

STUDENT HANDBOOK

2017-2018



Silvertown High School

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BACK COVER- Bell Schedules

NOTICE

The school calendar is updated daily and may viewed on the school's website:
www.silvertonhigh.silverfalls.schools.org

PRINCIPAL'S WELCOME

Dear Silverton High Students:

This handbook has been provided for your information and convenience in better understanding the programs and policies of our school. Included in this handbook will be information regarding safety issues, attendance, grading, discipline, and other related policies of Silverton High School.

The staff of Silverton High looks forward with much anticipation to a wonderful year of success as you begin this new school year. We will do all that we can to provide the support you need to meet your individual and collective goals both academic and extra-curricular. As we work together with you and your parents, our teachers, counselors, and administrators will provide you the support needed to meet State Career Related Learning Standards and earn a diploma. There is no question that it will take a significant effort on your part as well. With your help, together we can make it happen.

As Principal at SHS it is very important to me that I get to know each of you who will be new this year as well as reconnect with our returning students. Please take the time to stop in and talk. SHS is our school. It is a great place because we all have a vested interest in the success of our school community. Let's work together to make this the best year yet.

Sincerely,

Wade Lockett
Principal

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

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

PREFACE

Silver Falls School District prohibits discrimination and harassment on ~~the~~ any basis of protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation¹, 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, Title II of the Genetic Information Nondiscrimination act of 2008. The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Dana Pedersen, Director of Special Programs
Dandy Stevens, Assistant Superintendent
Jennifer Hannan, Director of Teaching and Learning

SILVER FALLS SCHOOL DISTRICT

Mailing Address:

612 Schlador Street
Silverton, OR 97381
503-873-5303

Board of Directors

Silver Falls School District 4J

Tom Buchholz, Chair
19564 Haines Road
Scotts Mills, OR 97375
Zone 7
buchholz_tom@silverfalls.k12.or.us
Joined Board: July 2011
Term expires: 6/30/19

Shelly Nealon
425 Tillicum Drive
Silverton, OR 97381
Zone 5
nealon_shelly@silverfalls.k12.or.us
Joined Board: July 2017
Term expires: 6/30/21

Tim Roth, Vice Chair
7263 Gallon House Rd
Silverton, OR 97381
Zone 1
roth_tim@silverfalls.k12.or.us
Joined Board: July 2005
Term expires: 6/30/19

Ervin Stadel
P.O. Box 357
Silverton, OR 97381
Zone 2
stadel_ervin@silverfalls.k12.or.us
Joined Board: July 2009
Term expires: 6/30/21

Jennifer Traeger
450 Main Street
Silverton, OR 97381
Zone 4
traeger_jennifer@silverfalls.k12.or.us
Joined Board: July 2017
Term expires: 6/30/21

Ron Valoff
245 Silver Loop
Silverton, OR 97381
Zone 3
valoff_ron@silverfalls.k12.or.us
Joined Board: July 2015
Term expires: 6/30/19

Todd White
P.O. Box 612
Mt. Angel, OR 97362
Zone 6
white_todd@silverfalls.k12.or.us
Joined Board: July 2015
Term expires: 6/30/19

District Office Administrators

Andy Bellando, Superintendent
Dandy Stevens, Assistant Superintendent
Dana Pedersen, Director of Special Services
Jennifer Hannan, Director of Teaching and Learning

Time and Location of Board Meetings

Monthly Board meetings are scheduled for the 2nd Monday of each month at the Silverton Community Center located at 421 South Water Street, Silverton, beginning at 7:00 PM.

Monthly Board work sessions are scheduled for the 4th Monday of each month at the Silver Falls School District office located at 612 Schlador Street, Silverton, beginning at 7:00 PM.

SILVERTON HIGH SCHOOL

Mailing Address:

1456 Pine Street
Silverton, OR 97381
503-873-6331
FAX 503-873-8606

Web address: www.silvertonhigh.silverfalls.schools.org
(Website updated daily—the best source for up-to-date information)

ADMINISTRATIVE STAFF

Wade Lockett, Principal
Jodi Drescher, Assistant Principal
Johnie Ferro, Assistant Principal
James Rise, Athletic Director/TOSA

COUNSELORS

Stacey White – Class of 2018
Ext. 3744

Kristie Hays – Class of 2019
Ext. 3763

Barnabas Wong – Class of 2020
Ext. 3745

Kevin Ortega – Class of 2021
Ext. 3743

SPECIAL SERVICES

Heather Bashor, Ext. 3820
Director of Student Activities

Heather Bashor, Ext. 3820
Advisory Group Coordinators

Monica Hanson, Ext. 3764
Homeless and Migrant Services

Mary Rankin, Ext. 3827
Special Education

Helen Thomas, Ext. 3815
Alternative Education

FACULTY

Albright, Russell

Spanish

Anderson, Eric

Social Studies

Ayers, Rachel

Special Education-
BSP/FSP

Barker, Stacy

Language Arts

Barnes, Kirsten

Social Studies

Bashor, Heather

Advisory Group Coordinator
ASB Coordinator

Bay, Clarissa

Science

Beliakoff, Natasha

Math, Co-Chair,
Technology

Blackburn, Chris

Social Studies, Chair

Boyd, Banyon

Art, Chair

Brown, Todd

Math

Candee, Heidi

Math

Craig, Josh

Language Arts

Cross, Erik

PE/Health

Davis, Keegan

Social Studies

DeLong, Madison

Science

Emmert, Kim

Family & Consumer
Studies

Everitt, Lindsay

Math

Garlinghouse, Joyce

Math

Glynn, Neal

PE/Health

Haole-Valenzuela, Cole

Music-Choir

Hinds, Drew

Technology

Hooker, Patricia

Science

Houts, Daren

Math/Industrial Arts

Hynes-Stone, Ben

Language Arts/Speech,
Chair

Klopfenstein, Cheryl

English Language
Development

Litts, Shauna

Language Arts

Mandish, Elena

Social Studies/Read 180

Mandish, Jody

Art

Martin, Chris

Science

McArthur, Sarah

Agricultural Education &
Technology, Chair

McElfresh, Derek

Yearbook

McWilliams, Nick

Language Arts

Miller, Nancy

Language Arts

Morgan, Lauren

Language Arts

Nankman, Michiel

Special Education-TLC

Newton, Jessica

PE/Health

Nielsen, Sheila

Language Arts

Ousterhout, Doug

Drama

Petrik, Frank

Music-Band

Pooleon, Cheryl

Special Education-LRC

Porter, Craig

PE/Health

Post, Danielle

Science

Rankin, Craig

Technology

Rankin, Mary

Special Education-LRC,
Chair

Read, Shari

Science, Chair

Rise, James

PE/Health, Chair
TOSA Athletic Director

Rogers, Lucky

Math

Roth, Sarah

Spanish

Roth, Steve

Social Studies

Satrum, Debra

Math

Schofield, Craig

Social Studies

Sheets, GERALYN

Health Occupations
School Nurse

Sigado, Jeff

Social Studies

Steers, Tom

Math, Co-Chair

Stetson, Butch

Mechanical Technology

Stolfus, Alison

Science

Taray, Steve

Special Education-SLP

Thomas, Helen

Academic Resource
Center/Teen Parent

Towery, Riane

Business & Technology

Towery, Scott

Agricultural Education &
Technology

Ulven, Hank

Special Education-LRC

Warden, Mackenzie

Language Arts

Weaver, Christy

Spanish

West, Jessica

Language Arts

Wold, Tal

Media Specialist

Woodside, Travis

INITIAL CONTACT PEOPLE

General Responsibilities

Accident Report.....	Jodi Drescher
Activity/Calendar Reservations.....	Lisa Roth
Alternative Education Programs.....	Johnie Ferro
Assemblies.....	Heather Bashor
Athletics.....	James Rise/Kevin Palmer
Attendance.....	Julie Brown
Bookkeeper.....	Adela Aguilar
Building Use.....	Lisa Roth
Bus Transportation.....	Durham Transportation 503-873-3721
Campus Security.....	Dan Magee/Juan Benavidez
Career Information.....	Counseling Office
Curriculum/Instruction.....	Johnie Ferro
Discipline.....	Jodi Drescher
Early Release/Late Arrival.....	Counselors
Elementary Assistant.....	Johnie Ferro
First Aid.....	Geralyn Sheets
Grades.....	Teachers/Counselors
Health Records.....	Leslie Alexander
Insurance Claims.....	Wade Lockett
Locker Problems.....	Dan Magee/Juan Benavidez
Lunches: Free/Reduced.....	Counseling Office
Nurse/ Health Occupations.....	Geralyn Sheets
Personal Problems/Concerns.....	Counselors
Report Cards.....	Counselors
Student Schedules.....	Counselors
Scholarships/Grants.....	Heidi Eberle
TAG.....	Sheila Nielsen
Testing (Standardized).....	Counselors
Theft.....	Dan Magee/Juan Benavidez/ Jodi Drescher
Transcripts.....	Leslie Alexander
Withdrawal.....	Leslie Alexander
Yearbook– <i>Silvertonia</i>	Derek McElfresh

GENERAL STUDENT INFORMATION

ACADEMIC AWARDS

The Academic/Honor Awards Program was established to recognize academic achievement at all grade levels. Each spring, special recognition certificates are given to freshmen who have a 4.0 GPA and 3.5 credits at the end of semester one, sophomores who have an accumulated GPA of 3.5 or above and 10 credits at the end of three semesters, and foreign exchange students who have a 3.5 GPA and 3.5 credits for one semester.

Certificates and pins are presented to juniors who have an accumulated GPA of 3.5 or above and 16.5 credits after five semesters, and seniors who have an accumulated GPA of 3.5 or above and 23 credits after seven semesters.

Academic letters and emblems are awarded to sophomores with a 4.0 GPA and 10 credits after three semesters; juniors with a 3.8 GPA and 16.5 credits after five semesters; and seniors with a 3.6 GPA and 23 credits after seven semesters.

All academic awards are determined using unweighted GPAs only.

ACCIDENTS

There is a possibility that a student will experience an injury during the school day in gym class, lab type classes, or in an extracurricular activity. If a student is hurt, the following steps should be taken: (1) all accidents must be reported to the teacher if the injury occurs in the classroom, or (2) accidents occurring during athletic participation must be reported to the coach. The teacher or coach will complete an accident form and report any injury to the administration office. Parents, a responsible adult of the family, or the family doctor will be notified as necessary, and the school will follow the procedure applicable to the injury.

ADMISSION (Board Policy 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 required by state law, school board policy, and administrative regulations. Students and their parents should contact the counseling center for admission requirements.

Admission of Resident Students

The District will deny regular school admission to students who have become residents and who are under expulsion from another school district for reasons other than a weapons policy violation.

The District shall deny for at least one calendar year from the date of the expulsion, regular school admission to students who have become residents and who are under expulsion from another school district for a weapons policy violation.

The District will not provide alternative programs of instruction to students expelled for a weapons policy violation.

Admission of Non-Resident Students

The District shall deny regular school admission to non-resident students who are under expulsion from another school district for a weapons policy violation. The District will deny regular school and alternative education program admission to non-resident students who are under expulsion from another district for reasons other than a weapons policy violation.

ANIMAL DISSECTION POLICY (Board Policy INI)

District students in grades K through 12 may refuse to dissect any vertebrate or invertebrate animal. The District shall allow the student to participate in an alternative dissection exercise to demonstrate competency

in the coursework. This exercise may include videos, DVDs, CD-ROMs, films, computer programs, models, books, clay modeling, or transparencies. In addition, the student's parents may refuse to allow the student to dissect the animal.

A teacher may not discriminate against or lower the grade of a student for not participating in the dissection exercise.

The District shall notify students who have dissection as part of their coursework and the parents of those students about the provisions of this policy.

ANIMALS IN THE SCHOOL

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent or human resource director that are part of an approved district curriculum or curricular activity are allowed in district facilities.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

ASBESTOS (Board policy EB and EBAA)

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. Lorin Stanley, Maintenance and Facilities Director, serves as the district's Asbestos Program Manager and may be contacted for additional information.

ASSEMBLY CONDUCT

Assemblies are a privilege extended to students of SHS. Behavior should be above reproach. Students are expected to conduct themselves in such a manner that will bring credit to the entire student body. Student misbehavior at assemblies may be subject to disciplinary action.

ASSEMBLIES AND PROGRAMS

Requests for assemblies/programs should be directed to the Director of Student Activities. Final approval lies with the administration.

ASSIGNMENT OF STUDENTS TO CLASSES (Board Policy JECD-AR)

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to an administrator. Final decisions are the responsibility of the building principal or designee.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. (Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.)

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover the resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the district notice and the opportunity to propose other options available within the public school system before the private placement or services are obtained.

Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the

educational program offered by the district, and the parent's request that the private services be funded by the district. Failure to provide notice may result in denial of any subsequent reimbursement requests.

ATHLETIC EVENT EXPECTATIONS

- NO OPEN CONTAINERS
- NO BACK PACKS OR LARGE BAGS
- NO STUDENT RE-ENTRY TO VARSITY FOOTBALL GAMES

To clarify, students are allowed admittance only once during varsity football games at McGinnis Field. If a student leaves prior to the end of a varsity football game, they will not be allowed to re-enter without administrative approval. In order to support an environment safe from alcohol and drugs, we request that no open containers, backpacks, or large bags be brought into any athletic events. This applies to all students as well as community members.

SFSD - CODE OF CONDUCT FOR INTERSCHOLASTIC ACTIVITIES (Board Policy EGB)

The Board believes that employees, volunteers and students, participating at school functions or school-sponsored events, whether they are on or outside school grounds, should act accordingly as representatives of their school and the district. For that reason, the Board expects that employees, volunteers and students will behave in a courteous, civil, respectful and dignified way when representing their school.

Coaches are expected to conduct themselves professionally as a model of behavior for the student athletes. To clearly outline expectations of acceptable conduct, employee or volunteer coaches may be required to sign an acknowledgment form to indicate that they understand and will comply with the district's acceptable code of conduct for interscholastic activities.

Employees, volunteers and students are expected to demonstrate the following behavior when representing the school:

1. Display good sportsmanship at all times.
2. Show respect for authority and facilities.
3. Show respect for referees, umpires and officials.
4. Show respect toward teammates.
5. Compete and train in a fair and ethical manner to the best of their ability.
6. Show courtesy to the opposing team or competitor.
7. Show courtesy to all visitors, fans and parents.
8. Comply with rules of etiquette or conduct of the governing body of interscholastic activities.
9. Comply with other action as directed by the superintendent, superintendent's designee, supervisor, coach or other person in authority.

Employees, volunteers and students are expected to refrain from any behavior that is unsportsmanlike, disrespectful, or in violation of activity rules.

Employees, volunteers or students who violate Oregon School Activities Association (OSAA) rules may be subject to discipline, including removal from participation in interscholastic activities or expulsion from school.

Employees, volunteers or students in violation of OSAA rules may be required to remunerate the district in the event fines are assessed by OSAA as a direct result of their actions that are in violation of this policy.

Employees, volunteers or students may contest remuneration as a result of a district fine by OSAA under the appeal procedures for this policy.

Students, staff and volunteers may be required to sign an acceptable code of conduct agreement before they are permitted to partake in a specific type of interscholastic activity. The superintendent or designee will be responsible for establishing any administrative regulations.

