

Student Handbook

2017-2018



SISTERS HIGH SCHOOL

1700 W. McKinney Butte Road
Sisters, Oregon 97759
541-549-4045

**General Student Handbook
Rights and Responsibilities
Code of Student Conduct**

Dear Parents, Guardians and Students,

Welcome to Sisters High School. The staff at Sisters believes that your student is a special person who deserves the best possible education. Everyone who comes in contact with your child is a part of the learning process. The staff at Sisters High School provides your young person with a rich learning experience that will prepare him or her for successful experiences after high school. We at Sisters High School believe in our mission statement:

Caring community built on strong relationships, that sets and achieves high standards, where learning is positive and engaging for every student.

The Sisters School District is dedicated to the development of each student's potential for learning in a positive environment. Schools must; therefore, be free from disruptions which interfere with teaching and learning activities. Students, parents,* and the school staff members must assume a responsible role in promoting behavior that encourages learning and the development of individual potential.

The information included in this student handbook was developed to familiarize you with the procedures and policies of both the Sisters School District and Sisters High School. This student booklet was created in three parts. The first part is the handbook that familiarizes the reader with various building procedures. The second part generalizes the Student Rights and Responsibilities to ensure we maintain an orderly educational process. The final part is the Student Code of Conduct that provides school personnel, parents, students, and other members of the community with a clear understanding of the violations of those rules and the resulting disciplinary actions.

If you have any questions, please do not hesitate to visit our school, go to our website at http://shs.sisters.k12.or.us/pages/Sisters_HS or call the school at 541-549-8521

Sincerely,
Joseph Hosang

***Wherever the term parent(s) is used in this handbook, it signifies parent(s), legal guardian(s), or student(s) 18 years or older.**

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INTRODUCTION

The Sisters School District recognizes and intends to protect the individual and legal rights of its students. There shall be no discrimination in educational or extracurricular opportunities, or other school-sponsored activities on the basis of those criteria which are protected by applicable state or federal law. This specifically includes equal access to course offerings, non-discriminatory guidance counseling and equal opportunity for athletic participation as set forth in Title IX of the Education Amendments of 1972.

Students, parents and staff are encouraged to become familiar with the entire contents of this document.

The rules and regulations contained in this document do not include all conceivable conditions affecting the plethora of situations and student misbehaviors that can occur in a school environment and might result in administrative action.

The Board expects student conduct to contribute to a positive and productive learning environment. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner during the school day and during district-sponsored activities. This conduct applies to students in route to and from school and to school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency, without bias, in discipline shall be assured to each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions, and maintain a productive learning environment.

CHAPTER I

GENERAL BUILDING PROCEDURES & INFORMATION

Sisters High School Office Staff

Principal.....	Joseph Hosang
Director of Co-Curricular Activities.....	Gary Thorson
Counselor	Charlie Kanzig
Secretaries	Ruth Barrios
	Lynne Fendall
	Jillian Frankl
Police Liaison Officer	Brent Crosswhite
Sisters Educational Options and Student Services.....	Mark Stewart
Superintendent	Curtiss Scholl

Primary Phone Numbers

Office.....	541-549-4045
Counselor	541-549-3204
Transportation	541-549-9681
District Office.....	541-549-8521

Sisters High School Instructional Staff

Matt Bradley	Bethany Gunnarson	Josh Nordell	Andrew Scheele
Julie Cash	Sherrie Hermens	Dan O'Neill	Susie Seaney
Tony Cosby	Glen Herron	Paul Patton	Leah Soloff
Rebekah Dunkle	Heather Johnson	David Perkins	Samra Spear
Niel Fendall	Rick Johnson	Kristy Rawls	Bryn Singleton
Rima Givot	TR McCrystal	Rand Runco	Rongi Yost
Gail Greaney	Bill Mitchell	Rory Rush	Sheryl Yeager

BUILDING HOURS

The building is open Monday – Friday from 7:30 AM to 3:30 PM. A member of the faculty must supervise any student or group of students remaining in the building after 3:30 PM. Custodians are not to assume this responsibility. **Students working out in the gym, before and after school, must have a supervisor present.**

Sisters High School DAILY TIME SCHEDULE
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Monday / Tuesday / Thursday / Friday				
Start	End	A	B	C
8:05	9:18	1	2	1
9:23	10:36	3	3	2
10:41	11:54	4	5	4
11:54	12:30	Lunch	Lunch	Lunch
12:35	1:48	6	6	5
1:53	3:06	7A	7B	7C

Wednesday Late Start				
Start	End	A	B	C
9:10	10:10	1	2	1
10:15	11:15	3	3	2
11:20	12:20	4	5	4
12:20	12:55	Lunch	Lunch	Lunch
1:00	2:00	6	6	5
2:05	3:06	7A	7B	7C

Sisters High School ABC Schedule

Please refer to our website for updated information regarding current year long schedule.

PARENT/SCHOOL COMMUNICATION

Parents are strongly encouraged to register as users on Tyler SIS, our free student/teacher/parent communication web based information system. The web address is <https://sdm.sisk12.com/ORSS360/apphost/TylerSis#/login/parent>. As a registered Tyler SIS user, parents will be able to access their student's courses and grades, teacher E-mails, school announcements and activities. If you did not receive a password, please use the option to reset your password. Please email admissions@sisters.k12.or.us if you are unable to log in. For additional information, please contact registrar Lynne Fendall: lynne.fendall@sisters.k12.or.us or by calling 541-549-4045.

SCHEDULING

All schedules need to be finalized by the 1st Friday of the semester. After the 3rd week of the term, schedule changes are by teacher/parent permission only with teachers maintaining the right to withdraw students with their current grade.

ADDITIONAL EDUCATIONAL OPTIONS

School to Career / School to Work:

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 On-Line School:

On-line school is a flexible option for students who need to make up a class due to a failure, for students who are encountering a scheduling conflict, or for students who want a class that is not offered at the high school. The on-line option is also for some students who need the complete flexibility of being fully enrolled. The following considerations regarding must be taken before enrolling into Sisters On-Line School:

1. Students wishing to go fully online must make an appointment to meet with the high school SET team to collectively ensure this option is best for the student.
2. Students desiring to take one or two periods of online courses need to complete an online agreement form with the proper signatures and meet one of the following stipulations:
 - A student needs to make up a class due to failure.
 - The student, teacher, and parent agree that the online option is in the student's best interest.
 - A scheduling conflict prevents the student from obtaining a class.
 - The student wants to take something not offered in the master schedule.

For more information about online options please go to our website and click on "Sisters Online School" or contact Mark Stewart @ 541-549-4049.

Alternative Education

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

ACTIVITIES GUIDELINES

Students are encouraged to take an active part in co-curricular activities available to them throughout the school year. Students are encouraged to work towards the betterment of the school through involvement in school programs such as student government, class activities, and other school group activities. Students must purchase an Associated Student Body (ASB) card to participate in a sport. The following extracurricular activities may be offered at Sisters High School:

Football	Basketball	Baseball
Volleyball	Golf	Soccer
Skiing-Alpine & Nordic	Softball	Tennis
Cheerleading	Track & Field	Swimming
Yearbook	Astronomy Club	Key Club
Cross Country Running	Culinary Arts	Sign Business
Boys'/Girls' Lacrosse	Equestrian Team	LINK Crew
My Choice, My Future	Wrestling	Mock Trial
Leadership	Choir-Jazz & Concert	Americana
Computer Club	Outdoor School	Math Team

DANCES

1. All dances run from 8-11 PM. The doors close **at 9:30 PM and students will not be admitted after that time.**
2. If a student leaves a dance, he/she will not be re-admitted.
3. A breathalyzer test will be administered prior to admission to dances.
4. At semi-formal dances, girls wear dresses or nice slacks. Boys wear collared shirts, slacks, and dress shoes. At formal dances, girls wear dresses and boys wear suits or tuxedos.
5. Inappropriate dancing may result in removal from the dance. Repeated violations may result in exclusion from future dances.
6. Students who are suspended from school may not attend a dance that falls within the term of their suspension.
7. Guest rules:
 - a. SHS students must have a guest pass on file in the office by noon the day before the dance.
 - b. Only one guest is allowed per student.
 - c. Non high school guests are allowed at formal dances (homecoming, winter formal, prom) only. They must be under twenty one (21).
 - d. SHS student must accompany guest to be admitted.

