

# Sisters School District

Rights and Responsibilities  
2018-2019

# ALL STUDENTS AND PARENTS

## DISCLOSURE STATEMENT

**We are required by law to inform you about our use of student Social Security Numbers. The following is provided for your information.**

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

OAR 581-21-225 authorizes school districts to ask you to provide your social security number (SSN). Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trend. The information is also used for planning, research, and program improvement.

State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.

Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

## **STUDENT PHOTOGRAPHS & VIDEOS**

**ANNUAL NOTICE TO PARENTS:** You have a right to request your child not be photographed or filmed. **You must give this request in writing to our elementary school office.** Students may be photographed or filmed by staff members or the press and may or may not be identified by name in their publications.

## **UNILATERAL PARENT PLACEMENT**

This pertains to parents of children where they suspect or know that their child has a disability.

Parents are required to notify the district before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the district know that they do not accept the district's offer of FAPE, that they will be making a unilateral placement and that they will be seeking public funding for their placement.

## **CUSTODIAL / NON-CUSTODIAL PARENT RIGHTS**

Sisters School District and School Board encourage parents to be involved in their student's school affairs and, unless otherwise ordered by the courts, any order of sole custody to one parent shall not deprive the other parent access to school records, or to attend parent conferences and consult with school staff. Custodial parents and their relatives will be

given visitation and/or telephone access to students as long as this does not disrupt the educational process nor pose a safety problem.

Only if the parent having sole custody presents a court document to the contrary will the non-custodial parent be denied access to the records. Otherwise, the non-custodial parent may receive and inspect school records and consult with school staff concerning the student's welfare and education to the same extent as provided the parent having sole custody.

A student will not be released to the non-custodial parent without verification of identification and notification from the custodial parent. Sisters School District will require 24 hours for verification. If custodial parents wish to limit access, they must notify school officials, and provide legal documentation.

**YOUR NOTICE: SCHOOLS WILL GIVE NOTICE TO PARENTS TO ADVISE THEM TO CONTACT SCHOOL OFFICIALS IF THERE IS A CHANGE IN FAMILY STATUS WHERE SPECIFIC PROBLEMS FOR STUDENT SAFETY OR SCHOOL DISRUPTION MAY OCCUR.**

## **EQUAL EDUCATIONAL OPPORTUNITY & EQUAL EMPLOYMENT OPPORTUNITY**

Sisters Elementary School provides equal educational and employment opportunities for students, parents, and employees and will not discriminate based on disability, race, color, national origin, or sex. The superintendent/principal is the designated employee that you should see if you have concerns about these matters of Section 504 of the Rehabilitation Act of 1973 of Individuals with Disabilities Act (IDEA) as amended in June '97 (PL 105-17).

Sisters School District has specific responsibilities under these acts to identify, evaluate, and if the child is determined to be eligible under Section 504 or IDEA, to afford access to appropriate education services.

## **VISITORS**

Parents are invited to visit our school. We ask parents to make arrangements with the teacher or Principal at least one day in advance of a classroom visit and sign in at the Main Office upon arrival. Parents are also welcome to have lunch with students once a week. Appointments are not necessary for lunches, but parents should still check in at the Main Office. ALL VISITORS MUST CHECK IN AT THE MAIN OFFICE between the hours of 7:45 am to 3:00 pm.

# STUDENTS' RIGHTS AND RESPONSIBILITIES

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## ATTENDANCE

State law requires that parents see that their children attend school on a regular basis.

### **RIGHTS**

The school shall make every effort to provide a meaningful experience for each student attending school. The student has the right to receive help in making up schoolwork missed due to excusable absence.

### **RESPONSIBILITIES**

Every student has the obligation to attend school on a regular basis, with the exception of those occasions in which the absence is excusable under school regulations. Compulsory attendance citations may be issued by the superintendent or designee as a means to enforce the compulsory attendance law.

Students may not attend school when they or other members of the family have a communicable disease. Exceptions will be granted with a written note from an authorized health official.

## EXCUSES

An absence may be excused by the principal if it is caused by the student's illness, the illness of a family member or an emergency. An excused absence requires notification from the parent/guardian clarifying the reason for the absence within three school days of the absence. An absence may also be excused for other reasons where satisfactory arrangements are made in at least a week in advance of the absence.

Irregular attendance: Irregular attendance is the equivalent of eight unexcused one-half day absences in any four-week period.

**Medical appointments should be made after school hours to minimize the loss of school time.**

Legally, the only acceptable excuse for an absence is illness or a family emergency.

