

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

2026 – 2027

Sweet Home Junior High School

STUDENT HANDBOOK



880 22nd Avenue Sweet Home, Oregon 97386
(541) 367-7187 www.sweethome.k12.or.us

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 Ingriisiga 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)

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Foster Elementary School 541-367-7180

P.O. Box 747, Foster, OR 97345 (fax) 541-367-8902

Shelley Nurre, Principal Carrie Housen, Secretary

Hawthorne Elementary School 541-367-7167

3205 Long Street, Sweet Home, OR 97386 (fax) 541-367-8903

Mark Looney, Principal Carrie Brown, Secretary

Holley Elementary School 541-367-7162

40336 Crawfordsville Drive, Sweet Home, OR 97386 (fax) 541-367-8904

Josh Dargis, Principal Cyndi Rinehart, Secretary

Oak Heights Elementary School 541-367-7165

605 Elm Street, Sweet Home, OR 97386 (fax) 541-367-1128

Ryan Adams, Principal Jill Moore, Secretary

Sweet Home Junior High School 541-367-7187

880 22nd Avenue, Sweet Home, OR 97386 (fax) 541-367-8291

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Amanda GaVette, Assistant Principal Stacey Teter, Secretary

Tiffany Jacobs, Counseling 541-367-7414

Sweet Home High School 541-367-7142

1641 Long Street, Sweet Home, OR 97386 (fax) 541-367-7196

Mr. Ralph Brown Principal Amy Wingo, Secretary

Mr. Aaron Huff, Assistant Principal 541-367-7143

Mrs. Stephanie Rabago, Assistant Principal 541-367-7144

Attendance 541-367-7161

Counseling 541-367-7155

A Jay Bronson, Pool 541-367-7169

Mrs. 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



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 2, 2025

Last day of school: June 11, 2026

NON-SCHOOL DAYS

October 10	Statewide Inservice	January 19	M.L. King Jr. Day
October 23, 24	Parent/Teacher Conferences	January 30	Grading Day
November 11	Veterans' Day	February 16	Presidents' Day
November 26-28	Thanksgiving Holiday	March 23-27	Spring Break
December 22-January 2	Winter Break	April 11 & 12	Parent/Teacher Conferences
January 5	School Resumes	May 25	Memorial Day

2025-2026 BELL TIMES

Principals and Schools Start/End Times

<u>SCHOOL</u>	<u>PRINCIPAL</u>	<u>GRADE LEVEL</u>	<u>START</u>	<u>DISMISS</u>
Foster	Mrs. Shelly Nurre	Grades K-6 <i>Early Release Wednesday</i>	7:45 a.m.	2:15 p.m. <i>1:15 p.m.</i>
Hawthorne	Mr. 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	Mr. 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	Mr. 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	Mr. 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	Mr. 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.



SWEET HOME JUNIOR HIGH SCHOOL

880 22nd Avenue
Sweet Home, Oregon 97386

P: 541-367-7187 • F: 541-367-8291

REGULAR BELL SCHEDULE		
Monday, Tuesday, Thursday, Friday		
First Bell		7:57
1 st Period		8:00 – 8:47
2 nd Period		8:50 – 9:37
Homeroom / Tutorial		9:40 – 10:20
3 rd Period		10:23 – 11:10
	7 th Grade Lunch	11:10 – 11:40
8 th Grade – 4 th Period		11:13 – 12:00
	8 th Grade Lunch	12:00 – 12:30
7 th Grade – 4 th Period		11:43 – 12:30
5 th Period		12:33 – 1:20
6 th Period		1:23 – 2:10
7 th Period		2:13 – 3:00

EARLY RELEASE BELL SCHEDULE		
Wednesday		
First Bell		7:57
1 st Period		8:00 – 8:45
2 nd Period		8:48 – 9:32
3 rd Period		9:35 – 10:20
5 th Period		10:23 – 11:07
	7 th Grade Lunch	11:07 – 11:37
8 th Grade – 4 th Period		11:10 – 11:55
	8 th Grade Lunch	11:55 – 12:25
7 th Grade – 4 th Period		11:40 – 12:25
6 th Period		12:28 – 1:12
7 th Period		1:15 – 2:00



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						Instructional Days	Contract Days
M	T	W	Th	F			
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



Sweet Home Junior High

Welcome to Sweet Home Junior High!

We're glad to have you as a member of our learning community! At Sweet Home Junior High (SHJH) our first concern is that you become a learner. Learning is the key to your success. You will have the best opportunity to get involved in all sorts of great learning experiences here at SHJH. We believe that some of the best kinds of learning happen outside the classroom and in the community.

The road to becoming a successful learner at SHJH starts and ends with two very important things. If you can do these two simple things, you will become a learner. Number 1: Come to school every day. Number 2: Do your best. If you can come to school every day and do your best while you are here, your journey at SHJH will be very rewarding.

Principal:	Nate Tyler
Assistant Principal:	Amanda GaVette
Counseling:	Tiffany Jacobs
Mental Health Therapist:	Brooklyn Sanders
Secretary:	Kim Wilson
Secretary:	Brandy Cockrell
Athletic Director:	Craig Wilson

OFFICE HOURS · 7:45 am to 3:45 pm
880 22nd Avenue · Sweet Home · OR · 97386 · 541-367-7187
www.sweethome.k12.or.us/junior-high