FOOD AND DRINK

Classrooms, Plazas and Student Service Center

Food and drink will be allowed in the classrooms, plazas or the Student Service Center areas at supervisor or teacher's discretion. This privilege may be revoked due to garbage and messes left in these areas. Students will use appropriate social manners while eating or drinking. Students are responsible to keep the eating area clean including:

1. Placing trash in appropriate containers
2. Returning trays to the appropriate place in the cafeteria

Students who do not pick up their trash or who leave a mess will be assigned community service. Students who repeatedly fail to pick-up after themselves will be considered insubordinate.

* No home prepared foods to be shared in classrooms.

Student Service Center / SEO Area

Food and drink are NOT permitted in the Student Service Center / SEO Sisters Educational Options. (For gatherings and meetings where food will be present, see main office for permission).

Cafeteria

In order to protect property, maintain an orderly relationship among students, establish a clean eating environment, and make everyone's lunch break a pleasant and enjoyable time, we ask for students' cooperation with the following rules:

1. Do not sit on tables or on the backs of chairs
2. Put all recycling, trays, trash, and food scraps in their proper places once you have eaten.
3. Cooperate with the cafeteria staff.
4. Do not cut into line.
5. **No backpacks or coats allowed in cafeteria service area.**

LOCKERS

Lockers are available to students and are assigned at the beginning of the school year. The school assumes no responsibility for the safety of articles left in the lockers. Lockers are the property of the school district and are under the direct supervision of the administration of the district. If a locker does not open or close properly, students should report it immediately to the office. Marking on the surface of or applying stickers on lockers is prohibited. Students are responsible for the cleanliness of the locker--inside and out. **Because lockers are school property, the administration reserves the right to inspect lockers and its contents at any time.** If a locker requires special cleaning or repair at any point in the school year, students will be held financially responsible for it. An exception will be made if the student can prove that another individual was responsible. The charge will reflect the expense of custodial time and supplies. All lockers must be cleaned prior to the final full day of school.

OPEN CAMPUS

High school students have the privilege to leave campus without permission during lunchtime. **Students need to realize that this is a privilege, and its continuance is dependent upon students showing they have the maturity and responsibility to handle such a privilege.** Abuse of the open campus privilege by students due to excessive tardies after lunch, vandalism in the community, inappropriate driving, etc. will lead to the closing of the campus and the loss of this privilege. **Students may leave campus by vehicle only.**

VISITORS

All adult visitors to the school must first check in, as well as check out, at the office and will be given a visitor's badge that must be worn during the length of their visit. Friends of students and/or students from other schools will not be allowed to visit.

FOREIGN EXCHANGE STUDENTS

The Sisters School Board allows several foreign exchange students to attend Sisters High School on an annual basis. Students come from certified programs such as Rotary International and A.F.S. All of these students are here for the cultural and language experience. We encourage all of our student body to get to know these students and learn from them as they learn from us. Foreign exchange students can earn a diploma if they meet graduation standards like all other Sisters High School students. Those foreign exchange students who do not meet district graduation standards can still be involved in the graduation ceremonies as part of their cultural experience in our country. These particular students will be given an honorary foreign exchange diploma and be noted, as such, in the graduation program.

INJURIES AND MEDICATION PROCEDURES

IT IS MANDATORY THAT ANY INJURY BE REPORTED TO THE NURSE OR OFFICE STAFF: Procedures have been adopted by the school district and the state of Oregon in regard to students medicating themselves. Self-medication of prescription and non-prescription drugs may be allowed in grades 9-12 if the following occurs: A parental permission form is submitted allowing each individual student to self-medicate with either prescription and/or non-prescription medications.

NUTRITIONAL 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.

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), FDIPIR (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.

INTERNET AND ELECTRONIC MAIL

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network should be considered public in nature. General school rules for behavior and communications apply:

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. **Access is a privilege not a right. Access entails responsibility.**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas should be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise use of information sources such as television, telephones, movies, radio, and other potentially offensive media.

Violations may result in a loss of access, a fine to compensate engineer work on computers, as well as, other disciplinary or legal action.

HDESD and/or the Sisters School District reserve the right to terminate the access privileges granted to any user at its own discretion and specifically deny responsibility and/or liability for the actions of those granted access to these resources or to those harmed through the use of them.

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 may carry most medication 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.

Your student should stay home when he/she experiences:

- A fever over 100.0 (without fever-reducing medication)
- Vomiting
- New or sudden onset of rash or rash with a fever
- Yellow drainage from eyes, or unusual drainage from other parts of the body, such as, a draining sore (discharge must be gone or the student must have a written or phone consent from doctor to school nurse)

CHAPTER 2

GRADES, GRADUATION & HOMEWORK

GRADES AND GRADING SCALE

- 1) It is a base ten point system with the exception of a D grade:
 - 90% = A
 - 80% = B
 - 70% = C
 - 65% = D
- 2) Weighted grades in Advanced Placement (AP) courses: One point will be added to all grades in AP classes except F's. (example: A=5.0, B=4.0, etc.)
- 3) **Only AP classes offered at Sisters High School or those same AP classes transferring in from other high schools will be weighted.** Students and parents need to be aware that if several AP classes are transferring in from another high school on a student's official transcript and they are not offered at Sisters High School, a student's weighted cumulative GPA may drop in value as those incoming AP courses will not be weighted.
- 4) I = Incomplete – Students have ten (10) school days to make up school work. If work is not completed within ten (10) school days, the grade will revert to an "F".
- 5) Class Rank: Class rank will be calculated at the end each semester.

DROPPING A COURSE

If a course is dropped after the first ten school days of the semester, the student will receive an F for the course on his/her high school transcript. While the course may be repeated and the grade recovered for college transcription purposes, the class will remain on the transcript without a grade.

GRADUATION

Credit Requirements

In order to receive a Sisters High School diploma and participate in graduation activities, a student must meet all graduation requirements, as outlined by Sisters School District and earn a minimum of 26 credits. To receive an Oregon State Diploma and participate in graduation activities, a student must meet all graduation requirements, as outlined by Sisters School District, and earn a minimum of 24 credits. The school district will have discretion over who is eligible to receive a 24 credit State of Oregon diploma. If a Sisters Elementary or Middle School student comes to Sisters High School to take a high school course, this course will be entered into their official transcript history, with the final grade determined by the high school teacher of record.

To participate in the graduation ceremony:

All final grades for classes required for graduation must be completed 48 hours prior to mandatory graduation practice. If a student's grades are not passing in required classes, he/she will not walk at graduation. Students must attend the mandatory graduation practice to be eligible to participate in the actual graduation ceremony.

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. The student and his/her parents/guardians will consult with high school guidance personnel 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.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student's request and if the student's parent or guardian consents, if required. 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.

GRADUATION REQUIREMENTS

To receive a diploma or modified diploma student must meet the following requirements as outlined in OAR 581-022-1130 and OAR 581-022-1134, respectively, a student must:

1. Minimum academic credits (26) for SHS diploma:

Curriculum Area	Credits
English/Language Arts	4
Math/Algebra 1 and above	3
Science	3
Social Science	3
Physical Education	1.5
Health	1
Applied or Fine Art and/or	
Foreign Language Combination	3
<u>Electives</u>	<u>7.5</u>
Total	26 credits

2. Essential Skills:

The Nine Essential Skills are cross-disciplinary skills that students should be developing across grades K-12. Three of the Essential Skills are graduation requirements:

- A. Read and comprehend a variety of text
- B. Write clearly and accurately
- C. Apply mathematics in a variety of settings

Students prove that they have mastered these Essential Skills by earning at or above a cut score on one of the approved assessment options (Smarter Balanced, ACT, AP, PSAT, SAT or Work Keys).

- 3. Career Related Learning Standards (CRLS):** Students will demonstrate knowledge and skills in the areas of personal management, problem solving, communication, teamwork, employment foundations and career development. Students will meet these graduation requirements by participating in embedded classroom experiences that connect the **Career Related Learning Experience (CRLE)** to real work experience in the workplace, community, and/or school. Students in an alternative track must provide documentation that the student met the Career Related Learning Standards and experience.

