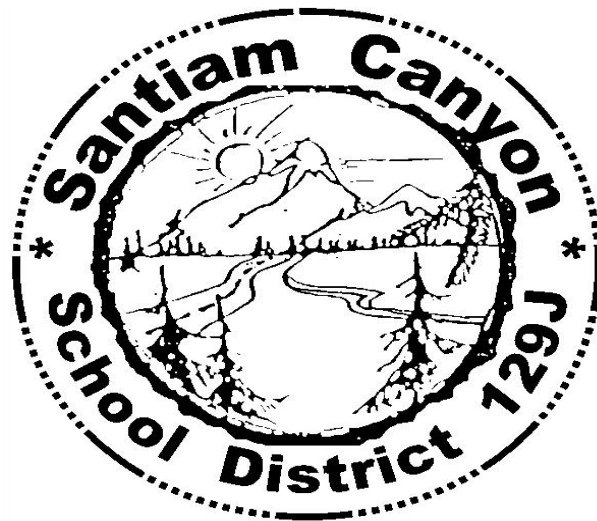


PARENT-STUDENT HANDBOOK

SANTIAM CANYON SD 129J
PO Box 197
150 SW Evergreen St., Mill City, OR 97360
503 897-2321

2017 – 2018



SANTIAM JUNIOR/SENIOR HIGH SCHOOL - 503 897-2311
SANTIAM ELEMENTARY SCHOOL - 503 897-2368

Serving the Communities of Mill City, Gates, Detroit and Idanha

Revised August 25, 2017



Santiam Canyon School District 129J

150 SW Evergreen Street
Post Office Box 197
Mill City, Oregon 97360
Office (503) 897-2321
Secretary

Todd Miller, Superintendent
Yvonne Hanna, Business Manager
Alexis Winn, Payroll Clerk
Nichole Cooper, AP/Administrative

August 2017

To Our Santiam Canyon Partners:

Welcome to the Santiam Canyon School District and the 2017-18 school year. We value the opportunity to serve our students as we work toward our district Mission:

We will strive to provide students a quality education by:

- *Fostering a safe, positive, and supportive learning environment*
- *Helping students develop their limitless potential*
- *Establishing strong collaborative relationships*

The content of this handbook is for parents, students, staff and guests to know our expectation so we can work together toward common outcomes. Please take some time and review this handbook as a family and please feel free to ask any questions you may have to either building principal or your child's teacher. We are all here to help! Additional information and updates may be viewed at our district website at www.santiam.k12.or.us. We also encourage you to Like us on Facebook, where you will see event information, pictures, closure information and school updates.

Every year brings a new opportunity for students to thrive and grow. The wonderful staff at Santiam Canyon School District is here to enhance students' learning opportunity, while building character and integrity. We take pride in our service and value all of our students. As part of our strategic planning process, we identified 6 values that we hold in high regard and expect of all those who enter our school environment:

Integrity – “We will strive for a school culture that promotes and supports the highest ethical standards.”

Respect – “We will promote an environment that honors dignity and respect for all; and recognizes the diversity of our community.”

Safety – “We value the safety and well-being of our students, staff and our school environment.”

Leadership – “We value inspired, responsible, accountable, and visionary leadership; demonstrated by all those in our school community.”

Partnerships – “We work collaboratively to fully utilize our resources to strengthen and improve our opportunities.”

Excellence – “We will foster excellence in all we do and take pride in our facilities, community, and achievements.”

Welcome to the 2016-17 school year. We look forward to great year!

Sincerely,

Todd A. Miller
Superintendent

TABLE OF CONTENTS
SANTIAM CANYON SD 129J

Abuse Reporting.....	24
ADA Access.....	31
Address Changes, Students.....	6
Asbestos.....	11
Assembly of Students.....	18
Attendance.....	20
Bomb Threats and Other Hazards.....	11
Campus Rules & Hours.....	18
Cell Phones.....	19
Charges/Fees/Fines.....	6
Cheating.....	19
Clubs and Organizations.....	17
Communicable Disease Prevention and Control.....	9
Complaints, District Personnel.....	13
Defiance.....	25
Destruction of Property.....	23
Determining Grade Level.....	30
District Wellness Policy.....	7
Dress Code.....	22
Elevator Use.....	17
Emergency Drills.....	11
Expulsion Procedures.....	27
Field Trips.....	11
Fighting.....	24
Friday School.....	27
Fund Raising.....	17
Gangs.....	23
Gymnasium Use.....	7
Hall Passes.....	8
Harassment, Physical.....	24
Harassment (Verbal, Sexual, Racial)/Menacing /Intimidation/Hazing.....	25
Head Lice.....	9
Homemade/Prepared Food Distribution Restriction.....	12
Homework.....	17
Hours, School/Building Use.....	11
Illness at School.....	8
Immunization.....	10
Library.....	16
Lockers and Desks.....	7
Lost and Found.....	18
Lunch/Breakfast Program.....	6
Make-Up Work.....	21
Medication at School.....	8
Obscene Language/or Sexual Subject Matter.....	25
Pay to Play.....	30
Personal Property.....	18
Physical Education.....	7
Physical Restraint.....	25
Promotion Policy.....	28, 29
Public Conduct on School Grounds.....	12

Public Displays of Affection	18
Resuscitation.....	10
Safety.....	10
School and District Committees	13
School Closure.....	10
Search and Seizure and Questioning.....	25, 26
Skateboards/Rollerblades/Bicycles/Scooters	19
Special Programs.....	8
Student Conduct	16
Student Disruption	23
Student Records	15, 16
Student Rights and Responsibilities.....	17
Student Vehicles.....	18
Students Enrolling from Out-of-State	10
Suspension Procedures.....	26,27
Teacher Qualification	13
Telephone Use.....	7
Transportation Rules.....	13, 14, 15
Trespassing	11
Truancy.....	21
Unlawful Activities.....	26
Visitors.....	12
Volunteers, Parents & Community.....	12, 13
Weapons/Dangerous Devices	23
Withdrawal from Schools.....	6

**SANTIAM CANYON SCHOOL DISTRICT 129J
PERSONNEL DIRECTORY**

BOARD OF EDUCATION

Rich Moore Board Chairman

Angie Fencil Vice-Chairman

Alicia Boyd Member

James Fawcett Member

Jeremy Tinney Member

ADMINISTRATION

Todd Miller Superintendent

Yvonne Hanna Business Manager

Alexis Winn Payroll

Nichole Cooper AP/Administrative Secretary

David Plotts Santiam Junior/Senior High School Principal

Margo Williams Santiam Elementary Principal/ELL Director

Alex Nalivaiko Special Education Director

Sandra Tuers Special Education Secretary

Lisa Follis Administrative Secretary

DISTRICT MAINTENANCE & SUPPORT

Chris Pool Groundskeeper/Transportation

Clint Forste Athletic Director

Gil Anspacher District Technology Director

ADDRESS CHANGES, STUDENTS

Any student who changes place of residence, P.O. Box number or changes their phone number during the school year must report the change to the school office as soon as possible.

WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school for any reason, the office must be notified. A withdrawal slip must be obtained from the office and turned back in with all necessary information completed. The slip must be signed by all teachers and parent, with current course grade listed. All books and equipment must be returned and all fees/fines paid to the school before the student can be cleared by the office for withdrawal.

CHARGES/ FEES / FINES

Textbooks, library books, uniforms, and other school materials are furnished to students on the condition that any loss or damage beyond ordinary wear shall be paid by the student as assessed by the teacher or school. The loss or damage will be computed on the replacement cost. Students incurring charges, fees and/or fines may be billed periodically throughout the year and once after the school year ends. **** See school for fees of damaged textbooks and library books****

Any money owed by seniors must be paid prior to graduation to receive your diploma. For all other students, any amount not paid by the end of the year will be carried over to the following year. **Students turning out for sports or extra curricular activity must have all money owed paid by the beginning of each season in order to be issued team gear or other items.** Other students owing money from a previous year will not be issued any optional school materials or allowed any charges until paid. Any money owed to clubs or organizations by students for fund raising activities is the student’s responsibility and may be listed on student billings. Failure to pay fees owed may result in records or report cards being held. It may also impact a student’s ability to participate in special activities, i.e. dances, field trips, graduation activities, etc.