SFSD - APPEAL PROCEDURE FOR CODE OF CONDUCT FOR INTERSCHOLASTIC ACTIVITIES

Under Board policy EGB - Code of Conduct for Interscholastic Activities, individuals may be required to reimburse the district for OSAA fines. If a person wishes to contest reimbursement to the district, the individual will follow the two-part appeal process listed below.

Step 1

- Within seven days of receiving notice of an OSAA fine, the individual will request in writing to the superintendent relief from the obligation to reimburse the district.
- The superintendent will issue a written decision within 10 days.
- The decision of the superintendent may be appealed to the Board.

Step 2

- If the individual is unsatisfied with the decision of the superintendent, the individual may request an appeal to the Board. The individual must request an appeal in writing within seven days after receiving notice of the superintendent's decision.
- After meeting with the concerned parties at the next regular or special Board meeting, the Board will issue a written decision within 30 days. If the Board requires additional time to investigate and decide the merits of the appeal, the Board will respond in writing within the 30 day period and notify the person a period of time within which it will make a decision. In no event will the decision be made after 60 days of receiving the notice of appeal. The decision of the Board will be final.

SFSD - CODE OF CONDUCT FOR INTERSCHOLASTIC ACTIVITIES AGREEMENT

I understand that participation in interscholastic activities is a privilege afforded me by the school. Thus, I promise to comply with the code of conduct listed in Board policy EGB - Code of Conduct for Interscholastic Activities. I will follow Oregon School Activities Association (OSAA) rules. I will demonstrate good sportsmanship. I will compete in a fair manner, and refrain from the use or abuse of controlled substances, alcohol and prohibited performance-enhancing drugs and supplements.

I understand that my violation of the terms of this policy and agreement may result in OSAA fining the district. In the event the district is fined by OSAA for my actions that are in violation of the terms of this policy and agreement, I agree to reimburse the district for any monetary penalty imposed by OSAA.

I understand that violation of these terms may result in discipline, including revocation of the privilege to represent the school and participate in school-sponsored activities, events, clubs or programs for the remainder of the sports season and suspension, expulsion, or referral to law enforcement. School-conferred privileges, honors and distinctions may also be revoked.

I also understand that rehabilitation or counseling may be required by the district as a condition to further participate in district-sponsored activities, clubs or programs.

I have read, understood and now agree to abide by the district's code of conduct for interscholastic activities and terms of this agreement.

Signature of student/athlete, parent/guardian, and district official will be necessary on SFSD Athletic Participation Contract – Athletic Code of Conduct.

ATHLETIC CODE OF CONDUCT CONTRACT

Vision Statement

We promote the physical, emotional, and mental well being of all students through athletics, while educating student-athletes in the areas of effort, leadership and teamwork.

Athletic activities can be an important component of a student's school experience. Participation in these activities is a privilege and offers an opportunity for the students to make a commitment toward self-improvement. Because students who participate in athletic activities are viewed as leaders and representatives of their schools, they are held to a high standard of academic and behavioral achievement.

The intent of the Athletic Code of Conduct Contract is to encourage positive character growth and promote integrity. The intent is also to protect the health and safety of each student-athlete, those with and against whom the student competes, and others the student may be in contact with while participating. The stated rules and outcomes are designed to promote accountability through ownership of one's own actions. Our goal is to foster behaviors that prepare a student for a successful and productive future.

General Responsibilities

The undersigned agrees to:

1. Behave in a manner that brings respect to one's self, school and community.
2. Ride to and from all school-sponsored activities in school approved transportation. Students not riding home in school approved transportation must receive permission from their coach in advance and must have a transportation release form completed and on file.
3. Return all school equipment and clothing in good condition. Lost or stolen items must be paid for at the replacement cost. Participation in future school activities is based on the return of issued equipment and clothing.
4. Abide by all OSAA, Silver Falls School District (SFSD) and Silverton High School (SHS) policies and rules. Any athlete ejected from a contest will pay the OSAA fine before they can return to competition. The OSAA requires that athletes representing SHS live within the SFSD boundaries with the appropriate guardian, or be cleared by the Director of Athletics prior to participation.
5. Clear or pay "Pay to Play" fees, fines, and/or outstanding balances or arrange for an approved payment plan, before participating in contests;
6. Meet the SFSD eligibility standards identified in the SHS Student Handbook. Additionally, eligibility for a sport season is based on the OSAA standard of being enrolled in, as well as passing, at least five graded (5) classes. Furthermore, students must meet the OSAA minimum graduation credits each year. A student must earn an indicated number of credits yearly to be eligible to participate;
7. Obtain permission of the Athletic Director and the two head coaches before dropping an in-season sport and transferring to another in-season or out-of-season sport. An in-season sport is defined as a sport occurring within an OSAA-sanctioned calendar. An out-of-season sport is an activity, club, or sport that occurs outside the OSAA-sanctioned calendar. If the student is released or cut from a team, the student may participate in another sport.
8. Attend all practices and report an absence to the coach prior to missing a practice or contest. Examples of reporting a student-athlete's absence include phone message, text, email, etc. Additionally, student-athletes, or their parents, may report their absence to a coach, office staff, or administrator. Unexcused absences from practice or contests will impact playing time and may result in consequences up to and including removal from the team.

SECTION ONE

Behavior and Conduct:

In order to realize the vision and meet the goals of the Silverton Athletic Department, student-athletes agree to not participate in nor be associated with activities that are unlawful or are connected with acts that bring disrespect to the individual, school, and community.

Students also need to avoid a pattern of negative or inappropriate behavior at school. Students found to be involved in these behaviors can expect consequences as stated below.

Consequences May Include:

- Loss of a percentage of the season or equivalent period of time in a subsequent season
- Loss of a full season or equivalent period of time in a subsequent season
- Termination of high school athletic/activity career
- Youth Service Team Counseling
- Coaches' Plan of Action for restitution, ownership of actions, and reinstatement

SECTION TWO

Attendance at Parties, Drugs, Alcohol, and Tobacco:

A primary focus of Silverton High School is the development of a drug free lifestyle for our student-athletes. In keeping with that objective the undersigned student agrees not to possess or use alcohol, drugs, and illegal muscle/performance enhancing substances, any form of tobacco or tobacco look-alike products at any time. In addition, students are not to misuse or abuse prescription drugs. Students suspected of the use of such substances or being under the influence may be asked to submit to a passive drug or alcohol detection test. Refusal to comply will be considered a positive test result.

Furthermore, students are expected to avoid environments where inappropriate/unlawful behaviors are taking place. Examples of such environments are alcohol/drug parties and "smoke-outs." If a student-athlete is attending a gathering and alcohol or drugs appear, the student-athlete must leave within five minutes and self-report the incident to a coach or administrator in person, by telephone, voicemail, text, and/or email within 12 hours of the gathering.

Violators of the Drug and Alcohol Policy will comply with the consequences listed below. The following consequences listed are "minimums." Silverton High School reserves the right to render harsher consequences which, at its sole discretion, believes are warranted under the circumstances.

FIRST OFFENSE: Suspended for 30% of the total season's contests

SECOND OFFENSE: Suspended from contests for ONE FULL sports season and required Drug and Alcohol counseling

THIRD OFFENSE: Ineligible for the remainder of the student-athlete's high school career

In addition to the Ineligibility Consequence, the student may be required to participate in the following:

- Youth Service Team Counseling
- Referral to student's designated SHS counselor, Drug and/or Alcohol Assessment, sign a release of information form, and follow recommendations from the assessment
- Mandatory urinalysis at parent/guardian expense
- Athletic Study Table
- Coaches' Plan of Action for restitution, ownership of actions, and reinstatement

The student-athlete recognizes that any violation of the above Conduct and Drug/Alcohol Policies may result in immediate suspension and/or dismissal from the team. Students and parents must understand that coaches reserve the right to establish team rules, or sport-specific rules, in addition to those described in the Athletic Code of Conduct. Consequences that cannot be satisfied during the immediate season will carry over to a subsequent season. In order to satisfy ineligibility consequences, student-athletes who participate in a sport

must complete the season in good standing. If the student-athlete does not complete the season in good standing, the suspension/ineligibility consequence will not be recognized.

Notice of Consequence for Violation:

The Athletic Director or designee will notify the student-athlete in writing of the consequence for contract violation using the Silverton High School Athletic/Activities Discipline Form. The student-athlete's signature on the Discipline Form indicates only the receipt of consequence and violation. In addition, the student-athlete's parent/guardian will be notified by phone and a copy of the Discipline Form will be mailed to the student-athlete's address on file in the main office.

Honesty and Integrity Clause:

In order to promote and encourage accountability and character maturation, the student-athlete may have the consequences for violation of the Athletic Code of Conduct reduced based on their honesty, integrity, and cooperation during the investigation. Examples of honesty, integrity, and cooperation include:

- Immediate ownership of behavior, participation and/or association
- Compliance to disciplinary action
- Positive attitude and behavior during practice, in contests, and in the classroom

Athletic Appeals Procedure

Before an Appeals Hearing is held, the student-athlete or parent/guardian must submit in writing to the Athletic Director or designee the student-athlete's intent to appeal. The intent to appeal must include the reason(s) for the appeal. The Athletic Director or designee must receive the written request within five (5) school days following the issuance to the student-athlete of the Discipline Form.

The appeals committee will meet within five (5) school days from the date the appeal is filed with the SHS Athletic Director or designee. Upon receipt of a student-athlete's appeal, the student-athlete will be once again informed of the charges against him or her, be advised of the hearing date, and be given an opportunity to be present and submit relevant evidence, witness testimony, and arguments. The decision of the Appeals Committee may be to uphold, modify, or withdraw the disciplinary action imposed by the Athletic Director. The committee will render its decision within three (3) school days of the conclusion of the hearing. **During the appeals process the student-athlete will be suspended from the sport; the suspension time will be included as part of any decision made by the committee.** The Athletic Appeals Committee will consist of a Silverton High School administrator and three head coaches (coaches may not be an athlete's current in-season coach).

The criteria primarily utilized to consider reinstatement of the athlete will be:

- a. The general attitude of the athlete during the time of the suspension.
- b. The academic record of the athlete complies with participation standards.
- c. The behavioral record of the athlete, including referrals, if any, for disciplinary action regarding any violation of district, state, and/or federal law or rules.
- d. The reasons provided by the athlete in support of the appeal, and the ability of the athlete to defend the reasons why he/she should be reinstated into the SHS athletic program or the length of the suspension should be reduced.
- e. If the appeal is for a second or third violation, the length of time between the first violation and the second and third violations, as well as the nature and severity of the violations.

Following the Appeals Committee hearing, parents will be notified by phone within three (3) school days, and in writing within five (5) school days of the Appeals Committee's decision. The decision of the Appeals Committee may be appealed to the School Board by contacting the Superintendent within five (5) school days after the Appeals Committee's decision. Students appealing to the School Board will be ineligible to participate in competitions pending the School Board's decision.

I/We understand that this code, once signed will be in effect for the entire time period the student is attending Silverton High School, including out-of-season and during the summer. I/We further understand that infractions are cumulative throughout the student's enrollment at Silverton High School.

Silverton High School reserves the right to hold athletes accountable for their actions 365 days per year if the actions involved serious misconduct on or off school grounds, including but not limited to assault, robbery, drunk driving, use, possession, and/or distribution of alcohol or drugs.

***Please Note:** Any violations of the previous athletic code will be carried over cumulatively to the current athletic code.

Legal Reference(s):

ORS 326.051

ORS 332.075 (1)(e)

ORS 332.107

ORS 339.430

OAR 581-021-0034 to -0035

OAR 581-021-0045 to -0049

OAR 581-022-1680

Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (2000).

OSAA *Handbook*, Oregon School Activities Association.

Athletic Participation Requirements

1. Physical Examination – Required once every two years. A physical received during an athlete's 8th grade year will be accepted. Physicals must be recorded on an OSAA approved form available online or in both the main and athletic offices.
2. Athletic Insurance – Provided by parents or purchased through the school. School insurance forms are available in both the main and athletic offices.
3. Athletic Participation Contracts (Silverton High School Code of Conduct/Silver Falls School District Code of Conduct) – Both contracts are signed by parents and athlete yearly. Forms are available online or in both the main and athletic offices.
4. Academics – Athletes must be currently enrolled in five credited semester classes and must have passed five credited classes the previous semester. Study Halls do not count. Additionally, OSAA Rule 8.1.2 specifies that a student must be making satisfactory progress towards the school's graduation requirement by earning a minimum number of credits as outlined below:
Credits to Graduate: Silverton High School – 25.5 credits
Prior to Grade 10 – 4 credits
Prior to Grade 11 – 10 credits
Prior to Grade 12 – 17 credits
5. Athletic Fees – Athletes will be charged \$100 per sport (\$250 student cap, \$500 family cap). No students will be denied participation in a sport due to financial reasons. Students who need assistance with athletic fees should contact the Athletic Office.
6. ImPACT Testing (Concussion Management Program) – Required once every two years.

RETURN TO PARTICIPATION PROTOCOL

The health and safety of Silverton High School's student-athletes is our top priority. For this reason, it is the expectation of the athletic department that student-athletes report all injuries (including concussions), sicknesses, and symptoms of a concussion to their respective coach, athletic trainer, or school administrator immediately, regardless of the nature of the incident/accident or if it occurred as a school related activity or personal activity.

All decisions regarding return to play are made while keeping the health and well being of the student-athlete as the primary concern. This includes immediate as well as long term health care.

INJURY PROTOCOL

Following a serious/significant injury, requiring a visit to a physician, medical provider, hospital, or emergency room, the athlete must have the approval of Silverton High School Administration with input from the Sports Medicine Team; which includes the overseeing physician/medical provider and athletic trainer in order to resume practicing or to participate in athletic contests. The athlete will have to demonstrate proper strength and mobility for their injury and their specific sport. If required by the treatment plan, the student-athlete must consistently participate in a rehabilitation program. If an athlete's injury requires a visit to the hospital or

physician/medical provider, the athlete will need to bring a note of clearance from his/her medical provider to the athletic trainer before being allowed to resume practicing and participating in athletic contests. If a student has been diagnosed with a significant illness or has had a major surgery, the student must have a physical examination prior to resuming practicing or participating in athletic contests pursuant to district policy JHCA.

CONCUSSION PROTOCOL

An athlete cannot participate in any athletic event or training on the same day the athlete:

- Exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head, body or;
- Has been diagnosed with a concussion.

Following a head injury, as described above, the athlete must meet the following criteria before participating in an athletic event or training. The athlete must:

- No longer exhibit, signs, symptoms or behaviors consistent with a concussion;
- Receive a medical release form from a licensed health care provider;
- Have the approval of Silverton High School administration, with input from the Sports Medicine Team, which includes the overseeing physician/medical provider and athletic trainer in order to resume practicing or to participate in athletic contest; and
- Pass neurocognitive functioning testing including memory, brain processing speed, reaction time and post-convulsive symptoms. Computer-based assessment will be administered by properly trained school personnel, including, but not limited to certified athletic trainer, coaches, and administration.
- Proceed through the proper rehabilitation protocol for their injury before being allowed to participate.
- Often withheld from school and athletic participation for 24 hours following concussion.

