believes notification could endanger the student who was subjected to an act of harassment, intimidation, bullying or cyberbullying or if all of the following occur:

1. The student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying requests that notification not be provided to the student's parents or guardians.
2. The principal determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying; and
3. The principal informs the student that federal law may require the student's parents and guardians to have access to the student's education record, including any requests of nondisclosure (from item 1 above).

If the principal determines the notification is not in the best interest of the student, they must inform the student of that determination prior to providing notification. When notification is provided, the notification must occur:

1. Within a reasonable period of time; or
2. Promptly, for acts that caused physical harm to the student.

Training and Education The district shall incorporate into existing training programs for students, information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, and acts of cyberbullying and this policy.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence, and acts of cyberbullying and this policy.

Threats of Violence

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage any district property, shall not be tolerated on district property or at activities under the jurisdiction of the district. Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to

report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence the staff member has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. The superintendent or designee shall notify the parent or guardian of any student in violation of this policy and the disciplinary action imposed. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

The district shall enforce this policy consistently, fairly and without bias against any student, including a student from a protected class as defined in Oregon Revised Statute 659.850. The principal shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage district property;
2. Placing the student in a setting where the behavior will receive immediate attention from an administrator, counselor, licensed mental health professional or others;
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting.

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations, other disciplinary options or other procedures as may be required by law and this policy shall be provided by the district.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the District's conduct codes and board policies during an assembly shall be subject to disciplinary action.

ATTENDANCE

(BP – JEA)

Goals of attendance requirements are to:

1. Contribute to the academic success of students;
2. Inform parents about their students' class attendance or nonattendance;
3. Place the responsibility for attendance in the hands of students and their parents;
4. Aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions;
5. Stress that punctual and regular attendance is a learned function necessary in coping with life;
6. Stress attendance may impact grades and credit;
7. Meet Oregon graduation requirements.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

The Board believes that regular school attendance is a prerequisite to a quality education. Absenteeism is one of the main causes of student failure and frustration within the school setting. This policy has been developed to assist parents and students in meeting their duties and responsibilities for regular attendance. Teachers and parents should convey through actions and words their support and the high value they place on regular attendance. Buildings are encouraged to develop policies that provide incentives for good attendance.

ASSESSMENT PROGRAM

(BP - IL)

Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Accordingly, the district shall maintain the following assessment program:

1. Criterion-referenced assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Individual diagnostic and ability evaluations in all grades when students have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. Other school wide and grade level wide assessments It is the intent of the Board that progress be measured in a manner that clearly enables the student and parents to know whether the student is making progress toward meeting or exceeding academic content standards. District, school and individual results shall be reported to the Board, parents and the community, as prescribed by law.

A parent on behalf of their student or an adult student may annually opt-out of taking a statewide summative assessment by completing and submitting ODE's opt-out form to the school. The district shall provide supervised study time for students who are excused from participating in the assessment. A student may be excused from the Oregon Statewide Assessment Program for disability or religious reasons. Parents and adult students will be provided the required notices and access to forms by the district that include a time frame in which statewide assessments will take place, and an adult student's or parent's right to request an exemption from taking the statewide summative assessments. The act of student-initiated test impropriety is prohibited. A student that participates in an act of student initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

AWARDS and SCHOLARSHIPS

The professional staff will maintain a set of criteria and procedures for presenting awards to students for scholarships, distinguished service or participation in school activities. Principals will review and approve proposed trophies, prizes, scholarships or other awards from non-school donors. All honors, awards and scholarships will be conferred under the supervision of the principal.

BEHAVIOR MANAGEMENT - RIGHTS & RESPONSIBILITIES

(BP - JF/JFA)

The most effective teaching and learning takes place in a positive, supportive environment. Consequences for rule infractions will include a skill-building component and be handled in a manner that preserves peoples' dignity. Consequences will follow a "Continuum of Services" framework, which students move through as increasing educational interventions become necessary. This may include problem-solving talks and counseling, re-teaching the skills needed to behave responsibly, involvement of students in defining acceptable behavior, and involvement of parents when the student refuses to accept responsibility for his/her behavior.

When problem-solving and skill development approaches have not succeeded in assisting a student whose behavior interferes with the learning environment, they can be coupled with other disciplinary actions including detention, suspension and exclusion of the student in accordance with Board policy.

The student has the right to be informed of the reasons for corrective measures. The goal of corrective measures should always be to assist students in taking responsibility for their behavior.

A Sweet Home School District *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook* will be a part of re enrollment each school year.

The District has adopted a behavior management system called P.B.I.S. (Positive Behavior Intervention Support). We know that students who are not well behaved impede the learning process for others in the classroom. Through PBS, the staff is interested in establishing a positive school climate where all students can learn.

Research has shown that 85-90% of students can function appropriately with a school-wide approach called "Universal Interventions", which refers to interventions that all students receive such as being taught behavior

expectations. Research also shows that 7-10% of the student population is at-risk and will need more “Selected Interventions”, which refers to interventions that selected students receive such as intensive social skills. The high-risk students range from 3-5% of the school population. These students will receive individual interventions called “Targeted Interventions” that are developed by a team made up of parents, staff, and sometimes outside agencies.

Some District schools have adopted three general rules that are in effect in all areas. These three rules are:

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

Staff knows that to create an effective behavior program, we must:

- Target all students
- Create an encouraging and supportive culture in the school
- Recognize students’ positive behavior
- Target all forms of behavior
 - Safe
 - Respectful
 - Responsible
- State rules positively
- Teach expected behaviors to all students

These rules are posted in the hallways and other locations as a reminder to everyone. Our staff is committed to interacting with each other and with your child in this same positive way as we model appropriate behavior on a daily basis. We desire our class time to be used for the learning process so that each student can receive the maximum opportunity to progress and grow.

BICYCLES ON SCHOOL GROUNDS

Bicycles are considered non-motorized vehicles. Students may ride bicycles to school. Bicycle riders must observe safe and lawful practices. Bicycles must be parked in a designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. For safety, students riding their bikes to school must travel into school using the safest route. Check with the school office for specific directions and designated parking area(s).