Allen, Kalia.....	Behavior Support
(PASSroom)	
Canfield, Billy.....	Instructional
Assistant	
Canfield,	
Velma.....	Library/Media
Cannon, Becky.....	Instructional Assistant
Cardwell, Tynan.....	PE/Unified
PE	
Carver, Deshwanda.....	Food Services
Cockrell, Brandy.....	Office
Manager Collins-Beairsto,	
Maggie.....	Math
Davis, Collin.....	Instructional Assistant
Davis, Mia	Instructional Assistant
Ellis, Aly.....	SpEd:
BLS/SSC	
Felix, Guy.....	ELA/Social
Studies	
Flint, Sue.....	PASSroom Coordinator
Gardner, Ali.....	PE/TLC (Leadership)
Gaskey,	
Kenny.....	Custodian
GaVette, Amanda.....	Assistant Principal
Gilmore, Emily.....	Food Services
Harrison, Amber.....	Instructional Assistant
Holden, Lana	ELA/Social Studies
Jacobs, Tiffany.....	School
Counselor	
Jernejcic, Noni.....	Behavior Support (PASSroom)
Kauffman, Grant.....	Health
Kildea, Ryan.....	Science
Lynn, Sarah.....	ELA/Social Studies
Marshall, Brandy.....	Basic Life Skills Assistant
McLachlain, Nathan.....	Media Arts
McNeil, Dave.....	Science
Mincemoyer, Whitney.....	Basic Life Skills
Assistant	
Nelson, Jesse.....	Science
Nelson, Robert.....	History/Forestry
Osinga, Jaime.....	Head Custodian
Perry, Darren.....	Math
Sanders, Brooklynn.....	Mental Health Therapist (LCSW)
Sayers, Terra.....	ELA
Siefarth, Maddee.....	ELA/Social Studies
Stevens, Angela.....	Math
Teter, Stacey	Attendance Secretary/School Registrar
Tuter, Lori.....	Band
Tolle, Joan	Resource Room SpEd
Tyler, Nate.....	Principal
Williams, Heather.....	Basic Life Skills Assistant
Wilson, Becca.....	Instructional Assistant

Multi-Tiered Systems of Student Support at SHJH

At SHJH, we use PBIS (Positive Behavioral Interventions and Supports) to create a positive, safe, and supportive school environment where all students can learn and grow.

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 explicit instruction in 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 teachers, administrators, parents, staff, and sometimes outside agencies.

Our Four School-Wide Rules:

- Be Safe
- Be Respectful
- Be Responsible
- Be Kind

How We Support Students

We understand that not every student needs the same level of support. Our system includes:

- Universal Support for all students (teaching behavior expectations). - Tier 1
- Selected Support for students who need extra help (like social skills instruction). - Tier 2
- Targeted Support for a few students needing individual plans, developed by a team including teachers, staff, and parents. - Tier 3

Positive Recognition & Incentives

We love to celebrate students who do the right thing!

Tiger Prides

Staff give these out to recognize safe, respectful, responsible, and kind behavior. Students are recognized during morning announcements.

ESPY Award

Two students are honored each month at school and at the school board meeting. Winners are entered into a special prize drawing at the end of the year.

Student of the Month

Each month, teachers select students for showing strong character and leadership. These students receive a certificate, a prize, and have their picture displayed at school.

Tiger Scholar Program

Tiger Scholars are students who consistently do their best in academics, behavior, and citizenship. They are leaders who follow the school rules every day.

Tiger Scholar Perks:

- Early lunch on Fridays
- Field trips and special events
- Lanyard & badge for hall/bathroom use (teacher permission still required)

Attendance & Academic Recognition

- Weekly Attendance Drawing: Students with perfect weekly attendance are entered to win prizes.
- Honor Roll: Students with a GPA of 3.5 or higher each quarter receive a certificate and prize.

SHJH Behavior Matrix

At SHJH, following our four simple rules helps create a safe, respectful, and productive school for everyone. If you follow them, you'll be successful here!

Sweet Home Junior High School



Sweet Home School District
Give each child every chance to achieve their potential.

- creating a school we can be proud of:

	I will ...	In the classroom, I will...	On campus, I will...	Within the community, I will...
Be safe!	· do my part to prevent risk or harm to myself and others.	· use classroom equipment properly. · follow staff members' instructions.	· keep my hands and feet to myself. · stay in control of my body and my possessions.	· be aware of my surroundings · report incidents immediately to the appropriate authority.
Be responsible!	· do what is right even when nobody's looking (self-discipline).	· be on time and be prepared. · accept results of my actions. · finish my work and turn it in on time. · stay in control of my words and actions. · actively engage in class.	· follow all school rules. · leave it cleaner than I found it. · advocate for myself	· use problem solving skills to deal peacefully with anger and disagreements. · be trustworthy and reliable · work on building a positive reputation through an awareness that my words and actions represent myself, my school, and my community.
Be respectful!	· value myself and others.	· honor everyone's right to learn. · interact appropriately with staff and peers. · appreciate others, their space, and their property. · be open to learn from all people and cultures.	· be courteous. · move to the side to talk. · use non-offensive language. · really hear what people are saying. · try to understand others' point of view.	· use appropriate language. · represent myself and my school positively.
Be kind!	· be thoughtful and considerate of others and myself.	· practice patience. · encourage others to succeed. · recognize and celebrate successes.	· get to know others as people · not stereotypes. · build a reputation of good spirit. · look for opportunities to positively connect with others. · advocate for others.	· uplift and support others who may not be feeling their best.

Attendance	
Each case will be examined on an individual basis and consequences may be adjusted due to the severity of the act.	
Behavior	Consequence(s)
Tardies	4-5 tardies in a week; lunch detention 6-7 tardies in a week; 1/2 day PASS 8+ tardies in a week; full day PASS
Absences	Concerns regarding absences will be discussed in RTI meetings. Interventions may include, but not limited to, notification letters sent home, parent meetings, referral to community resources, and removal of privileges such as field trips, assemblies, or other school reward systems.
Minor - Insubordination	
Each case will be examined on an individual basis and consequences may be adjusted due to the severity of the act.	
Behavior	Consequence(s)
Refusal to work	1. Warning
Distracting others	2. Lunch Detention
Misuse of school supplies	3. Parent Contact
Food or Drinks in hallway or classroom	
Non-compliance with CICO	
Cutting lunch line	
Leaving class early	
Refusal to clean up lunch area	
Dress code violation	
Purposefully late to class	

