

Student Handbook

2022-2023

Belong, Prepare, Inspire



SISTERS HIGH SCHOOL

1700 W. McKinney Butte Road

Sisters, Oregon 97759

541-549-4045

THE SISTERS HIGH SCHOOL HANDBOOK

The information included in this student handbook was developed to familiarize students and families with some of the practical aspects of being a part of Sister High School. The policies and practices referenced in this handbook align with broader district goals and policies. The most recent version of the Sisters School Board policies and procedures can be found on the Sisters School District website: <http://ssd6.org/schoolboard/policies/>. If you have any questions, please do not hesitate to visit our school, go to our website at shs.ssd6.org at or call the school at 541-549-4045. If any substantive changes are made to the handbook, we will update and post the most current version on our website and notify families of the update.

NON-DISCRIMINATION POLICY

Sisters School District does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, marital status, sexual orientation, gender identity or expression, veteran or military status, or any other status protected by law, in any of the programs and activities it operates, and provides equal access to the designated youth organizations in the Boy Scouts of America Equal Access Act. View our non-discrimination policy ([Policy AC](#)) and complaint procedures ([regulation AC-AR](#)) on our [district website](#).

The following persons have been designated to handle inquiries regarding the district's non-discrimination policy:

Title IX Coordinator: Joe Hosang - 525 E. Cascade Ave., Sisters, OR 97759 (541-549-8521)
joe.hosang@ssd6.org

Section 504 Coordinator: Lorna Van Geem - 525 E. Cascade Ave., Sisters, OR 97759
(541)-549-8521 lorna.vangeem@ssd6.org

SEXUAL HARASSMENT UNDER TITLE IX AND OREGON LAW

Sisters School District does not tolerate sexual harassment in any form in any of the programs or activities it operates. Any person may report sex discrimination, including sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by mail, by telephone, or by email using the contact information listed above for our Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's report. Such reports may be made at any time. The District will promptly respond to all such reports in a manner that is not deliberately indifferent, and will treat complainants and respondents equitably by offering supportive measures to a complainant and by following a grievance and investigation process before imposing any disciplinary consequences or sanctions on a respondent. For more information about this, please see our sexual harassment policy (Policy [GBN/JBA](#)) and complaint procedures ([GBN/JBA-AR](#)) which are found on our website.

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GENERAL INFORMATION

Office Staff

Steve Stancliff	Principal	Katie Wardsworth	Principal and Athletics Secretary
Rand Runco	Dean of Students	Shannon Beutler	Counseling Secretary/Registrar
Charlie Kanzig	Counselor (A-M)	Darcy Davis	Reception/Attendance Secretary
Rick Kroytz	Counselor (N-Z)	Ruth Barrios	Special Education Records/SEO
Gary Thorson	Athletic Director	Brent Crosswhite	School Resource Deputy

Contact Information

School website	shs.ssd6.org
Attendance/general inquiries	541-549-4045
Counseling/registration	541-549-3204
Transportation	541-549-9681
District office	541-549-8521

Hours of Operation/Supervision

We are open to serve families from 8:00 AM to 4:00 PM, Monday through Friday, throughout the school year. Students who have class during “zero period” (before school) can access the building through the main entrance at 7:20 AM. As a general rule, students participating in activities on campus before or after school must be supervised by an adult. This includes use of the weight room and other facilities.

School Closures/Delays

During the school year there may be weather conditions or other circumstances that require the superintendent to alter school and transportation schedules in order to ensure the safety of students and staff. These alterations could include school closures, delayed openings, or early dismissal. For closures due to inclement weather, the district will post information through a variety of local media outlets.

SHS Bell Schedules 2022-23

Regular Daily Schedule			
Monday - Thursday		Early Release Friday	
Period 0	7:30 - 8:20	Period 0	7:30 - 8:20
Period 1	8:30 - 9:40	Period 1	8:30 - 9:15
Period 2	9:45 - 11:00	Period 2	9:20 - 10:05
Period 3	11:05 - 12:15	Period 3	10:10 - 10:55
Lunch	12:20 - 12:50	Period 4	11:10 - 11:55
Period 4	12:55 - 2:05	Period 5	12:00 - 12:45
Period 5	2:10 - 3:20	Lunch	12:50 - 1:20

Assembly Schedule			
Monday - Thursday		Early Release Friday	
Period 0	7:30 - 8:20	Period 0	7:30 - 8:20
Period 1	8:30 - 9:35	Period 1	8:30 - 9:10
Period 2 (assembly)	9:40 - 11:15	Period 2 (assembly)	9:15 - 10:20
Period 3	11:20 - 12:25	Period 3	10:25 - 11:05
Lunch	12:30 - 1:00	Period 4	11:20 - 12:00
Period 4	1:05 - 2:10	Period 5	12:05 - 12:45
Period 5	2:15 - 3:20	Lunch	12:50 - 1:20