The District assumes no responsibility or liability for loss or damage to bicycles.

CELL PHONES/PERSONAL COMMUNICATION DEVICES

(BP-EGACA)

Personal communication devices may include, but are not limited to, cell phones, and two-way radios. The use of personal communication devices shall not interfere with normal school activities. Personal communication devices will be turned off while at school, unless use is authorized by a building administrator.

CO-CURRICULAR ACTIVITIES

(BP & AR – IGD)

Cocurricular/Extracurricular activities will be organized, supervised activities conducted under the sponsorship of the district.

Cocurricular/Extracurricular activities are considered to be any activity such as, but not limited to, student government, contests, athletics and clubs. Participants in these activities will be subject to the basic rules pertaining to cocurricular/extracurricular activities and the district’s student code of conduct.

These rules are to be followed and enforced by activity coaches or advisors. Offenses will be handled by district-approved procedures.

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

Activity advisors or coaches who issue any additional rules for individual activities must obtain approval from the superintendent or designee prior to allowing participation.

COMPLAINTS

EDUCATION STANDARDS COMPLAINTS

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

INSTRUCTIONAL MATERIALS COMPLAINTS (BP & AR – IIA)

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, procedures may be requested from the Superintendent's office. The principal will be available to assist in the completion of such forms as requested.

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

SEXUAL HARASSMENT COMPLAINTS (BP & AR – GBN/JBA)

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment. The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

STUDENT/PARENT COMPLAINTS (BP – JFH)

It is the philosophy of Sweet Home School District that students have an inherent right to express their personal grievances and that the school has a responsibility to address itself to those expressed grievances. The student should discuss the complaint with a teacher, counselor or administrator of their choosing. If the results are not satisfactory, the student should report the matter to the principal, and the principal will arrange for a hearing to review the complaint. The hearing procedures are described in BDE-AR (8). If the complaint is based on discrimination of gender or disability, the student can make a report to the district's Title IX coordinator: 1920 Long Street, Sweet Home, OR 97386 or call at 541-367-7126.

COMPUTER USE

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

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

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

- Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
- Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
- Monitoring the online activities of minors;
- Denying access by minors to inappropriate matter on the Internet and World Wide Web;
- Ensuring the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
- Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
- Installing measures designed to restrict minors' access to materials harmful to minors.

The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about the district students or staff. Regulations shall insure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

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

The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.

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

INTERNET/WEB POLICY – (BP - IIBGB)

Most classrooms have access to the Internet. Students will only be allowed access to the Internet under direct teacher supervision. The following is the Sweet Home School District's "Student Internet Policy".

1. District Website

- a. Web Policy The district may establish a website. Material appropriate for placement on the district website includes: district information, school information, teacher or class information, student projects and student extracurricular organization information. Personal, non-educationally related information will not be allowed on the district website.
- b. The superintendent will designate a district Web publisher, responsible for maintaining the official district website and monitoring all district web activity. The web publisher will develop style and content guidelines for official district and school web materials and develop procedures for the placement and removal of such material. All official district material originating from the district posted on the district

website must be approved through a process established by the district web publisher.

2. Teacher Web Pages

Teachers may establish web pages using Google Sites, for use with class activities or that provide a resource for parents, students or teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher web pages will not be considered official material but will be developed in such a manner as to reflect well upon the district and school.

3. Staff Web Pages

Staff may develop web pages using Google Sites, that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff web pages will not be considered official material, but will be developed in a manner as to reflect well upon the district.

4. Student Web Pages

- a. Students may create a website as part of a class activity. Material presented on a student class activity website must meet the educational objectives of the class activity.
- b. Student web pages must include the following notice: “This is a student web page. Opinions expressed on this page shall not be attributed to the Sweet Home School District or LinnBenton-Lincoln ESD.”
- c. Student web pages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

5. Extracurricular Club and Organization Web Pages

- a. With the approval of the building principal, extracurricular club and organizations may establish web pages. Material presented on the organization web page must relate specifically to organization activities.
- b. Club and organization web pages must include the following notice: This is a student extracurricular club or organization web page. Opinions expressed on this page shall not be attributed to the Sweet Home School District or Linn-Benton-Lincoln ESD.

Web Page Design

- a. All district Acceptable Use policy provisions will govern material placed on the web.
- b. Web pages may:
 1. Contain directory information of students unless parents have submitted in the “Student Information Opt-Out” form, IIBGB-AR, to the principal stating they do not want directory information about their student shared.
 2. Display photographs or videos of any identifiable individual unless parents have notified the principal in writing not to share their child’s directory information.
 3. Not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption.
- c. Material placed on the website is expected to meet academic standards of proper spelling, grammar and accuracy of information.
- d. Students may retain the copyright on the material they create that is posted on the web. District employees may retain the copyright on the material they create and post if appropriate under district policies.
- e. All web pages should carry a stamp indicating when it was last updated and the E-mail address of the person responsible for the page.
- f. All web pages should have a link that will help users find their way to the appropriate home page.
- g. Users should retain a backup copy of their web pages.

CUSTODY CUSTODIAL PARENT/GUARDIAN

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.

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.

DISCIPLINE/DUE PROCESS

(BP – JGA, JGB, JGD & AR, JGDA/JGEA & AR, JGE)

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

Sweet Home School District annually distributes to all students an *Elementary & Junior High Student/Parent Rights and Responsibilities Handbook* that defines student rights and responsibilities.

A student who violates conduct code(s) and/or board policies shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

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

Off campus and outside of school time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

In addition, when a student commits drug, alcohol and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement officials.

DISCRIMINATION

(BP – JB)

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, gender identity, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district or denied access to facilities in the district. A student or parent may also access and use the district's general complaint procedure through Board policy KL - Public Complaints. All reports, complaints or information will be investigated.

The district will communicate the availability of policy and available complaint procedures to students and their parents through available district communication systems and will be published to the district website and made available at the district office during regular business hours.

A student of the district may not be subjected to retaliation by the district for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or

regulation.