Major - Classroom Disruptive Behavior

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

Behavior	Consequence(s)
Disruptive behavior / Insubordination	1. One to three day suspension (possible PASS or OSS).
Forgery of notes or signatures	2. Two to four day suspension (possible PASS or OSS).
Academic dishonesty	Restitution for theft.
Electronic device violation*	3. Four to nine day OSS. Recommendation for expulsion for
Skiping class	flagrant or chronic instances.
Profane / Obscene / or Abusive language	- - Parent contact must occur for all assigned consequences - -
Willful disobedience or disrespect	
Refusal to properly identify oneself to staff	*For chromebook violations such as playing video games in class, students may be assigned to the Penalty Box. In this case students will only have access to Canvas and class specific programs.
Any action that is reasonably likely to endanger self or others	

Major - Disruption of School Behavior

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

Behavior	Consequence(s)
Being in an unauthorized area	1. One to five day suspension (possible PASS or OSS). Cease & Desist Agreement. A flagrant first offense may result in recommendation for expulsion.
Failure to follow administrator's directions	2. Four to nine day suspension (possible PASS or OSS). Discretion for recommendation for expulsion. Restitution for theft and damage to property. Possible Title IX investigation for sexual harassment.
Inappropriate displays of affection	
Theft of less than \$50.00	3. Nine day suspension (OSS). Recommendation for expulsion.
Theft of over \$50.00*	
False fire alarm*	
Fighting	
Gang-related behaviors*	
Altering of any official school document	
Failure to follow PASS expectations	- - Parent contact must occur for all assigned consequences - -
Fight promotion; encouraging, cheering, filming, taking pictures, etc.	
Interference with or intimidation of school employees	
Intentional or malicious destruction or damage to school or personal property	
Intimidation, bullying, harassment, or sexual harassment	
Any action that is reasonably likely to endanger self or others or illegal activity	
Possession or use of tobacco, alcohol, or unregulated substances including non-tobacco nicotine products, aerosol and vaporizing devices, nasal inhalants, concentrated stimulants, look-alike products*	*For these offenses the SHPD, Linn Co. Juvenile Department, Linn Co. Drug Alcohol Treatment Services, or other partners may be contacted.
Possession, use, or under the influence of any illegal drug or drug paraphernalia*	

Major - Violent Behavior	
Each case will be examined on an individual basis and consequences may be adjusted due to the severity of the act.	
Behavior	Consequence(s)
Arson*	1. Nine day suspension and/or recommendation for expulsion. Student Threat Assessment.
Furnishing or sale of, or attempting to furnish or sell, drugs or controlled substances*	
Use or possession of weapons, explosives, guns or replicas, nunchakus, offensive sprays and chemicals, knives, brass knuckles, or any material which	2. Recommendation for expulsion. Student Threat Assessment.
Any attempt to threaten or assault fellow students, school employee(s), or place the school body in fear of harm*	- - Parent contact must occur for all assigned consequences - -
	*For these offenses the SHPD, Linn Co. Juvenile Department, Linn Co. Drug Alcohol Treatment Services, or other partners will be contacted.

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

Office Referrals

Office referrals are for serious behavior issues such as, but not limited to:

- Defiance (refusing to follow directions or arguing with staff)
- Fighting
- Possession of weapons, drugs, or alcohol
- Using profanity
- Vandalism
- Harassment

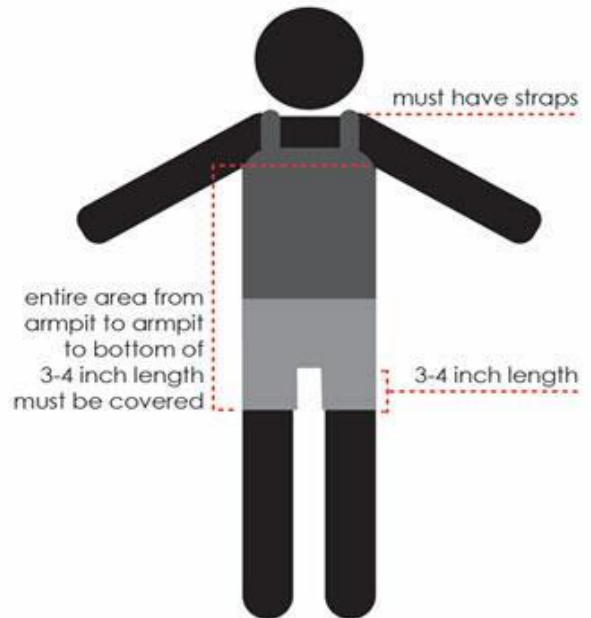
Each referral is documented, and parents will receive a phone call.

Sweet Home Junior High Dress Code

Please see the diagram below for an example of school-appropriate attire during school. If the student's attire is deemed inappropriate, the student will be asked to change or will be sent home.

Dress Code

- Student dress is the responsibility of the individual and his/her parents. If a student's dress or grooming is deemed inappropriate, the student may be asked to change or be sent home. School staff will use the following guidelines to define inappropriateness:
- Dress and grooming shall not disrupt the teaching-learning process.
- Dress and grooming shall be safe and school appropriate.
- Clothing and other accessories worn for the purpose of identifying youth gang membership or youth gang support are prohibited on school district property and at school sponsored events.
- When a student is participating in special activities, his/her dress and grooming shall not, in the judgment of those responsible for that activity, disrupt the performance or be a threat to health or safety of the individual or others. Provisions for dress and grooming in special activities shall arise directly out of the needs of the activity.
- Individuals shall wear shoes at all times in the school buildings unless engaged in an activity that, in the opinion of the teacher in charge, requires bare feet.



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

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

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

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

Sweet Home Junior High Attendance Policy

Attendance Philosophy

Each student adds a unique presence to the learning community, and the learning journey is richer and deeper when classroom peers learn together. Students with regular attendance are much more likely to do well in school and beyond.