4. **Personal Education Plan (PEP):** This document will establish a student’s four year plan and record their progress towards graduation requirements and their career goals.
5. **Extended Application (EA):** Students will apply or extend their knowledge in new and complex situations related to the student’s personal and career interests and post high school goals through critical thinking, problem solving, or inquiry in the real world context.

HONORS DIPLOMA REQUIREMENTS (Revised 05/2015)
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In addition to the requirements for the SHS 26 credit diploma, a student earning an Honors Diploma will be required to complete the following:

1. Four years of math and three years of science, or three years of math and four years of science.
2. Two years of the same foreign language.
3. 28 total credits
4. The equivalent of .5 credit in service to the community or leadership
5. Have a cumulative, weighted GPA of 3.5 at the end of the 1st semester of their senior year of high school.
6. A capstone course in three of the five content areas:
 - A. Science – (one or more of the following) – Chemistry, Physics, AP Biology
 - B. Math – (one or more of the following) Math 111/112 or AP Calculus
 - C. English – AP English
 - D. Social Studies – AP US History, AP Government
 - E. Foreign Language – AP Chinese or the highest foreign language offered in that language beyond year two (2).

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS
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Valedictorian:

Students who wish to be considered for selection as Valedictorian must earn the honors diploma, earn an “A” in four AP classes offered by Sisters High School, A or B in any additional AP classes, and an A in all other classes.

Salutatorians:

Salutatorians must earn the honors diploma, earn A’s in three AP classes, A or B in any additional AP classes, and an A in all other classes.

HONOR ROLL

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

Weighted Honor Roll	4.0 and above. (no F’s)
Honor Roll	3.999 to 3.5 G.P.A. (no F’s)

A student must be enrolled in at least six classes with grades. Grades are computed only for credit classes.

HOMEWORK PHILOSOPHY

The Sisters Board of Education believes that the purpose of all types of homework is to ensure that it is both effective in promoting high quality student learning and achievement, and nurtures a desire for students to extend their learning.

As an extension of the classroom, homework must be planned, organized, purposeful and achievable for each student. In order for homework to be effective, students must be taught age-appropriate study skills relative to the task. The objective of homework assignments, the due dates, and the basis for evaluating the work performed should be made clear to the student at the time of the assignment. Teachers should provide multiple ways for students and parents to access homework assignments and due dates. For example, web sites, classroom postings, weekly assignment handouts, and use of planners can all be effective.

Should homework be assigned, teachers will design assignments that minimize time spent on homework while maximizing student learning. Homework assignments should not place an undue burden on teachers, students, or families. Whenever possible, homework should take into consideration individual student needs and abilities through various forms of differentiation. Feedback and evaluation of homework should be given in a timely manner.

If a student has an excused absence, he or she has the right to expect that an opportunity for make-up work will exist. Students at Sisters High School will have one day to make up for each day of absence, up to a maximum total of ten days for work to be completed. This does not include extra time for ongoing projects. During their absences, students may email their teachers for the purpose of determining homework assignments. Upon returning to school, students need to check with all teachers of classes missed.

If assigned, homework frequency and duration should also take into consideration the student's needs to develop outside of school. For example, family time, friendships, extracurricular activities such as sports and/or physical fitness and music; as well as, personal free time. Homework can enhance the partnerships between the school, the student, and the family. Consequently, communication between teachers and families concerning homework is strongly encouraged.

A teacher is not required to assign homework at any grade level. When possible, teachers are encouraged to provide all assignments in advanced to allow flexible time management opportunities to students and their families. When homework is assigned in academic classes, teachers should make every effort to ensure students have an average of thirty minutes or less. This time should be uninterrupted. For students taking English, mathematics, and three or more academic classes, the average maximum per night should not exceed two hours. However, the average amount of homework does not necessarily apply to courses designated as Advanced Placement, Honors or Dual Credit.

CHAPTER 3

Student Rights and Responsibilities

Within every school, the principal* has the primary responsibility and authority for maintaining an orderly educational process. The Sisters Board of Education guarantees the freedoms allowed by law, provided these freedoms do not endanger the health, safety and welfare of students and staff.

The Sisters Board of Education, through its employees, recognizes and supports students' rights and the corresponding students' responsibilities. Students who properly exercise their responsibility will continue to enjoy those rights guaranteed by law.

*Wherever the term principal or superintendent is used in this handbook, it signifies principal or the principal's designee, and superintendent or the superintendent's designee, respectively.

Student Behavior

Philosophical Basis:

Proper student behavior is closely identified with future good citizenship. Schools have long been institutions where good citizenship has not only been taught but is expected of the students.

Rights -- students have the right to:

Access professional staff and facilities that allow achievement of personal growth through active participation in programs.

Responsibilities -- students have the responsibility to:

Conduct themselves in such a manner as to promote a positive educational environment.

Disciplining Students with Special Education Needs:

Special education students have the responsibility of adhering to the Rights and Responsibilities/Code of Student Conduct.

When considering student disciplinary procedures that may result in removal of the student, the district follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if:

1. The student is receiving IEP services;
2. For the student not yet identified as a student with a disability, the district had knowledge that the student had a disability and needed special education.

For a violation of the code of conduct, the district may remove a student with a disability from a current educational placement to an appropriate interim alternative educational setting, another setting, or suspension; for up to 10 school days in a school year to the same extent, and with the same notice given to students without disabilities--if such removals do not constitute a pattern. If the removals do not constitute a pattern, the district may remove a student with disabilities for additional periods of up to 10 days. The determination regarding whether a series of removals constitutes a pattern is subject to review in an expedited due process hearing.

Disciplinary removal of a student with a disability constitutes a change in the student's educational placement when the removal is for more than 10 consecutive school days, or the removal is for more than 10 cumulative school days and constitutes a pattern of removals. When considering whether to order a disciplinary change of placement the district may consider any unique circumstances on a case-by-case basis. Any decision to initiate a disciplinary change in placement requires a determination of whether the conduct leading to the disciplinary removal was caused by, or was substantially related to, the student's disability or was a direct result of the district's failure to implement the student's IEP. For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove the student.

Academic Expectations, Conduct and Evaluation

Philosophical Basis:

A student's classroom evaluation should reflect the teacher's best assessment of the student's academic achievement.

It is the school's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty, discipline, and integrity.

Students are in school to do their own work. It is assumed that any schoolwork turned in for credit by a student is a result of that student's effort. Generally, academic misconduct occurs any time a student turns in work that is not his/her own. **ACADEMIC MISCONDUCT IS A SERIOUS VIOLATION OF THE CODE OF STUDENT CONDUCT.**

Student Records

Philosophical Basis:

Student records are any written materials concerning individual students kept in any form by the school district, except for general directory information and personal notes of school personnel intended for their use only. 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 your child. 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.

Rights -- students (parents of minors) have the right to:

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.

Responsibilities -- students (parents of minors) have the responsibility to:

Notify the district in writing of any person or entity that the student has authorized to receive disclosure of records.

Counseling and Student Services

Philosophical Basis:

Personal needs or concerns can seriously threaten and interfere with the educational development of students. Parents and students have the responsibility to provide the school with information that may be useful in making sound educational decisions. Schools have the responsibility to make available such support services (counseling, school social work, psychological evaluation), as it deems necessary under applicable circumstances to students, and to inform students of these services and the services of outside agencies.

Rights -- students have the right to:

Have access to those counseling services that are made available by the schools.

Responsibilities -- students have the responsibility to:

Inquire about available counseling services and seek counseling services that they deem appropriate.

Student Assistance Program

Philosophical Basis:

Any student can become at risk for academic and personal difficulties or personal circumstance (e.g. living with a chemically dependent adult). Parents, students, and staff have the responsibility to provide the school with information that may be useful in assisting students to understand and cope with their situation. The school has the responsibility to provide educational and support programs, as deemed necessary under applicable circumstances, to students and to inform students of these programs and the services of outside agencies.

Rights -- students have the right to:

Access educational and support programs that are made available by the school.

Responsibility -- students have the responsibility to:

Inquire about the available educational and support programs and to participate in those programs.