DISCRIMINATION ON THE BASIS OF SEX COMPLAINTS

(BP – JB, JBA/GBN)

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the building principal or the superintendent, the District's compliance officer.

DISEASES

COMMUNICABLE DISEASES (BP – JHCC)

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided for by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The district will include, as a part of its emergency plan, a description of the actions to be taken by district personnel in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The district shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

DISTRIBUTION OF MATERIALS

(BP – KJA)

Requests by individuals or groups, including staff members, to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the school administration. Materials and the proposed method of distribution shall be subject to review.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

The administration shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
3. Solicitation of school-related groups such as parent organizations to distribute materials.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

DRESS AND GROOMING

(BP & AR JFCA)

Student dress and grooming is the responsibility of the individual and their parents in cooperation with district guidelines:

1. Dress and grooming shall be clean and in keeping with health, sanitary and safety practices;
2. When a student is participating in special activities, dress and grooming shall not, in the judgment of those responsible for that activity, substantially disrupt the activity or constitute a threat to the health and safety of the student or others;
3. Students choosing to dress in a manner which is disruptive to the learning environment or not in keeping with health, sanitary and safety practices may be denied the opportunity to participate in the educational program or activity;
4. Clothing and other accessories worn for the purpose of identifying youth gang membership or youth gang support clearly interferes with the learning process and school climate. Such clothing and accessories are prohibited on district property and at school-sponsored events.

Dress and grooming while in school are primarily the responsibility of students and parents. However, students may be directed to change dress or grooming if it substantially disrupts the educational program or school climate, is unclean, or threatens the health or safety of the student or others.

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

1. Vulgar or insulting;
2. Alcohol, tobacco or drug related;
3. Sexually suggestive;
4. Identify or support gang membership; or
5. Ridicule a particular person or group.

If a student's dress or grooming is judged inappropriate, the student may be counseled, asked to change, asked to wear the specific item inside out, sent home or subject to disciplinary action if violations persist.

DRILLS – FIRE, EARTHQUAKE, LOCKDOWN and OTHER EMERGENCIES

One fire drill each month, two earthquake drills each year, and one lockdown drill each semester will be conducted for students in grades K-12. Drills will be conducted in accordance with the provisions of Oregon Revised Statutes.

DRUG & ALCOHOL FREE

(BP – IGAEB, BP - JFCG, BP & AR - JFCH/JFCI)

Students have a right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal and harmful and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

Student substance abuse, possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities

and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

For the purpose of this policy, “tobacco products” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

For the purpose of this policy, “inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private health care system.

Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all district grounds, including parking lots, at school-sponsored activities and in district vehicles.

Any person under age 21 possessing a tobacco product or inhalant delivery system on district property, in a district facility or while attending a district-sponsored activity is in violation of state law and is subject to a court-imposed fine.

EDUCATIONAL RECORDS

Educational records are those records maintained by the District that are directly related to a student.

The district’s reporting system shall be based on Board-adopted course content and clearly show the student and parent whether the student is achieving course requirements at the student’s current grade level or course content level; shall be based on the student’s progress toward mastery of a continuum of academic knowledge and skills; and may be based on the student’s progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student’s grades.

Letter grades will be used in the district. Grading will be conducted on a Semester basis.

The semester grade will be based on many factors, such as: classroom assignments, both oral and written; class participation; special assignments; research; activities of various types and kinds; and special contributions.

At the beginning of the grading period students and parents will be informed regarding the basis of the grades and the methods to be used in determining them.

PERSONALLY IDENTIFIABLE INFORMATION

(BP & AR-JOB)

Personally identifiable information includes, but is not limited to:

1. Student’s name, if excluded from directory information, as requested by the student/parent in writing;

2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student ID number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

Except for exceptions to prior consent, personally identifiable information will not be released without prior written and dated consent of the parent, student 18 years or older or emancipated.

SOCIAL SECURITY NUMBER

The district is required by law to inform you about the use of student Social Security Numbers. The following is provided for your information.

Providing your social security number (SSN) is voluntary. If you provide it, the school district will use your SSN for record keeping, research, and reporting purposes only. The school district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described.

OAR 581-021-0250 authorizes school districts to ask you to provide your social security number. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows: The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research and program improvement. State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success. Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

ELECTRONIC EQUIPMENT

(BP- JFCEB)

The District is not responsible for students' personal electronic equipment and highly recommends items not be brought to school. Electronic equipment may include, but is not limited to; Ipods, MP3 Players, DVD players, CD players, etc.

EMERGENCIES

ALLERGIC REACTIONS

It is important that school personnel be aware of any unique physical problems or allergic reactions that your child might encounter at school. That kind of information can assist us in providing or obtaining proper treatment. If

your child has allergies to bee stings, certain kinds of medication, foods, etc., please share that information with us. Also, please share information regarding the likelihood of fainting spells, seizures, etc.

CHANGE OF ADDRESS/PHONE NUMBER - DOCTOR PREFERRED IN EMERGENCY

Your child's school(s) will be sending a form home for you to complete and return to school that will provide the school with necessary emergency information.

If your child becomes ill or is injured while at school, the school will try to contact you and arrange for the child to be cared for. If there are times when a parent cannot be contacted by phone or cannot come for the child, another person should be designated that the school may contact in an emergency. If you change doctors, please let your child's school know in writing, so we can keep school records up to date.

Please realize that we need written permission from you as parents or legal guardians so that in case of an emergency we can obtain treatment for your child. The school will, of course, try to contact you first except when conditions necessitate calling an ambulance first.

EMERGENCY MEDICAL TREATMENT (BP & AR – EBBA)

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention for a student is the responsibility of the student's parent(s), or of someone the parent(s) designate in the case of an emergency.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first-aid treatment to an immediate supervisor.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment.

All employees are expected to know where first-aid supplies and equipment are kept in their work areas. Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have, at a minimum, at least one staff member with a current first aid card for every 60 students enrolled or an emergency response team per building. Such a team shall consist of no less than six persons who hold current first-aid/CPR cards and who are trained annually in the district and building emergency plans. Names of the designated employees will be posted.