## DRESS & GROOMING

Parents are asked to dress their children in a manner suitable for school as outlined in this code. The code is broad enough to allow for a variety of dress. Clothing attire that distracts or infringes upon the learning situation, or interferes with the educational process of the school is not in the best interest of the students and will not be allowed.

### **RIGHTS**

The student has the right to dress in a manner that is within the bounds of good taste and style consistent with this code. The student has the right to be clearly informed as to what is expected of him/her by school authorities.

- Clothes advertising alcoholic beverages or those with drug, obscene or questionable printing on them will not be permitted.
- No sagging pants are permitted.
- No gang related attire.
- No strapless or spaghetti-strapped tank tops.
- **We strongly recommend that children not wear flip flops. They are unsafe and prohibit the ability to run during play.**

### **RESPONSIBILITIES**

Clean and modest clothing of good taste is acceptable dress for students attending the Sisters Elementary School. Clothing shall be sufficient to conceal undergarments at all times. See-through or fishnet garments, halter tops, off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.

Long hair is a health hazard if not kept clean, and can be a safety hazard in certain situations. Hair must be clean and well groomed.

Shoes or sandals must be worn at all times.

Hats or bandanas shall not be worn inside the building.

If a student chooses to wear inappropriate clothes to school, they will have to choose an alternative from our school clothes supply or they can call their parents for another option.

## **WINTER CLOTHING**

When the snow comes and stays, we have different winter clothing expectations. Please support this policy so that your child can have a warm, safe and enjoyable recess!

Grades K, 1,2,3,4

1. Must wear snow pants.
2. Must wear snow boots.
3. If no snow pants, you must stay standing and on the blacktop.
4. If no boots, you must stay on the blacktop.
5. If you get wet, you will stay wet. Phone calls home will not be permitted.

## **ALCOHOL, DRUGS & TOBACCO**

Alcohol, drugs and tobacco are becoming more of a problem as they become more available to younger children. Students may be suspended, or expelled from school for bringing, possessing and/or using alcohol, drugs or tobacco while at school or school functions.

### **RIGHTS**

Students have a right to attend school in an environment that is free of the influence of illegal or dangerous substances.

### **RESPONSIBILITIES**

Students are asked to inform school officials if they know violations of this rule are being committed.

## **SEARCH & SEIZURE**

The school shall seek to create a climate in the school, which assures the safety and welfare of all. Equipment such as cubbies and desks are the property of the school and students are allowed to use this equipment as a convenience.

### **RIGHTS**

Students will understand that the rights of the individual shall always be balanced with the needs of the school.

### **RESPONSIBILITIES**

Students shall not bring to school any material that will impose a threat to the safety or security of others. Students shall not secrete evidence of an illegal act or school violation.

### **PROCEDURE**

The following procedure shall follow for search and seizure:

1. A search of student's person should be limited to a situation where there is probable cause that a student is secreting evidence of an illegal act or school violation.
2. Illegal items or other possessions, determined by school authorities, to be a threat to the safety or security of the possessor or others will be seized by school authorities.
3. Items, which may be used to disrupt or interfere with the educational process, will be temporarily removed from a student's possession.

4. A general inspection of school property but not limited to cubbies or desks, may be conducted on a regular basis. Items belonging to the school, but not properly assigned or checked out, will be seized.
5. Any item seized shall be returned to the proper authority or true owner, or will be available for the owner's pick up. Items not picked up within a reasonable time will be discarded or donated as appropriate.
6. The student shall be given the opportunity to be present when a search of personal possessions is conducted if there is not a reason to believe that his or her attendance would endanger his or her safety or health.

## **ASSEMBLY OF STUDENTS**

It is important to the orderly use of school facilities that the use of a space should be planned in advance whenever possible.

### **RIGHTS**

Students shall have the right to gather informally.

Students shall be permitted to hold student meetings on school property.

### **RESPONSIBILITIES**

Any meetings on school property shall be scheduled in advance.

Normal class activities shall not be disrupted or interrupted.

The meetings shall be sponsored by school officials or an official school club or organization.

The meeting shall not be such as may be likely to insight hazard to person or property.

No speaker who openly and knowingly advocates breaking the law shall be invited to speak. Invitations to speakers shall be approved by the Superintendent.

Students gathered formally shall not disrupt the orderly operation of the educational process.

Students gathered informally shall not infringe upon the rights of others to pursue their activities.

## **FREEDOM OF SPEECH**

Students, as citizens, have the right of freedom of expression and must bear the responsibility for the consequences of such expression.

### **RIGHTS**

Students enjoy these rights allowed under the Constitution of the United States and the Oregon Constitution.