Sisters School District 504 Policy

It is the intent of the Sisters School District to provide a free appropriate public education to each student with an educational disability within its jurisdiction, regardless of the nature or the severity of the handicap, in accordance with applicable law.

It is the further intent of the district to ensure that students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with the required appropriate education (i.e. regular education and related aids or services) in accordance with applicable law.

Attendance

Philosophical Basis:

School administrators have the responsibility under state law to enforce compulsory school attendance laws and to enforce the attendance policy of the Sisters Board of Education. Students enrolled in the Sisters School District have the responsibility to attend school as required under state law and the attendance policy of the Sisters Board of Education.

Rights -- students have the right to:

1. Receive school policies that clearly define absence, unexcused absence and tardiness.
2. Appeal a decision concerning an absence (excused or unexcused).
3. Leave school property only once they have received authorized permission.

Responsibilities -- students have the responsibility to:

1. Attend all classes daily and on time.
2. Have parents verbally notify the school of the student's absence, in accordance with the attendance policy.
3. Remain on school premises in accordance with building policy, unless excused.

Free Speech and Expression**Philosophical Basis:**

One important role of the school is to prepare students for responsible self-expression in our society. Self-expression, as permitted under the First and Fourteenth Amendments to the U.S. Constitution, must not interrupt the orderly educational process of the school or be in violation of the Code of Student Conduct.

Rights -- students have the right to:

1. Be excused from any activity that is against their religious beliefs or deep personal convictions.
2. With approval of the principal, assemble peaceably on school property for school-related activities.
3. With approval of the principal, have access to a bulletin board or its equivalent along with use of the communication facilities of the school for the purpose of making announcements and statements to the student body.
4. Students have the right to responsibly voice and express their views on a wide range of topics.

Responsibilities -- students have the responsibility to:

1. Request in writing to be excused from any activity that is in conflict with their beliefs.
2. Seek the approval of the principal and adhere to the established regulations as to the manner, time and place of the requested assembly.
3. Seek the approval of the principal and adhere to the established regulations as to the manner, time and place for using the communication facilities.
4. Reasonably voice and express their views on a wide range of topics reasonably related to the district's curriculum.

Publications**Philosophical Basis:**

One of the important roles of the school is to provide effective ways in which students learn to express themselves in a responsible manner on a wide range of subjects. Official school publications, such as, school newspapers and the yearbook should reflect in a responsible manner the policy and judgment of the student editors and should include viewpoints representative of the entire school community.

Rights -- students have the right to:

1. Be free from censorship of their publications within the guidelines previously agreed upon by students and principals; e.g., principals have the right to review and

Responsibilities -- students have the responsibility to:

1. Post, publish, or distribute materials in a responsible manner so as not to disrupt the school program and post these materials only on those bulletin boards or wall areas designated for use by students and student organizations.
2. Refrain from publishing materials not within the guidelines previously agreed upon by students and principals and to observe acceptable standards of good taste and responsible journalism.

Student Government

Philosophical Basis:

The 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. At the appropriate level, students should be given the opportunity to participate in those decisions that affect the learning climate of the school. 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.

Rights -- students have the right to:

1. Form and operate a student government.
2. Seek and hold office in student government organizations.
3. Attend regularly scheduled meetings of this organization--if they are duly elected members.
4. Be informed of all decisions made in cooperation with school administration and other involved parties by the high school student government.

Responsibilities -- students have the responsibility to:

1. Represent, as members of the student government, the needs concerns expressed by the student body. Abide by the guidelines established by the National and State Student Government Associations and the Sisters School District.
2. Conduct election campaigns in a positive, mature manner with respect for other candidates.
3. Inform the sponsor of such meetings, and to make up missed assignments due to attendance at these meetings.

Student Dress

Philosophical Basis:

The dress and grooming of students shall contribute to the health and safety of the individual and shall not disrupt the orderly educational process.

Rights -- students have the right to:

Dress and groom in a manner which shows cleanliness, promotes safety and demonstrates respect for themselves and others.

Responsibilities -- students have the responsibility to:

Dress and groom in a manner that does not disrupt the educational process nor endanger the health and safety of themselves or others. Shoes and shirts must be worn at all times.

Search and Seizure

Philosophical Basis:

The Board seeks to ensure a learning environment, which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for

the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

Rights -- students have the right to:

Privacy in their person and possessions unless the principal has reason to believe that inappropriate and/or dangerous materials are being carried and/or concealed by the student.

Responsibilities -- students have the responsibility to:

Not carry, conceal, or bring onto school property any materials that are inappropriate or may disrupt the educational process.

Technological Resources

Philosophical Basis:

The Sisters School District provides a wide variety of technological resources for students and staff to utilize in the instructional process. A partial list of these resources includes: handhelds, computers, software, copy machines, video editing equipment, audio equipment, video/voice/data networks, scanners, and modems. The goal of the district is to promote educational excellence by facilitating resource sharing, innovation, communication, and is to provide these resources in the best possible working order.

Rights -- students have the conditional right to:

Have access to technological resources to facilitate diversity and personal academic growth.

Responsibilities -- students have the responsibility to:

Use these resources appropriately, not contributing to the destruction, modification, disablement, or removal of technological hardware, data files belonging to others, system operating files, or application software.

CHAPTER 4

School Attendance

All students are expected to attend school regularly and to be on time for classes. Sisters School District policies and State of Oregon laws govern attendance rules.

Absences will be classified as (1) excused or (2) unexcused.

A school excused absence is for the following:

1. Death in the family or some other significant family emergency outside of the control of the student or the student's family.
2. Medical, dental, or optical appointments.
3. Illness of the student. Verification of illness from a parent must be done within two (2) days after the student's return to school.
4. Official school trips or school-sanctioned activities.
5. Approved religious holidays and mandated court appearances.
6. Reasons approved by the school upon showing good cause prior to the absence.
7. If absences are due to illness and are for an extended period of time or number of days, a note will be required from a medical physician documenting why these absences were required.

Students with excessive excused/unexcused absences in a semester may be denied credit for classes and referred to an absence review committee. OAR 581-023-006(4)(6) states that students absent for 10 consecutive days will be withdrawn by the attending school district.

PHILOSOPHY

1. Students are responsible for attending class. Parents and school personnel must encourage regular classroom attendance.
2. Through regular class attendance and a serious commitment to an academic program, students can achieve optimum educational benefits.
3. The attendance policy shall be fair, consistent, positive, uniform and firmly enforced for all students.
4. Parents must be informed regularly of poor attendance patterns.
5. The school will provide counseling services when needed, in order to, direct students with special needs into instructional programs that will address these students' needs and interests.
6. The intent of this philosophy is to make students accountable and aware that regular class attendance is important.

COMPULSORY ATTENDANCE/TRUANCY

(References: Oregon State Law Sections 14.30.010 through 14.30.05) Enrolled students found to be absent from school or classes for reasons other than those permitted by state law shall be considered truant.

Specifically, students should be considered truant if they:

1. Are absent from school without parent permission.
2. Are absent from class or classes without permission, even while still on school grounds.
3. Leave school without administrative authorization or leave class without permission from the teacher or an administrator. **This includes leaving school before class starts after arriving on the school grounds.**
4. Obtain permission to leave school or class for a specific reason and do not comply with the specific reason.

5. Leave school or class due to illness without reporting to the school office or nurse.
6. Do not follow school procedures for signing out of school when necessary.

In the event of a student's truancy, the school administrator shall:

1. Notify the parent and student of the alleged truancy.
2. Conduct a review of the alleged truancy with the parent within three (3) days, at a time and in a manner selected by the building administrator.
3. Review state and district attendance requirements and consequences with the student and parent.

All unexcused absences will result in disciplinary consequences and will impact a student's ability to participate in co-curricular activities until consequences have been cleared.