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 include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules. If conditions vary from one area of the school district to another, the superintendent may close schools only in that area affected. At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

FEES/FINES/CHARGES

(BP & AR – JN)

The Board recognizes the need for student fees to fund certain school activities which are not sufficiently funded by the district. No student will be denied an education because of their inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment. All student fees and charges, both optional and required, will be listed and described annually in the student/parent handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates

for such fees and charges as well as of possible penalties for failure to pay them. In accordance with the law and Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. The district may pursue fees, fines or damages through a private collection agency or other method available to the district. The district may waive fees, fines and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student or if the cost of collection would be more than the total collected or there are mitigating circumstances, as determined by the superintendent. Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in Oregon Revised Statute (ORS) 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

FIELD TRIPS

(BP – IICA)

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in District-sponsored field trips. This means students are subject to the school's student conduct rules, applicable board policy and such other rules as may be deemed appropriate by the field trip supervisor. A trip permission form is available in the back of the handbook.

FILMS/VIDEOS

(BP & AR – IIABB)

The Board recognizes the showing of commercially produced and rated feature films and videos, or segments of such, or other media, may have a legitimate purpose in a school's educational program. Since the content of these materials customarily is designed for general audience viewing, the Board feels certain precautions should be taken to ensure the showing of particular material is consistent with the educational values espoused by the district. All copyright laws must be followed. Regardless of the ratings, teachers must use their professional and prudent judgment in showing film, video or other media in their entirety or in part. Films, videos or other media are to be used only in the context of legitimate educational purposes, in accordance with the district curriculum for the class in which it is shown. The building administrator will monitor policy implementation and will have the final authority to make decisions as to the appropriateness of any film or video (or segment thereof) or other media shown within the school.

FOOD FROM HOME

Parents are asked to arrange with the classroom teacher before bringing snacks to school. Parents are welcome to bring food or beverages from home as a special snack for students or for special occasions like holidays or birthdays. However, this food must be commercially purchased rather than home prepared.

FUND RAISING ACTIVITIES

(BP – IGDF, IGDG, KI)

All fund raising must be approved by the superintendent or designee and supervised by the appropriate adviser. Activities that include fund raising for charitable or other causes not relating to school activities, must obtain prior approval from the principal and/or the superintendent. A student or staff member may not solicit funds in the name of a school in the district or in the name of the district through the use of internet-based or crowd-funding types of fund raising, without the approval of the principal and/or superintendent. Fund-raising projects involving the sale of products must also be approved by the activity sponsor and by the principal, before the activity is initiated. Solicitation of funds is expressly prohibited without the superintendent's consent. If fund raising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules and laws. This does not apply to food and beverage items sold at school-related or nonschool-related events for which parents and other adults are a significant part of the audience.

GANGS

(BP – JFCEA)

The Board feels that the presence of gangs and gang activities can cause a substantial disruption of, or material interference with, school and school activities. A “gang” as defined in this policy means a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

By this policy, the Board acts to prohibit the existence of gangs and gang activities. No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang;
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in a gang;
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for membership in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. Committing any other illegal act or other violation of school district policies;
 - d. Inciting other students to act with physical violence upon any other person.

GIFTS

(BP – GBI)

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.

CURRICULUM DEVELOPMENT

(BP – IFD)

The Board recognizes that to improve the quality of instructional programs and to respond to changing societal and community needs, it cannot permit the curriculum to remain static. The Board deems it essential that the district develop and implement an instructional management system which will modify curricula to meet changing needs, ensuring quality educational programs serving each individual student’s interests. While the Board retains its full rights and responsibilities under the laws and regulations of the state of Oregon with regard to determining curriculum, it authorizes the superintendent to organize committees and other structures which would be responsive and representative in planning curriculum improvements and be effective at implementing approved changes. Decision making within the curriculum improvement process should be based on reliable data collected through a comprehensive assessment of needs. The assessment should include, but is not limited to, evaluation of student performance using appropriate measurement tools and procedures, surveys of parent perceptions and professional staff recommendations.

GRADING and REPORTING OF STUDENT PROGRESS

(BP – IK, IKA, IKAB)

The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students’ needs and growth; thus, a sharing of information among parent, teacher and student is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student’s current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational or public school options.

The Board directs staff to follow these guidelines in measuring and determining student progress:

1. Parents and students will be informed at least annually, of their student’s progress toward achieving the academic content standards, including but not limited to:

- a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
 - b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
 - c. Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;
 - d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
 - e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application and demonstration of the Essential Skills.
2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
 3. Insofar as possible, distinctions will be made between a student's attitude and their academic performance. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be a sole criterion for the reduction of grades;
 4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;
 5. When no grades are given but the student is evaluated in terms of progress, the school staff will show whether the student is achieving course requirements at the student's current grade level;
 6. The staff will take particular care to explain to students the meaning of marks and symbols used to reflect student performance.

GUIDANCE PROGRAM

The district's coordinated comprehensive school counseling program supports the academic, career, social-emotional, and community involvement development of all students. Each school will have a comprehensive counseling program for students in grades K-12, which will be based on the Oregon Department of Education's Oregon's Framework for Comprehensive School Counseling Programs.¹ The district's comprehensive school counseling program may include a child development specialist program for grades K-8 students and families who reside in the attendance areas of district schools

IMMUNIZATIONS

(BP- JHCA/JHCB)

Proof of immunization must be presented at the time of initial enrollment in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption or immunity documentation². The administrator or designee is authorized to exclude any student from school attendance for noncompliance with the statutes and rules. The administrator or designee will notify the parent in writing of the reason for the exclusion, stating that the student will continue to be excluded until the student has complied with the requirements. The notice will also inform the parent that a hearing will be afforded upon request.

INSURANCE

(BP- EIA)

The School District does not have accident insurance coverage on individual students while at school. Such coverage is the responsibility of the parent. The School Board does contract with an insurance carrier to provide low cost insurance to families, but purchase of student accident insurance from the carrier constitutes an agreement between the student/parents and the insurance company, not the District. This voluntary student health insurance is available to meet the insurance coverage requirement or to supplement existing health insurance coverage. This voluntary student health insurance is NOT sponsored by the School District and is available to parents at their own expense. The carrier for the voluntary student health insurance is a private organization and is not affiliated with Sweet Home School District in any official capacity. All students participating in co-curricular activities involving physical exertion MUST provide proof of insurance prior to participation.