Inclement Weather (2 Hour Delay)			
Monday - Thursday		Early Release Friday	
Period 0	9:25 - 10:20	Period 0	9:25 - 10:20
Period 1	10:30 - 11:15	Period 1	10:30 - 10:55
Period 2	11:20 - 12:05	Period 2	11:00 - 11:25
Period 3	12:10 - 1:05	Period 3	11:30 - 11:55
Lunch	1:10 - 1:40	Period 4	12:00 - 12:25
Period 4	1:45 - 2:30	Period 5	12:30 - 12:55
Period 5	2:35 - 3:20	Lunch	12:55 - 1:20

Canvas - SHS learning management system

Teachers and students at Sisters High School use the Canvas learning management system to facilitate communication and workflow. Individual teachers will work with students on aspects of the platform that are unique to their classes. Parents are strongly encouraged to register as users in order to support their students. They can do so by going to: https://s3.amazonaws.com/SSL_Assets/Sisters/sisters/index.html. As a registered CANVAS user, parents will be able to access their student's courses and grades, teacher emails, school announcements, and activities.

Counseling Services

Charlie Kanzig will be the counselor for students with the last names that begin with A-M. He will also specialize in social and emotional needs for our student body.

Rick Kroytz will be the counselor for students with the last names that begin with N-Z. He will continue his work as our ASPIRE coordinator as well as supporting our students to be prepared for life after high school by providing guidance around college readiness, career readiness, and internship experiences. Rick will also work with our Junior grade level team to ensure that 11th graders are on track headed into their senior year.

Attendance

Regular attendance is directly linked to student success and is a foundation of a healthy school culture. We have high expectations for student attendance and are prepared to support students, who, for whatever reason, begin to struggle in this area. Here are a few protocols to consider:

- Parents or legal guardians are responsible for clearing student absences with the front office as promptly as possible. Even if a student is 18 or older, their parent or guardian should call.
- Absences not cleared within 24 hours may be considered unexcused.
- Our automated call system will notify parents in the afternoon of all absences during the day, unless pre-arranged or until cleared with our front office.
- All students who leave during the school day must check out through the front office. If it is for an illness they should also check out with the nurse.
- Students will have one day for each excused absence to complete missed assignments, including days missed due to authorized school activities or disciplinary consequences.
- Students may receive school-based consequences for skipping individual classes or full days of school, including an inability to make up work or participate in afterschool activities.
- Per Oregon state law, the school has the final word on whether or not an absence will be officially excused.

Grade level teams of teachers will work with office staff and families to support students who began to show a pattern of chronic absenteeism.

Nursing Services

Health Screenings

Routine health screenings will be performed for 9th and 11th graders, and students new to Sisters High School. Screenings may include: Vision, Hearing, Blood Pressure, Dental, Height, and Weight.

Medication

Students who need to may carry some medications by following and completing the self-medication contract on page 24. Narcotic medication will be kept in and dispensed from the school nurse's office once a parent has come in and filed the permission form.

Injuries

If a student gets injured while they are on school property, it must be reported to the nurse or office staff as soon as possible. Ideally, whichever staff member that was supervising the activity would fill out an incident form. In some cases, the school nurse may also complete the form.

Nutrition Services

The Sisters School District is proud to serve nutritious meals daily. Lunch and breakfast meals meet the standard set by the USDA/OSFSA/ADC/AHA and other nutritional guidelines. We offer daily selections of two (2) or more entrees, including vegetarian choices, whole grain breads, and a variety of fresh fruits and vegetables. Sisters Nutrition Services (SNS) will continue to provide computerized ticketing systems at all grade levels. All Sisters students will have a meal account. Students may deposit money into their account before school and during breaks. Checks will be deposited in full. The SNS will continue to sponsor the USDA reduced-price and free meal program at the K-12 level if your family is on food stamps, TANF (Temporary Assistance for Needy Families), FDPIR (Food Distribution Program on Indian Reservations) and/or your family makes less money than the ODE income eligibility guidelines. This application form may be obtained through the school office or Nutrition Services. The USDA and the State of Oregon are equal opportunity providers and employers.

Special Education Services

Students with an identified disability and who have a corresponding individual education plan (IEP) or 504 plan will receive services and instruction that align with their respective plan. At SHS, we have an amazing team of teachers and paraprofessionals that serve our students and ensure they receive the supports and services they need. We also have a team that meets regularly to go over referrals of students who may qualify for services. Students or families who have questions about these or other services can contact the building principal, **Steve Stancliff**, or **Lorna Van Geem**, the director of student services.

English Language Learner (ELL) Services

Students in the sisters school district for whom English is not their first language may qualify for and receive support through our ELL program. Students who have already been identified will receive support from our district ELL teacher. Supports may include in-class guidance, pull-out instruction, assistance in accessing state tests, as well as ongoing monitoring. If you have questions about access to ELL services please contact the building principal, **Steve Stancliff**, or district coordinator, **Joan Warburg**.

GRADUATION & GRADES

Graduation Requirements

To receive a Sisters High School diploma a student must meet the following requirements based on OAR 581-022-1130 and OAR 581-022-1134. This table shows the required credits for each area of the curriculum. Students should work closely with their guidance counselor to ensure that from year to year they are staying on track for graduation.