SIGN OUT/SIGN IN PROCEDURES

Students with written parent permission may leave campus after signing out. No one other than a parent will be allowed to pick up a student during the day unless cleared by an administrator. Students who arrive at school after the first ten minutes of the first period of any school day must sign in with the Attendance Secretary. **Students not following the sign-out/sign-in procedures will be considered truant.**

PREARRANGED ABSENCES/TRIPS DURING THE SCHOOL YEAR

The office must be notified in writing at least seven (7) school days prior to a student missing school with parent permission for multiple days. At this time, the student will receive a school permission sheet that the student will present to his/her teachers to be signed and then returned to the office. Teachers cannot provide the same learning experience for students who are not in attendance, and the student's grades may be affected by this excused absence. Teachers will have work ready for the student before they leave. It is the student's responsibility to get this work from the teacher before leaving on the trip. The work is due the first day back in school. Upon return, students are encouraged to seek a peer tutor for updates on the class work. Teachers are available during the weekly One-on-One period for assistance. A reminder that students with excessive excused/unexcused absences may be denied credit.

CLEARING AN ABSENCE

If a student is absent, the parent should call the computerized attendance system at school (549-4045). If parents are unable to call for verification, they must write a note to the attendance secretary, which should be presented upon the student's arrival at school. All absences must be cleared within 24 hours of the day the student returns to classes. **All absences that are not cleared will be considered unexcused.**

ABSENT PARENTS

If a student's parent is leaving the area for any reason, he/she should write a note to the office giving the name and phone number of someone who is responsible for the student. Written authorization to sign for medical treatment should also be given to someone locally.

MAKE-UP WORK (Due to Illness or Reasons Not Related to School)

If a student has an excused absence, he/she has the right to expect that an opportunity for make-up work will exist. **Students at Sisters High School will have one (1) day of make up for each day of absence, up to a maximum total of ten (10) days for work to be completed.** This does not include extra time for ongoing projects. During their absences, students may email their teachers for the purpose of determining homework assignments. **UPON RETURNING TO SCHOOL, STUDENTS SHOULD CHECK WITH ALL TEACHERS OF CLASSES MISSED.** Students missing tests or assignments as a result of an unexcused absence may be provided the opportunity to complete all missed work but will receive no credit for such materials.

CHAPTER 5

Violations of the Code of Student Conduct

School rules come from many sources; including state law, Board of Education policies, and administration guidelines. The aim of this chapter is to provide school personnel, parents, students, and other members of the community with a clear understanding of the violations of those rules and the resulting disciplinary actions.

This chapter lists, categorizes, and defines certain violations that disrupt the school environment and/or the instructional process, and specifies disciplinary actions that are to be made by the principal. A major consideration of the Code of Student Conduct is to identify appropriate disciplinary actions to **bring about positive student behavior. The severity and frequency of the misbehavior is considered in defining appropriate disciplinary action.**

The principal shall in all cases conduct an investigation deemed reasonable under the circumstances to confirm that the charged offense has, in fact, been committed. The Code of Student Conduct shall not be interpreted or applied in a manner that would violate a student's constitutional rights.

The lists of violations on the following pages are not all-inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action. It should be noted that violations are cumulative and consequences for cumulative violations may be more severe. Violations are not disciplined independently. For example, for a Level I violation, if a student were disciplined for cutting class one week and then were disciplined the next week for loitering; the loitering may be considered as a second administrative contact.

***See the glossary at the end of this handbook for definitions of various terms used herein.**

Level I Violations

A Level I violation is considered to be any behavior which disrupts or interferes with the effective and safe functioning of the school, but is not as serious as a Level II or Level III violation.

Level I violations include, but are not limited to, the following:

Class Cutting

Unexcused absence from a class.

Disruptive Behavior

Language, mild profanity, gestures or actions which produce distractions, frictions or disturbances that interfere with the effective functioning or safety of the staff, students or the school.

Electronic and Other Communication Devices

Students are not allowed to use MP3/Headphones/Cell phones or other electronic devices during class without the permission of the teacher.

1st Offense: Device will be taken away and returned to student after school the same day.

2nd Offense: Device taken away, student will enter the level system and parent will pick up the device.

3rd Offense: Device taken away, student suspended with all rights to electronic devices taken away for the remainder of the semester.

Inappropriate Dress and Grooming

Students will not wear clothing or any other item that is inappropriate to the school setting. This includes styles of dress that are too revealing. The general guideline is no student shall wear a manner of dress and/or grooming that is detrimental to health or safety or that interferes with schoolwork or creates classroom or school disorder. This includes manners of dress that have inappropriate messages; i.e. drugs, alcohol, vulgarity, or messages which denote violence or violent acts and are perceived to be inconsistent with Sisters School District policies. Shoes and shirts must be worn in school.

Skateboarding

For the safety of all students, staff and community members skateboarding is prohibited on school property.

1st Offense: Warning or parent notification

2nd Offense: Parent conference; student will enter the level system

3rd Offense: Skateboard will be confiscated and possible suspension

Inappropriate Displays of Affection

Engaging in public acts (signs, gestures, etc.) of affection that are considered offensive to commonly recognized standards of good taste.

Leaving School Without Authorization

Students must remain on the school site during the school day, unless authorized permission to leave is granted from the attendance office or principal.

Loitering

The act of being in an unauthorized place, lingering aimlessly in or about school property, or refusing to leave when directed to do so by school personnel.

Tardiness

Tardiness occurs when students are not in their classroom and/or seats when the class is scheduled to begin.

Truancy

Absence from school without authorization; failure to follow proper attendance check-in and checkout procedure.

<p style="text-align: center;">Possible Consequences - Level I Violations</p>
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First and subsequent administrative contacts (one or more of the following):

1. Parent notification
2. Reprimand
3. Detention
4. Behavioral contract/disciplinary probation
5. Suspension (not to exceed three days)
6. Suspension from activities during or after the school day
7. Referral to an outside agency, if appropriate

Persistent disobedience with respect to Level I violations will result in a recommendation for suspension, pending a hearing for removal from school for the remainder of the semester or school year.

Level II Violations

A Level II violation is any behavior that seriously disrupts or interferes with the effective functioning of the school, but is not as serious as a Level III violation. It is further understood that the discipline for stealing and vandalism in Levels II and III will be in effect for students that steal or vandalize technological tools.

Level II violations include, but are not limited to, the following:

Academic Misconduct

Plagiarizing, cheating, including copying or supplying class work, homework, tests, etc. for personal benefit, or gaining unauthorized access to material through such behavior as, going into a teacher's file or looking through a teacher's desk.

1st Offense: Parent contact; student will enter into level system

2nd Offense: Up to a five day suspension; possible removal from the class with an F.

Assault or Battery/Intimidation/Incitement

A threat or attempt to do harm to another without a weapon, with or without physical contact and without injury, or the act of promoting or encouraging acts of violence.

Disruption of the Educational Process

Behavior that seriously disrupts any school activity or the orderly and safe operation of the school.

Electronic Access Codes

The unauthorized use of electronic passwords or misuse of electronic equipment for any reason, including, but not limited to, accessing, controlling, or disabling technological devices or services.

Fighting

Aggressive physical contact between two or more individuals.

1st Offense: Three (3) day suspension and police referral

2nd Offense: Seven (7) day suspension and police referral

3rd Offense: Suspension/Expulsion

Flammable Materials - Use or Possession

The use or possession of devices made from explosive or flammable materials (fireworks include Class B and Class C fireworks as identified by state law).

Forgery/Giving False Information or Lying

Lying and/or intentional misrepresentation of information given to school district personnel.

Gambling

Participation in or organization of games of chance for money, other things of value and/or inappropriate conduct.

Harassment, intimidation or bullying

Any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop. Harassment for any

reason which includes, but is not limited to, sex, sexual orientation, race, color, national origin, religion, height, weight, handicap, or disability of students by other students is prohibited. Harassment includes, but is not limited to:

1. Persistent unwelcome comments or gestures (written or verbal);
2. Physically harming a student or damaging a student's property;
3. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
4. Creating an intimidating, hostile, or offensive educational environment--including interfering with the psychological well-being of the student.

Menacing

Any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Cyberbullying

The use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or, hostile and unwanted manner under a person's true or false identity.

Insubordination

Verbal or non-verbal refusal to comply with a reasonable request or directive. This includes failing to complete an assigned disciplinary action.

Inappropriate Use of Technology Resources

Students using school technology (including, *but not limited to*, computers, email, inter and/or intra online services, video, copy machines, etc.) for illegal, inappropriate, or obscene purposes or otherwise in violation of the Student Internet Registration Contract.