INTEGRATED PEST MANAGEMENT PLAN (IPM)

(BP – EBB)

To ensure the health and safety concerns of student, staff and community members, the district shall adopt an

integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan. 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 Plan Coordinator. For details, refer to the IPM Plan located on the District web site.

LOITERING/TRESPASS

(BP – KK)

No individual may loiter in or near a school building or grounds. Loitering means not having any reason or relationship involving custody of, or responsibility for, a student; or upon inquiry, not having a specific, legitimate reason for being there. Visitors in the school building during a normal school day shall first come to the main office and arrange to conduct their business. The principal will approve requests to visit as appropriate. To help protect student and school property and to prevent disruptive activity, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds.

STUDENT SEARCHES

(BP – JFG)

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible. The superintendent shall develop an administrative regulation for implementing this policy in a manner which protects students' rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board's policy and accompanying regulation shall be included.

LOST and FOUND

Students are encouraged to leave valuable items and money at home and it is suggested that all personal items and clothing be labeled. Found items should be brought to the office and all losses should be reported to the office immediately. People looking for lost items should check in the main office. Reasonable care will be given to all lost and found articles turned in. Lost and found items not claimed will be given to a charitable organization periodically. Please check with your child's school office for the specific location of lost and found items.

LUNCH and BREAKFAST PROGRAMS

(BP & AR – EFAA)

There will be no charge for school breakfast and lunch at all Schools for the 2025-2026 school year. Milk may be purchased separately at 40¢ per half-pint. Of course, it is perfectly acceptable for students to bring their lunch from home.

MENUS

A menu/newsletter is sent home with each elementary student at the beginning of the month. The menu/newsletter tells parents two things: (1) what the lunch choices are for the month and (2) school activities for the month. Elementary schools now offer a choice of entrees each day. The students choose which entree they want during morning attendance. When students get to the cafeteria, they can choose different food items from a variety bar to go with their entree. Elementary lunch orders are placed with the School District cafeteria at 8:00 a.m. each morning. If your child is going to be late for school and is planning to eat a school lunch, you must call school before 8:15 a.m. to inform us your child is going to be late, and would like a school lunch. Every effort is made by our lunchroom supervisors to encourage good table manners and good eating habits during lunch. If your child will not eat what is being served on a particular day, we recommend you send a cold lunch that day.

LUNCHEs at HOME

Elementary and Jr. High students going home for lunch must bring a note signed by the parent or legal guardian. The note must designate the date(s) the student is to eat at home.

MEDIA ACCESS TO STUDENTS

(BP – JOD, JOD)

The Board recognizes the important role the media serves in reporting information about the district's programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and district goals. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINES ADMINISTERED by STAFF to STUDENTS at SCHOOL

(BP & AR – JHCD/JHCDA)

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to themselves prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school. The district shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). A current first-aid and CPR card is required for designated personnel. When a licensed healthcare professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law. The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

MEDICINES SELF-ADMINISTERED by STUDENTS AT SCHOOL

(BP & AR – JHCD/JHCDA)

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication. A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber. A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Federal Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law. A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law, is required and will be kept on file.

PHOTOS/VIDEOS

STUDENT INFORMATION OPT-OUT

The District adheres to the **Family Educational Rights and Privacy Act** (FERPA) guidelines and allows for student privacy, when requested, with the Student Information Opt Out Form. Completion and submission of this form by parents/legal guardians will exclude/block your student from appearing in pictures, various media/communication channels, showcasing of student work and potentially many other things as well. If you decide to have your student excluded/blocked from these various forms of communication, it is strongly recommended that you discuss the decision so the student can fully understand the reasoning behind it. The form needs to be completed and returned at the beginning of each school year.

PHYSICAL FORCE

(BP – JGA)

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment. "Corporal punishment" is defined as the willful infliction of, or willfully causing the infliction of, physical pain. No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official. A staff member is authorized to employ reasonable physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303. Physical force shall not be used to discipline or punish a student.

PROFANITY

The District and community believe that students in the Sweet Home Schools shall behave in a positive, socially acceptable manner, which includes using suitable language, free from profanity. Profanity is obscene, vulgar or disrespectful language. It also includes materials, gestures, actions or unacceptable decorations on clothing or personal belongings. Our belief is that if students can speak appropriately any of the time, they can speak appropriately all of the time. Therefore, students who choose to behave irresponsibly can expect disciplinary action.

PROGRAM EXEMPTIONS

(BP – IGBHD)

The district may excuse students from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative education program for credit may be provided. When granted, the Board's approval of an alternative is based upon and includes: 1. 2. A written request from the student and the student's parents or guardian listing the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt; An evaluation of the request and approval by appropriate school personnel (the alternative should be consistent with the student's educational progress and career goals as

described in OAR 581-0222270 and OAR 581-022-2060). Following approval by the Board at one of its scheduled meetings, and upon completion of the alternative, credit shall be granted to the student.

PROMOTION and RETENTION OF STUDENTS

(BP - IKE)

The Board is dedicated to total and continuous development of each student enrolled. The professional staff are expected to place students at the grade level best suited to them academically, socially and emotionally. Students will normally progress annually from grade to grade. A student who cannot demonstrate proficiency in each subject area or who are not making adequate progress toward demonstrating proficiency in their grade levels, may be considered for retention. A student may be considered for promotion if the student has satisfied the requirements for the student's current grade level. A recommendation for retention or promotion of a student should be considered only after other options have been pursued and explanation to the students' parents. The final decision for promotion or retention will rest with school administration.

RELEASE OF STUDENTS FROM SCHOOL

(BP - JEDB, JEFA)

No district staff may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal or designee. A student will not be released to any person without the approval of their parents. The principal or designee will develop procedures for parents requesting to pick up their student from school prior to the scheduled end of the student's day.