Curriculum Area	Credits
Language Arts	4
Mathematics (Algebra I and above)	3
Science	3
Social Science (.5 credits of government required for graduation)	3
Physical Education	1.5
Health	1
Applied and Fine Arts and/or Foreign Language	3
Electives	7.5
Total	26

Honors Diploma

In addition to the requirements for the SHS 26 credit diploma, a student earning an Honors Diploma will be required to complete the following:

- Four years of math and three years of science, or three years of math and four years of science.
- Two years of the same foreign language.
- 28 total credits
- Have a cumulative, weighted GPA of 3.5
- A capstone course in three of the following seven content areas:
 - Science – (one or more of the following) – Chemistry, Physics, AP Biology
 - Math – (one or more of the following) Math 111/112 or AP Calculus
 - English – AP Literature, Writing 121
 - Social Studies – AP US History, AP Government
 - World Language – Highest world language offered in that language beyond year two (2).
 - Art – AP Art
 - CTE – Woods II, Manufacturing, Private Pilot, Health Occupations, Advanced Sports Medicine, Culinary III
 - IEE – Intern

Valedictorian and Salutatorian Requirements

Valedictorian:

- Valedictorians must earn the honors diploma, earn an “A” in four AP classes (both terms of the class) offered by Sisters High School, A or B in any additional AP classes, and an A in all other classes taken during high school.

Salutatorians:

- Salutatorians must earn the honors diploma, earn A's in three AP classes (both terms of the class) offered by Sisters High School, A or B in any additional AP classes, and an A in all other classes taken during high school.

Honor Roll Requirements

The following criteria exist for Honor Roll recognition at Sisters High School:

- Weighted Honor Roll - 4.0 and above. (no F's)
- Honor Roll - 3.5 to 3.99 G.P.A. (no F's)
- A student must be enrolled in at least 3 graded classes per term.

Essential Skills requirements formerly associated with state graduation have been temporarily withdrawn, though students at Sisters High School will still complete assessment in their classes, as well as state assessments that align with the essential skills.

Early Graduation

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the ordinary 9-12 grade level sequence, may request permission to complete graduation requirements on an altered schedule. Students and their parents or guardians will consult with their counselor to develop a graduation plan. Their intention to accomplish this plan will be stated in writing to the superintendent by February 1st of the academic year the student wishes to graduate. Students who have met the requirements and have requested to graduate early may participate in honors and ceremonies that are scheduled during the graduation year in which the student has met graduation requirements.

Additional Educational Options

School to Career / School to Work / Internship

During a student's attendance at Sisters High School, a maximum of two (2) school to career credits may be earned towards graduation at SHS. In addition, students will only be able to earn one (1) credit during any individual semester--including summer term. Students will be accountable for weekly attendance, have a written evaluation by the supervisor, and submit a written final to the STC coordinator. This must be set up with the STC coordinator before the term/summer begins. Exceptions can be made if it is specified in an IEP or a graduation plan has been put in place by the school counselor.

Sisters Education Options

On-line school is a flexible option for students who need to make up a class due to a failure or for students who are encountering a scheduling conflict. The on-line option is also for some students who need the complete flexibility of being fully enrolled. If a student or family believes that this might be a good option they should consult with their

counselor and contact Susie Seaney (susie.seaney@ssd6.org) to see if there is space in the program and if their individual circumstances would likely lead to success in the class.

Alternative Education

Under certain circumstances, Sisters High School will offer alternative learning opportunities. More information regarding alternative learning opportunities are available through the student success coordinator, principal and counseling office.

Grading Scale

It is a base ten point system with the exception of a D grade:

90%= A

80%= B

70%= C

65%= D

Below 65% = F

AP classes will be weighed on a 5 point scale. For students transferring in, Sisters High School will weigh AP classes from a different school as long as an equivalent class is offered at Sisters High School.

I = Incomplete – Students have ten school days to make up school work that resulted in an “Incomplete” grade. If work is not completed within ten school days, the grade may revert to an “F”.

Class Rank: Class rank will be calculated at the end each semester.

Students who earn an unsatisfactory grade in a course may repeat the same course and the grade may be recovered for college transcript purposes. The original course will remain on the transcript without a “no-grade” (NG). Additionally, the original F will be considered when determining graduation honors such as valedictorian and salutatorian.

Changing Schedules, Dropping, or Withdrawing from a Course

All schedules need to be finalized as close to the beginning of an academic term as possible. Changes to schedules will prioritize errors such as being scheduled for the same class twice in a term, a misplacement based on ability, missing core classes, or simply having an open period that was not prearranged. Dropping a class after 5 days may result in a failing grade. Decisions about withdrawing or dropping should be made in consultation with a student’s family, school counselor and/or the principal. Special circumstances, such as a prolonged illness, may also inform the course of action and possibilities for re-taking the course later for a passing grade.