1. **Attendance and Success:** Good attendance is closely linked to doing well in school. When students are in school every day, they have more opportunities to learn and grow. On the flip side, if students are often absent, it's harder for them to stay on track.
 - a. Elementary: Students who attend regularly in grades K-3 are more likely to read on grade level.
 - b. Middle School: By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
 - c. High School: By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores.
2. **Absences Add Up:** Every day of school counts towards your child's journey of growth and discovery. Chronic absence is defined as 18 days a year—or just 2 days a month – even if those absences are excused!
3. **Building Confidence:** Being present when information is delivered is critical. When your child misses one day or one lesson, that means when they return to school, they may have missed something critical to their understanding of the next several days of instruction. Consistently attending school helps students stay on track and feel confident in their progress. When students are present and they're actively engaged in their learning journey, this boosts their motivation and eagerness to return to school each day.
4. **Addressing Barriers:** It's important to figure out what's keeping your child away from school and address it as soon as possible. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home. Frequent absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with bullying or facing some other difficulty. Whether it's transportation issues, health problems, or something else, contact the school to support and help find solutions that can make a big difference in your child's attendance and success.

Health Guidance for Going to School

Showing up to school every day is critical for children's well-being, engagement and learning.

Make sure to send children to school if they are:

- Generally healthy and well.
- Participating in usual day-to-day activities.
- Children can even go to school if they:
 - Have a mild cold, which may include a runny nose and/or cough.
 - Have eye drainage without fever, eye pain or eyelid redness.
 - Have a mild stomachache.
 - Have a mild rash with no other symptoms.
 - Haven't had a fever overnight and they have not taken fever-reducing medicine during that time.

Reasons to keep me home from school and what needs to happen before I can return

What is my symptom?	When should I stay home and when to seek medical care?	When can I return to school?
Fever	I have a fever of 100.4°F (38°C) or higher. Seek medical care if I have fever and any of the following: ear pain, sore throat, rash, stomachache, headache or tooth pain.	If I have not had a fever overnight without the use of fever-reducing medication and I am feeling better.
Vomiting and/or diarrhea	If I have vomited 2 or more times in the last 24 hours. If my stool is watery and I may not make it to the toilet in time. Seek medical care if I have stomach cramping and fever, I have bloody or black stool, or I am showing signs of dehydration (tired and sleepy, dry mouth and not urinating at least once in the last 8 hours).	If I did not vomit overnight and I am able to drink liquids without throwing up. If my diarrhea has improved.
Persistent cough or trouble breathing	Seek medical care if I have a persistent cough, difficulty breathing or trouble catching my breath or if I develop a fever with the cough. These symptoms may be signs of Covid-19 or flu and should be evaluated by a health-care provider.	Once I am feeling better and I have been cleared for return by my health-care provider. If my symptoms were due to asthma, please make sure that I have permission to use breathing medication at school.
Rash	Seek medical care if the rash has blisters, is draining, is painful, looks like bruises and/or if I develop a fever.	Rash has healed or I have been cleared for return by my health-care provider.
Eye irritation	Seek medical care if I have eye swelling, eye pain, trouble seeing or an eye injury.	Once I am feeling better.
Sore throat	Seek medical care if I have drooling, trouble swallowing or a fever and/or rash.	Once I am feeling better. If I was prescribed an antibiotic by my health-care provider, then I can return 12 hours after the first dose, if I am without fever and I am feeling better.

If you don't know whether to send your child to school or have specific concerns regarding your child's health, contact your child's health-care provider, a local urgent care or the school nurse.

Excused vs. Unexcused Absences

Excused Absences include:

- Student illness
- Doctor or dentist appointments
- Communicable diseases
- School-sponsored activities (sports, field trips, etc.)
- Prearranged absences approved by an administrator

Prearranged Absences: Parents/guardians must notify the school in writing at least 24 hours in advance and request homework.

Unexcused Absences include:

- Missed transportation
- Out-of-town trips without preapproval
- Staying home with no clear reason
- Family vacations not prearranged
- Work (unless approved as a family emergency)
- Shopping, haircuts, hunting (beyond approved days)
- Runaways or skipping (truancy)

Important Reminders:

- Repeated illness may require a doctor's note.
- Truancy or frequent unexplained absences will involve parents.
- **All absences are unexcused** unless a parent calls or sends a note **within 2 days** of the student returning.
- All families at SHJH will be sent an attendance letter mid-way through Q1 and at the end of Q1, Q2, & Q3.

Let us know when your child will be absent by calling the front office (541-367-7187), sending our attendance secretary an email (brandy.cockrell@sweethome.k12.or.us), or sending a message via ParentSquare. Communication helps us support your student's success.

Sweet Home Junior High Procedures & Expectations

Athletics & Activities

SHJH offers four sports seasons. Participation in athletics is a privilege, not a right. Each athlete is expected to sign a code of conduct upon a student's initial enrollment in any district sponsored activity or athletic program. And they remain in effect 24 hours a day, 7 days a week, 365 days a year (24/7-365). Sports in the SH school district do not require a pay to play fee and are free to all students enrolled in the district.

Fall Season: Football, Volleyball, Boy's Soccer, Girl's Soccer, and Dance

Winter Season

- *Season 1:* Boy's Basketball, Girls Wrestling, and Dance
- *Season 2:* Girl's Basketball, Boys Wrestling, and Dance

Spring Season: Boy's and Girl's Track and Field

Breakfast at SHJH

A healthy start matters! **Free breakfast is available for all students starting at 7:45 AM each school day.**

Bicycles, Scooters, & Skateboards

- **No riding** bikes or skateboards on school grounds. Walk them once on campus.
- Park bikes in the **designated area** and **lock them**.
- Students under 16 **must wear a helmet** by law.

Bus Zone & Drop-Off Information

Bus Riders:

- Students must **load and exit in the designated bus zone** (by the main entrance).
- Once on campus, students **may not leave and return to catch the bus**.
- Students **must catch the bus from the junior high**, not the high school.
- Missed your bus? Let a staff member on bus duty or the front office know right away.
- Bus behavior matters—riding is a **privilege**, and rules will be reviewed twice a year.
- If a student receives a bus incident report, a parent must sign and return it before the student may ride again.

Alternate Bus Plans:

- If a student needs to ride a different bus or go to another student's home, a **note or call from a parent is required**, and **must be approved by the office** before going to the bus driver.