When a student contracts to participate in a school sponsored trip and drops out after funds have been spent in his/her behalf, the student will reimburse the group that made the expenditures.

LUNCH/BREAKFAST PROGRAM

Breakfast is served in the junior/senior high school cafeteria and elementary classrooms during the school week. Lunches and milk are available for those who want them. Payment for breakfast, lunch and/or extra milk will be made in the cafeteria at the point of service or at the beginning of the school day for elementary students. Students will be issued a computerized cafeteria account number and cash or checks for meals will be deposited into the student's meal account. It is recommended that meal account purchases be made in advance for a week or several weeks at a time. **No change will be given for overpayment, but credit will be issued into the student's account.** Payment may be made for more than one child at a time, but it should be noted at the time of deposit how much is to be for each child in the family. Students interested in serving in exchange for a lunch may sign up with the lunch supervisor. **CHARGES WILL NOT BE ALLOWED.**

<u>Grade Level</u>	<u>Breakfast Price</u>	<u>Lunch Price</u>
K-6	Free	\$2.25
7-12	\$1.20	\$2.65
Adult/Staff	\$1.50	\$3.15
Milk	\$0.40	\$0.40

Parents wishing to apply for free and reduced lunches may request forms from the school’s office.

DISTRICT WELLNESS POLICY

The district will promote district and community based activities that foster healthy eating and create environments that promote physical activity. Families and the community will be encouraged to provide healthy food choices in all situations where food is served. Educational workshops, screenings and literature related to healthy food choices and physical activity may be offered to families.

The Board will involve parents, students, representatives of the school food authority, school administrators and the public in the development and review of this policy. The Board shall establish a Wellness Advisory committee to advise the district in the creation of the local wellness policy. The policy will be reviewed every three (3) years. In an effort to measure the implementation of this policy the board designates the superintendent or designee as the person who will be responsible for ensuring the district meets the goals outlined in this policy.

LOCKERS AND DESKS

Hall lockers and desks will be assigned to each enrolled student. Students are responsible for the locker or desk assigned to them by their teacher or the office. Any changes from one locker or desk to another must be authorized in advance through the office or teacher.

Lockers and desks are the property of the school and are on loan to the student. School administrators have the authority to check any student's locker or desk at any time there is reasonable suspicion it may contain illegal or prohibited items or conceal evidence of an illegal act or school violation. There will be periodic locker/desk inspections held by school officials. The school cannot be held responsible for items lost or stolen from a student's locker or desk. Locks/lockers are not to be jammed so the door shuts but does not lock.

Stickers and writing are prohibited on lockers/desks. Items may be attached to the inside of lockers and desks, but must not be obscene, suggestive, or inappropriate for the school setting. Students will be charged for any locker damage or defacing. Defacing lockers/desks, placing personal locks on or tampering with other student's lockers/desks will be cause for disciplinary action.

TELEPHONE USE

Students will only be called out of class to receive emergency calls from a parent or guardian. Students are not to use the phones in the classrooms, faculty room or staff offices. Use of the telephone in the office for non-emergency use is not allowed.

GYMNASIUM USE

Students are not to climb or walk on the bleachers when they are folded. Student use of the gym before school, during noontime, and after school is prohibited unless a faculty member is present to supervise. No dogs are allowed in the gymnasium. Please try to use clean soft-soled shoes to protect floor.

PHYSICAL EDUCATION

1. Students in Physical Education classes are responsible for furnishing their own P.E. clothes and shoes as approved by the instructor. In upper grades, 7th-12th, students are required to dress down to participate due to health, hygiene, and safety issues.
2. Students will be issued a lock for their locker. It is the student's responsibility to see that their personal items are secured.
3. Excuses from parents for illness or injury will be accepted for two (2) consecutive days after which a doctor's excuse is required. Continued failure to dress down and participate without a medical release may subject the student to disciplinary action and/or removal from the class.
4. Any student enrolled in P.E. must (if present at school) dress down and participate in order to participate in an athletic or extra curricular activity that same day. The P.E. instructor may modify the P.E. activity depending on the extracurricular event or condition of the student.
5. Students must have a note from a parent to be excused from participating. Any student who is unable to participate in P.E. for more than two (2) days needs to obtain written verification of the problem from a physician. This will allow the school to formulate an alternative program for the student during that period of time. Students must have a medical release signed by their doctor before returning to the regular P.E. program.

SPECIAL PROGRAMS

The district provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the special education director or principal.

HALL PASSES

During class time no student is allowed to leave the classroom without first obtaining a hall pass that is authorized by the teacher. Students are expected to go to and from their designated destination only.

ILLNESS AT SCHOOL

None of us likes to think about our children being hurt or ill, but we all know that things happen from time to time. Please be sure that the school office has current information regarding how parents and other emergency contacts can be reached. If you work, be sure that we have your current work telephone number, and please let us know immediately if your telephone numbers change during the year.

Students should report all accidents or injuries immediately to the supervisor on duty. In cases of serious accident or illness, we make every reasonable effort to reach the parents as soon as possible. If the injury or illness is, in our opinion, serious enough that immediate treatment is necessary and parents cannot be reached, we will summon emergency assistance, transport to the local emergency room, or contact the physician listed on the enrollment form. If you do NOT wish any of these steps to be taken in the event of serious injury or illness, please notify us in writing at the beginning of the school year.

If students become ill at school they are reminded NOT to leave the school grounds without checking out in the office or obtaining an Early Dismissal Form. Students may not leave without consent from their parents or other emergency contacts.

Students are NOT to remain in the sick room, where applicable, without permission from the office. Failure to do so may result in disciplinary action for truancy.

MEDICATION AT SCHOOL

Ideally, all medication should be given at home. However, if a parent requests that prescription or nonprescription medication be dispensed to a student by school personnel the following guidelines must be followed:

1. All written requests or consents for dispensation of medication shall be directed to the principal or office. **Appropriate forms may be picked up at the school's office.**
2. The written request shall include either a completed medication permit or written instruction from the physician for the administration of the medication. Instructions must include the name of the student, name of the medication, route, dosage, frequency of administration, and any other special instructions. The prescription label will be considered to meet this requirement if it contains the information listed above.
3. Medication is to be submitted in the original container.
4. Medication is to be brought to the school by the parent and/or guardian.
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
7. In the event a student refuses medication, an attempt will be made to notify the parent as soon as possible. No attempt will be made to administer medication to a student who refuses district administered medication.
8. Any error in administration of medication will be reported to the parent as soon as possible.

Student self-medication means a student must be able to demonstrate the ability, developmentally and behaviorally, to administer medication to himself or herself without requiring a trained school staff member to assist in the administration of the medication.

In grades K-8 self-medication of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person and the necessary permission form and written instructions have been submitted as required above. Grades 9-12 are allowed to self-medicate prescription and nonprescription medication subject to the following:

1. A permission form must be submitted for self-medication of all prescription medication; no permission form is required for nonprescription medication.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by office staff. A permission form and written instructions will be required as provided above.

3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container as listed in the rules above. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in his/her possession only the amount of medication needed for that school day (no full bottles of aspirin, etc.).
5. Sharing and/or borrowing medication with another student is strictly prohibited.
6. The privilege to self-medicate may be revoked if the student violates any of the above rules. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

COMMUNICABLE DISEASE PREVENTION AND CONTROL

Although your child gains by regular school attendance, for his or her best interest and to prevent the spread of contagious diseases, he or she should be kept at home if he or she shows any of these symptoms:

Temperature over 99.2
Nausea and Vomiting

Sore Throat
Diarrhea

Red and Discharging Eyes
Running Nose

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

The school may also, in accordance with state health laws, exclude students suspected of having or being exposed to certain communicable diseases. Readmission to school is allowed when the parents or guardian submits a physician's statement that the condition is not contagious or there is evidence to school personnel that the child's condition is adequately treated and/or controlled.

HEAD LICE (PEDICULOSIS)

A particularly annoying and frequently misunderstood health problem is head lice. This problem knows no bounds and all students, regardless of home conditions, are susceptible to head lice. When this occurs, parents and school personnel must work together to control this situation. The following outline describes the problem and the procedures to be followed.