College and Career Center

The College & Career Center provides resources that entice students to begin meaningful planning and informed decision-making about their future. It provides opportunities for all students to prepare for life after graduation. Students at all grade levels partner with their teachers, counselors and the College and Career Center to design individual plans for post-high school. Among many of its services, the College and Career Center facilitates:

OPPORTUNITIES, EXPECTATIONS, AND RESPONSIBILITIES AT SHS

Sisters High School is a special place. The culture of Sisters High School has been and will continue to be a reflection of the care and attention paid by students, staff, and members of the broader school community. Staff are here to guide students in building and promoting a positive culture where we can collectively fulfill the Sisters School District vision to “BELONG, PREPARE, AND INSPIRE.” The following section outlines some of the opportunities associated with being a student at SHS, but also highlights boundaries that will help sustain a welcoming and safe environment for all.

Social Interactions

Students at Sisters High School have incredible opportunities to engage with each other in a variety of academic and social settings. All students are expected to interact with each other in ways that promote positivity, a sense of belonging for all, and that help each other have a fulfilling and enriching experience at school. These healthy interactions do not allow for bullying, harassment, or discrimination of any kind. We encourage students to be “upstanders” by proactively discouraging such behavior. We also encourage students to seek out staff members for support in navigating or seeking resolution to conflict. Staff will always be available for students who experience any kind of bullying, harassment, or discrimination.

Every Student Belongs

In the fall of 2020, the Oregon Department of Education proposed and later adopted the “Every Student Belongs” rule. Additionally the Sisters School Board adopted a policy affirming the rule on December 9, 2020. At Sisters High School we also affirm that:

“Student health and safety are the cornerstone of education and that all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, and without fear or hatred, racism or violence. Staff and leaders are also entitled to work in environments that are free from discrimination or harassment, and visitors should be able to participate in their school communities without fearing for their safety.” (Oregon Department of Education, 2020)

Under Oregon’s “Every Student Belongs” rule, certain images, including the confederate flag, swastika, and noose are explicitly prohibited. This includes displays on clothing, possessions, accessories, or vehicles. This rule applies to all school district property and any school sponsored activities or events.

Academic Responsibility

At SHS we hope to assist students in developing ownership of their academic goals and progress. Students should feel empowered to engage with their teachers, counselors, administrators, and other staff to ensure that they are on a path that will lead to academic success. Our support teams meet regularly to highlight student needs, but we encourage students to advocate for themselves to ensure that they are on-track toward graduation and that they are up-to-date with their grades and other aspects of their academic progress.

Academic Integrity

Sisters High School students are held to high standards when it comes to honest engagement with their school work. When students commit to honestly representing themselves in all aspects of classwork, homework, projects, and assessments, it allows teachers to accurately assess their progress and adjust their instruction accordingly. On a personal level, students will derive satisfaction from knowing that what they submit to teachers, even if it isn't perfect, reflects a healthy mix of the effort they put forth, the knowledge they have gained, and the skills they have developed. Our staff, in turn, is committed to honoring academic integrity with timely feedback that allows students to make adjustments in their work habits or re-engage with course content.

Access to Technology

Sisters School District views the use of electronic resources as central to the delivery of its educational program. By providing each secondary student a Chromebook computer to use at school and at home, Sisters School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. Students are expected to use district technology and network resources responsibly and parents are expected to collaborate with the school district in ensuring their child uses the district issued device in accordance with district policies and guidelines. Students should read and sign the "device user agreement," they receive at the beginning of the year and purchase/waive insurance before using their Chromebooks.

Early Dismissal, Late Arrival, Open Periods

Occasionally, students' schedules will accommodate an open period. Wherever possible, students should work with counselors to have this be on either end of the day. In any case, students with an open period, should remain off campus during the open period or work with the dean of students or other staff members to determine a consistent location where they will remain during the period.

Open Campus at Lunch

Students have the opportunity to leave campus during lunch. This privilege is accompanied by a responsibility to be safe and to represent the school well. Students who take advantage of the open lunch policy should remember the following:

- Students are still accountable to all school rules and policies.
- Interactions out in the community should reflect how much we value their partnership and the services they provide.
- Students who are irresponsible with their behavior out in the community, or in the parking lot may lose their open campus privileges.

Students who remain on campus have a responsibility to clean up after themselves and not be overly disruptive.

The 15 minute break after 3rd period on Friday is not part of the open campus lunch policy. Students who need to leave campus during the 15 minute break must have a parent or guardian check them out.

Co-curricular and Extra-curricular Activities

We strongly encourage students to participate in activities outside of the classroom that will enhance their experience at Sisters High. The research is clear. When students are involved in school activities outside the classroom, it adds tremendous value to their overall social-emotional health and brings balance to their school experience. Here is a sampling of some the opportunities students can take advantage of:

Football	Basketball	Baseball
Volleyball	Golf	Soccer
Skiing-Alpine/Nordic	Softball	Tennis
Cheerleading	Track & Field	Swimming
Yearbook	Astronomy Club	Gender/Sexuality Alliance
Cross Country Running	Culinary Arts	Sign Business
Boys'/Girls' Lacrosse	Equestrian Team	LINK Crew
My Future, My Choice	Wrestling	Americana
Leadership	Choir-Jazz & Concert	
Band - Jazz/Wind Ensemble	Outdoor School	
Unity Club	Faith Club	

A full list of processes, procedures, and expectations associated with student athletics or activities, is available through Family ID for all those who choose to participate. See Mr. Thorson for any questions on sports and clubs.