Car Pick-Up:

- Students may wait on the **sidewalk along 22nd Avenue** or in the **parking lot**.
- **No private vehicles** are allowed in the bus loop before or after school.

Please help us keep arrival and dismissal safe and smooth for everyone!

Cell Phones, Earbuds, & Personal Electronic Devices

- Phones, earbuds, and any other personal electronic devices must be **off and put away** from **7:45 AM–3:00 PM**, except at lunch or with teacher permission.
- **Headphones with cords** may be used in class **only with teacher approval**.
- **No photo or video use** unless directed by staff for schoolwork.
- Students may only call home using their phones **in the front office with permission**.

Violations:

- 1st: Phone held in office until end of day
- Repeat: Parent must pick it up
- Ongoing issues: Student checks phone into office daily or loses privilege

All students will receive **digital citizenship training**. Using a phone at school is a **privilege**, not a right.

Cheating/Plagiarism

Cheating includes but is not limited to the following:

- The sharing of work that is intended to be individual.
- The utilization of work that was created by another individual or group, i.e. plagiarism.
- Obtaining or using copies of test or answer sheets not permitted by the instructor.

- The use of notes, outside sources, inappropriate forms of communication (signals, text messaging, talking, etc.) which are not permitted by the instructor during quizzes, tests, or exams.
 - Cheating may also include the use of a translator and other on-line sources such as ChatGPT.
-

Checking Out During the Day

- Bring a note to the office before 1st period or have a parent call ahead. Note or call must include time, reason, and how you're leaving (walk, ride, bike).
 - Always **sign out and back in** at the office.
 - Failing to do so = **truancy** and possible discipline.
-

Closed Campus

- SHJH is a **closed campus**—you must stay on school grounds during the day.
 - Once you step foot on campus, you are the school's responsibility. Leaving campus without permission will be considered skipping.
 - The building is open from **7:45 AM to 3:00 PM**.
 - Don't arrive early unless you're in a supervised activity.
 - Always check in at the office if you arrive late or leave during the day.
-

Computer & Chromebook Use

- Students must sign the **Student Internet Use Agreement** and have parent permission to use school tech.
 - Misuse can lead to restricted access or **loss of computer privileges**.
 - You're responsible for **lost or damaged Chromebooks or chargers**.
 - Use your **district login** for all devices.
-

Dance Rules

- **Arrange your ride before the dance.**
 - **No ISS/OSS** students from that week may attend.
 - Students who leave campus can't return without **prior approval**.
 - Enter through the **Commons**, bring everything with you—you can't go back to your locker.
 - Once inside, **no re-entry** if you leave the building.
 - No running, roughhousing, or inappropriate dancing—violators will be removed.
 - Be respectful to chaperones.
-

Dating & Public Displays of Affection (PDA)

SHJH supports positive friendships, but **romantic behavior is not allowed at school**. This includes:

- Hugging
- Holding hands
- Kissing
- Walking arm-in-arm

Students engaging in PDA may receive a **disciplinary consequence**. Let's keep our school environment respectful for everyone.

Eighth (8th) Grade Celebration

Students who finish the year successfully are invited to take part in our **8th Grade Celebration!** To be eligible, students must:

- Have at least **85% attendance** for the quarter
- **Pass at least 5 out of 7 classes**
- **Avoid major discipline referrals**

Important: Students can lose eligibility **up to the day of the trip.**

If you're at risk of ineligibility of the trip, you can **write an appeal letter** with:

1. A paragraph explaining why you believe you should be allowed to attend and addressing the reason you may be ineligible.
2. A paragraph on why SHJH's core values—**Be Safe, Be Respectful, Be Responsible, and Be Kind**—are important.\

End-of-Day Expectations

When the school day ends, students should **head straight home.**

- **Walkers and pickups** must exit through the **front doors.**
- Only **bus riders** are allowed in the bus loading zone.

Fighting

There are **no good reasons to fight** at school.

- Most fights start from name-calling or rough play—**horseplay is not allowed.**
- Fighting leads to **in-school or out-of-school suspension**, and may be reported to the police.
- **Hitting back is not self-defense**—it's retaliation and still results in suspension.
- If you **know about a fight** and don't report it, or promote it, you can also be disciplined.

If someone is bothering you, ask for help from a staff member.

Food & Drink

- **Eat only in the cafeteria**—not in hallways or classrooms (unless your teacher says it's okay).
- Water is allowed in class.
- Don't take food out of the cafeteria unless you're working or in lunch detention.
- **Clean up** after yourself if you make a mess.

Hall Passes

- You **must have a hall pass** from a staff member during class time.
- **No bathroom use in the first or last 10 minutes** of class.
- Staff may ask to see your pass at any time.

Harassment, Intimidation & Bullying

SHJH has **zero tolerance** for harassment, intimidation, or bullying. Any action directed at another person based on race, color, sex, marital status, sexual orientation, religion, national origin, age, or disability in any educational program, activities, or employment will not be tolerated at Sweet Home High School. It is important for students and parents to know the difference between bullying and conflict.

Bullying vs. Conflict:

Bullying	Conflict
----------	----------

• Frequent/Reoccurring	• Happens occasionally
• Is planned and done on purpose	• Not planned, in the moment
• Only one party is acting out (one-sided)	• Both sides are acting out (two-sided)
• Person bullying has more power. Power can mean the person bullying is older, bigger, strong, has social influence, etc.	• Equal power between those involved
• Need adult help to stop	• Can be solved using conflict resolution strategies

Definition of Harassment/Intimidation/Bullying-ORS 339-351

Harassment, intimidation and/or bullying means any act that:

- 1.Substantially interferes with a student's education benefits, opportunities or performance
- 2.Takes place on or immediately adjacent to school grounds, or at any school-sponsored activity
- 3.Has the effect of: physically harming a student or damaging a student's property
- 4.Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
- 5.Creating a hostile educational environment, including interfering with the psychological well-being of a student; and
6. May be based on, but not be limited to, the protected class status of a person
7. "Cyberbullying"-the use of any electronic communication device to harass, intimidate or bully

Example Behaviors

Verbal Aggression-name calling, mocking, teasing, spreading rumors, threats, etc

Intimidation-taking things, demanding money/object, getting in someone's face/space, etc.