What to look for:

- Head lice are extremely small brown, black, or grayish-white colored bugs.
- Their movement can be noted on an individual's head; however they do not jump or fly.
- The eggs, called nits, are laid close to the scalp on shafts of hair and can easily be differentiated from dandruff or dirt as they stick to the hair shaft and will not pull off the shaft until treated.
- Nits are whitish and opaque in color and look like tiny cooked grains of rice.
- Nits may usually be found behind the ears and at the base of the neck, at the hairline.

When a child in school is identified as having head lice, the school will:

- Notify the child's parent and require the child be removed from school.
- Inform the parent that the student must not return to school without a statement signed by the parent that the student has been treated with shampoo specifically indicated for head lice and is nit free. By rules of the Linn County Health Department, students must be nit free before returning to school.

When the parent returns the child to school, the student's head must be examined in the office to assure that there are no nits before the child can be admitted to class.

- Since it is difficult to ascertain if the nits are dead or alive, students will not be allowed to attend classes until all nits are removed.

Classroom Screening

- If a classroom has two or more identified cases of head lice, the teacher will screen all students in the classroom.
- When a student is identified as having head lice, all brothers and sisters in the family who are attending school will be screened, as well as close friends.
- Monthly screenings will be conducted in all classrooms whether any cases of head lice have been reported.

A pamphlet on Controlling Head Lice, provided by the Linn County Health Department, is available upon request in the school's office.

STUDENTS WILL RECEIVE NO MORE THAN TWO FULL DAYS OF EXCUSED ABSENCE FOR THE TREATMENT OF HEAD LICE.

IMMUNIZATION
KINDERGARTEN AND FIRST GRADE

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

STUDENTS ENROLLING FROM OUT-OF-STATE

Within 30 days of enrollment, school immunization records must be up-to-date/complete or student will be excluded from school.

RESUSCITATION

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care is withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 as soon as possible for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

SAFETY

It is also of vital importance that students are made aware of safety procedures on the facilities and grounds of all schools in the Santiam Canyon District. Staff will provide safety instruction for fire evacuation, classroom safety, lockdown procedures, bus safety training and behavior that helps reduce injury to people and damage to school property. Students are to conduct themselves within the guidelines of the rules and regulations of this school and to report any unsafe conditions to the office immediately.

SCHOOL CLOSURE

At times during the school year it may be necessary to close school or to open late due to severe weather conditions that make driving hazardous. In the event of a school closure, do not depend on someone to be at the school. If weather is bad, staff will not be there either. Announcements regarding school closures will be made through Santiam Canyon School Messenger as well as over the following radio and television stations by 7:00 a.m. When the weather conditions are severe we encourage you to listen for announcements over these stations. Please listen for **SANTIAM CANYON SCHOOL DISTRICT** and **NOT** North Santiam School District. You may also find the information on our school website at www.santiam.k12.or.us. Click the link [Inclement Weather & Santiam Canyon School Closures](#).

KINK - 101.9	KKCW/K103 - 103.3	KPAM - 860	KBZY - 1490	KRSK/The Buzz - 105.1
KKRZ/Z100 - 100.3	KUPL/The Bull - 98.7	KWJJ/The Wolf - 99.5	KGON - 92.3	KYKN - 1430
KXL - 101	KYCH/Charlie - 97.1	KNRK - 94.7	KOPB - 91.5	KEX - 1190
KXTG/The Game - 750	KLTH/The Eagle - 106.7	KGAL - 1580	KSHO - 920	KMZU - 88.5
KATU- 2	KOIN-6	KGW-8	KPTV-12	KRCW-32

<http://www.flashalert.net/news.html?id=198>

<http://www.katu.com/weather/closings>

<http://www.koinlocal6.com/content/weather/schoolclosures/default.aspx>

<https://www.facebook.com/pages/Santiam-Canyon-School-District/212932895397116>

<http://www.kptv.com/category/210164/school-closings>

<http://www.kgw.com/weather/severe-weather/school-closings>

EMERGENCY DRILLS

Every student will know the location of the fire exits that are to be used during the school day. Consult the chart posted in the room, or ask the teacher where the fire exits are located. In case of fire, do not run, but walk calmly and rapidly to the nearest fire exit. Fire drills will be unannounced and conducted monthly throughout the year. We will conduct 2 lockdown drills throughout the course of the year.

Willfully causing a false fire alarm or bomb threat is prohibited by school rule and by law. A student violating this rule will be recommended to the school board for expulsion and the police will be notified. Tampering with fire extinguishers, hoses, alarms, or detectors is prohibited.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

BOMB THREATS AND OTHER HAZARDS

In the event a bomb threat is received, or any threat which would create a safety hazard for students and personnel, the building threatened will be immediately evacuated until a thorough search has been made, and it is determined that the building is safe for occupancy. Only then may students and personnel return to their respective rooms.

Other hazards can be created in the building or on the grounds if students do not follow reasonable rules for safety. Students are not to run in the halls. They are to exercise extreme caution when crossing the streets surrounding the school. Students are to follow all safety rules given to them by teachers for a particular class or instructional area. Loss of school time due to bomb threats may be made up. **Threats, false or real, will be prosecuted to the fullest.**

HOURS, SCHOOL/BUILDING USE

The building doors will be unlocked for student entrance at 7:30 a.m. each school day. The outside doors will be locked at 4:00 p.m. All students are asked to be out of the building unless involved in a sport/activity with an advisor or having specific permission from a teacher or administrator. Parents are responsible for student supervision when on school grounds outside the regular school day.

TRESPASSING

All persons who are not in regular attendance are not allowed on the school grounds during, immediately before, or after regular school hours unless they have received permission from the principal. If, after being warned to leave, the unauthorized person fails to heed the warning, the police will be called and the unauthorized person may be subject to arrest on criminal trespassing charges. Repeated instances of trespassing will be reported to the police as well. **Students who are under any form of suspension are not allowed on district property or at any school activity anywhere, unless approved by administration.**

FIELD TRIPS

Throughout the year students may be involved in field trips. Teachers will send home a notice in advance of any outing that involves transporting children off the premises. Sometimes a small amount of money may be requested from each student to cover entrance fees or facility use costs. If lunches are needed for the field trip, it is the parent's responsibility to supply their child(ren) with a lunch. This includes all students on free or reduced lunch programs as well.

Field trips are an extension of the classroom into the real world of experience. Visits to plays, libraries, hospitals, aquariums, historical sites, etc. give children knowledge they can use to understand their reading and be able to express more in speaking and writing. Trips also serve to unite scattered knowledge which students already possess. Any field trip planned outside of our local community will require a signed permission slip. Without a signed permission slip or parent notification the student will not be able to attend. Students will be expected to get all school work missed during field trips and athletic trips and keep current in classes.

HOMEMADE/PREPARED FOOD DISTRIBUTION RESTRICTION

Food served to students must be prepared commercially and in the original container. Home-prepared food presents a risk of causing illness by reason of spreading disease organisms or other contamination's.

Home-prepared foods, other than for individual student lunches, are not to be brought to school. Prepackaged food items that are made in licensed commercial facilities may be distributed at school provided handling is minimized. Distribution must be preceded by staff supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed and that servings are individual.

VISITORS

Parents are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. All visitors must have a visitor's pass approved by the administration. Visitors may be allowed during lunch time if they have permission of the principal. Students will not be permitted to bring visitors to school without prior approval of the principal.

PUBLIC CONDUCT ON SCHOOL GROUNDS

No person on district property will:

1. Injure or threaten to injure another.
2. Damage the property of another or of the district;
3. Violate parking regulations;
4. Drive a vehicle in an unsafe manner;
5. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on school property which has been authorized by the Board, superintendent, principal or other authorized administrator;
6. Enter any portion of school premises at any time for purposes other than those which are lawful and authorized by school officials;
7. Possess an unauthorized loaded or unloaded firearm or any other instrument used as a dangerous or deadly weapon as defined in law and board policy;
8. Consume, sell, give or deliver unlawful drugs, including drug paraphernalia or alcoholic beverages;
9. Smoke or use of tobacco products on district property is prohibited; any possession or use of marijuana is NOT allowed on district property.
10. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming or geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
11. Willfully violate other rules and regulations adopted by the Board designed to maintain public order on school property.

Persons having no legitimate purpose or business on school property or violating or threatening to violate the above rules will be issued a trespass warrant and ejected from the premises and/or referred to law enforcement officials.

VOLUNTEERS, PARENTS & COMMUNITY

Many exciting events await you and your family in the years to come, and we hope you will participate in the education of your child as much as possible.