COACHING STAFF

<u>SPORT</u>	<u>HEAD COACH</u>	<u>SPORT</u>	<u>HEAD COACH</u>
Football -----	Josh Craig	Baseball-----	James Rise
Boys Soccer -----	Derek McElfresh	Softball -----	Ralph Cortez
Girls Soccer -----	Gary Cameron	Boys Tennis-----	Dan Miller
Cross Country -----	Erik Cross	Girls Tennis -----	Shawn Pool
Volleyball -----	Linda Riedman	Track-----	Erik Cross
Boys Basketball-----	Jamie McCarty	Cheer -----	Melanie Bjerke
Girls Basketball -----	Tal Wold	Dance Team -----	Paula Magee
Wrestling-----	Stryder Davis	Athletic Trainer -----	Sharayah Johnson
Swimming -----	Lucky Rogers		

ATHLETICS SCHEDULE AND UPDATES

www.silvertonfoxes.com is the site our school subscribes to so that parents, students, and the community can get complete, up-to-date scheduling information from our athletic office. You can also access www.silvertonfoxes.com from our school's web site.

ATTENDANCE (BOARD POLICY JE, JEA)

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law (ORS 399.010). School staff will monitor and report violations of the state compulsory attendance law. The law further requires persons having control of any such minor to send him/her to school. Exceptions from the compulsory attendance law are allowed in certain circumstances, i.e., home schooling, students attending private schools, and/or student's that can prove to the board that they have successfully completed the courses of study taught in grades 1-12. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, part-time and enrolled in school, a community college or alternative education program as defined in ORS 336.615. Efforts will be made by school officials to enforce the compulsory attendance laws for the state. One fundamental reason for insisting on punctual regular school attendance is to help each student develop habits of responsibility which

will assist him/her to function well in society and succeed in the world of work. Regular attendance is mandatory if the student is to successfully reach this goal. We also believe there are few substitutes for the value of the relationships which occur between students and teachers in the learning environment.

Truancy - A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and/or ineligibility to participate in athletics or other activities. The student may have to make up the work using an alternate setting and type of assignment.

Attendance Limits - Parents and students should be concerned if a student misses more than five days in an 18-week period (semester). In the workplace this number of absences would be considered excessive and SHS wants to encourage students to learn good workplace habits with regard to attendance. Parents are encouraged to contact the Attendance Office, or access their student's attendance through Pinnacle, and work with the student's counselor or Mrs. Meraz, SHS's Student Success Advocate, should problems arise.

Absences and Excuses (Board Policy JED) - Oregon Revised Statute recognizes only the following reasons as valid excuses for absences:

1. Illness of the student.
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Medical or dental appointments. Verification of appointments may be required;
5. Field trips and school-approved activities;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

The school shall notify parents/guardians by the end of the school day if their child has an unexcused absence. The notification of a student's absence 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 following are NOT excusable absences in accordance with Oregon State Attendance Laws:

- Truancy
- Missing the bus or car malfunction
- Family vacations not excused in advance
- Birthdays or other celebrations
- Oversleeping
- Shopping/haircut appointments
- Hunting or fishing excursions
- Gainful employment

ATTENDANCE PROCEDURES – Parents must notify the school by a written note, phone call or email of the reason for the student's absence within one day of the absence. Blanket excuses are not allowed. Information for the excuse must include full name of the student, the calendar date(s) of the absence, a brief reason for the absence and the complete signature of a parent or guardian. The note should be dropped off at the Attendance Office.

Attendance/Participation In School-Sponsored Activities - Students who participate in or choose to attend school-sponsored activities, i.e., sports, musical events, dances, clubs, etc. must attend a full day of school the day of the event or the last day of school prior to the event, in order to be eligible to participate. Exceptions may be made for pre-arranged or school-related absences.

Pre-arranged Absences - Pre-arranged absences are those arranged at least one school day prior to the student's actual absence. Please contact the Attendance Office. These absences do count in the absence total.

School-related Absences - An absence from school that has been planned and approved as part of a course of study or as a school supported extra-curricular activity will be counted as a school-related absence. Examples of school-related absences are field trips, early release for participants in sporting events, student council meetings, speech team contests, college visitations, etc. These absences are not counted when looking at attendance totals. Attendance at state playoffs by students, who are observing rather than playing, must be pre-excused with

a written note the day before the activity to be counted as a school-related absence. Notes brought the day of the activity will be an excused absence, not school-related, unless approved by a school administrator. No phone calls will be accepted for playoff excuses unless approved by administration. The school will determine release time for the student that can be excused as school-related, i.e., periods 5-7 only.

Make Up Work Needed Due To Excused Absences - The student is responsible for all information and work in every class. Excused absences do not excuse the student from work missed in class. Upon returning to school, the student should contact the teacher at the teacher's convenience, and arrange for any appropriate makeup work. When students are absent they may miss discussions, films, labs, participation activities, or pop quizzes that are extremely difficult to make up. For extended absences, homework may be requested by calling the Attendance Office. Counselor contact should be made if a student has a lengthy illness.

Assignments made prior to the student's absence are due upon their return. Work assigned during an excused absence is due within a reasonable time as assigned by the individual instructor, usually the same amount of time as days missed.

Excused Absences From Final Exams - Semester exams WILL NOT BE given early. Arrangements are made through a counselor to take missed semester exams at a later date.

Change of Class Schedule/Adding or Dropping a Course

Schedule change will only be done to correct computer error, to fill a class period that is unscheduled, or adjust a schedule to allow make-up of a class that a student failed.

Students dropping classes after the third week period will receive an "F" on their transcript and will be placed in a course for no credit.

COMMUNICABLE DISEASES (BOARD POLICY GBEB/JHCC-AR)

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

COUNSELING SERVICES

The counseling office is open from 7:30 a.m. to 3:30 p.m. Students are encouraged to walk in and see a counselor or make an appointment. Student assistance falls into four main categories: educational, vocational, personal, and parental.

ACADEMIC COUNSELING

1. Course information and selection
2. Graduation status
3. Schedule assistance
4. Alternate educational choices
5. College counseling

PERSONAL COUNSELING

1. Individual and group interviews
2. Interpersonal relationships

CAREER COUNSELING

1. Occupational information
2. Military opportunities
3. Education/training related to careers

SERVICE FOR PARENTS

1. Progress reports
2. Parent conferences
3. Test results and interpretation

DAMAGE TO DISTRICT PROPERTY (Board Policy ECAB and JFCB)

Full restitution for the damage will be sought from such persons, or, in the case of minors, from their parents. Until such fees or restitutions are paid, certain restrictions and/or penalties may be imposed. Records requested by another school district to determine a student’s appropriate placement may not be withheld.

Students who willfully destroy district property through vandalism/malicious mischief/theft or arson, who commit larceny or who create a hazard to the safety of other people on district property will be disciplined in accordance with state law and the Board’s policy on student suspensions/expulsions and referred to law enforcement authorities.

DANCE REGULATIONS

These regulations are to be followed by all clubs and organizations sponsoring dances and all students attending dances:

1. Students will be required to show their ASB Card when a dance ticket is purchased and at the door prior to admission.
2. No one is permitted to leave the building and return to the dance unless the administrator on duty grants special permission.
3. The outside doors will be closed one-half hour after the dance begins and no one will be allowed to enter after that time without prior special permission for late entry.
4. School dances will be held on Friday nights with the exception of the Junior Prom and Homecoming, which are both held on Saturdays. Dances will not be scheduled on weeknights.
5. Dances normally start immediately following a Friday home event and end promptly at 11:00 p.m. All students are to be out of the building 15 minutes following the end of the dance. If the ending time for a dance needs to be adjusted, students will be informed through the daily bulletin.
6. Students and their guests participating in dances must be dressed appropriately for a school function and their behavior must meet school standards. Inappropriate dress or behavior (salacious or inappropriate dancing, i.e., “front to back grinding”) can result in admission being denied to a student or guest. A student or guest may be asked to leave if such behavior occurs following admittance.
7. The rules and regulations concerning tobacco, drugs, and alcohol apply to all school functions.
8. Dance guest passes are only available for Homecoming, Winter Semi-Formal, and Prom. The pass must be secured by the date set by the assistant principal. The student securing the pass is responsible for the conduct of their guest at the dance. A picture ID will be required for guest admittance into the dance. All guests shall be under the age of 21. Junior high students and younger are not allowed at SHS dances. Parents and guardians are not considered guests and are welcome to attend SHS dances.
9. Court Eligibility Policy - No Silverton High School student may serve on more than one court per year and not the same court in any two years in succession.
10. Students who participate in or choose to attend school-sponsored activities, i.e. sports, musical events, dances, clubs, etc. must attend a full day of school the day of the event or the last day of school prior to the event, in order to be eligible to participate. Exceptions maybe made for pre-arranged or school-related absences. (See “Absences and Excuses” on pages 15-16 for more information).

Dance/Activity Dress Code - The following dress codes apply to “Court Dances” only. Students not complying with the defined dress standards may be denied the privilege of attending the dance.

- DRESSY SCHOOL CLOTHES:
Boys Casual Pants (no jeans), Sweaters, Button-Up Shirt, Jacket
Girls..... Dresses, Slacks
- SEMI-FORMAL:
Boys Slacks, Jacket/Blazer, Suit, Sweater
Girls..... Semi-Formal Dress
- FORMAL
Boys Tux, Shirt/Tie/Jacket Ensemble, Suit
Girls..... Formal dress/Suit
- DRESS CODE FOR “COURT” DANCES IS AS FOLLOWS:
Homecoming Dance Semi-Formal
Winter Semi-Formal..... Semi-Formal
Prom Formal

DISTRIBUTION OF MATERIAL (Board Policy KJ/KJA)

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

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

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory, age appropriate to the grade level and/or maturity of the reading audience, poorly written, inadequately researched, biased or prejudiced, not factual, or not free of racial, ethnic, religious, or sexual bias. Materials include advertising that is in conflict with public school laws, rules, and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent or district designee. Material not approved by the superintendent or district designee within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

EARLY RELEASE/LATE ARRIVAL

Early Release/Late Arrival students are obligated to fulfill their contracts and only be on or near the school grounds during their regular class schedule. Failure to comply could result in revocation of release privileges. Additionally, poor academic performance in classes required for graduation may result in revocation of these privileges.

ELECTRONIC COMMUNICATIONS SYSTEM (Board Policy IIBGA & IIBGB)

Educational Purpose: The Silver Falls School District's network and the Internet offer a wealth of educational materials to our students and teachers. Original source materials, information, data, images, and computer software may be brought into the classroom. Access to the Internet is an important part of our plan to create lifelong learners who know how to find information in our rapidly changing world. Internet access makes contact with people all over the world possible, bringing into the classroom experts in every content area. Teachers can use these resources for individual and group projects, curricular materials, and idea sharing. Expertise in our schools may be shared with others around the world. Educators may share lesson plans and may network to enrich their skills.

Electronic Communications System Policy:

1. Students Personal Safety
 - a. Students will not post personal contact information about themselves. Personal contact information includes address, telephone, home address, work address, etc. School address and e-mail address may be used when it is necessary to receive information.
 - b. Students will not post personal information about other people, including address, telephone, home address, work address, etc. In addition, the district and its users will not include any reference to district personnel or users, including their names and pictures, without their permission.
 - c. Students will not agree to meet with someone they have met online without their parent's approval and participation.
 - d. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal or Destructive Activities
 - a. Users will not attempt to gain unauthorized access to the district network or to any other computer system through the district network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
 - b. Users will not make deliberate attempts to disrupt any computer system performance or to destroy data.
 - c. Users will not use the district network to engage in any other illegal act.

3. System Security
 - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
 - b. Users will immediately notify the district network administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. Users will avoid the inadvertent spread of computer viruses by following the district virus protection procedures if they download software.
4. Inappropriate Conduct
 - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
 - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Users will not post information that, if acted upon, could cause damage, or danger of disruption.
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages to them, the user must stop.
 - f. Users will not post false or defamatory information about a person or organization.
5. Respect for Privacy
 - a. Users will not repost a message that was sent to them privately.
 - b. Users will not post personal contact information about other people, including address, telephone, home address, work address, etc. In addition, the district and its users will not include any reference to district personnel or users, including their names and pictures, without their permission.
6. Respecting Resource Limits
 - a. Users will use the network only for educational and professional or career development activities, and limited, high-quality, self-discovery activities.
 - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the network is not being heavily used and immediately remove the file from the network system computer to their personal computer.
 - c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
 - e. Users will subscribe only to high-quality discussion group mail lists that are relevant to their education or professional/career development.
 - f. Users will unsubscribe to discussion groups before any vacation, break, or other extended absence from school.
7. Plagiarism and Copyright Infringement
 - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner.
8. Inappropriate Access to Material
 - a. Users will not use the district network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Exceptions may be made if the purpose of such access is to conduct research, and if both the teacher and the parent approve access.
 - b. If a user inadvertently accesses such information, he/she should immediately disclose the inadvertent access in a manner specified by their school.
9. Cyberbullying
 - a. The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a

violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial Action shall not be based solely on an anonymous report.

10. Due Process

- a. In the event there is an allegation that a student has violated the district acceptable use policy, the student will be provided with notice of the alleged violation and an opportunity to present an explanation before an administrator.
- b. Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of regulations in the Student Handbook, the violation will be handled in accordance with the applicable regulation of the Student Handbook.
- c. Any district administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.
- d. Violations of law with regard to internet use will be reported to law enforcement officials.

Students may use their own personal communication devices including but not limited to laptops, iPads, tablets, phones, etc. based on the individual school rules. Please refer to your child's school for more detailed information.

EMERGENCY EVACUATION SITES

In the event of an emergency requiring evacuation of the campus, parents will be notified by the district to pick up their student(s) at the site listed below.

Mt. Angel Festhalle
500 Wilco Hwy NE
Mt. Angel, OR 97362
Contact number: 503-845-9440

EMERGENCY MEDICAL TREATMENT (Board Policy EBBA)

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

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

EMERGENCY SCHOOL CLOSING INFORMATION (Board policy EBCD)

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone broadcast system for staff and parents will be activated in the event of delayed openings or school closures. Additionally, several local radio stations regularly report delayed openings and school closures.

In the event that all district schools are closed due to emergency conditions, the Silver Falls School Board may elect to re-schedule those school days at the end of the school year. Because of the likelihood of this occurring, it is important not to make travel plans for the days immediately following the last day of school on the district calendar.

EQUAL EDUCATION OPPORTUNITY (Board Policy JB and AC-AR)

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, or marital status. Further, 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. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

Complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the school principal, who shall in turn investigate the complaint and respond to the complainant within ten (10) school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the school principal is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chairman.

Step I: A written complaint must be filed with the school principal within five (5) school days of receipt of the response to the informal complaint. The school principal shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within fifteen (15) school days.

Step II: If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within five (5) school days after receipt of the school principal's response to the complaint. The superintendent shall meet with all parties involved, as necessary; make a decision and respond, in writing, to the complainant within twenty (20) school days.

Step III: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within ten (10) school days of receipt of the superintendent's response to Step II. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or a special Board meeting. A copy of the Board's decision shall be sent to the complainant within twenty (20) days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

FEES, FINES, AND CHARGES (Board Policy JN)

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school owned instruments;
7. Student identification cards;
8. Instrument rental and uniform maintenance;
9. Fees for lost or damaged library books, textbooks, and school-owned equipment;
10. Locker clean-out fees;
11. Fees for use of towels provided by the district for P.E. classes or athletics—required for all athletic classes or sports;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities;

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.