Smoking, Possession, or Use of Tobacco Products

Student possession, use, distribution, or sale of tobacco in any form on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles or otherwise while the student is under the jurisdiction of the school (i.e., cigars, pipes, cigarettes, vape, snuff or chewing tobacco) is PROHIBITED.

Stealing, Possession or Transfer of Property of Others

(Value Under \$100)

The act of taking possession or transferring property of another without the consent of the owner (or copyright holder), when the property is worth less than \$100.

Trespassing

The act of being in or about a school building without having a legitimate reason or authorized permission (this includes students).

Vandalism (Value Under \$100)

The deliberate or negligent destruction, defacing or damaging of school property or the property of others.

Vulgarity/Indecency

Written or spoken language, sign language, gestures, apparel, actions, etc.; that are offensive, obscene or, vulgar.

Reckless Driving/Excessive Speed in Parking Area

Students are to be aware that parking on district property is a privilege and not a right.

1st Offense: Parent conference, loss of driving privileges as determined by administrator. Possible suspension.

2nd Offense: Parent conference, three (3) to five (5) day suspension/referral/loss of driving privileges for 60 days.

Possible Consequences - Level II Violations
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First administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Maximum three-day suspension
4. Behavioral contract/disciplinary probation
5. Police notification or referral to a professional agency
6. Restitution/restoration

Second administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Maximum five-day suspension
4. Behavioral contract/disciplinary probation
5. Police notification or referral to a professional agency
6. Restitution/restoration

Subsequent administrative contacts (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension pending a hearing
4. Ten (10) day suspension or the removal from school for the remainder of school year
5. Police notification or referral to a professional agency
6. Recommendation for expulsion
7. Restitution/restoration

Multiple infractions with respect to Level II violations will result in a recommendation for suspension, pending a hearing for removal from school for the remainder of the semester or school year.

Level III Violations

A Level III violation is considered to be any behavior of an aggravated nature, including any Level I or Level II violation of an aggravated nature, which seriously disrupts or interferes with the effective and safe functioning of the school.

Level III violations include, but are not limited to, the following:

Aggravated Assault and Battery

Striking or unlawful touching of a victim: 1) without a weapon and infliction of an injury; or 2) with a weapon or other object used as a weapon.

Arson

Any act utilizing unauthorized fire, smoke or explosives which presents a risk of danger to life or property.

Breaking and Entering

Breaking into and/or entering any school building, facility, office, room, storage space or other enclosure without authority to do so.

False Alarm, Bomb-Threat, or Tampering with any Fire Safety Device (this includes "911" calls)

The deliberate or intentional act of setting off a false alarm, calling in a bomb threat, or tampering with any fire safety device.

Felonious Assault

Striking with a weapon with the intent to do bodily harm.

Flagrant Disrespect, Insubordination/Chronic or Serious Misconduct

1st Offense: Up to ten (10) day suspension.

2nd Offense: Hearing and possible expulsion.

Robbery or Extortion

The act of obtaining or attempting to obtain money, goods, services, or information from another by force or the threat of force or by coercion.

Stealing, Possession, or Transfer of Property of Others**(Value \$100 or More)**

The act of taking possession or transferring property of another without the consent of the owner (or copyright holder), when the property is worth \$100 or more.

Use, Possession, Selling, Distribution, or Under the Influence of Substance/Drugs or Alcohol

Substance abuse or the possession, use, sale, or supply of any unlawful drug; including drug paraphernalia or any substance purported to be an unlawful drug on or near the district premises or while at any school sponsored activity is prohibited.

Vandalism (Value Over \$100)

The deliberate or negligent destruction, defacing or damaging of school property or the property of others.

Possession or Concealment of a Weapon or Dangerous Instrument

The possession or concealment of any kind of weapon or dangerous instrument, device, materials, knife, gun, metal knuckles, tools, mace, pepper gas, etc., or any other item deemed to be a weapon.

Discipline Procedure - Level III Violations**First and subsequent administrative contact:**

1. Parent notification
2. Suspension pending a hearing
3. Behavioral contract/disciplinary contract (optional)
4. Report or complaint filed with the appropriate police agency
5. Restitution/restoration (if appropriate)
6. Recommendation for removal from school for a minimum of 10 days, the remainder of the school year (if appropriate), or recommendation for expulsion (if appropriate)

Statutory Violations

Students who commit the following offenses in violation of state law are subject to suspension or expulsion, consistent with the student's due process rights and state and federal laws:

1. Arson or criminal sexual conduct in a school building or on school grounds;
2. Possession of a dangerous weapon on school property, in a school vehicle, or at a school-related activity;
3. Physical assault against a school employee, volunteer or contractor on school property, in a school vehicle, or at a school-related activity;
4. Verbal assault against a school employee, volunteer or contractor on school property, in a school vehicle, or at a school-related activity;
5. Physical assault against another student on school property, in a school vehicle, or at a school-related activity; or
6. Bomb threats or other similar threats directed at a school building or other school property.

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

"Verbal assault" means any willful spoken threat to inflict physical injury on another person, under circumstances that create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury.

CHAPTER 6

Rules and Regulations for School Bus Riders

Students and parents have the responsibility to know and respect the school bus rules as described below. Repeated violations will result in the suspension of school bus privileges. The Student Code of Conduct is in effect while a student is riding the bus.

Rules and Regulations:

1. The behavior of students while en route to or from school or at any co-curricular school-sponsored activity will be consistent with the discipline procedures of the regular school day.
2. Remain behind the curb while waiting for the bus.
3. Board and depart from the bus at assigned stops.
4. Persons boarding the bus first shall move to the back.
5. The aisles shall be kept clear of books, band instruments, etc.
6. All parts of the body shall be kept inside the bus.
7. Remain seated while the bus is in motion.
8. Unnecessarily loud talking, profanity, and inappropriate language are prohibited.
9. Riders shall not tamper with bus equipment.
10. Students shall not eat while on the bus.
11. No smoking, lighting matches, etc., will be permitted on or near the bus.
12. Animals and/or pets are not allowed on buses.
13. Any conduct which diverts a driver's attention from his/her primary job and endangers the safety of other riders is prohibited.
14. A student not assigned to a particular bus may not board or be transported without prior administrative approval.

Responsibilities:

1. Be at the bus stop five minutes before pick-up time in the morning and be on the bus at the designated departure time from school.
2. Show respect for private property near the bus stop.
3. Treat bus equipment appropriately at all times. Students damaging bus equipment will pay for replacement and/or restoration/repair.
4. Take pride in the appearance of your bus. Help keep it clean.
5. Respond positively to reasonable requests made by the bus driver.
6. Know these safety rules and student responsibilities.

Discipline Procedure:

First administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension of bus privileges up to ten school days

Second administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension of bus privileges up to (10) school days

Subsequent administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension of bus privileges

In all cases of suspension of bus privileges, the parents will be notified by telephone or a written notification of the suspension will be sent within two school days.

During the suspension of bus privileges, it shall be the parents' responsibility to provide the student's transportation to and from school.

CHAPTER 7

Rules and Regulations for Student Drivers & Parking Areas

PARKING AREAS

The control and supervision of the parking areas at Sisters High School are difficult. There is a need to strictly regulate these areas, the going to and coming from, so that undesirable and unauthorized persons can be kept off campus, student and staff property can be made more secure, and other violations of school rules in the parking areas can be kept to a minimum. It is easier for the school authorities to meet those needs properly when we have the cooperation of the students. It is important that each student observe the following rules:

1. Parking areas are designated for handicapped, visitors, staff, and seniors.
2. Dangerous driving of any kind and with any type of vehicle will be referred to the police.
3. Violations of the above rules will result in suspension and loss of driving privileges.
4. Students are not to be in the parking areas without permission from a teacher or an administrator unless they are coming to or leaving school or are involved in a school sponsored or approved activity which legitimately allows them to leave.
5. Students must always be able to provide proof of identity and proof of permission to leave or enter campus.
6. **The teacher and visitor parking lots are off limits to students.**

STUDENT DRIVERS

It is considered a privilege for students to drive to and from school. Students and parents have the responsibility to know and respect the rules monitoring student drivers. Parking regulations are strictly enforced. Suspension of driving privileges, issuing of parking tickets through the Deschutes County Sheriff's Department, towing of vehicles and/or suspension of driving privileges may occur when violations of these regulations occur. The Student Code of Conduct is in effect relative to student driving activities.