The Sweet Home School District campuses for students in grades K - 8 are closed from the time of arrival on campus until classes are dismissed at the end of the school day. No student is to leave at any time, for any reason, with the following exceptions: 1. 2. A specific need verified by parent and approved by the administrator; Students who have parent- and school-approved work-release privilege. Students who leave school grounds without authorized permission are considered truant. Sweet Home High School's campus is closed as described above except for the lunch period. At all other times of the school day high school students will abide by the above described requirements.

REPORTING OF SUSPECTED CHILD ABUSE

(BP-JHFE/GBNAB)

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation. Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator. The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

REPORTS TO STUDENTS and PARENTS

(BP – IK, IKAB)

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student's current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational or public school options. Parents and students will be informed at least annually, of their student's progress toward achieving the academic content standards,

SCHOOL SUPPLIES

Students need to provide themselves with necessary supplies for their individual classes. It would be helpful if parents would check these items periodically because children tend to forget obvious things, such as paper and pencils.

SEARCH and SEIZURE

(BP – JFG)

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time. Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent. District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.

STUDENT INFORMATION

(BP-JOA, BP & AR-JOB & BP & AR-IIBGC)

DIRECTORY INFORMATION (JOA)

"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. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student's name;
2. Student's address;
3. Student's telephone listing;
4. Student's electronic address;
5. Student's photograph;
6. Date and place of birth;

7. Major field of study;
8. Participation in officially recognized sports and activities;
9. Weight and height of athletic team members;
10. Dates of attendance;
11. Grade level;
12. Diploma, honors or awards received;
13. Most recent previous school or program attended.

PERSONALLY IDENTIFIABLE INFORMATION (JOB)

Personally identifiable information includes, but is not limited to: Student's name, if excluded from directory information, as requested by the student/parent in writing; Name of the student's parent(s) or other family member; Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing; Personal identifier such as the student's social security number or student ID number or biometric record; A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name; Other information alone or in combination that would make the student's identity easily traceable; Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

STUDENT INFORMATION "OPT-OUT"

The District adheres to the Family Educational Rights and Privacy Act (FERPA) guidelines and allows for student privacy, when requested, with the Student Information Opt Out Form located in the back of the handbook. Completion and submission of this form by parents/legal guardians will exclude/block your student from appearing in pictures, various media/communication channels, showcasing of student work and potentially many other things as well. If you decide to have your student excluded/blocked from these various forms of communication, it is strongly recommended that you discuss the decision so the student can fully understand the reasoning behind it.

STUDENT SERVICES DEPARTMENT

Alternative Education

Parents can access District Alternative Ed. reports on the District website: www.sweethome.k12.or.us

Communication Disorders Program

The District has three Speech/Language Pathologists and two specially trained speech assistants. The specialist and assistants screen the hearing of students in grades K, 1, 2, 3 and all elementary students new to the district, as well as students referred for suspected hearing problems. They also screen speech and language skills of all students referred at the elementary level. Parents will be contacted ONLY in the case that there is a concern about the child's hearing. The specialists provide speech, language and fluency instruction to students who need extra help.

Educational Evaluations

Testing is coordinated for all programs so that a student is placed in the proper program when testing is completed. Parent permission is necessary before doing any individualized testing on a child, which may result in the child's placement in a special education program.

Linn-Benton Education Service District (ESD)

In coordination with our district, the following providers are available:

Occupational Therapist	Physical Therapist	Autism Specialist
Vision Impaired Specialist	Hearing Impaired Specialist	School Psychologist
Behavior Management Specialist	Family Support Counselors	Truancy Officer

Department of Human Services

As part of a grant funded through the State of Oregon, staff in this department work closely with the school nurse and community agencies to make health care and social services more accessible to kids and families through the schools. Family Services assists individual families to link up with health and social services by providing information, referral

and in-home support. Additional components of the project include parent support and educational opportunities, a respite program for kids with special needs and recreational opportunities for parents and kids.

School Health Services

The nurse coordinates health service programs, such as: health records, vision screenings, lice screenings, immunization clinics (and data) and first aid. She examines children referred by teachers, makes home visits when students' problems are health related and when absenteeism is suspected as health related. She monitors the health of our medically fragile students. Parents will be notified ONLY if there is a concern after a health screening. The nurse is a liaison with the state, county and community health and social agencies; coordinates the District's occupational and physical therapy programs and writes health related I.E.P.s. The nurse is a resource to teachers and sometimes is a guest speaker for health classes.

Oregon Medical Assistance Program (OMAP)

The District participates in the OMAP. Student directory information may be submitted periodically to the program. If you do not wish your student's directory information to be released to OMAP you must notify the Student Services Department at 541-541-367-7119 within two weeks of receiving this notification.

Special Education

Students needing intensive educational instruction are served in a variety of programs under the Special Education umbrella. Parents or teachers may request that a student be tested to see if they are eligible for these services by contacting the building principal or special education teacher. Students and their parent(s) or guardian(s) are notified about diploma options when the student is in the fifth grade, but the decision cannot be made earlier than the end of the 6th grade and no later than 2 years before the student's anticipated exit from high school.

Talented and Gifted Program (BP & AR – IGBB)

The district is committed to an educational program that recognizes, identifies and serves the unique strengths and needs of students identified as talented and gifted. Talented and gifted students demonstrate exceptional performance when compared to applicable developmental or learning progressions, with consideration given for variations in student's opportunity to learn and to culturally relevant indicators of ability. The Board directs the superintendent to develop a process for identification of talented and gifted students in grades K through 12. (See Board policy IGBBA – Talented and Gifted Students – Identification**) The district will develop a written plan of instruction for talented and gifted students that:

1. Includes a statement of the district policy on the education of talented and gifted students (this policy);
2. Identifies and assesses special talented and gifted programs and services available in the district;
3. States goals related to providing such programs and services, including timelines for achievement;
4. Describes the programs and services intended to accomplish stated goals;
5. Describes how the district provides parents an opportunity to discuss and to provide input on programs and services for their child;
6. Describes how the district will evaluate progress of the plan; and
7. States the name and contact information for the district's talented and gifted coordinator.