Emotional-excluding, tormenting, threatening, gestures, ridicule, staring, etc

Physical Aggression-pushing, kicking, punching, slapping, tripping, pinching, spitting, etc

Sexual-touching, dirty jokes, flirting, asking out on dates after being told no, etc.

Racial-comments or nicknames based upon physical, behavioral or cultural differences

Written-threatening or inappropriate notes or drawings

Cyberbullying-electronically transmitted forms of harassment, intimidation, and bullying

Bullying often happens when adults aren't around, so they can't help unless they know about it. Don't assume adults know—you must tell someone to stop the bullying.

Myth: Reporting bullying will make it worse.

Fact: It's normal to worry, but telling a trusted adult is the best way to get help and stop the bullying.

How to Report Bullying

- **Talk to a school administrator** as soon as you can.
- If they're not available, fill out a **bullying report form** (found in the PASSroom, front office, or from a counselor).
- Someone will follow up with you as soon as possible.

What to Include When Reporting

- **Who** is bullying you
- **What** they are doing
- **When** and **where** it happens
- **How long** it has been going on

If you're worried about action taken, let the adults know—they will listen and work with you. **Remember: Talking about bullying is the first step to stopping it.**

Illness During the School Day

- If you feel sick, go to the **health room** in the office. Your temperature may be taken, and the office will decide if parents need to be called.
- Staff **cannot give medicine** like aspirin or Tylenol unless parents have followed district medication policies.
- If you need to go home, only an **emergency contact listed on your registration** can pick you up.
- You cannot walk home without **parent permission**.
- Please keep your **contact information up to date** with the office.

Language

- Speak **respectfully at all times**.
- Swearing or abusive language is **not allowed**.
- When upset, take time to **cool down** and express yourself calmly.

Lockers

- Lockers are assigned **only for PE and sports** as a privilege.
- Do **not switch lockers** without office permission.
- If you need a locker for other reasons, contact administration.
- Keep your locker and belongings **locked and secure**.
- Lockers may be inspected by school staff anytime.
- Report locker problems to the custodian promptly.
- The school is **not responsible for lost or stolen items**.

Make-Up Work

- Make-up work is required for all **excused absences** (except expulsions).
- Students have **one day per absence plus one extra day** to complete missed work.
- If absent for **3+ days**, parents should contact the school to request homework.
- Excused absences allow full credit on all missed work, including tests and presentations.
- For **unexcused absences**, teachers decide if make-up is allowed for daily work, but tests can always be made up.

PASSroom (Positive Alternative to School Suspension)

The purpose of assigning a student to the PASSroom is to provide a clear and fair way to help students make better choices concerning their behavior. It also allows for disruptive students to be removed from class so that other students can better concentrate on the lesson. Students are also able to complete work in the PASSroom. The PASSroom supervisor helps students to:

1. Think before acting

2. Make better choices
3. Develop goals to make improvements in their behavior
4. Take responsibility for being a good citizen at SHJH

Students on in-school suspension serve them in the PASSroom. If you misbehave while under in-school suspension, your parents will be called, and you will be immediately out-of-school suspended.

Policy on Administering Medicines to Students

We frequently are asked by parents to give medicine to their child. The rules our district uses is in compliance with the State Department attorneys:

- **Prescription meds** must be in the original labeled bottle with student info, dosage, and doctor details.
- A **Medication Permission form** signed by a parent is required—phone calls or notes aren't enough.
- **Over-the-counter meds** must be in original containers with the same signed form.
- For **emergency meds** (like EpiPens), contact the nurse for special forms and instructions from a doctor.
- Parents can choose to give medicine to their child at school but the school won't keep records in that case.
- **Sharing or giving medication to other students** will result in serious discipline and office referral

Possession, Use, or Distribution of Vape(s), Tobacco, Nicotine, Alcohol, Drugs, Unregulated Substances, or Weapons

Prohibited items include, but are not limited to, the following categories:

- **No vaping, tobacco, nicotine, alcohol, drugs, unregulated substances, or weapons** are allowed on school property, buses, or school events.
 - **Aerosol and Vaporizing Devices:** Any device that vaporizes, atomizes, or heats a liquid, gel, or solid for inhalation. This includes non-nicotine vapes, zero-nicotine e-cigarettes, personal essential oil diffusers, and flavored air devices.
 - **Nasal Inhalants:** Any non-prescription nasal stick, vapor inhaler, or "energy sniffer." (*Note: Approved medical inhalers require proper documentation submitted to the school nurse*).
 - **Concentrated Stimulants:** Products designed for the rapid or concentrated absorption of caffeine or other stimulants. This includes caffeine pouches, highly caffeinated gum or mints, energy chews, and stimulant pills.
 - **Look-Alike Products:** Any item marketed, packaged, or used in a way that mimics the consumption of tobacco, nicotine, or illicit drugs (e.g., candy cigarettes, herbal chew, or pouches mimicking smokeless tobacco).
- Possession or use is illegal and dangerous.
- Violations can lead to **suspension, expulsion, and law enforcement involvement**.
- Underage possession or distribution of these substances is a legal offense and may be reported to police and county authorities.
- Bringing a **weapon or look-alike** to school will result in an **expulsion hearing**.

Schedule Changes

The only reasons a schedule change will be granted are for the following reasons:

1. There was an error (duplicate classes or missing a period).
2. There is an academic placement that needs to be changed.
3. You are supposed to have band or choir

No other requests will be granted.

Search and Seizure

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

Suspension and Expulsion

Suspension means a student is removed from class for one or more periods due to serious behavior.

- **In-School Suspension (ISS)** is served in the **PASSRoom**.
- **Out-of-School Suspension (OSS)** means the student may **not come to school, attend events, or be on campus** without permission from an administrator.