Rules and Regulations:

1. Students have the responsibility to register all vehicles driven to school.
2. All vehicles must be parked on the school grounds in the assigned lot and have the proper identification sticker in the front windshield. Misuse of parking rules will result in loss of driving privileges.
3. All students must be licensed and covered by insurance. The Sisters School District is responsible for neither the vehicle nor its contents.
4. Students are not allowed to loiter or revisit in or around the vehicle once it has been parked.
5. Speed on school property may not be in excess of fifteen miles per hour. Reckless driving of any nature, i.e., squealing tires, donuts, jumping curbs, etc., is not allowed.
6. Vehicles are not to be used as lockers for books or clothing. Students are not to be in the parking lot during the school day without written permission from school administration or designee.
7. Vehicles are to be parked in accordance with pavement markings. Parking on a diagonal is not permitted.
8. Students leaving school legally; i.e. co-op, school to work, are not to take other students with them.

9. Student vehicles may be subject to search if there is reasonable suspicion to believe drugs, alcohol, stolen property, or other property prohibited by law or this handbook are present in that vehicle.
10. Excessive tardiness to 1st hour will result in loss of driving privileges.
11. There will be no refund of parking fee during loss of driving privileges.

Discipline Procedure:

First administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension of driving privileges up to (10) days
4. Behavioral contract
5. Police notification or referral to a professional agency
6. Restitution/restoration

Subsequent administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension of driving privileges up to (1) year
4. Behavioral contract
5. Police notification or referral to a professional agency
6. Restitution/restoration

CHAPTER 8

Disciplinary Procedures

Suspension

Prior to the imposition of a suspension or disciplinary probation, the student must be informed of the specific charges against him/her that are to be used as the basis for the disciplinary action. The student has the right to present any information supporting his/her defense to the principal who is ordering the suspension or disciplinary action.

Length of Suspension

Suspension begins with notification by principal and continues until midnight of the last suspension day. Students are not allowed to participate in or attend school-sponsored activities, either on or off campus, nor be on school district property during this time.

Homework During Suspension

A minimum of one day is allowed for each day missed during a suspension to make-up missed assignments and prepare for tests. Any absence will affect the learning experience and may affect a student's academic grade. Work assignments appropriate to home study shall be available to the parent no later than two (2) school days following initiation of the suspension. For suspensions longer than three (3) days, all work that will be due during the suspension period must be completed and turned in on the first school day at the completion of the suspension. For suspension of three (3) days or fewer, all assigned work, including tests, is due no later than three (3) school days following the completion of the suspension.

Short-Term Suspension

If the student is suspended for five days or less or placed on disciplinary probation for two weeks or less, the principal or his designee will:

1. Notify the parents of the action and the reasons for it before the student leaves the building, if possible;
2. Schedule a conference, if requested by the parents or student, to include the student and his/her parents, as well as, other persons the principal deems appropriate for the purpose of trying to resolve the problem.

Long-Term Suspension

In cases of suspension in excess of five (5) days, the principal will hold a hearing within two (2) school days of his/her knowledge of the act, with which, the student is charged when requested by the principal, the parents, or the student. If the student, the principal, or the parents are unable to meet within the time period, then the hearing may be scheduled at a mutually agreed upon time.

The student's parents will receive notification of the time and place of the hearing, the specific act or acts with which the student is charged, and their right to present witnesses and to be represented by an attorney or other individual of his/her choice.

At the hearing, the student will be allowed to give his/her version of the facts and be informed of evidence offered against him/her.

Any participant may request, in advance, that the hearing be tape-recorded and the tapes preserved.

Within three (3) school days of the hearing, the principal shall inform the student and his/her parents of the decision and their right to appeal.

In the event that there is an appeal of this decision, this hearing will be the first step in the appeal process.

Failure of the administrator to follow the above procedure results in an automatic appeal to the next level.

Expulsion

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year. No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer. When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least five (5) days prior to the scheduled hearing. Notice will include:
 - a. The specific charge or charges;
 - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation;
 - c. A recommendation for expulsion;
 - d. The student's right to a hearing;
 - e. When and where the hearing will take place; and
 - f. The right to representation.
2. The superintendent or designee will act as hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will conduct the hearing and will not be associated with the initial actions of the building administrators;
3. In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
4. The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The district's attorney may be present;
5. The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits;
6. The student will be permitted to be present and to hear the evidence presented by the district;

7. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student's education records. Findings of fact, as to whether the student has committed the alleged conduct, will be submitted to the Board, along with the officer's decision on disciplinary action; if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student, and the student's parents at the same time;
8. The hearings officer or the student may make a record of the hearing;
9. The hearings officer's decision is final; however, this decision may be appealed to the Board. At its next regular or special meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents of students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision;
10. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session.

Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. The district must document to the parent of the student that proposals of alternative education programs have been made.

CHAPTER 9

Physical Restraint

A person employed by or engaged as a volunteer by the district may use reasonable force to physically restrain a student when it is essential for self-defense, for the preservation of order and control in a school or school related setting, for the protection of persons (including the student) or property, or to obtain possession of a weapon or other dangerous object upon or within the control of a student. Except as stated in the preceding sentence, use of physical force in any form, including but not limited to corporal punishment, is prohibited.

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. It is the intent of the Board to establish a policy that defines the circumstances that must exist and the requirements that must be met prior to, during, and after the use of physical restraint and/or seclusion as an intervention with district students.

CHAPTER 10

Appeal and Grievance Procedures

Appeal Procedure of Disciplinary Action

Many people are uncomfortable requesting a review of a decision that they feel has affected them unfairly. It is the purpose of this section to provide an appeal procedure to insure fair treatment in cases of suspension and disciplinary action.

The parent of the involved student must initiate all disciplinary appeals.

A school administrator may temporarily suspend or remove a student from school for the purposes of investigating an incident prior to imposing any discipline, where such temporary suspension/removal is deemed necessary to prevent disruption to the educational program, avoid possible interference or problems in the investigation, defuse conflict situations, protect the health or safety of the student or other students, or any other compelling reason. Absent unusual circumstances, a student will not be suspended/removed unless the student is reasonably suspected of being involved in the disciplinary incident being investigated. Such a suspension or removal shall not constitute discipline; although, the incident that caused the investigation to occur may ultimately result in discipline.

This section is not intended to limit or forbid, formal or informal access to school officials either through letters or personal contact.

Appeal Procedure for Suspension/Disciplinary Action of 5 Days or Less

An appeal of a decision to impose a suspension or disciplinary action may be initiated by contacting the appropriate administrator. This contact must be made by the parent of the involved student within twenty-four hours of the decision in question, unless the principal has granted an extension.

This procedure allows the appeal to be processed with one step, which is to the next level of administrative authority (i.e. if the assistant principal takes the initial action, the next level of authority is the principal).

The decision of the next level of administrative authority is final.

Appeal Procedure for Suspension/Disciplinary Action in Excess of 5 Days

Step One: Building Principal's Review

This step is only to be used if the assistant principal/dean of students initiated the original charge. If the principal initiated the original charge, refer to Step Two.

An appeal of an assistant principal/dean of student's decision to impose a suspension or disciplinary action may be initiated by contacting the principal within two (2) school days of the assistant principal's decision.

The principal will meet with the parties involved within three school days and review the case. Within three school days of that meeting, the principal will provide notification to the student and his/her parents of his/her decision and advise them of their rights to an appeal. Upon request, a summation letter will be directed to the parents listing charges, decisions, and the next step in appeal process.

Step Two: Review by Superintendent

An appeal of the principal's decision to impose suspension or disciplinary action may be initiated by contacting the superintendent within twenty-four (24) hours of the principal's decision, unless the principal has granted an extension.

The appeal will be immediately forwarded to the superintendent, who will meet with the parties involved within three (3) school days and review the case. Within three (3) school days of that meeting, the superintendent will notify the student and his/her parents of his/her decision to affirm, reverse, or modify the principal's decision and advise them of their right to appeal an adverse decision.