You can volunteer by:

- Tutoring in the classroom.
- Correcting papers or constructing educational materials.

- Working with students to support academic success
- Helping a student who is handicapped or mentoring a child to increase self-esteem.
- Serving on the site council or committee

There are many other ways of volunteering too numerous to list, and we hope that you will find something that is very rewarding to you. Your help is always needed, and we feel you will enjoy helping for the following reasons:

- You will experience the joys of working with children.
- You will help our schools better meet the needs of individual children.
- In the classroom, you will be able to help individuals or small groups when the teacher is assisting others.
- Your contribution is also needed through services, which do not directly involve assisting children.
- You will gain new friends and skills.
- You will learn more about Santiam Canyon schools.

In order to volunteer in the school, assist on field trips, etc. it is required that a Criminal History check be performed. The simple form is available in the school's office. Please stop by and fill one out.

SCHOOL AND DISTRICT COMMITTEES

In accordance with legislation, all schools will have established a 21st Century Schools Council. The primary purpose of school councils is to improve student learning at the school site. The duties of the council are:

- The development of plans to improve the professional growth of the school staff;
- The improvement of the school's instructional program;
- The development and coordination of plans for the implementation of programs under this chapter at the school; and
- The administration of grants-in-aid for the professional development of teachers and classified district employees.

If you wish to be involved in site council or desire further information please contact the district office at 503 897-2321.

TO REQUEST TEACHER QUALIFICATIONS

Information on teacher qualifications can be obtained at the district office.

COMPLAINTS, DISTRICT PERSONNEL

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within (5) five calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within (15) fifteen calendar days who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within (10) ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

TRANSPORTATION

We contract our bus services through **First Student** and our daily bus routes are determined by them. If you have questions about routes or drivers please contact First Student at **541-327-9654**. All students who live more than one mile from school may be offered free transportation to and from school. In addition, students are generally given free transportation to school sponsored activities, with the exception of various recreational or extended trips by clubs or organizations. A fee will be charged to ride the spectator's bus to an athletic contest. Only high school students are allowed to ride a spectator bus to high school contests.

Students are under the direct supervision and authority of the advisor during the entire activity, including travel. Unless prior arrangements are made and administratively approved, students are to ride the district provided transportation for school sponsored activities. The teacher, coach, or advisor may grant the student the authorization to leave the traveling party when a parent or designated adult assumes responsibility for the student. At no time are students allowed to ride in a vehicle driven by another person under the age of 21, without an Administrators approval. Transportation for field trips, athletic events or activities originates and ends at the school from which the student started their trip. Parents need to arrange transportation to and from that school.

SANTIAM CANYON SCHOOL DISTRICT 129J
TRANSPORTATION RULES

Safety, student conduct and cost efficiency are directly affected by student conduct on the school bus. The Oregon State Department of Education has adopted Rules Governing Pupil Riding School Buses, OAR 581-53-010.

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, heads or (hair) through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils and passers-by.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition to the rules adopted by the Oregon State Department of education:

16. No boom-boxes, walkmans, electronics games, etc.
17. No animals, skateboards, rollerblades, etc.
18. No glass items.
19. Flowers and balloons received during the day at school cannot be transported on the bus.

Suspension of Transportation Privileges for Misconduct Related to School Bus

As provided in OAR 581-53-010, "Pupils who refuse to obey promptly the directions of a driver or refuse to obey regulations may forfeit their privileges to ride the school bus." It may become necessary to suspend a student's bus riding privileges. To ensure equal and consistent criteria throughout the district for determining when a pupil's transportation privileges will be suspended and for what length of time, the following schedule of standard suspension periods generally apply:

If a student chooses to break a rule, the following procedures have been established:

- | | |
|--------------------------------------|--|
| 1 st Referral – Warning*: | The Driver restates behavior expectations and issues a warning referral. |
| 2 nd Referral*: | The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, parent, bus driver or a supervisor and principal. |
| 3 rd Referral*: | The student receives a 5-10 day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, parent, bus driver or a supervisor and principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation. |
| Severe Violation: | Any severe violation will result in the immediate suspension for the student for a minimum of 10 days up to a one year expulsion. There will be a hearing at this time arranged by the transportation supervisor, involving the student, bus driver or supervisor, parent and principal. |

In all instances the appeal process may be used if the student and/or parent desires.

- All referrals **MUST** be signed by the student, parent, bus driver and principal and returned to the bus driver before the student will be allowed to ride the bus again.

ADDITIONAL NOTE:

In regards to Santiam Elementary student transportation: Parents are responsible for the care and supervision of their children prior to getting on the school bus in the morning and after departure from the bus in the afternoon. PLEASE MAKE SURE YOU HAVE DAILY CHILDCARE FOR YOUR CHILD!

STUDENT RECORDS

All public schools are required to maintain and process certain records relating to their students. The following guidelines and procedures will be followed in compliance with local, state, and federal law and regulations.

Definitions

- a. Student Records - include all records relating to student maintained by any school, including records of attendance, tests relating specifically to achievement or measurement of ability, and records of health.
 - b. Student Behavioral Records - student records which include psychological tests, personality evaluations, records of conversations, and any written transcript of incidents relating specifically to student behavior.
 - c. Student Progress Report - student records which include transcripts of grades and courses taken.
1. All student records shall be confidential and shall be open for inspection only in accordance with the law and such rules and regulations as duly adopted by the district school board.
 2. Parents or legal guardians have the right to inspect their child's educational records.
 3. Eligible students age 18 or older have the right to inspect their own records.
 4. Requests to inspect the records must allow two days between the request and the inspection.
 5. Record inspections will be made in the presence of a person qualified to interpret the records, defined as a counselor, administrator, or registrar.
 6. Student records will be available to certified school personnel when there is a demonstrated educational interest in the student and only in the presence of a person qualified to interpret the records, defined as a counselor, administrator, or registrar. Staff having a demonstrated educational interest shall be: a) a teacher having the student in class or student activity, b) a counselor or c) a certified staff member participating in a case review of a particular student.
 7. Student records may be accessed by secretary and clerical staff as necessary to maintain the records.
 8. All personnel having access to student records shall not violate the confidentiality of those records.
 9. Release of student behavioral records for the use in any proceedings, civil or criminal, in any court in this state, will be made only by the superintendent or his designated representative. Release will only be made with the consent of the student so confiding or to whom such records relate if the student is 18 years of age or over or otherwise eligible. If the student is a minor, records can be released with the consent of the parent or legal guardian. Release shall be made only in the presence of an individual qualified to explain or interpret the records.
 10. Directory information, defined as student's name, address, telephone number, date and place of birth, class rosters, athletic and activities rosters, honor rolls, dates of attendance, degrees and awards received, will be released as public information as deemed necessary or appropriate by the school. The parent or guardian may, by providing written notice to the school within one (1) week of the opening of school or enrollment in school, prevent the school from releasing any or all such directory information regarding their child unless written consent is given prior to each release.
 11. When a Santiam High School student enrolls in another school or school system, progress records including a copy of the permanent transcript record, will be forwarded to their school upon notice of enrollment at said institution. Behavioral records will be transferred only upon request of the parent or guardian or eligible student. Prior to the withdrawal of the student, parents or eligible students have a right to inspect the student's records. Parent's or students have a right to a hearing to challenge the contents of the records. The request for a hearing must allow two days between the request and the hearing. They may receive a copy of the record to be transferred if desired. Any hearing must be held prior to the actual withdrawal of the student.
 12. Report cards and other student record information may be withheld if a fee, fine, or charge of any amount is owed to the school by a student.

13. Parents of eligible students have a right to a copy of their records if they desire, but shall be required to pay the actual cost of reproduction.
14. Parents of eligible students have the right to a hearing should they choose to challenge the content of such records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. The request for a hearing must allow two days between the request and the hearing.
15. District Policy concerning student records is available for inspection or copying through the main office.
16. Questions or complaints involving use of student records will be handled through the main office. Decisions involving student records may be appealed to the Superintendent, School Board or further in accordance with federal regulations. Procedures for appeal are available upon request.
17. Students / parents requesting a copy of a high school transcript will be charged \$5.00 per transcript.