Games and Events

Students are encouraged to show their school spirit by being involved with school activities and attending games and events. Being involved with and supporting school organizations and athletics teams helps build our school community and provides individuals and groups with a chance to interact with the broader community in positive ways. As students take the initiative to get involved and support all of the great programs and organizations that SHS has to offer they should remember the following:

- Whenever students attend a game or event they represent our school, and all school rules and policies apply.
- Be enthusiastic in showing your school spirit.
- Be relentlessly positive.
- Display an extra measure of class in the way victories are celebrated and losses are processed.

Dances

Sisters High School hosts several school dances each year. Here some things to remember about school dances:

- There will be a one hour grace time for arrival based on the official start time, and then students will not be allowed to enter.
- Once a student leaves a dance there is no re-entry.
- A breathalyzer may be administered to students prior to admission.
- ASG will communicate themes and attire recommendations for dances.
- Guests are permitted for homecoming, winter formal, and prom, according to the following guidelines:
 - Guest pass must be on file by 12:00 PM on the day before the dance

- One guest per student
- Non-student guests must be under 21
- School-age guests must be enrolled in and in good standing at an educational institution
- Guests must be accompanied by an SHS student in order to gain admission

Student Attire and Grooming

Sisters High School affirms the notion that student choices regarding how they dress and groom may be an integral aspect of how they express their identity, personal preferences, and culture. In making choices related to attire and grooming, students should balance their personal preferences with an adherence to school guidelines. Generally, this means that student attire and grooming should be sanitary, and safe, and not be substantially disruptive to the school environment. Here are a few guidelines to remember:

- Students must always wear footwear that has a sole.
- Student attire cannot include accessories that could compromise student safety.
- No sunglasses inside the building.
- Teachers may ask students to remove hoods during class.
- Student attire cannot promote violence, or the use of drugs, alcohol, or nicotine products of any kind.
- Student attire cannot display messages that include profanity, sexually explicit messaging, or innuendo.
- Student attire cannot display hateful or belittling messages that target individuals or groups based on their disability, race, ethnicity, religious affiliation, gender identity/expression, sexuality, national origin, or any other protected class.
- Student attire must cover private areas and not expose undergarments. Tops must have sleeves or straps.

Associated Student Government (ASG)

The associated student government is a means of providing students with an opportunity to express themselves and to act on school matters through the democratic process. All members of the school community share the responsibility for helping the student government. To help the student government function as an informed organization, Sisters Board of Education policies and individual school policies will be made available upon request. If a student is interested in participating in ASG, they should work with their counselor and schedule the class.

Access to Lockers

Hall lockers are available upon request. PE lockers will be available for use during the class, or for a designated sport. Ongoing access to lockers requires students to observe the following guidelines:

- Refrain from causing any damage to the lockers, including posting decorations or stickers that may leave residue or require attention from the custodial staff.
- Regularly clean their lockers and refrain from leaving any food that could spoil or attract pests.

Student lockers are school property, and the contents are subject to search if school administrators or law enforcement have reason to believe they contain something that violates school rules or poses a safety threat to our school community.

Access to School Parking Facilities & Student Transportation

Students who have drivers licenses and appropriately registered and insured vehicles will have access to the student parking area located on the southwest side of campus adjacent to the Sisters Parks and Recreation facility. Students who wish to park on campus should remember the following:

- Faculty and visitor parking areas are not accessible for students during the school day. This includes the area behind the music rooms and wood shop.
- Student drivers must be responsible in operating their vehicles, obeying all traffic rules, complying with all signage and markings.
- Students may not use their cars or the parking lot as a place to hang out during an open period.
- Unsafe behavior or a pattern of non-compliance with regard to parking lot safety, may lead to parking privileges being temporarily or permanently restricted.
- Student vehicles parked on campus are subject to search if school authorities have reason to suspect that the vehicle contains items that may compromise the safety of students on campus.

Many students will use skateboards, scooters, bikes and other means of transportation to get to and from school. Once a student arrives on campus, they need to dismount and responsibly store or secure their mode of transport. Skateboards, scooters, bikes, rollerblades, etc. cannot, under any circumstances be used for any stunts or tricks, particularly involving district property such as benches, tables or handrails.

Access to Transportation Services

Students may access school district transportation for a variety of reasons including daily transport to and from school as well as transport to and from approved school activities such as field trips and athletic events. When students access district transportation they should remember the following:

- Standards of behavior and conduct are the same as if they were on campus.
- Students should be immediately compliant with direction from all adults, especially the driver.
- Students are expected to behave in a way that represents our school well, and that shows respect and gratitude for the driver and the communities that support us.

Students who show a pattern of disregarding transportation protocols may lose riding privileges.