Any required fee or deposit may be scholarshiped if the student and parent are unable to pay. Application for such a waiver may be made to the principal or designee by filling out the Fee Deferment/Waiver Application. Students should see their counselor to begin the process.

Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt.
2. The payment of the debt could impact the health or safety of the student.
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice.
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines, and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid the district may withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

FIELD TRIPS (Board Policy 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.

Each student who participates in scheduled field trips (requiring transportation) must present a signed permission slip from his/her parents or guardian.

Students who have not received parental authorization will remain in school in a class assigned by the principal.

FIRE ALARMS AND OTHER EMERGENCY DRILLS (Board Policy EBCB)

Fire Drills and other Emergency Drills will be held in accordance with Board Policy EBCB at least one time each month. Months may require more than one drill to be held to meet Board Policy requirements (fire, earthquake, lockdown/lockout, etc).

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounds, students must follow the direction of staff quickly, quietly and in an orderly fashion. Every student should know the location of the exit in each room used during the day. Consult the chart posted in the room or ask the instructor. It is also advisable to know a possible second or third exit in case the nearest or regularly assigned one is blocked. Students should know where to go when the fire alarm rings, and should proceed in an orderly fashion to the building exits as directed and move out at least 50 feet from entryways. Students are to return to class when the signal bell rings. Fire alarms are provided for the protection of the students and staff at SHS. Repeated unauthorized use of fire alarms provides a psychological climate in which the fire alarms are not taken seriously creating a very hazardous situation. For this reason:

1. Any person who tampers with or impedes the operation of any fire prevention equipment is subject to suspension or expulsion.
2. Any person who pulls a fire alarm without authorization shall be recommended for expulsion for a period of one academic semester as provided in ORS 339.250, Paragraph 4.

FLAG SALUTE

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

FREE OR REDUCED LUNCH

Application forms are available in the counseling office. The daily regular breakfast and lunch are available for eligible students. All ala carte items are regular price.

FUNDRAISING (Board Policy IGDG and IGDF)

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. Activities concerned with fundraising may not be carried on without prior approval of the principal and/or designee.

GRADE REDUCTION/CREDIT DENIAL (Board Policy IKAD)

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability, or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject. Due process will be provided to any student whose grade is reduced for attendance rather than for academic reasons.

GRADE REPORTS/PARENT CONFERENCES

Silverton High School utilizes a six-week grading cycle. Parents receive a formal grade report during weeks 6, 12, and 18. Conferences and grade days are noted on the school calendar. Semester grades will continue to be the only grades reflected on a student's transcript.

HALL PASSES

Students are not to be in the hallways during class time without proper authorization or a written hall pass. Periodically, if a hall pass is given, students, for safety reasons, will sign out of the classroom with name and time, and then sign back in to the classroom with time returned.

HOMELESS STUDENTS (Board Policy JECBD-AR)

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Mark Hannan at (503) 873-4428, the district's liaison for homeless students.

HOMEWORK (Board policy IKB)

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

HONOR POLICY

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

IMMUNIZATIONS (Board Policy JHCB)

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

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

INCLEMENT WEATHER

In the event bad weather disrupts school bus traffic in the mornings, information will be released to the following radio or television stations in time for broadcasts beginning at 6:00 a.m. Also, check www.pdxinfo.net or the School District's web site at www.silverfalls.schools.org for up-to-date information.

INTOUCH AUTO DIALER

With InTouch Auto Dialer, we can quickly send voice messages by phone to all school families. We will use this service for school closings, delayed openings, or early dismissals due to bad weather. We will also notify you of any emergency at school, cancellations, re-scheduled activities, or other school news or reminders.

INDIVIDUAL STUDENT PROGRESS REPORTS

Upon a parent's request a student may pick up a Progress Report form from the Counseling Center and take it around to their teachers to find out current grade status. Parents are also encouraged to track student progress through the Pinnacle online system.

INFECTION CONTROL/HIV, HBV AND AIDS (Board policy JHCC and JHCCBA)

Although HIV, AIDS and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

INFECTIOUS DISEASE INSTRUCTION (Board Policy IGAEA)

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Parents of minor students shall be notified in advance that the material regarding HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from the class under the provisions set forth in Oregon Revised Statutes and Administrative Rules.

INSURANCE COVERAGE (Board Policy JHA)

Student insurance is offered for the school year through an insurance company. Information will be available at registration time. The plan is optional and is purchased by the student. It is designed to assist in payment of medical expenses resulting from accidents. All injuries must be reported immediately to the supervising teacher or the office. The school office will provide accident and claim forms. It is the policy of the school district that all students participating in interschool athletics (including managers, cheer team, statisticians, etc.) must register for school insurance or provide proof of family insurance coverage. Silverton High School is neither in the insurance business nor an agent for the company that provides coverage for students.

INTERNET AND COMPUTER USE (Board Policy IIBGA)

SHS students use school computers for many projects throughout the curriculum with Internet resources becoming increasingly important for many assignments. A large part of every student's research training is how to safely and effectively find reliable information using Internet resources.

It is expected and required that students use the SHS computers and Internet access responsibly. The school district uses an Internet filter and regularly monitors Internet access. The district's acceptable use policy is included below. Students are responsible for reading this information and adhering to it. Using a school computer implies compliance. Ignorance of the policy may not be used as an excuse for violating any part of it. Violators may lose the privilege of using school computers (see #10). The entire policy governing electronic communications (Code IIBGA) may be viewed on the district website under Board policies. They will also be posted near computers used by students.

Overview:

1. Computers are installed and maintained for educational purposes. Curriculum-related activities have priority at all times. Students must respect restrictions posted in classrooms, labs, and libraries. Chat rooms, instant messaging, and buying/selling are not permitted on school computers in any location. Social sites such as Facebook and others are permitted on a limited basis and only in matters pertaining to school use.
2. Students may not attempt to access any internet site which violates by text or graphics the school dress or behavior codes. Unintentional access should be reported to a staff member.
3. Students may not attempt to harm or alter any school hardware, software, or network from any location nor access any staff or administrative files. No unauthorized access (hacking) to any location from any school computer. All student computer use is subject to staff scrutiny.
4. Students may not post any personal contact information about themselves or others.

LIBRARY BOOK POLICY

Library books are loaned to students for three (3) weeks at a time. If a student needs the book for a longer period, they should take it to the library to have it renewed. If a student has one (1) overdue book, they may check out one (1) additional book provided they do not have any other checkouts. If a student has two (2) overdue books, they may not check out another book until at least one of the overdue books is returned – and then they are limited to one (1) additional book. Lost library books will be charged to the student at replacement cost. Water and other damage to a book will be assessed on a scale depending on the damage with a minimum charge of 25% of the cost of the book. If the damage is so severe the book is unusable, the student will be charged the replacement cost of the book.

LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

LOCKERS (Board Policy JFG and JFG-AR)

Hall lockers are provided so students may have a convenient place for their school and weather related items such as books and coats. Lockers should NOT be considered a "safe" place for keeping possessions of value. It is the student's responsibility to keep his/her locker locked at all times. Locker combinations are given only to the individual student and should be kept a secret. Whenever the lock fails to work properly, the office should be notified. Lockers are on loan to students during the school year. No signs or decorations shall be displayed on locker doors except as part of an ASB sponsored activity. Pegging a locker or placing an item in the locker mechanism so it does not shut completely, will not be allowed because of damage to a locker. Students may be charged for replacement of lock or door, if necessary. If any of the following items are found in the locker, the penalties shall be all of those provided by law or other school rules in addition to confiscation of the item or items and possible loss of locker privileges as set forth below.

1. Illegal narcotics or drug paraphernalia;
2. Alcohol in any form unless such item is in a prescription medicine properly maintained as specified above.
3. Any firearm or any type of explosive device;
4. Any knife or other dangerous weapon;

5. Any records, papers, or documents used, intended for use, or designed primarily for use in trafficking in, possession of or use of any illegal substance;
6. Any other item the possession of which is illegal for the individual locker assignee under the laws of this state.

Random Inspection - Each and every locker in the school building shall be subject to random inspection by any person, including a police officer, with or without a canine, authorized by the principal at any time, with or without the presence of the student to whom the locker is assigned, and without advance notice thereof.

Individual Inspection - Upon any suspicion brought to the attention of the administrator that a particular locker may contain items not permitted pursuant to this rule, the locker shall be subject to inspection by any person, including a police officer, authorized by the principal at any time, with or without the presence of the student to whom the locker is assigned, and without advance notice thereof.

Use of Locks - No lock shall be placed on a locker other than the lock assigned by the school for that particular student's use of that locker. If the locker is of the built-in combination lock type, the student shall use no other lock. Any lock not permissible under this paragraph shall be forcibly removed.

Containers in Lockers - All items within a locker shall be subject to random or individual inspection as set forth above, including the interior of any container, pockets of any clothing and compartments of any item, or places of like nature. If, upon such inspection, a locked container is discovered in the locker, it shall be taken to the office of the principal at which point the student shall be afforded the reasonable opportunity to open the lock thereon and permit inspection. If the student refuses, the locked container may then be forced open and the school shall bear no responsibility for the resultant damage.

Items Disclaimed by the Student - The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to be the owner or custodian thereof; in addition, any item found subsequently to be the possession of any other student not authorized to use the locker in question may be the basis of additional proceedings, disciplinary or criminal, against such other student. If the student whose locker is in question denies any knowledge of the ownership of an item, it shall be treated as abandoned property.

LOCKOUT/LOCKDOWN

Each school in the Silver Falls School District has lockout/lockdown procedures for securing schools when the safety of the students and/or staff members is threatened. These procedures are typically initiated with the involvement of law enforcement officials, but may be initiated by the superintendent or building principal. A lockout protocol is implemented when there is a threat or hazard outside of the school building. All students and staff remain in the building and are not permitted to leave. The outside doors are locked but educational activities within the building occur as normal. During a lockdown protocol all classroom doors are locked and movement within the halls is not allowed. Lights within classrooms are turned off and students and staff are to remain out of sight and silent until released by law enforcement and/or building administration. If possible, a phone message will be sent to parents indicating that the school is in lockout/lockdown. Since the effectiveness of a lockout/lockdown relies upon the security of the building, parents are asked to remain away from school until the lockout/lockdown is lifted. The lifting of a lockout/lockdown occurs after mutual agreement is reached by law enforcement and school district officials.

LOST AND FOUND (Board Policy EC/ECA)

Any articles found in the school or on district grounds should be turned in to the main office. Loss or suspected theft of personal or district property should be reported to the school office. Unclaimed items will be donated to charity. The frequency in which this is done is at the discretion of the office staff.

LUNCH (Board Policy EFAA)

The district participates in the National School Lunch, School Breakfast, Special Milk, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP) and Commodity Programs and offers free meals based on a student's financial need. Additional information can be obtained in the office.

MAIL

Students are requested not to have personal mail sent to the high school.

MEDIA ACCESS TO STUDENTS (Board Policy JOD)

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICATIONS (BOARD POLICY JHCDA, JHCD-AR)

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

District Administered Medication - Medication Forms available at school office. Written instructions by the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirement for written instructions from the physician if the information above is included. Written instructions of the parent, which include the information above, are required for all requests to administer prescription and non-prescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. The district will dispose of medication not picked up by the parent within ten school days of the end of the medication period or at the end of the school year, whichever occurs first. The district reserves the right to reject a request to administer medication when such medication is not necessary for the student to remain in school.

Self-Medication - Self-medication of prescription and non-prescription medication may be allowed subject to the following:

1. A permission form must be submitted for self-medication of all prescription medications. No permission form is required for self-medication of non-prescription medications.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required.
3. All prescription and non-prescription medication must be kept in its appropriately labeled, original container, as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route, and frequency or time of administration, and any other special instruction.
 - b. Non-Prescription medication must have the student's name affixed to the original container.
4. The student may have in his/her possession only the amount of medication needed for that school day.
5. Sharing or borrowing medication with another student is strictly prohibited.

Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-Injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Medical Protocols - Students with unique medical conditions requiring staff intervention will be required to have an individual protocol developed in coordination with the student's physician. Staff will be expected to follow this protocol as directed by the physician.

MESSAGES AND DELIVERIES

Messages and deliveries are taken care of through the Attendance Office. Only messages from a parent or employer are accepted. We earnestly request parents to plan ahead and eliminate these calls whenever possible. We must further request that all messages and deliveries be completed by 2:00 p.m.

PARENTAL RIGHTS

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

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

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as the student's parent(s) may also review part of the school's curriculum. Requests to review material or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PARENTAL INVOLVEMENT (Board policy GBH)

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on school activities and issues. The school newsletter, "Back to School" nights, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a school volunteer. For further information, contact the principal or your child's teacher;
4. Participate in school parent organizations. The activities are varied, ranging from graduation activities to the school's site council, with its emphasis on instructional improvement to the PTA or Local School Advisory Committee (LSAC).

REGISTRATION AND CLASS FEES

In the spring, all students will be asked to register for classes they wish to take during the next school year. Counselors and teachers will assist students in this procedure. During fall registration, students will have the opportunity to confirm their schedules, pay school fees, and receive locker assignments.

REPORT CARDS

Report cards will be issued at the end of each six-week grading period. Grades received for weeks 6 and 12 are not part of a student's permanent record. At the end of the semester students will receive a semester grade. The semester grade is entered on the high school permanent record. The accumulative GPA is computed on the basis of the semester grades.

RELEASE OF STUDENTS FROM SCHOOL (Board Policy JEF)

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

SECURITY MEASURES (Board Policy EEACCA-AR)

For the purpose of ensuring students' safety and that of their belongings, security measures, including cameras, may be present at school and on the buses.

SIGNS, ADS, POSTERS AND ANNOUNCEMENTS

All signs, ads, posters, and announcements displayed in the hallways, commons and gyms are to be cleared through the Director of Activities. Signs displayed will be given a removal date. Any sign not meeting the requirements below will be removed. Sign specifications are:

1. Signs will have clean-cut borders.
2. Signs will be legible and in good taste.
3. Only tack boards may be used.
4. It will be the responsibility of the sponsoring group displaying the sign to remove the sign and tape on the specified date.
5. Content of signs and posters will be limited to school activities and events unless approved by an Administrator or the Leadership Teacher.
6. Sign quantities will be limited.

SPECIAL EDUCATION SERVICES (Board Policy JBAA)

504, ADA, and IDEA - Section 504 of the Rehabilitation Act of 1973 is a civil rights law which provides that: "No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." (29 USC 794). In compliance with Section 504, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), the district maintains employment, facilities, education, communications, and transportation practices that provide equity to disabled persons in all phases of the district's programs and services. Given two weeks notice, the district will provide reasonable accommodations in order for individuals to access school programs and/or services.

The district provides for the identification, location, and evaluation of students, birth – 21 years, with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) and Americans with Disabilities Act (ADA). The district provides free, appropriate public education for resident students and makes reasonable accommodations for participation in school and school-related activities in compliance with Section 504, IDEA, and ADA. The Silver Falls School District, in compliance with the ADA, will provide an alternative format of this notice given two weeks' notice.