LIBRARY

1. Students using the library during class time are to do so only for the purpose of studying, reading or doing research.
2. The library will be open to students before school and after school for reading or studying. (See school for hours)
3. Students going to the library during class time must have a written hall pass from the teacher.
4. Classroom student aides are not to be in the library unless on a specific task for their supervising teacher.
5. No food or drink of any kind is allowed in the library.
6. Students wishing to use the Internet must have an Internet Use Agreement on file. Copies of this agreement and rules for Internet are available in the school's office.
7. No backpacks or large bags will be allowed in the library.
8. Students caught removing library materials without the proper checkout procedures, may be denied library privileges and criminal charges filed.

STUDENT CONDUCT

Oregon State law (ORS 339.240) and Administrative Regulation (OAR 581-21-050) require local school districts to prepare and distribute written rules for students' conduct and discipline. In order to accomplish its major goal of educating students, there are certain standards of behavior which all students must meet to assure an environment conducive to that purpose. In addition, careful consideration will be given to due process procedures and methods whereby fairness and consistency in discipline will be assured each student. The major objectives of discipline are to teach the following fundamental concepts for living:

1. Respect for rights, dignity, and safety of all individuals within the school and community.
2. Respect for law and observance of school district policies, procedures, and local school regulations.
3. Respect for public and private property rights.
4. Students are expected to accept and respect the authority of the adult in the classroom, on the school grounds and at all school activities.

STUDENT RIGHTS AND RESPONSIBILITIES

Among these student rights and responsibilities are the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complimentary to the classroom process. Copying someone else's work is not appropriate and will be considered cheating.

CLUBS AND ORGANIZATIONS

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

ELEVATOR USE

The use of the elevator at Santiam Elementary School is restricted to the following:

- Administration (Office Personnel)
- Maintenance Personnel
- Emergency Services (Fire, Police and Emergency Medical)
- ADA needs (Persons needing to use this elevator for ADA reasons need to check in with the office and they will have an attendant assist them)

If you feel that you need to use the elevator to move heavy items from floor to floor, contact the office or building maintenance personnel and they will assist you. Keys will not be issued to personnel other than those mentioned.

FUND RAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal or Activities Director. For all fund raising activities that involve a contract with an outside agency, the School Board must also give approval and signatures obtained by the principal and superintendent. All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal or activities director is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

CAMPUS RULES & HOURS

The school campus shall be closed during the regular school day. Students who leave without permission will be disciplined. During the closed hours, students shall not be off school grounds for any reason unless approved by administration prior to leaving.

Persons not enrolled in school must have administrative permission to be on school grounds. Students may not ride in any vehicle during the regular school day without permission from the office/administration. Students on work release or work experience are to leave the grounds immediately following their final class of the day.

PUBLIC DISPLAYS OF AFFECTION

Our school strives to foster desirable standards of behavior in the halls and on the school campus. Arms around one another, hand holding and any other inappropriate romancing will be prohibited in the school buildings or on school grounds. Due to a merging of schools and grades 7-12 being on one campus, hand holding is no longer permitted.

STUDENT VEHICLES

Parking on district property is a privilege and not a right. **Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.** Vehicles must be parked appropriately in designated areas. Drivers of vehicles, which are not parked appropriately, will be notified and parking privileges may be revoked.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

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

ASSEMBLY OF STUDENTS

1. Student meetings shall be scheduled in advance.
2. Normal class activities shall not be disrupted.
3. The meetings shall not be apt to incite hazard to person or to property.
4. The meeting shall be sponsored by school officials or by a recognized school organization or club.
5. If a crowd is anticipated, a crowd control plan shall be filed in the school office well in advance of the meeting. If the meeting is of a controversial nature, attempts shall be made to present a balance of viewpoints.

PERSONAL PROPERTY

Students are not to bring excessive amounts of money or other valuables to school. Personal items, such as PE clothing, coats, etc. should be well labeled with the student's name. Parents are welcome to come and check the lost and found at any time for missing belongings.

Student-owned athletic or hobby items are also not allowed on campus without staff approval. These items would include, but are not limited to athletic equipment, sports cards, IPOD's, CDs, comic books, skateboards, etc. **THE SCHOOL CANNOT BE RESPONSIBLE FOR THE LOSS OF PERSONAL ITEMS.**

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year. Lost or suspected theft of personal or district property should be reported to the school office. Unclaimed articles are given to charitable organizations 2-3 times yearly.

SKATEBOARDS/ROLLER BLADES/BICYCLES/SCOOTERS

Skateboards/roller blades/bicycles/scooters are NOT to be ridden on school grounds at any time. If one of these has been ridden to school it is to be parked in the rack or placed in the locker and left there until time to go home. At the Jr/Sr HS early in the school year administration will inform students where skateboards may be stored during the day if not put in a locker. Skateboards are not allowed to be carried in the hallways or from class to class. These pose serious problems due to unsafe riding techniques and are hazardous to students, staff and facilities. Failure to follow this rule will result in confiscation of the item in use or a citation issued by the police. Skateboards are not to be ridden before/after school close to busses and other school traffic.

Electronic Devices (Cell phones)

Students will be allowed to use cell phones/electronic devices at school (junior/senior high school only) but must do so in a responsible manner with respect to others and others privacy. At the elementary school permission from the administration/staff must be given for any cell phone use. With cell phones and other electronic devices having more than just “calling/texting” capabilities, with the staff member’s permission, cell phones/devices may be used in class. At no time should texting/calling or checking texts/calls be done during class time without staff permission. Students may use cell phones and devices between classes, breaks, and at lunch but must respect others rights and not interfere with the student’s attendance, behavior, or disrupting the school environment. Pictures are not to be taken at any time during the regular school day as some students and staff have requested a right to privacy. If students need to call home during class time, they must get permission from the teacher and/ or be sent to the

Consequences:

1. The first offense, the cell phone/device is taken away and it will be returned at the end of the day. It may be kept overnight if the violation occurs after the lunch break.
2. The second offense, a parent/student meeting with administration will be scheduled to have the phone returned.
3. The third offense, the phone/device will be taken away and returned to parent and the student and parent will need to go before the school board to have the phone returned.
4. The fourth offense, the disciplinary procedure will be followed, which may result in suspension or additional consequences.

Administration may check the phone for evidence of ownership, cheating and/or inappropriate pictures of others. If any inappropriate items are found, the device will be turned over to the proper authorities. Other consequences may result under the extra-curricular policies. Students refusing to turn over their device to staff member, after being requested to do so for a violation of school rules, is a serious offense and will be treated as a major defiance and subject to disciplinary action as stated under discipline ladder.

Consequences:

5. The first offense, the cell phone/device is taken away and it will be returned at the end of the day. It may be kept overnight if the violation occurs after the lunch break.
6. The second offense, a parent/student meeting with Administration will be scheduled to have the phone returned.
7. The third offense, the phone/device will be taken away and returned to parent and the student and parent will need to go before the school board to have the phone returned.
8. The fourth offense, the disciplinary procedure will be followed, which may result in suspension.

CHEATING

The school tries to foster a climate of honesty and integrity. Taking credit for work or material which one didn’t do is cheating. Students who cheat will be disciplined by their classroom teacher and/or the administration. This may range from taking a zero on an assignment to failing the course or other disciplinary action.

ATTENDANCE

Guidelines:

A poor attendance pattern is one of the prime factors associated with student failure and frustration with the school experience. The purpose of regulations is to insure punctual, regular school attendance and to help students develop habits of responsibility for success now and in their adult careers.

Responsibilities:

1. For maximum learning to occur, each student must have the instruction, supervision, and experiences provided in the classroom. Regular attendance is essential for a good education and is considered a reasonable responsibility of students and parents.
2. When a student needs to stay home from school because of illness or an emergency, it is the responsibility of the parents to telephone the school and notify the attendance clerk as early in the morning as possible and send a written note for verification.

Excused Absences:

1. Personal illness, medical, dental or eye doctor appointment.
2. Family illness, death, or emergency necessitating the student's absence.
3. Planned absence.

Unexcused Absences:

1. Absence without a written note from a parent within two days of an absence.
2. Truancy.
3. Leaving school during the school day without checking out.
4. Errands, shopping, working, over sleeping, missing the bus or a hair appointment.
5. Shopping

Tardies

Students who arrive at school late or are not in their classroom at the appropriate time will be considered tardy. The accumulation of multiple tardies may result in a referral and/or a home visit by the school attendance officer.