Tardies

Showing up late to class may not seem like it matters much. However, if a student misses the beginning of class (5-min) 25% of the year that adds up to 3.75 HOURS of missed class time. In effort to ensure students are in class as much as possible, the following tardy policy will be in effect.

On Time %	Number of Tardies	Consequences
85%-89%	4-5	Lunch Detention
80%-84%	6-7	½ Day ISS served in the PASSroom
Less than 80%	8+	1 Day ISS served in the PASSroom

Tardies are monitored weekly and consequences assigned Monday of the following week. To help students miss as little school as possible, students assigned ISS will serve on early release Wednesdays.

Theft and Vandalism

Leave valuables at home.

- PE and sports lockers are not 100% secure. Avoid bringing cash, jewelry, or expensive items to school.
- Keep your **locker combination private**.
- The school is **not responsible** for lost or stolen items.
- Report theft to **administration right away**. Police or insurance may be contacted if needed.

Threats of Violence

SHJH takes threats very seriously.

- **No threats**—verbal, written, digital, or physical—will be tolerated, including threats of self-harm, harming others, or damaging property.
 - Violations may lead to **suspension, expulsion, and/or referral to law enforcement or the district threat team.**
 - **Weapons or dangerous items** are strictly prohibited.
-

Video Cameras in District Facilities

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

Visitors

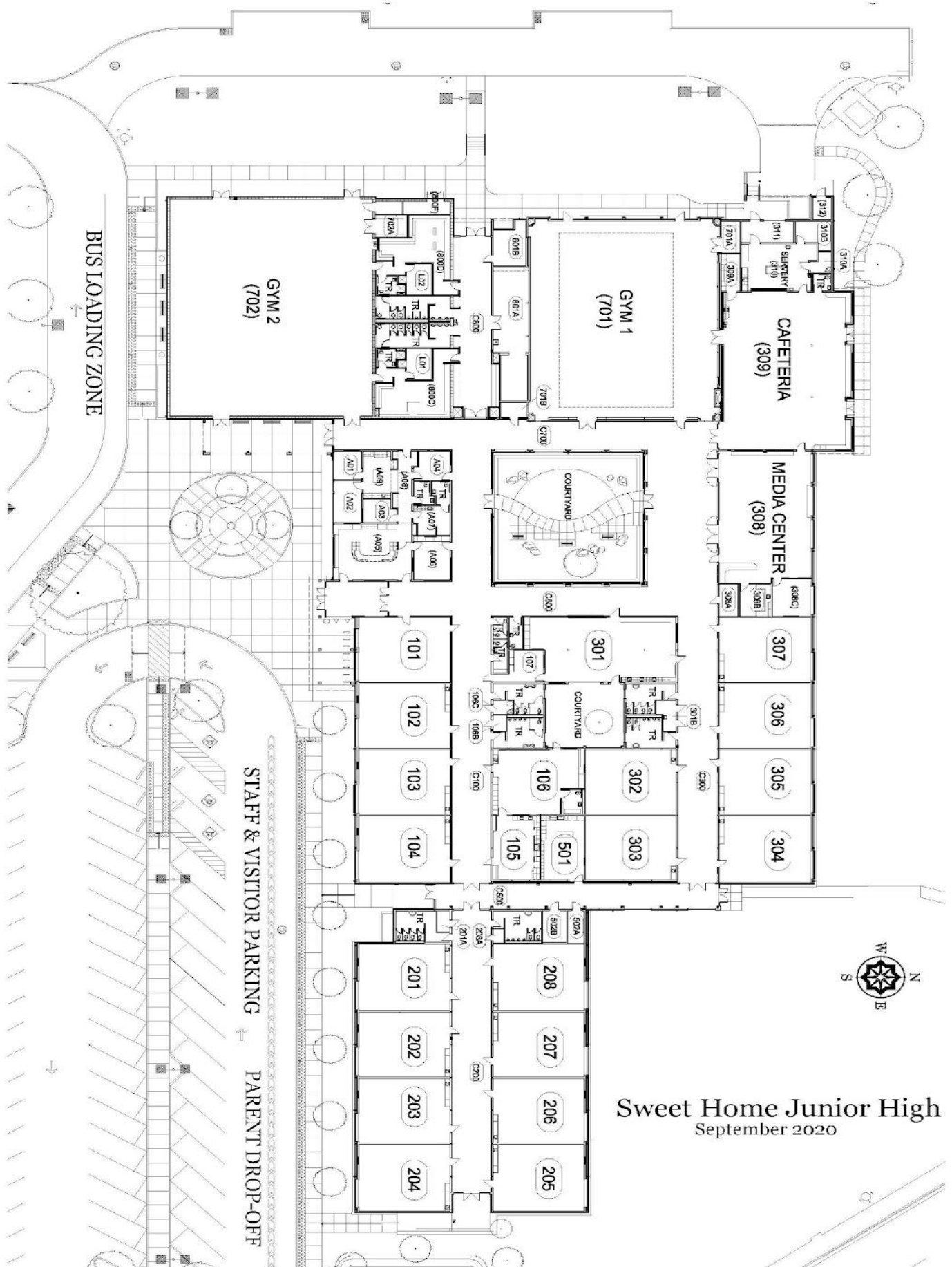
- All visitors must **check in at the front office.**
 - **All visitors will be provided a visitor's pass that they are required to wear while on the campus.**
 - **Student visitors are not allowed.**
 - Any non-school person must have **written permission from administration** to be on campus or in classrooms.
 - Unauthorized visitors will be asked to leave.
 - Please **call ahead** for an appointment with the **administrator, teacher or counselor.**
-

Volunteers

Volunteers are a **valuable part of our school community.** The district welcomes parents and community members to help support students and staff during or after school hours.

- Volunteers work under the **guidance of school staff** and are given tasks appropriate for their skills.
- All volunteers must complete a **Volunteer Application**, available in the school office or online: [Volunteer Application Form](#)
- Volunteers with possible **unsupervised access to students** must pass a **criminal background check.**

We appreciate your willingness to help support student success!



Sweet Home Junior High
September 2020

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 *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 *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.