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover the resulting tuition or costs. The district will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the notice and the opportunity to propose other options available within the public school system before the private placement or services are obtained.

Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district, and the parent's request that the private services be funded by the district. Failure to provide notice may result in denial of any subsequent reimbursement requires.

Child Find – The Silver Falls School District is required to identify young children or school age students who may be in need of special education services. Special education services are provided for qualifying school age youngsters through our district programs. For infants and children, birth to age five, services may be available through Mid-Oregon Regional Services for Early Childhood Special Education (phone 503-588-5550). If you know of a child who might have special needs such as speech, language, learning, hearing, vision, motor, or other educational needs, please contact Dana Pedersen, Director of Special Services at 503-873-5303.

Student Support Team and Other - The Silver Falls School District provides free, appropriate, public education for all students residing within the boundaries. For this reason, staff members in this building meet to discuss the

individual learning needs and styles of students. This means that at times, your student may be discussed by the staff so they are better able to address your student's learning needs within the school program. If a teacher or other staff member believes that services beyond the regular program might be needed for a student, parents are contacted and plans made for a special education assessment. Parents may request that the teacher and other staff review their child's progress at any time during the school year. Parents may also request testing to determine if their child is in need of special education.

Additional information on Special Education policy and procedures may be found by logging onto:
<http://ode.stae.or.us/search/page/?id=1608>.

STAFF SEXUAL CONDUCT WITH STUDENTS

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the assistant superintendent will follow upon receipt of a report. When the assistant superintendent takes action on the report, the person who initiated the report must be notified. The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

STUDENT COMPLAINTS-PLACEMENT/ENROLLMENT OF HOMELESS (Board policy JECBD)

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

STUDENT DRIVING AND PARKING

School policy requires that if students drive to school, they must comply with the following regulations. Failure to comply may result in suspension or expulsion, and the privilege to drive to and from school may be revoked.

1. Students must obtain a Student Driving Permit from the bookkeeper for \$10.00. Due to parking space limitations, only a designated number of passes will be sold.
2. Students must maintain a 92% Attendance Rate in order to keep their on-campus parking privileges. Student attendance rates will be checked at 6, 12 and 18 week intervals during each semester. If the student's attendance rate falls below 92%, the pass will be revoked until they have maintained 92% attendance for the next 6-week period. During that time, students will have to park off campus. The parking fee is non-refundable.
3. No student is to drive or ride in an automobile or other motor driven vehicle during his scheduled school day, including lunch, without permission of the administration. A driving permit application can be obtained from the bookkeeper.
4. No student is to be in a parked car during school hours.
5. The student must comply with all provisions governing the use of motor vehicles for the State of Oregon. There will be no student parking permitted on adjacent streets (Florida St., Grant St., Western and Pine St.) during school hours. Any unauthorized vehicles parked in the above mentioned areas or Fire Zones will be towed at the owner's expense and/or a citation will be issued by the Silverton Police Department. Students are not permitted to park in spaces marked "STAFF ONLY".
6. Driving infractions will result in referrals to the police. The school may also provide consequences such as detention, suspension, towing, and/or loss of parking privileges.
7. Statement of Enrollment forms, which are required by the Department of Motor Vehicles for obtaining a driver's permit and license, are available in the office.

WARNING:	Vehicles in non-designated student spots will be subject to having a “wheel boot” attached to their vehicle.
2 nd Offense	Vehicle is “booted” with a \$5.00 removal fee - incident will be documented.
3 rd Offense	Vehicle is “booted” with a \$10.00 removal fee and letter sent home indicating the vehicle may be “towed” in the event of a 4 th offense.
4 th Offense	Vehicle towed at owner’s expense.

Vehicles Subject to Search (Board Policy JFG-AR)

Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted, with or without canine assistance, without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

STUDENTS INTERRUPTING CLASSES

Students are not to enter any classroom during the class period without written permission from the office.

STUDENT/PARENT COMPLAINTS (Board Policy JFH/KL)

Personnel Complaints - A student or parent who has a complaint concerning a classroom teacher should first bring the concern to the appropriate teacher. If the outcome is not satisfactory, a conference with an administrator can be requested within five calendar days following the conference with the teacher. If the outcome of the conference with the administrator is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within ten working days. The superintendent will investigate the complaint and render a decision.

If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten working days following receipt of the superintendent’s decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Sex Complaints - A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the building administrator.

Instructional Materials Complaints (Board Policy IIA/IIA-AR) - Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a “Request for Reconsideration of Materials Form” for re-evaluation of instructional material may be requested from the school office. The principal will be available to assist in the completion of such form as requested. All “Request for Reconsideration of Materials Forms” must be signed by the complainant and filed with the superintendent.

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

Students with Disabilities Complaints - A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district’s services, activities, or programs to a student, should be directed to the school principal.

Students with Harassment Complaints (Board Policy KL/JBA/GBN) – Harassment by staff and students on the basis of race, color, religion, sex, national origin, disability, marital status, or age is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

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

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

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

Investigation and Hearing Process (Board Policy JFCF-AR)

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

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

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five (5) working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

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

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

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within ten (10) working days after receipt of the Step III decision. The Board shall, within thirty (30) working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within twenty (20) working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave.,

Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

SUPERVISION OF STUDENTS (Board policy JH and JHFA)

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

TARDY POLICY

Students are expected to be in class on time with appropriate materials when the bell rings. A tardy constitutes being late to class within the first 10 minutes. Arriving to class after 10 minutes is considered an excessive tardy. If a student arrives in the last 10 minutes of class, they are considered absent. An excused tardy is one authorized by a staff member. The teacher will issue the student a hall pass excusing the tardy. Refer to Attendance Pamphlet for specifics. An unexcused tardy may result in administrator/teacher-assigned detentions. Multiple tardies may result in a range of consequences including, but not limited to, in-school suspension or out-of-school suspension.

TEACHER CONTACT/EMAIL

If parents desire a conference with a student's teacher, it is important to schedule the conference in advance at times convenient for the parent and teacher. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Teachers are not always available by phone and we encourage parents to leave messages at the teachers' e-mail or voicemail, day or night.

TELEPHONE

School phones are for staff use only. Students needing to make calls in connection with school functions must secure permission from the office before using the office phones. The secretaries are instructed not to accept phone messages for students from anyone but parents, guardians or employers. We must further request parents to restrict their calls to unusual or unforeseen reasons to eliminate interruptions of classes to deliver messages. We earnestly request parents to plan ahead and eliminate these calls whenever possible.

TEXTBOOK POLICY

Textbooks become the responsibility of the student and are loaned to them with the understanding that any loss or damage beyond ordinary wear shall be paid for at replacement cost. Only one textbook per class will be checked out to a student. It is their responsibility to have the book in class when necessary. Water and other damage to a book will be assessed depending on the damage with a minimum charge of 25% of the cost of the book. If the water or other damage is so severe that the book is unusable, the student will be charged the full cost of replacing the book. Lost books will be charged the full replacement cost. IF a textbook is checked out and the student notices damage, it should IMMEDIATELY be brought to the attention of the library staff. This will insure that a student is not billed for pre-existing damage.

TRANSCRIPTS/TRANSCRIPT RECORD

The first ten (10) transcripts will be sent free for students currently enrolled at Silverton High School. Please note that transcripts may take up to two weeks to process. Please plan accordingly. All former students will be charged \$5.00 for each transcript. See the registrar in the Counseling Office. Transcripts reflect the student's academic progress through high school. Transcripts are provided to current students on a regular basis throughout their high school career. Transcripts may reflect courses required for graduation that were taken off campus (i.e. Chemeketa Community College) if the student has pre-arranged that course with his/her counselor. The official grade of these courses will be recorded on the transcript and entered into the high school grade point average. Transcripts will not reflect courses taken off campus (i.e. Chemeketa Community College) for enrichment purposes. Students who have a foreign exchange experience will receive a pass grade in all their classes. Letter grades will not be recorded.

TRANSCRIPT EVALUATION (Board Policy JEC-AR)

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

TRANSFER OR WITHDRAWAL FROM SCHOOL

Parents should notify the school registrar by either phone or note prior to the student's last day of school. On the student's last day he or she will be asked to take the withdrawal form to all his/her classes and the teacher will indicate the current class grade. Students must complete the withdrawal form and turn in their ASB card. If withdrawing during first semester, the 2nd semester fee for the ASB card will be refunded. Students will be asked to return all books and supplies. He or she will be expected to pay for lost or damaged textbooks and other applicable fees.

USE OF GYM FACILITIES

During school hours, the gymnasium and shower/locker room areas are open only to students in physical education classes. Other students wishing to use these areas outside of school hours must obtain permission from the athletic director or an administrator and must be directly supervised by a member of the high school staff or a member of the high school coaching staff. Students are not allowed on gym floors with street, wet, or dirty shoes, and are not allowed on gym mats with shoes on.

VALUABLES

Sizable amounts of money or valuables carried by students should be checked into the main office in the morning to be placed in the safe until the end of the day. Valuables should not be placed in PE lockers or hall lockers. The school WILL NOT be held responsible for money, clothing or other valuables brought to school and not checked in the office. Students participating in sports after school should check money or valuables with coaches.

VISITORS AND GUESTS

Visitors on campus for the purpose of school business must sign in at the school office to receive permission to be on campus during school hours. SHS is a closed campus between 7:30 a.m. and 3:30 p.m. to anyone who does not have official business in the school. Student guests from other schools or friends of SHS students are not allowed to visit during the regular school day.

YEARBOOK

The school annual is the SILVERTONIA. It is published during the school year and is delivered in the spring, with a supplemental section delivered in the fall.

STUDENT CLUB ACTIVITIES

STUDENT CLUBS AND ACTIVITIES (Board Policy IGDA-AR)

A number of clubs and organizations have been organized to encourage every student to participate. It is the student's opportunity to place in operation principles and ideas of student interest. Faculty members are appointed to serve as advisors. Only clubs or groups cleared through the administration will be allowed to meet on school grounds and they are expected to meet before or after school, or during the lunch periods. If interested in clubs, see the Director of Student Activities.

Forming a Club: Additional clubs and organizations may be formed during the year by:

1. Obtaining approval from the Director of Student Activities.
2. Obtaining an advisor who is an employee of Silverton High School.
3. Submitting the names of proposed club members.
4. Stating purpose and activities.
5. Drafting a club constitution.

Fund Raising: All fund raising must go through the Assistant Principal/Athletic Director.

AUTO SHOP CLUB**Advisor – Butch Stetson**

The Auto Shop Club is a group of students with a common interest – cars. The students put together and organize the Annual Car Show during Spring Week. The club is open to anyone.

CHEER TEAM**Coach – Melanie Bjerke**

The mission of the Foxes Cheer program is to promote and uphold school spirit, unity, and pride. They will represent the school to the highest degree and will also set an example of good behavior and sportsmanship at all times (whether in uniform or not). They will promote friendships with each other and with schools with whom we compete, perform, and go to camp with, and develop lifelong values and skills.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**Advisor – Riane Towery**

FBLA is the largest career technical student organization in the world, and it is designed to help prepare students for careers in business and business-related fields. This organization gives students the chance to learn about the business community as they prepare to become a part of it by developing business competencies. They learn to lead and participate in group discussion, preside at meetings and conferences, work effectively within committees, and engage in practical problem solving and decision making. Projects include professional, civic, service, career development, and social awareness activities. Students are also eligible to compete in a wide variety of business, technology, and multimedia events at the district, state, and national levels throughout the school year. If you would like to learn more, please visit www.silvertonfbla.org.

GAY-STRAIGHT ALLIANCE (GSA)**Advisor – Ben Hynes-Stone**

The Silverton High School Gay-Straight Alliance is a student-led club which is designed to support students of all identities looking for a place to feel safe and welcome. The purpose of the club is to help students understand past and present issues, trends, and movements within American and global society – and to eat really delicious cookies in a friendly, non-judgmental space.

INTERACT CLUB**Advisor – Tal Wold**

Interact is for students interested in service to the school and community. It is affiliated with the Silverton Rotary Club. Some of our recent service projects have included raking leaves for senior citizens, helping with the community food drive, adopting a Christmas family, and working on the Habitat for Humanity House. Any student is welcome to participate in our activities.

KEY CLUB**Advisor – Josh Craig**

Key Club assists Kiwanis in carrying out its mission to serve the children of the world. High school members of Key Club perform acts of service in the community, such as cleaning up parks, collecting clothing and organizing food drives. They also learn leadership skills by running meetings, planning projects and holding elected leadership positions at the club, district and international levels. Key Club is fun and energetic and we welcome those who want to help others and have a great time doing so. Involvement is fantastic for resumes and scholarships, but it is also just plain rewarding to be serving others.

LAS AGUILAS - MEXICAN/AMERICAN CLUB**Advisor – Monica Hanson**

This is a club for all students who have an interest in the Hispanic culture. Members will become culturally aware of the Hispanic heritage and participate in activities such as fiestas, cultural events, and community involvement.

LINK CREW**Advisors – Kristie Hays & Katie Kantrowitz**

Link Crew is a program that welcomes the freshman class on the first day of school as well as continuing to support them throughout their first year of high school. Link Crew is composed of juniors and seniors who want to be leaders of the school and help build a strong community and positive atmosphere where everyone feels welcomed. Link Crew Leaders have been identified as students at school who are a positive role model, are responsible, possess leadership qualities, are kind and, most importantly, have a desire to give back to his/her school community. For those interested in becoming involved; Link Crew applications will come out in May for the following school year.

NATIONAL FFA ORGANIZATION (FFA)**Advisors – Scott Towery & Sarah McArthur**

The FFA Organization has changed with the times. Once standing for the Future Farmers of America, it now is an organization devoted to teaching students leadership, citizenship and career related skills. The Silverton

FFA is run by the members and has a student officer team elected by the membership. FFA is the largest youth leadership organization in the world and the Silverton FFA is a chance for students to explore their own interests with an amazing diversity of subjects. FFA will have more than enough opportunities if you are willing: travel, earn money, scholarships-over \$1 million, personal growth, competitions, community service, fun and friendships. We invite you to be a part of our outstanding organization.

NATIONAL HONOR SOCIETY (NHS)

Advisor – Clarissa Bay

The National Honor Society, Pharos Chapter, of Silverton High School is duly chartered and affiliated with this prestigious national organization. Membership is open to those students in grades 11 and 12 who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Standards for selection are established by the national offices of NHS and have been revised to meet our local chapter needs. A five-member Faculty Council selects qualified students each fall for this honor. Full time students may apply for membership after four completed semesters of high school. For the scholarship criterion, a student must have a minimum grade point average of 3.5 on a 4.0 scale. In calculating GPA, .05 is added for each honors class to the cumulative GPA to determine eligibility. Those students who meet this criterion are invited to complete an application form to provide the Faculty Council with information regarding the candidate's scholarship, leadership, community service, character and school activities including advanced or accelerated classes. NHS students in good standing who transfer to SHS from other high schools may transfer their membership by providing appropriate documentation to the NHS Advisor at Silverton High.