The district shall submit such a plan to the Oregon Department of Education (ODE) as directed. The plan will be provided at the school or the district office, when requested, and will be published on the district's website. The district website shall provide the name and contact information of the district's coordinator of special education and programs for talented and gifted. The district will annually report the name and contact information of the district's TAG coordinator to ODE. The district may also identify and provide programs for students who demonstrate outstanding ability or potential in creative ability in using original or nontraditional methods in thinking and producing; leadership ability in motivating the performance of others in educational or noneducational settings; and/or ability in the visual or performing arts, such as dance, music or art.

Title I

The Student Services Department Coordinates Title I services in all eligible buildings. Title I provides extra academic support to students in reading and math.

Tutoring

Tutoring services are available to students with significant and chronic health issues which keep them out of school for more than two weeks. A doctor's note is required.

Referral to Other Agencies

The Student Services Department assists parents and staff with referrals for students who have special needs that are not usually met by District staff. Referrals may include preschool students with special needs, students with vision or hearing impairment, students with severe emotional problems, and students with severe development delays.

Student Services also deals with student records, early entry into school, counseling services and coordination of services with other agencies like Services to Children and Families Department or Juvenile Department.

If you have questions about evaluations or services for students, call the Student Services Office at 541-541-367-7115.

SUPERVISION OF STUDENTS

(BP - JH, JHFA)

Students' safety will be assured through close supervision of students in all school buildings and grounds during the hours when students are normally present. Such supervision does not include early morning or the time following usual departure, unless students are present for a scheduled activity. All school employees shall take appropriate measures to ensure the health and safety of all students. Students are expected to abide by the rules regarding health and safety established by the district and described in this Handbook.

All students are to be under assigned adult supervision when they are in school, traveling under school auspices or engaging in school-sponsored activities. Personnel assigned this supervision are expected to act as prudent adults in providing for the safety of students in their charge. No teacher or other staff member will leave their assigned group unsupervised except in an emergency situation when other arrangements have been made. During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons designated by the parents.

TELEPHONE USE

The use of the office telephone by students is limited to emergency situations. If you are sick and need to go home, call from the office phone. Students will only be called to the phone in emergencies. Other messages from parents will be delivered to the student in class. The office will not accept social messages for students. We do not usually allow students to use the telephone if they forget their lunch, homework, want to go to a friend's house after school, etc. Please notify the office if you have a "special" family situation warranting the use of the office telephone.

THREATS OF VIOLENCE

(BP – JFCM)

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage any district property, shall not be tolerated on district property or at activities under the jurisdiction of the district. Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence the staff member has knowledge of, has witnessed or received. All reports will be promptly investigated. Students found in violation of this policy shall be subject to discipline up to and including expulsion. The superintendent or designee shall notify the parent or guardian of any student in violation of this policy and the disciplinary action imposed. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems*

(BP- JFCG-KGC-GBK)

Student substance abuse, possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or

forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school. For the purpose of this policy, “tobacco products” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose. For the purpose of this policy, “inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose. A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private health care system. Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all district grounds, including parking lots, at school-sponsored activities and in district vehicles.

TRANSPORTATION OF STUDENTS

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

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another and school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the student’s school of origin as required by the Every Student Succeeds Act (ESSA). Services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the district. Elementary students who live more than one mile from school will be transported. Secondary students who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district’s approved supplemental plan. Miles from school will be determined by the transportation director in accordance with Oregon Administrative Rule (OAR) 581-023-0040 (1)(e). The district may also provide transportation using federal funds or through cooperative agreements with local victims assistance units for a student to attend a safe district school out of the student’s attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous. If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement. Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school students. Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child’s home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

Students who are regularly transported by the district shall receive the following instruction within the first six weeks of each half of each school year: Safe school bus riding procedures, including but not limited to loading, unloading and crossing; Use of emergency exits; and Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the district will be given the following instruction at least once in the first half of each school year: Safe school bus riding procedures, including but not limited to loading, unloading and crossing; and Use of emergency exits. The district will document and maintain records of the content and dates of instruction.

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

The Board recognizes the district's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles. The Board, after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, supports the use of video cameras on its transportation vehicles. Video cameras may be used to monitor student behavior on school transportation vehicles that transport students to and from curricular and extracurricular activities.

STUDENT CONDUCT ON BUSES (BP – EEACC, JFCC)

Students who ride buses are subject to the rules and regulations of the State Board of Education, the State of Oregon and the Sweet Home School District.

Students must observe the rules posted within each bus and must observe all other rules and regulations of the district pertaining to transportation of students.

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.

VANDALISM/THEFT/CARE OF PROPERTY

(BP – ECAB, JFCB)

Students and patrons are urged to cooperate in reporting any incidents of vandalism, malicious mischief or theft and the name or names of the person or persons believed to be responsible.

It is each student's responsibility to show respect for the property of others. Any student who willfully destroys district property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on district property will be disciplined in accordance with state law and the Board's policies on student suspensions and expulsions and referred to law enforcement. The Board declares its intent to hold students and their parents responsible for the full costs of restitution and replacement of district property and to prosecute to the full extent of the law if such costs are not paid.

VISITORS

(BP – KK)

Parents and other visitors are encouraged to visit District schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Visitors shall observe the rules for visitors established at each school. Students will not be permitted to bring visitors to school without prior approval of the principal.

VOLUNTEERS

(BP – IICC)

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. The responsible school personnel will identify appropriate tasks for volunteers and will plan activities for them so they may become skilled in performing those tasks. A volunteer authorized by the district for service into a position that allows direct, unsupervised contact with students shall undergo an in-state criminal records check. A volunteer that will not likely have direct, unsupervised contact with students will be required to undergo an in-state criminal records check.

The Volunteer Application form is available in school offices and at the following link: http://www.sweethome.k12.or.us/employment/documents/Volunteer_Application.pdf

WARNING TO STUDENTS 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. Please do not drop your student off, or allow your child to walk to school 1/2 hour or more before school is scheduled to begin. Students should leave school shortly after the completion of classes in the afternoon. 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 student is participating in sanctioned school activities.