Sweet Home School District Transportation
(BP EEACC)

The behavior outlined in this *Junior High 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	Supervisor	541-367-7116
Misty Duncan	Secretary	541-367-7210

Regulations

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.

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.

Public Notices

School District Board 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 online:

<https://policy.osba.org/sweethom/>. Parents, the public and students may examine these documents at any time.

Student Records

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

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

Superintendent's Office

1920 Long Street

Sweet Home, Oregon 97386

6. Access student records. Access rights shall be given to either parent unless the District has been provided with specific written evidence that there is a court order, State Statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.
7. Know that the District transfers educational records of students within ten days of receipt of a request for the student's records from another educational institution in which the student is enrolling.
8. The following kinds of information will be considered directory information and will be available for release by each school of Sweet Home School District #55: student's name, student's address, student's telephone listing, student's photograph, student's date and place of birth; participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees or awards received, and the most recent previous school or program attended. Parents or eligible students **NOT wanting directory information released must identify the exclusions in writing to the principal of the appropriate school within fifteen (15) days of the annual notice published in the newspaper.**

Records Retention Schedule

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

Custodial Parent/Guardian Information

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

and receive such records and consult with staff.

Custody

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

Homeless Students

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

Walk Zones

In accordance with Oregon Revised Statute 327.043, "A school district is required to provide transportation for elementary students who reside more than 1 mile from school and secondary school students who reside more than 1 1/2 miles from school." Students within those boundaries must walk.

Student Information "Opt-Out"

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

Integrated Pest Management Plan (IPM)

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

Assessment Recording and Reporting of Student Progress

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

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

Goal Based Curriculum Notice of Availability

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

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

Information Requested

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

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

Equal Education and Employment Opportunities

Sweet Home School District is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Persons having questions about equal opportunity and nondiscrimination are to contact District School Superintendent, Terry Martin, phone (541) 367-7126, 1920 Long Street, Sweet Home OR.

Annual Notice as Required Under Asbestos Hazard Emergency Response Act

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

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

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

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

Parental Rights

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

Notice of Video Cameras in District Facilities and on Transportation Vehicles:

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

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

FIELD TRIP PERMISSION FORM

Students have the opportunity to go on one or more school sponsored trips during the course of the school year. These may include, but are not limited to, swimming lessons, field trips, scholastic contests, program rehearsals, assemblies/performances at other schools and track meets.

Information about each trip will be sent home with students several days before the scheduled event. Please return this signed permission form to your child's school so your child will be eligible to go on these trips.

My child, _____, has my permission to go on school sponsored trips during the _____ school year. If for any reason the trip supervisor faces what he/she believes is an emergency situation, I authorize him/her to act promptly and reasonably for my child at my expense.

Parent/Guardian Signature

Date

SWEET HOME SCHOOL DISTRICT NO. 55
Sweet Home, Oregon

OUT-OF-STATE TRIP PERMISSION FORM

Out-of-state-trips require school board approval. When parents give permission for these out-of-state trips, the board requires parents to acknowledge they are aware of the current status of the Homeland Security rating at the time of the trip. Your signature indicates such knowledge and approval for your child to participate in the out-of-state trip listed below.

I, (please print) _____, give my permission for my child,
_____, to go on the _____ trip
as long as the Homeland Security rating remains at _____ or below its current level.

Trip dates: From: _____ To: _____

Supervisor: _____

Parent/Guardian Signature _____

Date _____

STUDENT ADMINISTERED

MEDICATION PERMISSION AND ADMINISTRATION FORM

Student's Name: _____

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

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

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

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

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

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

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

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

Diagnosis or reason for medication:

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

Parent/Guardian signature: _____ Date _____

◆ For Office Use Only ◆

Principal signature: _____ Date: _____

STAFF ADMINISTERED

MEDICATION PERMISSION AND ADMINISTRATION FORM

Student's Name: _____

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

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

1. Name of student
2. Name of medication
3. Route (by mouth, on skin, in eyes/ears, etc.)
4. Dosage and frequency of administration

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

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

Diagnosis or reason for medication: _____

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

Parent/Guardian signature: _____ Date: _____



Student Internet Use Agreement

Permission is valid as long as the student remains at the school attended when permission was given.

Permission must be renewed if, and when, the student moves to another school.

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

Following you will find information that must be reviewed. It is required that this completed, signed agreement be returned prior to your student being allowed or denied access to the internet.

STUDENT SECTION

Student Name _____ Grade _____

School _____

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including revocation of system access, suspension or expulsion from school and related privileges and/or referral to law enforcement officials.

Student Signature _____ Date _____

PARENT/GUARDIAN SECTION

I have read the district's Electronic Communications System policy and administrative regulation. I will monitor my student's use of the system and his/her potential access to the world-wide Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting.

☐ I give my permission for my student to access networked computer services such as electronic mail and the internet through district approved access.

☐ I DO NOT give my permission for my student to access the district's networked computer services.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from use of, or inability to use, the district system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I understand a user can be held liable for damages caused by intentional misuse of the system.

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

Home Address _____

Date: _____

Home Phone Number: _____

Student Information Opt-Out Form

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 many things, including but not limited to: team pictures, activity pictures, yearbook, website, showcasing of student work, school videos, etc. 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 your student can fully understand the reasoning behind it.

By “Opting-Out” you understand that your student will be:

- Excluded from Team pictures, activity pictures, yearbook, television and website.
- Excluded from showing off student work.
- Excluded from special interest stories and articles.
- Excluded from school videos.
- Excluded from appearing alongside classmates on school/district website.
- Excluded from any medium or outlet that could make its way off school grounds.



Name of School:

Name of Student:

Name of Parent/Legal Guardian:

Street:

City/State/Zip:

Phone:

E-Mail:

Optional – Reasons for Opt-Out:

Signature of Parent/Guardian:

Date:

Return the completed form to the main office no later than 15 days from the first day of school.

IIBGC-AR - Web Policy Student Information Opt-Out

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: _____
.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

Public Complaint Form – KL-AR(2)

1-1