RED CROSS CLUB

Advisor – Kirsten Barnes

SHS's Red Cross Club is an extension of the local Red Cross unit (Willamette Chapter). Therefore, aside from opportunities for training and leadership development, students will have the ability to choose mission-related activities that address their community's needs while delivering the life-saving services of the Red Cross. Students will be a part of a team that will plan and implement projects that will save hundreds of lives from blood drives to disaster preparedness education. The Red Cross is the largest international humanitarian organization in the world and has many unique opportunities to act locally while simultaneously being a part of a global movement. To join the Red Cross Club students, need to complete the online application process to become a Red Cross Volunteer. The SHS Club sponsors blood drives, does elementary school preparedness presentations, and participates in disaster response and recovery planning and service.

SPEECH AND DEBATE TEAM

Coach – Stephen McClanahan

The purpose of the Speech and Debate Team is to develop the student's speaking abilities in debate and/or a variety of individual events. The Speech and Debate Team, a member of the Oregon High School Speech League, the OSAA, and the National Forensic League, competes with schools from around the Pacific Northwest. Daylong speech tournaments are typically held on Saturdays during the competitive season. Speech and Debate Team members may earn an activity letter for their participation over the course of the school year.

THESPIANS (DRAMA)

Advisor - Doug Ousterhout

The theater program at SHS is well known for its quality productions which is the primary focus of the Silver Mask Thespian Society (SMTS). SMTS meetings are held monthly and open to any students who wish to participate in theater. The SMTS is responsible for the three main stage shows and the Black Box show every year. We also produce other events including the yearly "Improv-a-Java" (a night of improv with the Frothy Fox) and various showcases. The Troupe participates in other events, including attending other high school shows and various programs at SHS as well as running the sound and lights at events in the auditorium. Participants can earn admittance into the Silver Mask Thespian Society and an SHS Activity Letter for their participation in theater. A small fee will be charged for participants on stage for make-up kits.

STUDENT EDUCATIONAL INFORMATION

SILVERTON HIGH SCHOOL GRADUATION REQUIREMENTS

<u>Units</u>	<u>Course</u>
4.0	English Language Arts
3.0	Mathematics – Algebra 1 & above*
3.0	Science
3.0	Social Sciences
3.0	Career & Technical Education/The Arts/and or Second Language <i>(any one area or in combination)</i>
1.0	Physical Education
1.0	Health Education
2.0	Career Development
0.5	Personal Finance
<u>5.0</u>	Electives
25.5	Total minimum units required
Completion of Extended Application, CIS Program, State Assessments	
*Applied and integrated courses aligned to standards can meet credit requirements.	
ESSENTIAL SKILLS	
Beginning in 2012, students must demonstrate proficiency in identified essential skills. The essential skills are process skills that cross academic disciplines and are embedded in the content standards. The skills are not content specific and can be applied in a variety of courses, subjects and settings. Specific Essential Skills graduation requirements are reading, writing and mathematics.	

GRADUATION EXERCISES (Board Policy IKFB)

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, the SHS diploma completion through Winema, or other certificates of completion or attendance as may be awarded by the district, may participate in graduation exercises. Students who have not met the district's diploma (or certificate) requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, school rules or failure to meet the requirements of school mandated interventions. Participation in graduation exercises is a privilege accorded SHS students, not a right. The district's Valedictorian(s), Salutatorian(s), or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

Dress Code for Graduation Exercises- Girls must wear a dress or dress slacks and dress shoes. Boys must wear a dress shirt, dress slacks, and dress shoes. Absolutely **NO JEANS, FLIP-FLOPS OR TENNIS SHOES**. The only adornment to be worn over graduation gowns/caps will be graduation and honors medals, honor cords (gold or silver) and speech cords. Absolutely nothing additional will be allowed. If this dress code presents a financial burden, please speak to a school counselor, as there are financial assistance programs available.

Graduation Participation Requirements

To participate in the graduation ceremony, students must be in good standing one semester prior to the ceremony. Good standing is defined as:

Per SFSD Board Policy IKFB "All students in good standing who have successfully completed the requirements for a senior high school diploma, a modified diploma, extended diploma, or alternate certificate may participate in graduation exercises."

Therefore, the systems and processes below will be in place beginning with the 2015-2016 school year. Students not meeting all requirements by the posted deadlines will not be eligible to participate in the SHS Commencement Ceremony.

Graduation requirement: SHS Diploma

<i>Requirement</i>	<i>Progress</i>	<i>Deadline</i>
Credits (25.5)	1. When calculating a passing grade for the course, all enrolled courses are able to, and on track to, receive credit. 2. Alternative, recovery, or off-campus credits have official completion documents on file in the SHS counseling center. 3. Student is on track to have 25.5 credits and all course requirements completed.	One week prior to Graduation Ceremony.
Essential Skills	Student has completed state-approved assessments in all three subject areas: math, reading, and writing.	
Personalized Grad Requirements (AG tasks)	Student has completed all required Advisory Group tasks.	

Commencement Ceremony Participation: Good Standing

Academics	--See table above.
Attendance	--Students on contract are fulfilling all contract components.
Behavior	--If student has been expelled, dates do not encompass Semester 2 of senior year. --Students on contract are fulfilling all contract components.
Senior Work Day	--Student completes Senior Work Day requirements per scheduled activities.
Graduation Standards & Commitment Form	--Form signed by parent/guardian and student and on file with counseling center by deadline.

*Students choosing to graduate early will only be allowed to participate with the class they were assigned when they entered high school their freshman year.

Students completing educational programs through other organizations and institutions may NOT have the option to participate in SHS' commencement ceremony. Examples of these programs include the military services, Chemeketa High School Completion Program, and the State Department of Education G.E.D. program. These programs usually have recognition ceremonies for students completing their responsibilities. The Silverton High School diploma completion through Winema would be an exception to this. Fifth year seniors will be allowed to participate in the commencement ceremony.

CAREER DEVELOPMENT EDUCATION

Career development education is completed through successful participation in Advisory Groups.

HONORS DIPLOMA WITH ACADEMIC HONORS/HONORS CORE CLASSES

Students must:

1. Complete 8 Honors Core classes.
2. Carry a minimum of 5 letter-graded classes each semester.
3. Have a minimum accumulative unweighted 3.5 GPA calculated at the end of semester 7.
4. Complete all other graduation requirements.
5. Valedictorian(s) and Salutatorian(s) must earn an Honors Diploma with Academic Honors.

Honors Core Classes

- Accelerated Algebra 2
- Accelerated Biology
- Accelerated English 2
- Accelerated English 3
- Accelerated World History
- Anatomy & Physiology
- AP Calculus
- AP English Literature & Composition
- AP Government & Economics
- AP Language & Composition
- AP Psychology
- AP US History
- Chemistry
- WR 121/122
- College History
- Physics
- Pre-Calculus & Trigonometry
- Spanish 3
- Spanish 4
- World Civilization

HONORS DIPLOMA THROUGH PROGRAM AREAS

Students must:

1. Complete 4 Honors Core classes.
2. Carry a minimum of 5 letter-graded classes each semester.
3. Have a minimum 3.5 accumulative unweighted GPA at the end of semester 7.
4. Take 2 units of credit in sequence or in consecutive years from the Program Areas list (must include the highest level course offered).
5. Complete all other graduation requirements.

Program Areas

- Advanced Forensics
- Agriculture
- Art
- Business
- Family & Consumer Studies
- Health Occupations
- Industrial Arts
- Instrumental Music
- Mechanical Technology
- Vocal Music
- World Languages

Those receiving the Honors Diploma will be indicated on the graduation program and will have an honors emblem on their diploma.

HONOR CORDS

Graduates earning a 3.00 – 3.49 are eligible to purchase and wear silver honor cords during the commencement exercise. Students earning a 3.50 – 4.00 are eligible to purchase and wear gold honor cords during the commencement exercise. Honor cords may be purchased through the bookkeeper.

VALEDICTORIAN/SALUTATORIAN (Board Policy IKC)

Graduating class valedictorian(s) and salutatorian(s) selection is based on:

1. Student is currently enrolled in at least five classes a day at SHS. Students who are part-time students must have an approved graduation plan on file with a counselor.
2. Student off-campus courses that appear on the official transcript for graduation credit will be computed in the final GPA.
3. Student GPA is based on the unweighted 7th semester academic record of graded/non-graded courses rounded to the nearest hundredth. Students must complete seven semesters to qualify.
4. Exchange Students do not qualify.
5. Valedictorians and Salutatorians must qualify for an Honors Diploma with Academic Honors.

REGULAR DIPLOMA

Students must complete all graduation requirements for Silverton High School.

MODIFIED DIPLOMA

Students must meet a prescribed curriculum that has been adapted to meet their individual needs and does not meet the requirements of a standard diploma.

HONORARY DIPLOMA

Awarded to Foreign Exchange students and selected dignitaries.

CERTIFICATE OF ATTENDANCE

Students must have taken a four-year course of study prescribed by SHS. Identified special needs students are allowed to participate in graduation exercises with a Certificate of Attendance.

EARLY GRADUATION (Board Policy IKFA)

Parents and students who would like more information on early graduation options should see a counselor prior to their senior year. Students who choose to graduate early will participate in commencement with their original graduating class.

ALTERNATIVES TO REGULAR HIGH SCHOOL (Board Policy IGBHA)

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

Students who terminate their schooling at Silverton High School and who are at least 16 years old may have the following options for completing their education (students who choose these alternatives will not participate in Silverton High School's commencement exercises).

1. High School Completion Program

Chemeketa Community College offers programs that allow students an opportunity to complete high school through a variety of programs up to and including receiving a Silverton High School Diploma.

Program referrals must be completed through the SHS counseling center, students may be placed on a waiting list depending on space availability.

2. GED

This program is based at Chemeketa Community College.

TRANSFER TO ANOTHER HIGH SCHOOL

SHS has a reciprocal agreement between some area high schools, which allows students living in our district to attend another high school without having to pay tuition costs. Contact Sandy Sprauer at the District Office.

TEEN PARENT PROGRAM

Students must be enrolled at SHS. Flexible scheduling and a variety of options are available. Contact Helen Thomas at 503-873-6331.

TALENTED AND GIFTED PROGRAM (BOARD POLICY IGBB-AR/IGBBC-AR)

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

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals – A parent may appeal the identification process and/or placement of his/her student in the district's program for talented and gifted students as follows:

Informal Process:

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

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the principal.
2. The principal or designee shall acknowledge in writing the receipt of the request within five working days.
3. The Director of Special Services, Alternative Education Program Administrator, and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision.
4. The parent(s) may be provided an opportunity to present additional evidence.
5. If deemed necessary, the district hearings officer utilizing the appropriate procedures will conduct a formal hearing.
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.
7. The decision may be appealed to the Board.
8. If the parent is still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services - The district's talented and gifted program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints (Board Policy KL) - Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the complaint form available through the school office. All complaints will be reported to the superintendent or designee. The district administrator will, unless extenuating circumstances make such impractical, file a complaint findings report with the complainant.

If the complainant is not satisfied with the findings in the complaint findings report, a written request for a hearing must be filed with the superintendent within ten days. Within 30 days after receiving such request, the Board will schedule a hearing. At the hearing the complainant and/or the complainant's representative may present evidence and be given an opportunity to question involved parties. A written copy of the decision will be delivered to the involved parties within 14 days after the hearing.

Should the complainant wish to appeal the decision of the Board, a written request shall be submitted to the Oregon Department of Education within 30 days after receipt of the written decision.

HOME SCHOOLING

Please contact Willamette Educational Service District, 503-588-5330, for information regarding this alternative.

NOTE: Home schooled students do not earn a diploma nor do they participate in commencement exercises. Home schooled students who would like to participate in co-curricular activities at Silverton High School, must also be enrolled in the corresponding course.

CREDIT RECOVERY OPPORTUNITIES

Work Experience

All students may earn up to 3.0 elective credits by documenting 65 work hours for every 0.5 credit and completing a work experience packet. Work experience must be pre-approved by a counselor. However, all seniors will be required to attend/enroll in a minimum of 4 classes each semester. See your counselor or advisory group teacher for other options. *NOTE: OSAA requires 5 credited classes to remain eligible.

PROGRAM EXEMPTIONS (Board Policy IGBHD)

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

For further information or help with any of the above choices, contact the high school counselors.

OFF-CAMPUS COURSES FOR CREDIT

All off-campus courses for SHS credit must have prior administrative approval. Off-campus courses are defined as state-approved correspondence courses, college courses and college transfer courses. These courses may be completed by individual students or by groups of students off campus or on campus during or after the regular school day or during the summer. If a course is intended for substitution of an SHS required course, it must be comparable in content and have prior administrative approval. Students are expected to cover all costs related to the off-campus course(s).

Credit may be earned in the following types of courses:

1. Correspondence courses taken through the Office of Independent Study, Continuing Education, or the Oregon University System's approved list. One correspondence course will be equal to one-half (1/2) unit, elective or required. A student may earn a maximum of five units of credit by correspondence.
2. All correspondence courses taken for credit must be approved by a counselor prior to enrolling in the course.
3. Three term-hours of college transfer courses will be equal to .50 units, elective or required.
4. Credit by Proficiency - This option is determined by each specific department. See the Department Coordinator for information regarding specific classes.
5. NOTE: Students considering NCAA or NAIA should review current eligibility requirements before registering.
- 6.

Students who have questions concerning possible off-campus credit programs should see a counselor.

GRADING INFORMATION

Courses are graded as follows:

- A** = Exceptional performance
- B** = Above average performance
- C** = Average performance
- D** = Completed minimum requirements
- F** = Failure to complete minimum requirements
- P** = Pass
- N** = No Pass
- G** = No Grade
- I** = Incomplete (must be made up within 2 weeks)

DELAYED REQUESTS FOR SHS DIPLOMAS

Any student who attended Silverton High School and desires to receive a diploma from SHS but did not acquire enough credits to receive a diploma with his or her graduating class must:

1. Confer with an SHS counselor.
2. Develop a planned program directed towards graduation.
3. Establish a timeline for program completion.

NOTE: The student must acquire the number of credits expected of their original graduating class.

RELEASE OF INFORMATION TO POST-SECONDARY SCHOOLS (Board Policy JO-AR and JOB)

Oregon law states that post-secondary schools have the right to a student's education records if it is an institution in which the student is seeking to enroll. If this is the case, Silverton High School will not seek parental consent prior to releasing student records to the institution.

PROMOTION, RETENTION, AND GRADE LEVEL PLACEMENT OF STUDENTS (Board Policy IKE)

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

STUDENT EDUCATION RECORDS

STUDENT EDUCATION RECORDS (Board Policy JO-AR)

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location, and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

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

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

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

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

SOCIAL SECURITY NUMBER

We are required by law to inform you about our use of student social security numbers. The following is provided for your information.

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

OAR 581-21-225 authorizes school districts to ask students to provide their SSN. Students' 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.

Students' SSN will be only for statistical purposes as listed above. State and federal law protects the privacy of student records.

TRANSFER OF EDUCATION RECORDS (Board Policy JO-AR)

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

REQUESTS FOR EDUCATION RECORDS

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

ACCESS/RELEASE OF EDUCATION RECORDS

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS (Board Policy JO-AR)

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requestor has the right to a hearing as follows:

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

The principal or designated representative shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENT DIRECTORY INFORMATION (BOARD POLICY JOA)

Directory information means those items of personally identifiable information contained in a student's education record, which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information and 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. Degrees or awards received;
12. Most recent previous school or program attended.