Students are entitled to express their personal opinions under reasonable circumstances.

### **RESPONSIBILITIES**

Freedom of expression shall not interfere with the freedom of others to express themselves. The use of profane or obscene language and threats of harm to others or their property is prohibited. Willful disobedience, open defiance of a teacher or school staff, shall be sufficient cause for discipline.

## **HOMEMADE TREATS**

Homemade treats for school parties, holidays, programs or birthdays are not allowed at Sisters Elementary. Board policy only allows food prepared in an inspected kitchen in accordance with Oregon Food Code 3-201.11.

## **HALLOWEEN GUIDLINES**

The goal: to enjoy a holiday tradition of costumes, creativity and seasonal change. This is an actual awareness or safe practice for the "real" Halloween of costumes in the neighborhood and communities.

Parameters:

No real weapons are allowed. Look a likes, pretend weapons are only allowed during the parade and may not be used to intimidate or threaten. Prior to and after the parade, look a likes must be in the teacher's office. They cannot be used in hallways or recesses with the exception of the parade.

Modesty still needs to be observed. In the judgment of the teacher and/or counselor or principal if too much skin or a student's underwear is showing they will be asked to modify the costume or change to a new costume.

Graphically violent costumes are not allowed. There will be no costumes or masks with excessive or "flowing" blood.

## **DISCIPLINE, SUSPENSION & EXPULSION**

In order to maintain a climate conducive to learning and protective of life and property, school officials may find it necessary occasionally to discipline a student or even remove the student from the learning environment for a given period of time.

### **RIGHTS**

Each student shall be given fair treatment and be free from arbitrary and unreasonable decisions.

All decisions affecting a student shall be based on careful and reasonable investigation of facts.

### **RESPONSIBILITIES**

Students shall comply with the written rules of the district school board. They shall comply with administrative, teacher and other staff rules.

Students are expected to conduct themselves in an orderly fashion, and shall not infringe upon the rights of others.

Students shall be liable to discipline, suspension or expulsion for misconduct, including but not limited to:

1. Damage or destruction of school property
2. Damage or destruction of private property on school premises, or during a school activity
3. Theft
4. Assaults or threats of harm, fighting and bullying
5. Possession of dangerous instruments or weapons such as knives, etc.
6. Profane language or indecent gestures
7. Coercion
8. Insubordination
9. Bringing, possessing, and/or using alcohol, drugs or tobacco on school premises or at school
10. Arson
11. Disruption or interfering with the normal every day functions of the school
12. Persistent failure to comply with the rules of teachers or other school officials

### **PROCEDURE**

Parents or legal guardians of a suspended student shall be notified. Causes or reasons for the suspension will be given at the time suspension is decided.

A student may be expelled under the rules of the Oregon State School Board. All expulsions may be appealed up to the School Board. Parents will be given complete written details leading to expulsion and parents will be notified of a time and place of a hearing. This notice will be in writing. The student and parent(s) may be represented by an advocate or attorney. A written record will be kept which shall include allegations, witnesses and testimony.

## **RESTRAINING ORDERS**

If there is a restraining order against a student's family member, we need a copy on file and a physical description of the person. We will work with you for a reasonable plan.

## **NON-STUDENT LOITERING**

To help prevent disruptive activities, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds.

No individuals may loiter in or near the school building or grounds; loitering means not having a reason or relationship involving custody of or responsibility for a student, or upon inquiry, not having a specific legitimate reason for being there.

## **STUDENT RECORDS**

In accordance with OAR 581-21-260 regarding parental rights pertaining to student educational records, the parent(s) or legal guardian(s) of Oregon school students have the right to:

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent:

Pursuant to OAR 581-21-410, file with the United States Department of Education a complaint under 34 CFR, section 99.64, concerning alleged failures by the agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act; and

Obtain a copy of the policy adopted under OAR 581-21-250.

Copies of these policies can be obtained in the Superintendent's Office and school building offices.

Student records include a variety of information, such as behavioral records, progress records, and a student conduct. The school shall use the greatest care and procedures in the use of these records.

Student cumulative records are forwarded to other schools within 10 days of receiving requests.

## **DIRECTORY INFORMATION**

Directory information means those items of personally identifiable information contained in a student education record, which is not generally considered harmful, or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

- Student's name;
- Student's address;
- Student's telephone listing;
- Student's photograph;



- Date and place of birth;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees or awards received;
- Most recent previous school or program attended.

Parents and students can access directory information for birthday invitations, play groups, grandparent celebrations, newspaper articles, and Valentines in the SPTC Student Directory that is published in October.