WEAPONS IN SCHOOLS

(BP – JFCJ)

Students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district, any activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds. The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports. The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370. For purposes of this policy, and as defined by state and federal law, “weapon” includes: A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury; A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury; A “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device; A “destructive device” includes but is not limited to any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device. Weapons may also include, but are not limited to, knives, tasers, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and community members. Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district’s replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.

DISCIPLINE, SUSPENSION and EXPULSION

Serious Student Misconduct

(BP – JG, JGE, BP & AR – JGD)

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;

2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective. The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below is limited to:
Nonaccidental conduct causing serious physical harm to a student or employee; when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or when the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

Expulsion

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year. A student may only be expelled for the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion. No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. The Board delegates the authority to decide on an expulsion to the superintendent. The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The

hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.

When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service¹ or by certified mail² at least five days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges and the specific facts which support the charge or charges;
 - b. A statement of intent to consider the charges as reason for expulsion;
 - c. The student's right to a hearing;
 - d. When and where the hearing will take place; and
 - e. The student may be represented by counsel or other persons.
2. If the parent or student does not understand the English language, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and student;
3. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, parent or other person. The district's attorney may be present;
4. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
5. The student shall be permitted to be present and to hear the evidence presented by the district;
6. The hearings officer or the student may record the hearing;
7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
8. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved, including a student's confidential records;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion for reasons other than a weapons violation, the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification.

Suspension

The Board authorizes the administration to suspend a student for one or more of the following reasons:

1. Willful disobedience and violation of Board policies, administrative regulations or school rules;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student, other students or staff members;
4. Willful conduct which damages or injures district property.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole. The use of out-of-school suspension for discipline of a student in the sixth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension is required by law.

When an out-of-school suspension is imposed on a student in the sixth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction. Each notice of suspension will include a statement of the reasons for suspension, the length of the suspension, a plan for readmission and may include a plan for the student to make up school work. No suspension shall extend beyond 10 school days. Every reasonable and prompt effort must be made to notify the parents of suspended students. The district may require a student to attend school during nonschool hours as an alternative to suspension. In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed. Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or participate in activities directed or sponsored by the district.

RELATIONS WITH LAW ENFORCEMENT AGENCIES

(BP – KN)

The Board recognizes that districtwide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools and for safeguarding district property. Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district. Law enforcement participation in such programs and activities is encouraged. Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by district administrators. The superintendent will develop administrative regulations to implement this policy, including procedures for handling investigations, administrator requests for assistance and required referrals to law enforcement agencies.

YOUR RIGHT OF DUE PROCESS

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

Sweet Home School District 55

Code: KL-AR(2)
Adopted: 5/11/15
Revised/Readopted: 3/13/23
Orig. Code: KL-AR

Public Complaint Form

To: ☐ Employee* ☐ Administrator/Supervisor* ☐ Superintendent ☐ Board chair ☐ Board vice chair *
Form available but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

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Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

Public Complaint Form – KL-AR(2)
1-1



2026-2027 SHSD Calendar

1ST SEMESTER						Instructional Days	Contract Days
M	T	W	Th	F			
AUGUST							
3	4	5	6	7		0	0
10	11	12	13	14		0	0
17	18	19	20	21		0	0
24	25	26	27	28		0	0
31						0	1
SEPTEMBER							
	1	2	3	4			3
7	8	9	10	11		4	5
14	15	16	17	18		5	5
21	22	23	24	25		5	5
28	29	30				3	3
OCTOBER							
			1	2		2	2
5	6	7	8	9		4	5
12	13	14	15	16		5	5
19	20	21	22	23		3	5
26	27	28	29	30		5	5
NOVEMBER							
2	3	4	5	6		5	5
9	10	11	12	13		4	5
16	17	18	19	20		5	5
23	24	25	26	27		2	3
30						1	1
DECEMBER							
	1	2	3	4		4	4
7	8	9	10	11		5	5
14	15	16	17	18		5	5
21	22	23	24	25		0	1
28	29	30	31			0	0
JANUARY							
				1		0	1
4	5	6	7	8		5	5
11	12	13	14	15		5	5
18	19	20	21	22		4	4
25	26	27	28	29		4	5
						85	98
2ND SEMESTER							
M	T	W	Th	F		Instructional Days	Contract Days
FEBRUARY							
1	2	3	4	5		5	5
8	9	10	11	12		5	5
15	16	17	18	19		4	4
22	23	24	25	26		5	5
MARCH							
1	2	3	4	5		5	5
8	9	10	11	12		5	5
15	16	17	18	19		5	5
22	23	24	25	26		0	0
29	30	31				3	3
APRIL							
			1	2		2	2
5	6	7	8	9		3	5
12	13	14	15	16		5	5
19	20	21	22	23		5	5
26	27	28	29	30		5	5
MAY							
3	4	5	6	7		5	5
10	11	12	13	14		5	5
17	18	19	20	21		5	5
24	25	26	27	28		5	5
31						0	1
JUNE							
	1	2	3	4		4	4
7	8	9	10	11		5	5
14	15	16	17	18		4	5
21	22	23	24	25		0	0
28	29	30				0	0
						90	94
Total						175	192

	Instructional Days
	Teacher Non-Contract Day
	Teacher In-Service Day (no students)
	Holidays
	Early Release PD Days
	Half Day-Prep/Grading/Conference Prep
	K-12 Conferences (no students)
	End of Semester
	Grading Days
	Graduation (June 11) No School for High School Only
	End of Quarter for JH

SHSD Regular Start/Stop Times		
	START	END
Elem:	7:45	2:15
JH:	8:00	3:00
HS:	8:10	3:15

Early Release Times for Wed. Professional Development	
Elem:	1:15 AM
JH:	2:00 PM
HS:	2:15 PM
Half Day 10/21, 4/7, 6/17 PD/Last day of school	
Elem:	11:15 AM
JH:	12:00 PM
HS:	12:00 PM

This calendar meets or exceeds all requirements of OAR 581-022-1620

Board Approved: 2/9/2026

2/11/2026 11:20 AM