Under Oregon Law ORS 339.020 it is the responsibility of the parent or guardian of any child between the ages of seven and eighteen years of age who has not completed the 12th grade to send such child and to maintain such child in regular attendance at a full time school during the entire school year.

Irregular attendance is defined under ORS 399.065 as eight unexcused one-half day absences in any four week period. At the high school level, any student who is absent for six days during a grading period must meet with the attendance officer to discuss solutions to his/her attendance problem. State law requires that irregular attendance be reported to the Linn County attendance officer.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$150, as provided by ORS 339.925.

The district will notify the parent in writing as outlined in District School Board Policy.

The superintendent may, under ORS 339.254, make a request to the Department of Transportation (ODOT) for the suspension of a student's driving privileges or the right to apply for a driving privilege on the basis of poor attendance as outlined in District School Board Policy JHFDA.

Irregular attendance may impact a student's participation in special activities, i.e., parties, field trips, dances, etc. If a student's attendance pattern is so erratic that the student is not benefiting from the educational program, that student may be offered an alternative education plan or recommended for expulsion.

TRUANCY

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

Planned Absence:

A planned absence is a prearranged (at least two days in advance) absence requested when absences of more than one day in duration are planned. Students must bring a signed note from a parent stating the reasons for and the length of the absence to the main office. The student will be given a Planned Absence Form which will be taken to the student's teacher(s) for a proper signature(s). The teacher(s) may make advanced assignments for the period of the planned absence.

Early Dismissal:

Students wishing to leave school during the school day must have parental and administrative approval before leaving. Parental approval may be granted by a note or a phone call. The student must sign out in the office and obtain an early dismissal slip. When returning to school, the student must check in at the office before returning to class. If a student is ill, a parent or other designated person will be contacted before the student is released or taken home.

Return from Absence:

Each time a student returns to school from an absence, the student will report to the school office to present a written excuse for the absence. Written excuses should contain the following information:

1. Full name of student.
2. Calendar date(s) and/or period(s) of absence.
3. Brief reason for absence(s).
4. Complete signature of a parent or guardian.
5. Students will have two school days to bring in a written excuse and turn it into the office.
6. Students returning from an absence without a written excuse will be considered truant and will be assigned to in-school suspension.
7. Students will have one (1) calendar days for every day of absence to turn in their make up work.

MAKEUP WORK

When a student is absent from class there is often makeup work or assignments that need to be done. To the extent possible, students will be allowed to make up work for any excused absence and suspension. It is the student's responsibility to arrange with teachers to make up work missed due to absences. Teachers will set reasonable deadlines for the makeup work to be completed. Failure to request makeup work on the day of return may result in forfeiture of the opportunity to complete the work. Students will have one (1) calendar day for every day absent to make up their missed work.

Forged Notes:

When a forged note is detected, the days covered by the excuse will be unexcused and the student will be subject to disciplinary action.

Tardies:

When a student is tardy he/she often misses instructions or interrupts the class. Consequences for tardies will be determined by each school.

Unacceptable Dress and Appearance Santiam Canyon School District 129J

The following types of clothing and accessories will not be permitted at school and/or school sponsored activities

- | | |
|--|---|
| <ul style="list-style-type: none">- clothing or material which represent or advertise tobacco, alcohol, or any controlled substances. This includes slang names and pictures.- clothing or items which contain inappropriate racial, sexual or gender messages.- have a double meaning which may be considered offensive.- depict weapons or could be used as a weapon. No chains or spikes (including wallet, key, security and dog chains).- are provocative. No bare midriffs, exposing tops, halter tops and no spaghetti straps during the regular school day. Shirts must be worn in the building. No low necklines. Undergarments should not be readily seen when standing or sitting. Holes in clothes that show undergarments or private areas are not permissible. No muscle shirts. Tops with loose armholes must have appropriate covering underneath.- Shorts that don't cover the mid-thigh/fingertip (dresses, skirts, shorts)- pants must be up over the hips and not sagging.- No pajamas or slippers.- No blankets.- No hoods on during the school day. | <ul style="list-style-type: none">- No trench coats.- No show of underwear (male or female).
- dress or grooming which threatens safety, is immodest, or is disruptive to the educational process or performance of others will not be allowed.
- Clothing or materials which contain inappropriate language.
- cover the head and eyes (this includes hats, visors, bandannas, dew rags, head bands, hair nets, and sunglasses). This refers to either gender with exception for certain school dress up days.
- promote or identify gang or possible gang affiliation. What is considered "gang related" changes over time and all items cannot be listed. New gang identifiers will no doubt continue to emerge. Some items are chains, long belts, certain hats, bandannas, very saggy pants, shirts with gang slogans, and certain coats.
- Spandex pants must be covered by shorts or skirt
- are electronic and not for authorized school use (cameras, IPOD's, laser lights, etc.).
- interfere with class work, assignments, or requirements.
- are insensitive to individuals, societal norms and/or deemed inappropriate by administration. |
|--|---|

*Individual clubs, teams, or groups may have additional requirements.

The Santiam Canyon School District wants to ensure that all its students and staff feel respected and safe, that all are treated with dignity, fairness, and equality. We are committed in belief and action to the principle that every student has the right to an education and every teacher the right to teach.

DESTRUCTION OF PROPERTY

A student shall not mark, deface, steal, cause or attempt to cause damage to school or private property. Violations of this regulation may result in restoration of damage, assignment of work, discipline, suspension, or expulsion as determined by school officials. The student and parents will be required to make full restitution of any damage at full replacement cost. Any damage determined by school officials to be accidental will generally not result in disciplinary action, but the student and parents may be responsible for restitution at replacement cost. Under Oregon law, the parents of a minor that causes damage intentionally, can be made to pay up to \$7,500.

WEAPONS/DANGEROUS DEVICES

Dangerous items, weapons, or other possessions which constitute a threat to the safety and security of students and staff members are strictly forbidden in school, on school grounds, in vehicles on school grounds, and at school activities. Dangerous weapon means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Weapons and replicas of weapons are forbidden on school property. Our district has a **ZERO TOLERANCE** platform. It is the district's obligation to protect the health, welfare, and safety of all students. Weapons may include, but are not limited to, firearms, knives, hunting rifles, bow & arrows, metal knuckles, leatherman tools, straight razors, explosives, noxious, irritating, or poisonous gases, poisons, drugs, laser lights, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, or patrons. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. A violation of any law with respect to zero tolerance will be turned over to the proper authorities for probable prosecution.

A hearing will be conducted to determine appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Incidents of students possessing weapons will be reported to parents and the police. Students bringing weapons to school will be expelled for a period of not less than one year. The superintendent may, on a case-by-case basis, modify this expulsion period. The district may request suspension of driving privileges from a student expelled for bringing a weapon to school.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Items, which may disrupt or interfere with the educational process (water guns, fireworks, air horns, matches, etc.) are not allowed and may be seized by school officials. Disciplinary action may be taken depending on the nature of the items or their use.

STUDENT DISRUPTION

We strive to ensure all students can learn in a safe environment that limits disruption and distraction. We feel strongly, and research supports, that an orderly environment increases learning and motivation.

Any conduct that is disruptive in the classroom, in school, on school grounds, or at a school function, assembly or field trip is forbidden. Students guilty of disciplinary infractions which necessitate temporary removal from a classroom or school function may be assigned to in-school suspension or may receive out-of-school suspension.

Repeated disruptive actions will subject the student to removal from the class for the remainder of the semester. It may also result in suspension, expulsion or alternate placement.

GANGS

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

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

FIGHTING

Fighting or wrestling in school, on school grounds, or at school functions is not allowed. Under Oregon law fighting is termed as abuse. Abuse means any assault or physical injury which has been caused by other than accidental means. Unless there is clear cut evidence of an instigator or aggressor, all participants will be equally punished.

Anyone who intentionally, knowingly, or recklessly causes physical injury to another person has committed assault in the fourth degree and the police will be notified.

ABUSE REPORTING

By law, any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Human Services (DHS) or local law enforcement agency. The building principal is also to be immediately informed.

Oregon law recognized these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury
4. Threat of harm;
5. Sexual abuse and sexual exploitation.

Any student, who believes that they have been subject to any of these types of abuse, is encouraged to contact any staff member.