Photographs and videos of students in school activities will be released to newspapers, television, the media, the school yearbook, and school newspapers.

**PARENTS WHO DO NOT WISH TO
HAVE STUDENT DIRECTORY
INFORMATION RELEASED SHOULD
CONTACT THE OFFICE MANAGER.
THIS INFORMATION SHOULD BE
UPDATED EACH YEAR.**

STUDENT GOVERNMENT

STUDENT COUNCIL

The Student Council will occasionally meet during Advisory period. Advisory Group representatives as well as class and ASB officers are expected to attend these meetings.

ASSOCIATED STUDENT BODY (ASB)

The organization known as ASB includes all SHS students. Student Council is for the benefit of every student in the school. Silverton High School is a member of the National Association of Student Councils and participates in the Mid-Willamette Conference.

The Student Council operates within a constitution and has elected officers and student representatives by popular vote from each class. There are also several appointed positions as described in the ASB constitution. The Director of Student Activities and the Administrator in charge of Student Activities advises the student officers. The final authority of Student Council is vested in the administration of the school and all decisions must receive approval from this body.

ELIGIBILITY

1. **Attendance Requirements** - A student may not attend or participate in extra-curricular activities on a day that he or she was absent from school—either all or part of the day. Exceptions are made for school-related absences or pre-excused absences. A student shall not represent the school in any extra curricular activity while on disciplinary probation.
2. **Activities** - Each group involved in an activity program has specific eligibility requirements pertaining to the particular activity.

ASSOCIATED STUDENT BODY CARD

An SHS Student Body card is the passport to the entire activity program offered. Revenues received from the ASB card are used to sponsor major activities including dances, special assemblies, student films, and school improvement projects. The purchase of an ASB card shows support of the many activities each school year. It is a real bargain when you consider what it offers.

1. Free admission to all home regular season sports events and reduced admission for away events.
2. Eligibility to attend all SHS dances.
3. Cost for an ASB card is \$25.00 for both semesters, and \$10.00 if purchased during second semester.

SCHOOLS IN THE MID-WILLAMETTE CONFERENCE

Central High School (Panthers)

1530 Monmouth Street
Independence, OR 97351

Phone (503) 838-0480

From OR-22 W/Marion St. Bridge, continue to follow OR-22 W about 6 minutes. Turn left onto OR-51 S. Turn right onto OR-51 S/Monmouth St. (signs for Corvallis). Destination will be on the right, about three minutes.

Corvallis High School (Spartans)

1400 NW Buchanan Avenue
Corvallis, OR 97330

Phone 541-757-5917

Take I-5 south to exit #228, OR-34. Turn right onto OR-34W. Turn left onto NW Buchanan Avenue.

Crescent Valley High School (Raiders)

4444 NW Highland
Corvallis, OR 97330

Phone: 541-757-5809

Take I-5 south to exit #234B, or 99E S/Pacific Blvd. SE toward Albany. Keep right at the fork to continue on OR-99 S/Pacific Blvd. SE. Take the US-20 ramp toward Albany/City Center, Corvallis. Turn slight right onto US-20 W/Lyon Street, S/Albany-Corvallis Hwy. Turn right onto NE Granger Avenue, which becomes NW Lewisburg Avenue. Turn left onto NW Highland Drive..

Dallas High School (Dragons)

1250 SE Holman Avenue
Dallas, OR 97338

Phone: 503-623-8336

Directions via downtown Salem: Take the Marion Street Bridge, stay in the left lane and go west on Hwy. 22. Go past the traffic signal at the 99N and Hwy. 22 intersection. Take a left turn about one-half city block west of the intersection. You are now on Ellendale Avenue. Go approximately 4-1/2 miles to the first traffic signal; LaCreole Drive and turn left. Turn left at the 2nd stop sign, which is Ash Street.

Lebanon High School (Warriors)

1700 South 5th Street
Lebanon, OR 97355

Phone: 541-451-8555

Take I-5 south to exit #233, US-20, E/Santiam Hwy. SE toward Lebanon/Sweet Home. Turn right onto SW Oak Street. Turn left onto South 5th Street. Go to the 1700 block to Lebanon High School.

South Albany High School (Rebels)

3705 SE Columbus
Albany, OR 97321

Phone: 541-967-4522

Take I-5 South to Hwy. 20. (The TNR truck stop exit). Go West on Hwy. 20 to Waverly Drive SE. Turn left. Stay in the left lane. Go past Grand Prairie Park. Turn right on 36th Street to South Albany High School.

Woodburn High School (Bulldogs)

1785 N. Front Street
Woodburn, OR 97071

Phone: 503-981-2600

Directions via I-5: Take the Woodburn exit and head east. School will be on the left about 2 miles down.

STUDENT DISCIPLINARY ACTION EXPLANATION

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Actions will be recorded in the student's behavioral file. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials (teachers, administrators, or other school employees).

STUDENT CONFERENCE

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.

PARENT NOTIFICATION

A legal guardian is notified by telephone, personal contact, or letter informing him/her of their student's status at school.

AFTER-SCHOOL OR LUNCH WORK DETAIL

At the administrator's discretion, after-school or lunch work detail may be assigned in addition to or in lieu of other disciplinary measures. Parents will be contacted whenever possible.

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 officials, and other individuals involved.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Any student, regardless of a disability, who engages in conduct which would warrant suspension, may be suspended for up to ten consecutive calendar days. If the student in question is on a current IEP (Individual Education Program) then a meeting must be held to determine if there is a relationship between the student's misbehavior and his/her identified disability/ies. If the team determines that there is no relationship, the student will be treated as any non-disabled student would be in a similar situation and a new plan may be put into place concerning the student's placement.

If it is determined that there is a relationship between the student's disability and the misbehavior, a Functional Behavioral Assessment will be performed within the ten days to construct a behavior intervention plan, review existing behavior interventions plans, and review a possible change of placement. An IEP team meeting will be

held, also within the ten days, to approve and/or modify the interventions and change of placement. The IEP team will include, but not be limited to the student's parent, their case manager or a special education teacher, a regular classroom teacher, and a school administrator. If the offending student's actions were a physical threat to himself or others, such as possession of a weapon or illegal drugs, the school officials may order a 45 calendar day alternative interim education setting to be decided on by the IEP team. A hearing officer will determine final placement.

Upon the student's return there may be a request for an additional evaluation and the IEP team must meet to revise the existing plan.

DISCIPLINARY REASSIGNMENT

An administrator may reassign a misbehaving student to a separate supervised environment away from usual activities within the school. This may include a referral to counseling, a schedule change, a work assignment around school, and/or after school detention. At this time, students may be advised of district or community alternatives.

IN-SCHOOL SUSPENSION

At the administrator's discretion, in-school suspension may be assigned.

OUT-OF-SCHOOL SUSPENSION (Board Policy JGD)

Suspension is a temporary withholding of the privilege of attending school and school activities for a specified period, not to exceed ten school days. Suspension may be imposed in serious cases of rule violations, as outlined in these guidelines, or in cases where other means of correction have failed, or when keeping the student in school would be detrimental to the general welfare of the school and its students.

An approved school administrator or an administrative designee may suspend students. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of the suspension, specification of charges, and an opportunity to present his view of the alleged misconduct. The suspending administrator may postpone the procedures if there is a risk that harm will occur if the suspension does not take place immediately.

Before being suspended, the student shall be told what specific rules have allegedly been violated, informed as to the evidence of the violation, and allowed to present evidence in support of his/her position. If the student is suspended, the student shall be informed of the reasons for the suspension, the period of the suspension, and any conditions for reinstatement. Parents shall be notified of the suspension, reasons for the action and given the opportunity to meet with the administration to discuss the decision. If the matter remains unresolved, the student or legal guardians may appeal the decision to the school principal and then District administrators.

A "Short Suspension" will consist of an exclusion of a student from school and all activities in the school for a period of up to five school days. In these cases a conference between the administrator, student and other appropriate persons will be conducted.

A "Long Suspension" will consist of an exclusion of a student from school and all activities in the school for a period of six to ten calendar days. A conference between the administrator, student, and other appropriate persons will be conducted. The legal guardian has the opportunity to respond to the charges and may request a conference with appropriate school authorities.

In both cases, the student is excluded from school and all school activities and is served with a criminal trespass warning for the suspension period.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without academic penalty. The student may be advised of district or community alternatives.

In all cases, an administrator will notify the legal guardian by letter and, when possible, by telephone. The Board of Directors will have the right of final review of the suspension action.

LUNCH DETENTION

Lunch detentions will be assigned at the discretion of the administration or designee.

EXPULSION PROCESS (Board Policy JGE)

A student may be expelled for severe or repeated violations of the *Student Code of Conduct*. No student may be expelled without a hearing unless the student's parent, or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at the scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law.

The principal or administrative designee, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the District Hearings Office. By action of the Hearings Officer, the student is excluded from school attendance and from all school activities in the District and is served with a criminal trespass warning. The length of the expulsion, in most cases, will be for the remaining days in the current semester, or may extend to the next semester if the expulsion occurs late in the semester. An expulsion shall not exceed beyond one calendar year. A one year expulsion is mandatory in a firearms possession.

SATURDAY SUPPORT ACADEMY

Students may be assigned to Saturday Support Academy, from 8:00 a.m. – 12:00 p.m. to address academic, attendance or behavioral issues. SSA will be scheduled on an as needed basis.

STUDENT RESPONSIBILITIES

Students of SHS are expected to:

1. Achieve and maintain a sound education program through good study habits, regular attendance, and participation in school.
2. Uphold the honor of our school by clean, neat, and appropriate dress, respect for school property, and respect for faculty and fellow students.

It is the belief that these statements represent guides that establish the general framework for what is expected of all students and are specific enough to be meaningful.

BICYCLE USE

Bicycle riders must observe safe and lawful practices. All bicycle riders under the age of 16 must comply with the Oregon helmet law. Bicycles must be parked in a designated area on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to bicycles. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. **The district assumes no liability for loss or damage to vehicles or bicycles parked on School District property.**

BUS/DISTRICT TRANSPORTATION RULES (Board Policy EEA/EEAB/EEAC/EEAC-AR)

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

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

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
IN ALL BUS AREAS	<ul style="list-style-type: none"> • Keep hands and feet to self • Alert the driver of safety concerns • Walk facing forward at all times 	<ul style="list-style-type: none"> • Be on time • Keep area clean • Take care of all property (yours and others) • Know safety and bus rules 	<ul style="list-style-type: none"> • Listen to and follow the directions of the bus driver • Use good manners (be courteous to driver/others) • Respect all property (yours and others)
WAITING FOR THE BUS	<ul style="list-style-type: none"> • Stay out of the road (in the "safe area") • Be visible • Stay back from the bus until it stops and driver signals to board 	<ul style="list-style-type: none"> • Be on time (5 minutes before pick-up time) • Keep pets and inappropriate items at home (toys, animals, containers, glass) 	<ul style="list-style-type: none"> • Be polite, courteous, and kind with your words and actions • Quiet voices (use inside voices)
ON THE BUS	<ul style="list-style-type: none"> • Use handrails and walk up and down each step • Remain seated back-to-back—seat-to-seat • Keep hands and feet to self and in the bus • Keep aisles clear • Be quiet at RR crossings and on route • Use water only with driver's permission 	<ul style="list-style-type: none"> • Take seat quickly • Maintain control of personal items • Watch for your stop • Windows open to black line only • Food is not allowed 	<ul style="list-style-type: none"> • Share seat with others • Use good manners with vehicles and/or pedestrians • Use appropriate language
LEAVING THE BUS	<ul style="list-style-type: none"> • Stay seated until bus completely stops • Use handrails and all steps • Riders and non-riders stay 10 feet away a) from bus b) from all sides c) while crossing • Cross together in front of the bus when signaled by the driver • Watch driver before crossing (If you can't see the driver—he/she can't see you.) • Use emergency exits only during emergencies 	<ul style="list-style-type: none"> • Wait for driver to signal before crossing in front of the bus • Keep control of your belongings—backpacks 	<ul style="list-style-type: none"> • Be prepared for your exit and leave promptly • Open and close windows with permission

*Drivers will assign seats as needed.

Use of electronic devices on the bus: Devices such as MP3 players, DVD players, CD players, video games and cell phones may be used while riding the bus. However, they must be on silent mode or used with ear phones. Picture taking is NOT allowed. The driver has the discretion to prohibit their use due to difficult driving conditions and/or inappropriate use of the devices.

Questions and Answers

1. Questions regarding the location of bus stops, route change requests, pick up and drop off times should be directed to the Durham Bus Company at 503-873-3721.
2. All other concerns regarding transportation should be directed to Dandy Stevens at 503-873-5303.
3. Concerns regarding students requiring specialized transportation should be directed to Marlys Jones at 503-873-5303.

DISCIPLINARY PROCEDURES FOR BUS VIOLATIONS

Inappropriate behavior on the bus will be dealt with in the following manner:

First Incident: The student will be informed by the bus driver of what he/she has done wrong and what he/she must do to correct the behavior.

Second Incident: The student will be told by the bus driver that he/she will be placed in an assigned seat.

Third Incident: Student will be in an assigned seat and be told that his/her parents will be called.

Fourth Incident: Student will be cited.

Disciplinary Procedures for Violations of Transportation Rules - The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation* (Warning)
The driver verbally re-states behavior expectations and issues a warning citation, and contacts the parent.
2. Second Citation*
The student may be suspended from the bus until a conference has been held with the student, the parent and the principal.
3. Third Citation* Of the Year
The student receives a five to ten day suspension and will not be able to ride the bus until a conference has been held with the student, the parent and the principal. At this time a behavior contract may be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations*
The transportation liaison and principal will use the District's Disciplinary Procedures for Student Conduct to process any severe violation. Any severe violation will result in the immediate suspension of the student for a minimum of ten days, and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation liaison, involving the student, the parent, the principal and the bus driver as needed.

In all instances, the appeal process may be used if the student and/or parent desires. See Discipline Procedures for District-Approved Student Transportation – EEAC-AR Appeal Procedure.

* All citations must be signed by the parents, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again

In all instances, the appeal process may be used if the student and/or parent desires. Discipline Procedures for District-approved Student Transportation - EEAC-AR Steps 4-8. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

BUS CITATIONS (STUDENT)

If discipline problems occur on the school bus which requires the administration of a student citation, the bus driver (depending on the severity of the problem), writes out a citation, gives it to the student, and takes one of the following actions:

1. Delivers the student to his/her destination.
2. Returns the student to the school and delivers the student to a school administrator.
3. Stops the bus enroute notifying the contractor, school designee, or police via the radio or cell phone.
4. Drives the student to the contractor's office and immediately notifies the school assigned and the parents.