Use of Personal Electronic Devices

All SHS students are issued Chromebooks, and those should be the primary electronic device that students use to access their class content. Students that bring devices such as phones or tablets to school should remember the following:

- Carefully follow instructions from their teachers about if/when they are allowed to access these personal devices.
- Assume that unless otherwise directed by a teacher, cell phones and other devices remain off and away during class.
- Patterns of noncompliance related to personal electronic devices may result in disciplinary action ranging from the classroom level to administrative and family involvement

School Safety

All members of our school community can play a role in keeping the campus safe and secure. Here are a few to follow:

- If you see someone who you suspect should not be on campus, find a staff member and let them know.
- Do not prop open exterior doors or open them for others to enter. All students and guests should check in through the front office.
- Report any hazardous conditions you observe to a staff member. Examples could include: spills, broken glass, damaged furniture, unusual smells such as propane etc.
- If you have concerns about a fellow student, please share them with a staff member. This is particularly important if your concerns about the student involve threats of harm or violence to themselves or others. "If you see or hear something, say something."

SafeOregon: The SafeOregon tip line was established to allow students to quickly report a situation in which they perceive themselves or others to be in danger. Reported concerns could include: abuse, bullying, drug use/distribution, thefts, threats to campus safety, vandalism, or any suspicious activity. Students can access the tipline at **884-472-3367**, at **safeoregon.com**, or through the **link on their Chromebooks**.

STUDENT DISCIPLINE

Occasionally students behave in ways that compromise the safety of others or infringe upon others' rights to work and study in a safe and healthy atmosphere. When this happens, the school has a responsibility to intervene in a way that strikes a balance between the restoration of a safe and orderly school environment for all students and consequences for the offending student(s). Whenever possible, SHS staff will help students restore and repair damaged relationships with their peers, staff, or members of the community that resulted from misbehavior.

Behaviors that Could Lead to Disciplinary Action

The following is not an exhaustive list of specific behaviors that could result in disciplinary action, but rather represents common potential violations and types of offenses. Descriptions and guidance is informed by and subordinate to SSD board policy as well as state and federal law.

Classroom Disruption/Noncompliance/Insubordination

Each classroom is unique, and individual teachers cater their classroom expectations to the specific needs of their teaching style, physical environment, learning activities, and needs of the students. If a student exhibits disruptive behavior or noncompliance the teacher and/or dean of students will work with the student and family to resolve the issues. If the pattern of behavior continues, it could result in further action such as removal from the class and other progressive disciplinary actions. Non-compliance, sometimes referred to as insubordination, may also refer to a general pattern of disregard for school policies.

Tardies

Students are expected to be in class on time and ready to learn. Initial offenses will likely result in warnings or classroom level consequences, but an ongoing pattern of arriving late will result in further action such as a lunch or after school detention.

Horseplay/Unsafe Behavior

Students are expected to keep their hands and feet to themselves while at school and respect the personal space of other students. Students who show a pattern of engaging in unsafe behavior, even when the involved parties are not hostile to one another, may be subject to disciplinary action including detention and other progressive measures that track with the severity of any resulting injuries or damage.

Inappropriate Use of School Technology

Students are required to submit a Technology Responsible Use Agreement prior to accessing school devices or accounts. Students are expected to keep password information private. The user who is "signed in" is responsible for any activity on the device in use. If a student misuses technology, including vandalism, identity theft, compromise of systems/networks, or inappropriate access of sites, the student may lose the privilege of accessing district technology and may be subject to disciplinary consequences. Vandalism or misuse resulting in damage will result in monetary fines and possible referral to law enforcement.

Inappropriate Language

Students are expected to communicate with others respectfully. The use or display of rude, vulgar, profane, or sexually explicit language/gestures is not permitted and will lead to discipline commensurate with the severity, scope, and pattern of use. Profanity directed at staff will result in an out-of-school suspension.

Inappropriate Displays of Affection

Students should use discretion when interacting physically at school. Hand-holding or a brief hug are good examples of this discretion. Prolonged hugging or kissing or any touching of others' body parts typically considered private is inappropriate at school. Staff will work with students and families, where necessary, if patterns of behavior go unresolved.

Academic Dishonesty/Plagiarism/Cheating

Academic dishonesty, plagiarism, and cheating refer to acts in which students submit assignments or assessments they claim are their own, but either portions of the work or entire submissions correspond to others. When students cheat, they undermine a critical component of their education in which a teacher provides feedback based on the work or performance that was submitted. If what was submitted does not correspond to the student who submitted it, both the teacher and the student will have a false impression of the student's progress. Teachers will work with students in their individual content areas to clearly identify the terms of their respective assignments as well as review examples of how to cite other people's work appropriately, when needed. Depending on the severity and scope of the incident(s), academic dishonesty, plagiarism or cheating may lead to a variety of consequences ranging from losing credit, doing an assignment over for partial credit, detention, suspension, or in extreme cases, expulsion.

Theft

Theft, possession, or distribution of stolen property will result in disciplinary action commensurate with the circumstances of the offense up to and including referral to law enforcement and recommendation for expulsion.