HARASSMENT, PHYSICAL

Students, staff and parents shall not threaten, assault, or otherwise menace or harass any school employee, student, or other person on the school grounds or any school activity, with or without the use of a weapon or dangerous instrument.

First Offense:

- * Referred to police authorities
- * Confiscation
- * Contact and conference with parents
- * Submission of the student name to the Youth Services Team (YST)

Supplemental: In-school suspension for a period of time determined by an administrator who will consider the seriousness and gravity of the offense; suspension for a maximum of five school days; continuing suspension or expulsion.

Second Offense:

- * Referred to police authorities
- * Confiscation
- * Contact and conference with parents
- * In-school suspension or suspension for a period of time determined by an administrator who will consider the seriousness of the offense
- * Completion of a special project related to alcohol/ drugs
- * Submission of name of student to YST

Third Offense:

- * Referral to proper authority
- * Confiscation
- * Contact and conference with parent
- * Expulsion

HARASSMENT (Verbal, Sexual, Racial)/HAZING/MENACING/INTIMIDATION

Hazing, harassment, menacing, intimidation, or any act that injures, degrades, or disgraces a student or staff member will not be tolerated.

Harassment means to annoy or torment repeatedly and persistently or to impede by repeated attacks. Harassment by a student to another student, by a student to a staff member, or by a member of the staff to a student will not be tolerated. Examples of harassment may include, but are not limited the following:

Technology Based:	computer, cell phone, etc.
Verbal:	name calling teasing or profanity
Physical:	touching, hitting, bullying, or any violation of “personal space”
Sexual:	unwanted attention or touching, teasing, inappropriate jokes or comments regarding gender or sexual orientation.
Racial:	name calling with common offensive terms, put downs or exclusion (this applies to disability harassment also)

Internet Harassment: If a student is harassed through one of the social media outlets (Facebook, snapchat, etc.) while at school, contact the administration or a staff member and show them the message. If media harassment is occurring outside of school time and there is a threat of harm, which could occur on the way to school, home from school, while at school or a school sponsored event, contact the administration. If the harassment is outside these areas then contact local law enforcement as the school does not have jurisdiction. The school is not going to deal with kids bickering and the “he said/she said” comments. If students cannot handle comments made on social media sites then they should not be viewing these sites.

Students are expected to conduct themselves in a manner that is respectful and considerate of others at all times. It is therefore assumed that the use of any of the above offensive behaviors or any similar activities will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion, or referral to law enforcement officials, and suspension from extra-curricular activities.

DEFIANCE

Insubordination, willful disobedience, or open defiance to, or against, “*any district employee*” or designee is prohibited. Students shall comply with directions the first time they are given by an authorized school personnel at any time the student is properly under the authority of the school or on school grounds. Students who do not respond to guidance or minor discipline, or who are consistently at odds with school discipline, must accept the consequences of such actions. The student will be subject to disciplinary action, suspension, or expulsion depending on the nature and severity of the incident.

OBSCENE LANGUAGE / OR SEXUAL SUBJECT MATTER

The use of profane or obscene language or gestures in verbal, written, or any other form is prohibited on school grounds or at school activities. Student using such language will be subject to reprimand or disciplinary action. The use of such language directed against any school district employee will be cause for severe disciplinary action.

PHYSICAL RESTRAINT

Our district strives to guarantee a safe learning environment for all students. Under special circumstances, Oregon Intervention System (OIS), may be used to restrain or remove a student in situations where the safety/protection of that student, staff members, or other students is in jeopardy.

SEARCH AND SEIZURE AND QUESTIONING

Students have a Fourth Amendment right to be secure in their person against unreasonable search and seizure. This right, however, has been applied less stringently in the school than in the outside community. Equipment, such as lockers belong to the school district and students are allowed to use this equipment as a convenience. The school may insist that lockers be properly cared for and not be used for storage of illegal, stolen, obscene, or other prohibited items. Any item on school property is subject to search including but not limited to lockers, backpacks, purses, notebooks, electronic devices and vehicles.

Questioning:

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

Student Rights:

1. Students may be assured that their rights will always be balanced with the needs of the school.
2. The search of a student's person, possessions, electronic device or locker will only occur when there is reasonable cause for suspicion that the student is concealing evidence of an illegal act or school violation.

Student Responsibilities:

1. Students shall not conceal or have possession of evidence relative to an illegal act or school violation.
2. Students shall not conceal or have possession of items which may disrupt the educational process.

Procedures:

1. Illegal, stolen or restricted items may be seized permanently or temporarily by school officials.
2. Seized items may be destroyed, returned to the owner, or turned over to the proper authorities.
3. Students possessing or concealing illegal, stolen, or restricted items will be subject to discipline, suspension, or expulsion. In certain instances the police may be notified.
4. In the event of a search of a person's personal belongings, a staff member of the same gender will be present and a second staff member is encouraged when possible.

UNLAWFUL ACTIVITIES

It is the duty of the public school of this district to provide an environment which is conducive to learning. It is the school's obligation to protect the health, welfare and safety of all students. In order to assure a continued safe school environment the district may utilize law enforcement and K9 units to help maintain a drug free campus. All areas on district property are subject to search. To be consistent with the content of the curriculum and Oregon law, the possession, use, or sale of alcohol, drugs, and tobacco in any form on the school premises any time, this includes the regular school day, school sponsored activities and non school days.

The Santiam Canyon School District has taken a Zero Tolerance position in regards to these substances. Unlawfully acquired prescription drugs, drugs, alcohol, tobacco, e-cigarettes, vapes, imitation drugs and drug paraphernalia will not be tolerated and discipline consequences will result. Law enforcement agencies may also be notified in all of these incidences and additional citations may be issued by law enforcement.

SUSPENSION PROCEDURES

1. Suspension procedures shall be consistent with the provisions of OAR 581-21-065 School District Board Policy #JGD.
2. The student will be informed of the charge(s), including the specific act(s) that support the charge(s) and have the opportunity to present his/her view of the alleged misconduct.
3. In emergency situations where there is a serious risk that substantial harm will occur if suspension does not take place immediately or for physical or medical reasons, the rights and procedures outlined in (1) above may be postponed until a later date.
4. Unless postponed by an emergency situation, the parent or guardian will be notified of the suspension by telephone whenever possible, and of the reasons for the action. If the parent or guardian cannot be contacted, the decision to remain on school premises or to refer the student to proper authorities will be made by school officials. (Consideration will be given to the student's age, maturity, and the nature of the misconduct that caused the infraction).

5. The parent or guardian will receive details of the misconduct and suspension, including date of return or procedures for reinstatement.
6. The parent or guardian may request and be given a conference with school authorities.
7. In all suspensions, the school board shall have the right of final review if the action is not taken by the school board itself.
8. The type and length of suspension will be stated. (Not to exceed ten (10) calendar days)

Note: Suspended students may not participate in or attend any school sponsored extracurricular activity while on suspension.

EXPULSION PROCEDURES

1. Expulsion procedures shall be consistent with the provisions of ORS 339.250, ORS 332.061, and OAR 581-21-070. (See Santiam Canyon School District Expulsion Rules # JGD).
2. The District board may expel, or delegate authority to a hearings officer to expel a student.
3. A student will not be expelled without a hearing unless the student's parent(s) or guardian, or the student, if 18 years of age, waives the right to a hearing.
4. Notice to the student and to the parent or guardian shall be given by personal service or certified mail of the charge or charges and the specific facts that support the charge or charges.
5. Where the student or the student's parent cannot understand the English language, an interpreter shall be provided by the District.
6. The student shall be permitted to be present and to hear the evidence presented by the district.
7. The student may be represented by counsel or other persons.
8. Expulsion of a student shall not extend beyond the current term or semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective.

Note: Expelled students may not be on any school district grounds unless on official business, and may not attend school district sponsored events or activities.

FRIDAY SCHOOL

Students may be assigned to a Friday School at the discretion of the administration. This program may be used as an alternative to suspension from school.

Only the principal or principal designee can assign students to Friday School. The teacher assigned will be given a list of students who will be present. If there are no students assigned, Friday School will be canceled that week. Failure to comply with the rules and expectations of Friday School will result in further disciplinary action.