Once a citation is issued, it is the student's responsibility to have the citation signed by both the school designee and by his/her parent or guardian. The school designee has the authority to suspend a student's privilege of transportation for any time he/she deems appropriate, but not to exceed the school year. In all cases where bus riding privileges are suspended, the student's parents or guardians shall be notified by the school designee and a conference time offered. If appropriate, the school designee can require a parent conference before considering reinstatement of a student's riding privileges. Every attempt will be made by the building designee to ensure a parent conference will be held to resolve the problem.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA (Board Policy JFCEB-AR)

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. This includes other digital devices such as, but not limited to, cell phones, iPods, PDA's, pagers, laptops and similar devices with wireless capability. We believe that these devices can be a disruptive factor to the designated business of this school. However, we do understand and recognize that cell phones have become a necessary instrument for family communication. Therefore, the following guidelines shall apply:

1. Personal communication devices are not to be visible in the classroom. They may only be used outside the classroom during non-instructional time (i.e., before school, during passing, lunch time and after school). Those items used or visible during class time will be confiscated. In addition, any device that

requires head phones may only be used at lunch, before and after school. Those used during class, without permission, or in the halls during pass period will be confiscated.

1st Offense: Confiscation and returned to a parent/guardian in person.

2nd Offense: Confiscation and returned to a parent/guardian in person.

3rd Offense: Constitutes defiance of authority and consequence is at administrator's discretion. The device will be returned to a parent/guardian in person. Consequence may include requiring the student to check the device in at the office each day or being prohibited from bringing such device to school for a designated period of time.

2. Students are discouraged from using a personal communication device which allows for a wireless, unfiltered connection to the Internet while on district property or while the student is engaged in school-sponsored activities.
3. Students are discouraged from using cellular telephones, or similar devices, which have the capability to take "photographs" or "moving pictures" while on district property or at school-related sponsored events.
4. The district shall not be responsible for loss, theft or damage to personal communication devices brought to district property or school-sponsored events.
5. Personal communication devices such as Palm Pilots, personal digital assistants (PDA's) and laptop computers, may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP), or if permission is received from the student's teacher.
6. The use of personal communication devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited.
7. Personal communication devices used in violation of the law* will be confiscated and turned in to the school office. A parent/guardian will be notified and conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate.
8. Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.
9. During the course of an investigation regarding drugs, alcohol, fights, etc. students may be asked to turn off their cell phone and turn it in to administration.
10. Students may be required to relinquish their personal communication device to a staff member if at any time staff determines those devices are not being used at an appropriate time or in an appropriate place or manner.

Consequences for violation of one or more of the above rules:

Students are subject to disciplinary action up to and including expulsion for using a personal communication device in any manner that is academically dishonest, illegal or violates the terms of these rules. A referral to law enforcement officials may also be made. Personal communication devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

Electronics and Other Devices

Electronics and other devices such as but not limited to, radios, stereos, video recorders and laser pens can be disruptive to the learning environment. These devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules. If a student is required to use such items during the school day, for educational use only, they must get administrative approval prior to use.

The district shall not be responsible for loss, theft or damage to any of the above mentioned devices brought to district property or school-sponsored events.

**The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.*

COMMUNITY RELATIONS

During the school year many students walk to and from school. As they come and go, local residents will respect students much more if they always remember to cooperate with our neighbors by staying off private property and not loitering on lawns and driveways. In years past, the school has received a number of calls regarding the litter that is left on lawns and driveways of our neighbors. It is only fair and reasonable that we, as a student body, refrain from such action. We are confident that SHS's reputation for good sportsmanship and concern for others will continue this year.

DISPLAY OF AFFECTION

As part of the responsibility of the school community, students are expected to exercise discretion in public display of affection. The sensitivity of other individuals present must be given due consideration. Actions, which make other students/staff uncomfortable, are not acceptable and will result in the following consequences:

1. First offense - the names of the students will be referred to the appropriate administrator who will confer with the students.
2. Second offense - the names of the students will be referred to the appropriate administrator who will confer with the students and administer behavioral consequences.
3. Third offense – the names of students will be referred to the appropriate administrator, who will confer with the students. The students may be suspended pending an expulsion.

DRESS CODE (Board Policy JFCA)

An adequate learning climate in the schools is important to the satisfactory progress of students. This fact places major emphasis upon developing an environment where the teaching-learning process will flourish with as few hindrances as possible.

Dress or grooming, whether in school or out, is basically the responsibility of the student and his/her parent. When dress and grooming disrupts or directly interferes with the learning process for the individual student and/or other students, or endangers the health or safety of members of the school community, it becomes a disciplinary matter.

Certain clothing and other adornments worn for the purpose of identifying youth gang membership or youth gang support clearly interfere with the learning process and school climate. Such clothing and adornments will be prohibited on school district property and at school-sponsored events.

Students participating in elective and extracurricular activities will be required to follow standards of conduct, dress and grooming established by their advisers or coaches.

GANGS (Board Policy JFCE/JFCA)

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

A "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts or whose appearance and activities may cause a disruption of our material interference with school and school activities.

In its effort to reduce gang involvement, the school encourages students to become involved with school clubs, organizations and athletics, and to discuss with staff the negative consequences of gang involvement and to seek the assistance of counselors and community resources.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, tattoos or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

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

Gang Signs (Board Policy JFCE) - Students shall not:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, tattoos, drawings, or other things that are evidence of membership or affiliation in any gang.
2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang.
3. Use any speech or commit any act in furtherance of the interest 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. Inciting other students to act with physical violence upon any other person
 - d. Commit any other illegal act or other violation of school district policies

Violation of this policy will result in disciplinary action up to and including expulsion from school. Students will also be referred to available counseling services to assist in their successful return to school.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING/TEEN DATING VIOLENCE (BOARD POLICY JFCF)

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report his/her 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 his/her concerns to the principal who has overall responsibility for all investigations.

This report 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. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board Chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.

For specific definitions, see Board policy JFCF.

RIGHT OF DUE PROCESS

This handbook (see *Guidelines for Student Conduct*) has explained the major disciplinary problem areas and the actions that may result for those students who will 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 which school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which 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, however, 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. The following summary is only to acquaint students and guardians that such a procedure exists.

SEARCH AND SEIZURE/QUESTIONING (BOARD POLICY JFG-AR)

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations, or the District's Guidelines for Student Conduct is present. Failure to comply may result in suspension from school and/or law enforcement involvement. Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

In cases where alcohol consumption is suspected, the district may request that a student submit to a breathalyzer test. Refusal to comply may result in suspension from school and/or involvement of law enforcement.

District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found that are evidence of a violation of law, policy, regulation, or the district's Guidelines for Student Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate. Each and every locker in the school building shall be subject to random inspection by any person, including a police officer with or without a canine, authorized by the principal at any time, with or without the presence of the student to whom the locker is assigned, and without advance notice thereof.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to contact the parent/guardian so that the responsible adult may be notified of the situation.

If custody and/or arrest are involved, the principal or designee will request that all procedural safeguards prescribed by law will be observed by law enforcement officials.

Parents are advised that in suspected child abuse cases, Services to Children and Family and/or law enforcement officials may exclude personnel from the investigation procedures and may prohibit district personnel from contacting parents.

STUDENT CONDUCT

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

Off-Campus/Outside-of-School Conduct

Off-campus and outside-of-school time conduct that violates the Silver Falls School 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.

STUDENT CODE OF CONDUCT (Board Policy JFC)

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

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

1. Theft, taking, giving, or receiving property not belonging to the student as prohibited by Board Policy ECAB.
2. Disorderly conduct, including disruption of the district environment.
3. Damage or destruction of district property.
4. Damage or destruction of private property on district premises or during district activities.
5. Assault or threats of harm to self or others (including bomb threats) as prohibited by Board Policy JFCM.
6. *Any unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used, or threatened to be used and is readily capable of causing death or physical injury as prohibited by Board Policy JFCJ.
7. **Any possession or use of tobacco by a registered student.
8. **Any possession or use of alcohol or unlawful drugs. This includes possession by consumption at all school activities.
9. Violations of district transportation rules.
10. Plagiarism/cheating.
11. Lying/forgery.
12. Leaving school grounds or school-sponsored events without permission.

13. Directing profanity, vulgar language, or obscene gestures toward other students.
14. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
15. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations.
16. Committing extortion, coercion, or blackmail, which is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
17. Name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school environment or incite violence.
18. Inappropriate physical or sexual contact disruptive to other students or school environment.
19. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student.
20. Hazing, to force another person to do a ridiculous, humiliating, or painful task as prohibited by Board Policy JFCF.
21. Vandalism, malicious mischief, theft.
22. Violation of law, board policy, administrative regulation, school or classroom rules.
23. Persistent failure to comply with rules under the lawful directions of staff or district officials.
24. Automobile misuse, inappropriate use of an automobile on or near school property; includes parking, speeding, and unsafe driving.
25. Assault or menacing of a district employee or student by word or conduct that places the other person in fear of imminent serious physical danger.
26. Harassment or coercion against any employee or student as prohibited by Board Policy JFCF.

Students forfeit the cost of admission when removed from an activity or event for behavioral reasons.

THREATS

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

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

Bringing, possessing, concealing, or using a weapon on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 166.370 (Board Policy JFCJ).

The district recognizes that under the Unsafe School Choice Option of the No Child Left Behind Act of 2001 (NCLBA), a school can be deemed unsafe as a whole entity or for an individual student based on expulsions for weapons violations, violent behavior or expulsions for students arrested for the following criminal offenses occurring on district grounds, on district-sponsored transportation and/or at district-sponsored activities:

1. Assault.
2. Manufacture or delivery of a controlled substance.
3. Sexual crimes using force, threatened use of force or against incapacitated persons.
4. Arson.
5. Robbery.
6. Hate/Bias crimes.
7. Coercion.
8. Kidnapping.

In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or all three. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

In accordance with Federal law, students bringing a weapon to school shall be expelled for up to one year. However, on a case-by-case basis, the superintendent may determine that an expulsion for less than one year is appropriate.

In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells, or causes to be sold, tobacco in any form for a tobacco burning device to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years imprisonment, \$100,000 fine, or both. See Board Policies JFCG/JFCH/JFCI for further information.

CLUBS & ORGANIZATIONS (Board Policy IGD and IGDD)

Student clubs and performing groups such as the band, choir, cheer team, dance and athletic teams may establish rules of conduct and consequences for misconduct that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

SKATEBOARDS, ROLLER SKATES, ETC.

Due to the inherent dangers both to participant and non-participant, combined with the potential liability assumption, the use of skateboards, roller skates, scooters, shoes with built-in sole wheels, etc. on school grounds is not allowed. Students will be informed they are not to ride these items on school property. Students who bring their skateboards, etc. into the school will carry them when they reach school property and store them in assigned lockers for the day. Skateboards, etc. used on school grounds will be confiscated by school authorities and placed in the principal's office for parents to retrieve.

STUDENT RIGHTS AND RESPONSIBILITIES

Among these students rights and responsibilities are the following:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others.
2. The right to attend free public schools, the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes injure his/her rights.
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, and not infringe upon the rights of others.
6. The right to privacy, which includes privacy in respect to the student's educational records.
7. The right to know the behavior standards expected. The responsibility to know the consequences of misbehavior.
8. In all cases, other than child abuse cases, where a student is to be taken from the building by a law enforcement official, the building administrator will verify the official's identity. The building administrator will request permission of the law enforcement official to contact the student's parents that the student has been released to an officer. If the request is denied, the name of the officer, his or her agency, the date and time shall be noted by the building administrator. Law enforcement officials have the primary responsibility for notifying the parent(s) in such instances.
9. To immediately report to a teacher or administrator knowledge or suspicion of the presence of alcohol, tobacco, drugs or weapons, or other illegal or potential dangerous behavior or situation in or near a school or a school event.

TOBACCO, ALCOHOL OR DRUG USE (Board Policy JFCG/JFCH/JFCI)

Student possession, sale, distribution or use of tobacco, alcohol or illegal drugs, vaping use, supplies or use other than prescribed by a licensed medical practitioner of prescription drugs on school grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action, up to and including expulsion, and if appropriate, referral to law enforcement officials. Students who possess, sell or distribute over-the-counter medications will also be subject to the same disciplinary action. However, a student may possess or use over-the-counter medications with approval by school officials and parents in accordance with Policy JHCD.

Students pretending to possess illegal drugs through the use of over-the-counter medications or similar-appearing substances will also be subject to like disciplinary consequences.

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before driving privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. Please note that there are limited parking permits available.

In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule, and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Students must maintain a 92% Attendance Rate in order to keep their on-campus parking privileges. Student attendance rates will be checked at 6, 12 and 18 week intervals during each semester. If the student's attendance rate falls below 92%, the pass will be revoked until they have maintained 92% attendance for the next 6-week period. During that time, students will have to park off campus. The parking fee is non-refundable.

BELL SCHEDULES

Regular Schedule:

1 st Period	7:55 - 8:43
2 nd Period	8:48 - 9:36
3 rd Period	9:41 - 10:29
AG/RIE/PD	10:34 - 11:03
4 th Period	11:08 - 11:56
1st Lunch	11:56 - 12:26
2 nd 5 th Period	12:31 - 1:19
1 st 5 th Period	12:01 - 12:49
2nd Lunch	12:49 - 1:19
6 th Period	1:24 - 2:12
7 th Period	2:17 - 3:05

Early Release Schedule:

1 st Period	7:55 - 8:30
2 nd Period	8:35 - 9:10
3 rd Period	9:15 - 9:50
4 th Period	9:55 - 10:35
5 th Period	10:40 - 11:15
1st Lunch	11:15 - 11:45
1 st 6 th Period	11:20 - 11:55
2 nd 6 th Period	11:50 - 12:25
2nd Lunch	11:55 - 12:25
7 th Period	12:30 - 1:05

Late Start Schedule:

1 st Period	9:55 - 10:30
2 nd Period	10:35 - 11:14
3 rd Period	11:19 - 11:54
1st Lunch	11:54 - 12:24
1 st 4 th Period	11:59 - 12:34
2 nd 4 th Period	12:29 - 1:04
2nd Lunch	12:34 - 1:04
5 th Period	1:09 - 1:44
6 th Period	1:49 - 2:24
7 th Period	2:29 - 3:05

Assembly Schedule:

1 st Period	9:55 - 10:30
2 nd Period	10:35 - 11:14
3 rd Period	11:19 - 11:54
1st Lunch	11:54 - 12:24
1 st 4 th Period	11:59 - 12:34
2 nd 4 th Period	12:29 - 1:04
2nd Lunch	12:34 - 1:04
5 th Period	1:09 - 1:44
6 th Period	1:49 - 2:24
7 th Period	2:29 - 3:05

Semester Exam (Per. 7):

1 st Period	7:55 - 8:36
2 nd Period	8:41 - 9:22
3 rd Period	9:27 - 10:08
4 th Period	10:13 - 10:54
5 th Period	10:59 - 11:40
6 th Period	11:45 - 12:26
Lunch	12:26 - 12:56
7 th Period	1:01 - 1:41
7th Period	
Final Exam	1:41 - 3:05

Semester Exam (Per. 1-6):

1/2 Period	9:55 - 11:18
Lunch	11:18 - 11:58
3/4 Period	12:03 - 1:26
Break	1:26 - 1:37
5/6 Period	1:42 - 3:05

Dear Students and Parents/Guardians:

Please read the information contained in this booklet and discuss it with your son/daughter.

If you have questions about any of the information, please contact your school principal, teacher or advisory group teacher.

Sign and return this page to your Advisory Group Teacher.

We have read and discussed the SHS Student Handbook.

Student's Full Name (*Please Print*)

Student Signature

Parent/Guardian Signature

Date Signed

-return to student's Advisory Group teacher-