Truancy

The school is legally responsible for students during the school day. When students are not in the class for which they are scheduled, it undermines the school's ability to make sure they are safe and able to access their classes. Students that skip class or cut school for the day could face a range of consequences with a focus on preventing a pattern of behavior and re-establishing a consistent presence in classes. Consequences may include: detention, conference with family, and lost opportunities to make up class work.

Vandalism

We encourage students to take pride in the facilities and resources provided to us by our community. Intentional damaging of school property (building, supplies, technology, etc) or other individual's property will not be tolerated. The range of consequences may include: providing compensation to the victim, in-school or out-of-school suspension, and referral to law enforcement.

Bullying, Harassment, & Intimidation

Everyone has a right to feel safe when they are part of our school community. It is never okay to engage in behaviors that create a hostile environment for others. **Bullying** is repetitive, unwanted behavior directed toward someone who is vulnerable due to a real or perceived power imbalance. **Harassment** is behavior that is intended to threaten, annoy, or alarm others. **Intimidation** is behavior used to attain a particular outcome by causing others to fear for their safety. Bullying, harassment, and intimidation may be verbal, written, gestured, physical, or occur on a variety of digital platforms.

In a school setting these behaviors have the effect of negatively impacting students' ability to access their education and may be linked to a protected class, such as: race, religion, ethnicity, national origin, sex, gender identity/expression or military status. Students who engage in bullying, harassment, or intimidation in any way or

setting that is connected to school will be subject to school consequences commensurate with the severity of the incident and the student's behavioral history.

Any individual who has been bullied, harassed, or intimidated should seek out a staff member who can help facilitate the reporting process and other safety measures. They may also report the incident through the SafeOregon app on their Chromebook. More detailed information regarding this policy, including formal complaint procedures, can be found in SSD Board Policy JFCF.

Fighting

Students are expected to resolve their differences without resorting to physical altercations and should seek help from staff whenever needed. Students who are aware of an impending fight or one in-progress should immediately contact a staff member. Students who promote a fight by filming, organizing, or otherwise encouraging students to engage in a physical altercation may receive school consequences up to and including out of school suspension. Students who actually engage in fighting will be suspended from school. The length and nature of the suspension, potential recommendation for expulsion, and referral to law enforcement will be determined by the circumstances of the incident as well as the behavior history of the offenders.

Assault

Assault involves one or more people physically harming another person. It differs from fighting in that there is a clear victim who was harmed and whose own actions during the incident were defensive in nature and intent. Committing assault will lead to a referral to law enforcement, out-of-school suspension and/or recommendation for expulsion depending on the circumstances and behavioral history of the offender.

Possession/Use/Distribution of Tobacco or Vaping Devices

Students may not possess, use, or distribute tobacco products, paraphernalia (including lighters or matches), or vaping devices/liquid of any kind. This policy refers to all school-related activities and property. Consequences for violating this policy could involve suspension, referral to law enforcement, restriction of campus privileges and the ability to participate in extracurricular activities. Students who engage with the school and county health providers to seek treatment through Deschutes County's UpShift program may mitigate the length or severity of consequences.

Distribution (sharing, attempts to share, selling, attempting to sell) of any nicotine based products will likely involve a multi-day out-of-school suspension, a hearing, and potential recommendation for expulsion.

Possession/Use/Distribution of Drugs or Alcohol

Students may not possess, use, or distribute drugs or alcohol, of any kind. Possession includes devices, paraphernalia, and/or residue. This policy refers to all school-related activities and property. Consequences for violating this policy involve potential out-of-school suspension, referral to law enforcement, restriction of campus privileges and the ability to participate in extracurricular activities. Students who engage with the school and county health providers to seek treatment through the UpShift program may mitigate the length or severity of consequences.

Distribution (sharing, attempts to share, selling, attempting to sell) of any drugs or alcohol or associated paraphernalia will lead to a multi-day out-of-school suspension, a hearing, and likely recommendation for expulsion.

Possession or Concealment of a Weapon

No weapons of any kind are permitted on campus (including in vehicles), buses, district property, or at any school activity. Examples of weapons include, but are not limited to: slingshots, mace or pepper spray, tasers, guns, explosives of any kind, ammunition, pocket knives, or fixed blade knives. Even if a pocket or utility knife is used by the student at home or at work for legitimate purposes it cannot, under any circumstances, be brought to school or any school activity. Possession or use of any weapon will likely lead to an out-of-school suspension, a hearing, and a possible recommendation for expulsion. Look alike weapons, such as air soft guns, toy guns, toy knives, or any other item that is made to look like a weapon are also prohibited. Consequences for possessing or using a look alike weapon will align with the circumstances and context of the situation but could also lead to out-of-school suspension, a hearing, and recommendation for expulsion.