PROMOTION POLICY

Santiam Canyon SD Promotion Policy (11/03/08)
Grades K - 3rd

ATTENDANCE:

- Students must maintain an attendance average above 90% (16 absences per year), tardies will count. Two tardies will equal one absence. School start times will be published in the student handbook. A committee will evaluate circumstances where students exceed the limit.

ACADEMICS:

- Emphasis will be placed on student performance in Math and Language Arts. Students must maintain an average grade of “Satisfactory” for all four quarters. Students may only receive one “Unsatisfactory” grade in any one of the four quarters.
- Emphasis will be placed on student performance in PE/Health. Students must maintain an average grade of “Satisfactory” for all four quarters. Students may only receive one “Unsatisfactory” grade in any one of the four quarters.

TESTING:

- The “Light Retentions Scale” and State or District test scores will be used to help determine promotion when a student fails to meet the criteria outlined in ATTENDANCE and ACADEMICS.
- State or District test scores will be used to help determine promotion when a student fails to meet the criteria outlined in ATTENDANCE and ACADEMICS. Students who do not meet the attendance or academic requirements, may be promoted if the student has met the state standards in those subject areas.

PLACEMENT:

- A committee will evaluate all cases in which students may not be promoted. The committee may consist of: Current teacher(s), previous year’s teacher(s), administrator, any specialists (SP, ED, ESD, ELL, YST, etc) that may provide additional insight, parents and the student. The focus of this committee will be to examine the information presented, focusing their attention on attendance, academics, behavior, state scores and any other information which may reflect on the case.

INTERVENTIONS:

All student performances will be monitored closely during the first nine weeks. Students not on track to meet the retention guidelines will be evaluated. A parent conference will be scheduled and the student will either be recommended for special services or an educational plan will be developed with the parents. This plan may include weekly progress reports, additional contacts with the parent and possible tutoring. If progress does not improve over the course of the 2nd nine weeks (first semester), the student’s educational plan will be reviewed, with additional adjustments being made as needed. Progress will continue to be monitored through the 3rd nine weeks and an additional parent conference will be scheduled to see if the student is making sufficient progress. If sufficient progress is still not being made, the student’s educational plan will be discussed and modified. Possible modification may include retention and/or summer school.

SUMMER SCHOOL:

Summer school will operate for 4 to 6 weeks and students who attend must attend every session in order to receive credits. Classes will provide instruction in Math and Language Arts and address the individual academic needs of the student. At the conclusion of summer school, a parent meeting will be scheduled to evaluate the student’s progress. If satisfactory progress was not achieved, the student will be retained.

Santiam Canyon SD Promotion Policy (11/03/08)
Grades 4th - 8th

ATTENDANCE:

- Students must maintain an attendance average above 90% (16 absences per year), tardies will count. Two tardies will equal one absence. School start times will be published in the student handbook. A committee will evaluate circumstances where students exceed the limit.

ACADEMICS:

- Emphasis will be placed on student performance in all subjects. Students must maintain grades of “C-” or above or an average of “C-” over the course of the year, the average of all four quarters. Students will only be allowed one “F” grade in any one of the four grading periods, per subject.
- Any student that receives an “F” grade at any of the 9 weeks grading periods will be evaluated and may be placed on a PEP, (Personal Education Plan).
- Student performance in other subjects will be taken into consideration when determining the student’s placement.

TESTING:

- State or District test scores will be used to help determine promotion when a student fails to meet the criteria outlined above in ATTENDANCE and ACADEMICS. Students, who do not meet the attendance or grade requirements, may be promoted if the student has met the state standard in that subject area.

PLACEMENT:

- A committee will evaluate all cases in which students may not be promoted. This committee may consist of: Current teacher(s), previous year's teacher(s), administrator, any specialists (SP. ED, ESD, ELL, YST, etc) that may provide additional insight, counselor, parents and the student. The focus of this committee will be to examine the information presented, focusing their attention on attendance, grades, behavior, state scores and any other information which may reflect on the case.

INTERVENTIONS

All student performances will be monitored closely during the first nine weeks. Students not on track to meet the retention guidelines will be evaluated and may be placed on a PEP (Personal Education Plan). A parent conference will be scheduled and the student will either be recommended for special services or an educational plan (PEP) will be developed with the parents. This plan may include weekly progress reports, additional contacts with the parent and possible tutoring. If progress does not improve over the course of the next grading period, the student's educational plan will be reviewed, with additional adjustments being made as needed. Progress will continue to be monitored through the rest of the year and additional parent conferences may be scheduled. If sufficient progress is still not being made, the student's educational plan will be discussed and possible modification may include retention.

Santiam Canyon SD Promotion Policy (08/22/17)
High School 9th – 12th

At the high school level promotion to next grade level is based on passing classes and earning credits. Ultimately the goal is to graduate or be moved to the next grade level. Students failing required credits will have to retake classes or with the assistance of the counselor find an alternative way to earn credits.

ATTENDANCE:

- Students must maintain an attendance average of above 90%. (16 absences per year). Credit may not be given for students who exceed this amount. Tardies will also be counted, with two tardies being equal to one absence. School and class start times will be published in the student handbook. A committee will evaluate circumstances where students exceed the limit.

TESTING:

- Students, who score below state standards on State or District tests may be placed in year long support classes, for math and/or English or be placed in alternative classes, which provide additional emphasis on improving skills needed to pass the state standards.

PLACEMENT:

- A committee will evaluate all cases in which students may be placed in additional or special classes. This committee may consist of: Current teacher(s), previous year's teacher(s), an administrator, any specialists (SP. ED, ESD, ELL, YST, etc) that may provide additional insight, counselor, parents and the student. The focus of this committee will be to examine the information presented, focusing their attention on attendance, grades, behavior, state scores and any other information which may reflect on the case.

Santiam High School Grading Policy

Grades will be A+ through F. Some classes may will be Pass/No Pass.

DETERMINING GRADE LEVEL

At the high school level, students must pass classes and earn credits to move to the next grade level. Students not earning enough credits or passing needed requirements will not be moved to the next grade level and receive the status of that grade level. The minimum grade level credits are:

Freshman: 0 credits
Sophomore: 5 credits
Junior: 11 credits
Senior: 17 credits

PAY TO PLAY

The Santiam Canyon School District has a Pay to Play Policy for students who participate in any extra-curricular activity. Santiam Elementary and Santiam Jr./Sr. High School students who wish to participate in any extra-curricular activity will need to complete the required paperwork and pay the required fee prior to the start of their participation. Pay to Play forms are available in the schools office.

The pay to play fees for this school year per **junior high school grades 7-8** participant will be \$50 per activity, 2 activities \$100.00 with a maximum of \$220.00 per family for the school year.

The pay to play fees for this school year per **high school grades 9-12** participant will be \$60 per activity, 2 activities \$120.00 with a maximum of \$220.00 per family for the school year.

The participation and pay to play forms will be available in the Jr./Sr. High School office prior to the start of the fall practice schedules.

Students who wish to participate but cannot afford to do so should contact their school office to discuss an alternative work to play program. To qualify to work off fees, the student must qualify for free/reduced lunch and submit a letter stating why they should be considered for work off status. All fees need to be paid or alternative work program completed prior to the second game of the season in which the sport is being played.

ADA Access Information

PUBLIC NOTICE

Americans with Disabilities Act (ADA)

Santiam Canyon School District is committed to achieving full compliance with the Americans with Disabilities Act.

Santiam Canyon School District **DOES NOT**:

- Deny the benefits of District programs, services and activities to qualified individuals with a disability on the basis of a disability.
- Discriminate on the basis of disability in access to or provision of programs, services, activities of the District, or application for employment or employment to qualified individuals with disabilities.
- Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

Santiam Canyon School District operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities.

Santiam Canyon School District welcomes those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you; contact the district ADA Coordinator at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132).]

In accordance with Section 35.106 of the Americans with Disabilities Act, all participants, applicants, organizations and interested individuals are advised and noticed that the ADA Coordinator for the District is:

Todd Miller

Superintendent

Santiam Canyon School District

150 SW Evergreen St.

Mill City, OR 97360

Phone: (503) 897-2321

todd.miller@santiam.k12.or.us

Santiam Canyon School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Santiam Canyon School District office for additional information and/or compliance issues:

Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, PO Box 197, Mill City, OR 97360, and/or 150 SW Evergreen St., Mill City, OR 97360

Revised August 25, 2017