The decision of the superintendent is final.

CHAPTER II

Non-Discrimination/ Sexual Harassment Policy

Title IX of the Education Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance except as may be permitted by law.

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

It is the policy of the Sisters School District not to discriminate on the basis of sex or handicap in admission or access to treatment or employment in its programs and activities. The Sisters School District periodically reviews its educational and employment programs and activities to ensure compliance with Title IX and Section 504.

The Sisters School District will not tolerate illegal discrimination or harassment. Any student of the Sisters School District who believes that he/she has been discriminated against, denied a benefit, or excluded from participation in any district educational program or activity on the basis of sex (including sexual harassment, as discussed below), race, color, religion, national origin, age, height, weight, marital status or handicap shall immediately report his or her complaint to the building principal or the superintendent. The complaint will be promptly investigated.

Sexual harassment includes unwelcome sexual flirtations, advances or propositions, improper sexual comments, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, or otherwise creating an intimidating, hostile, or offensive educational learning environment.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable, positive learning environment.

The district will investigate all such reports immediately. Retaliation by a student or employee against a student for filing a complaint of sexual harassment is strictly prohibited. Anyone found to have engaged in sexual harassment or retaliation in violation of this policy will be subject to appropriate disciplinary action. For students, such discipline could range from verbal or written warnings to suspension or expulsion.

All such reports will be handled confidentially to avoid embarrassment and to protect the student making the report. Complaints constituting child abuse shall be reported to the Department of Social Services as required by law.

GLOSSARY

Behavioral Contract A written agreement with a student, the student's parents and the principal which specifically states the conditions that must be met in order to correct a behavioral problem.

Detention The placement of a student in a supervised area.

Disciplinary Probation A period of time in which a student is put on probation due to past behavioral problems. Disciplinary probation is an acceptable disciplinary procedure, whereby a student may not participate in extracurricular activities, may not perform before any audience, or represent the school district in any capacity.

Expulsion The exclusion of a student from school by the Board of Education.

In-School Suspension The assignment of a student to a program designed to meet the student's particular needs. This assignment may be located at the student's home school or at another site.

Parent Notification Contact with a parent by phone, letter, or meeting.

Referral to Social Service Agencies A recommendation that the student seek help from a public or private social service agency.

Referral to Courts The filing of a charge of an alleged illegal action with the courts having jurisdiction.

Removal from Class The removal of a student from class when his/her conduct is seriously disruptive and informal resolution is impractical.

Reprimand A verbal or written notification of censure for unacceptable behavior, which may also involve the removal or restriction of school privileges.

Restitution/Restoration The payment for, or the restoring of, property or articles which have been damaged, lost, or stolen.

Statutory Offense A student infraction which constitutes a violation of a state law (statute).

Suspension A designated time when a student is not permitted to attend classes, to remain on school grounds, or to participate in or attend any extracurricular activities.

Tardiness The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined by the classroom teacher.

Work Assignment An assigned task that must be completed by the student, which may be substituted for detention on an equal time basis.

Working Day Any day the Sisters School District's Administrative Offices are open to serve the public. A working day includes days when schools are not in session, such as, spring break and summer vacation.

Student Handbook Contract & Student Information Release Form
(Required each School Year)

Student's Printed Name

Grade

Handbook Contract (Required)

By signing, WE signify, as a student AND as parents/guardians, that we have read the Handbook and understand the information it contains and understand the school district's acceptable use policy for technology.

Student Information Release

I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member's on athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

_____ If initialed here, I do not give permission to the administration of Sisters High School and its agents to use sound, video, or photographic images of my child for news releases, promotional brochures, or other school-related productions, sporting events or activities.

Internet and Electronic Mail Contract

In accordance with the Internet and Electronic Mail policies of the Sisters School District and the policies described in this handbook, I give permission for my child to have access to the school's network, which includes electronic mail (email), School Loop, and the Internet. I accept responsibility for my child's proper use of these electronic informational resources during the course of my child's enrollment in Sisters High School. A parent may rescind this privilege at any time during the students' high school career by written notification.

Student Signature

Date

Parent/Guardian Signature

SISTERS SCHOOL DISTRICT STUDENT HEALTH FORM
(Required each School Year)

Re: _____ / ____ / ____
(Student Name/Grade) (Birthdate)

Parent/Guardian: _____ Daytime Phone Number: _____
PRINT

My child ***does not*** have any current medical concerns _____
(Signature)

My child has the following medical concern(s) (please check all that apply)

- ADD/ADHD
- Asthma
- Bleeding Disorder (specify) _____
- Cardiac Condition (specify) _____
- Diabetes Type 1 _____ Type 2 _____
- Eating Disorder (specify) _____
- Eye/Ear Problem (specify) _____
- Food Allergies (specify) _____
- Insect Allergy (specify) _____
- Medication Allergy (specify) _____
- Muscle/Bone/Joint Problem (specify) _____
- Recurrent Headaches _____
- Seasonal/Environmental Allergies _____
- Seizures (specify what kind) _____
- Surgery (specify and indicate date) _____
- Other (specify) _____
- My child is taking medication at home (prescription, over-the-counter, daily or as needed) (specify): _____
- My child will need medication during school hours: Inhaler/Epi-Pen/Other (specify): _____

Nurse's
Notes

(Students who require an Epi-Pen will bring dose to office and have an emergency protocol on file)

If your child ***does*** have a medical concern, the nurse will contact you to obtain more information and to plan for the upcoming school year. +++ **If any changes occur or a new condition is diagnosed during the school year, I, the parent/guardian, will notify the school nurse of the new status by providing a new student health concern form. Overnight trips will require additional forms.**

Insurance Provider _____

In the case of an emergency, I ***give / do not give*** (***CIRCLE ONE***) permission for my child to be transported to the nearest facility and for their staff to provide the necessary treatment until I arrive.

Parent/Guardian Signature: _____ **Date:** _____

Release of Confidential Information: For your child's safety and well-being while at school and on field trips, it may be beneficial for appropriate school personnel to be informed of any medical conditions included on this medical authorization form. Please be assured that staff will keep this information confidential. If you do not want medical information shared, please indicate to the school in writing on this form.

SISTERS SCHOOL DISTRICT (OPTIONAL)
SELF MEDICATION CONTRACT BETWEEN STUDENT, PARENT AND SCHOOL

Student contract for self-administration for asthma inhaler or other medication:

1. Student has demonstrated to the nurse correct use of medication.
2. Student agrees to never share the medication with another person, or to misrepresent medication to other students.
3. Student will bring only one day's dose of medication to school each day, unless prior arrangement with nurse and parent has been made.
4. Student may be subject to discipline, up to and including expulsion, as appropriate if the Board's policy or regulations regarding self-administration of medication is violated.
5. In the case of asthma inhalers, the student agrees that after two puffs, if there is not marked improvement, he/she will go to see the nurse immediately.

Student Name _____ Student Signature _____

Parent Permission:

I give permission for my child to carry the medication described below. This medication is to be used for the treatment listed below and is to be given to allow the student to remain in school. I understand that he/she must follow the rules listed above. I will notify the school of changes in medications or my child's condition. I understand that according to school policy, permission to self-medicate may be revoked if the student violates that Board's policy or regulations governing administering medicines to students. In addition, students may be subject to discipline, up to and including expulsion, as appropriate. Student in grades 9 through 12 only may carry medications other than asthma inhalers.

NAME OF MEDICATION	DOSE/ROUTE	FREQUENCY OF USE	CONDITION FOR WHICH MEDICATION IS USED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Start Date: _____

Stop Date: _____

Parent Name: _____

Parent Signature: _____

Nurse Signature: _____

Date: _____

Disclosure of Student Information to Military Recruiters

Sisters High School is required by federal law to provide the names, addresses and phone numbers of secondary students to military recruiters when that information is requested unless the student's parent or guardian has advised the district that they do not want this information released.

If you do not want Sisters High School to disclose student information to the military, you must notify the District in writing by returning this signed form to your child's school by **September 30, 2017**. This request is valid for one school year.

I do not wish student information about my child released to military recruiters.

Student's Printed Name	Grade
Parent/Guardian Signature	Date

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503 as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.