Other Significant Offenses

There are many other offenses that, if committed by a student at school, would lead to significant disciplinary consequences including referral to law enforcement and a recommendation for expulsion. Here are some examples, but this is not an exhaustive list: *aggravated assault and battery, arson, breaking and entering, bomb-threats (including false alarms), tampering with safety devices such as fire alarms, felonious assault, robbery or extortion, and criminal sexual conduct.*

Range of Possible Consequences/Disciplinary Measures

- **Redirection from staff** - Staff call attention to the behavior and give the student a chance to re-engage with the appropriate task or behavior.
- **Timeout** - Students may be given a place to spend a portion or remainder of an instructional period in order to refocus and return to classes.
- **Lunch detention** - Students may be required to eat lunch in a supervised setting away from peers. This may be a consequence that individual teachers impose or the student management team.
- **After school detention** - Students spend time after school in a supervised setting, usually getting caught up on school work or initiating a process of repair with individuals affected by their actions
- **Loss of privileges** - A natural outcome for many misbehaviors will be to have privileges associated with the infraction temporarily or indefinitely suspended.
- **Restorative opportunities** - Whenever possible, students will be offered opportunities to repair harm they have done and restore relationships with others. These opportunities may afford willing students a chance to avoid more significant consequences but won't necessarily eliminate all measures.
- **In-school suspension (ISS)** - Students spend a partial or whole day in a supervised setting away from regular classes. Students in ISS will have access to resources and assignments. A portion of the ISS may involve restorative processes.
- **Out-of-school suspension (OSS)** - Students spend one or more days removed from the school setting. Students have access to homework and other assignments. Students have one day for each day they are suspended to make up assignments. While suspended, students are not allowed to participate in or attend any school events or activities. Students are not allowed on school property for the duration of the suspension unless they are invited by school administration and accompanied by parents to a proceeding associated with the suspension.
- **Contract in lieu of expulsion** - In certain circumstances, the school district and families may arrive at a mutual agreement that stops short of expulsion but that stipulates conditions for a student's time away from school as well as conditions that would be met in order for a return to the regular education setting.

- **Recommendation for expulsion** - Under certain circumstances the principal may recommend that a student be removed from the regular education environment for up to a calendar year. During the expulsion, the school district provides options and access to alternative educational options.

Due Process

When an incident occurs:

- A school administrator or a designee such as the dean of students and/or the school resource deputy will promptly investigate the incident while protecting the health, safety, and identity of potential victims.
- Investigations will include interviews with the alleged offender, victims, and witnesses and evidence gathering.
- A school official will clearly communicate the results of their investigation to all involved parties including parents or guardians.
- When an incident involves the commission of a crime or other emergent circumstances, the school resource deputy or other law enforcement officials may follow their protocols independent of the school process.
- Accused student(s) and parents/guardians have an opportunity to hear the results of the investigation as well as the terms of an impending disciplinary action.
- If the parent/guardian disagrees with the school's conclusions or its subsequent course of disciplinary action, they may appeal the decision to the superintendent.
- Expulsions automatically lead to a hearing with a school administrator. In the case of expulsions, the superintendent or a designated hearings officer from the High Desert Education Service District, hosts the hearing, and makes a recommendation to be followed. The outcome of an expulsion hearing may be appealed to the school board.
- When a student has an identified disability and is served by an individual education plan (IEP) or a 504 plan, and they have behaved in a way that could result in an out-of-school suspension or expulsion that would exceed 10 school days (cumulative throughout the school year), a manifestation determination meeting will be held to determine whether or not the behavior in question was linked to the student's identified disability or the school's failure to implement their IEP or 504 plan.

OTHER MISCELLANEOUS INFORMATION

Distribution of Materials at School

All aspects of school-sponsored publications, including website, bulletin boards and yearbook, are under the supervision of school personnel. Students may be required to submit material to administration for approval. No written or electronic materials may be distributed on district property without administrative approval or a designee. Students must obtain permission from their teacher and/or administration before posting flyers or posters on campus.

SHS Security Cameras

Our campus has a comprehensive video surveillance system. This includes dozens of cameras inside and outside of the building. The intent of our system is to encourage appropriate behavior, discourage problem behavior, and to aid in investigations when incidents occur. Our camera system is viewable in real time, and stores surveillance data for future use. Families may formally request access to archived camera footage to review the actions of their student or an incident with which their student was involved.

Student Records

In accordance with the Family Education Rights and Privacy Act (FERPA), information obtained by school employees acting as an agent of the school district may be shared with other district employees who have a legitimate educational need in providing educational services to a student. Student records are maintained to provide information, which can be used to develop the best possible educational program for each student. Care is exercised by the school staff to ensure that student records are treated confidentially. The Freedom of Information Act requires state and local agencies, including school districts, to make certain information available to the public. Absent timely parental or student objection, as described below, directory information available to the public includes: student's name, address, telephone listing, picture, major field of study, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and other similar information. If parents object to publication of any of the above information, they must notify the superintendent in writing by October 1 of each school year.

Students and families can expect the district to comply with the requirements of Family Education Rights and Privacy Act (FERPA) and the Education of the Handicapped Act-Part B (EHA-B) in connection with the maintenance of records. Students have the right to see their permanent records, upon request and in the presence of a guidance counselor. Parents or legal guardians should notify the district in writing of any person or entity that is authorized to receive disclosure of records.