## **RIGHT TO REFUSE**

Exclusions from any or all directory categories named as directory information must be submitted in writing to the (principal) by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

## **DEFINITIONS**

Student cumulative records include transcripts of grades and courses taken, records of attendance, tests relating to achievement, or measures of ability. They also contain health and registration information.

Student behavioral records may include psychological tests, personality evaluations, records of conversations or any written transcripts of incidents relating to student behavior; these records are contained in confidential files within the school.

## **RIGHTS**

Every student shall expect that his/her records will be kept confidential, except where inspection by law is allowed.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31)

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organization;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

All student records are available for inspection by parents or legal guardians. However, they shall be released only in the presence of an individual qualified to explain them.

Parents have the right to a hearing should they challenge the contents of their child's folder.

Board Policy JO-AR defines the procedures regulating student records.

## **RESPONSIBILITIES**

Personnel having access to student records shall not violate the confidentiality of those records.

Release of student behavioral records for use in any proceeding, civil or criminal, in any court in the State, will be made only by the Superintendent and with the consent of the parent or guardian. However, based on Public Law 105-17, the Individuals with Disabilities Education Act (IDEA) Amendments of 1997, we are to report crimes committed by a student with a disability similarly to any student to the appropriate law enforcement officials. We are now required to share with state law enforcement and judicial authorities copies of the special education and

disciplinary records of a disabled child for their consideration. (Pg. 109 of August 1997 Oregon Department of Education, Office of Special Education document.)

Student records shall be available to the teaching staff, parents, and legal guardians. They are available to Deschutes County ESD personnel as they are regularly involved in the evaluation and program planning process for our students.

## **SHARING CONFIDENTIAL INFORMATION ABOUT STUDENTS THROUGHOUT SCHOOL DISTRICT ACTIVITIES**

For the safety of each student and the rest of the students and staff members that will be working together throughout our school district and affiliated partners, we will share information on a need to know basis about specific students and potentially unsafe situations or relationships.

There are many reasons that confidential information may be shared throughout the district in a purposeful and reasonable manner. For example, a younger student may have a restraining order against an adult for safety reasons. The school in which the student attends may communicate about this with fellow staff throughout the building in order to assist in providing a safe environment for recess, music/PE, before/after school, at lunch and within the halls or classrooms. Similarly, the school may contact the transportation department, and playground volunteers if they are assisting with other school related supervisory situations.

Another example could be a student that has a disability or criminal record that has indicated a pattern of unsafe behavior that needs increased awareness and supervision. Many of our students attend field trips, high school football games, or go to other special or community based activities-e.g. a job experience or even the Heeling Reins Horse activity through FAN. Therefore, it is prudent and reasonable that certain adults know what special needs and actions may be necessary to insure the safety and welfare of the specific student, other students and the adults that will be working and interacting with these students.

## **CONDUCT ON SCHOOL BUSES**

### **RULES GOVERNING PUPIL RIDING OF SCHOOL BUSES**

The following bus regulations were adopted by the State Board of Education for the protection and safety of all.

#### **OAR 581-053-0010**

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 firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals on the bus.
7. Pupils shall remain seated while bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus, or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or heads through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of the bus driver.
14. Pupils shall keep the bus clean and refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils, and passerby.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the buses.
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all buses.

## **COMPUTER / INTERNET USE AGREEMENT**

We are pleased to offer students of the Sisters Public Schools access to the internet. To gain access to the Internet, all students under the age of 18 must obtain parent permission and both student and parent must sign a supplementary form for general use of school computers and (if desired) permission for your child's picture & first name to be put on a classroom web page or class project(s).

### **COMPUTER LAB – CHROME CARTS**

The computers have been donated or purchased to aid in academic endeavors. We have developed these rules to keep the lab consistent for class use. The computers are a privilege to have and to use. If any of the rules below are violated, it will result in a loss of privilege and/or other disciplinary, financial or legal actions.

#### **COMPUTER RULES**

- Students are not allowed in the Lab without direct adult supervision.
- No food or drink in the lab. Make sure your hands are clean and free of dirt or grime.
- Students will use all PC related equipment **without force**. This includes keyboards, monitors, mice, CD trays, and printers.
- Students must leave physical components as found! No modifications, adjustments, additions or removals of any component are allowed.
- Students **WILL NOT** install, change, modify, or delete any programs. This includes changing screen savers, passwords, desktops, or backgrounds.
- Students must abide by rules as posted or stated by teacher/staff while in the computer lab.

#### **INTERNET / SHARED FILES RULES**

##### **Students must get permission to work on the Internet**

##### **Students will not:**

- Check their personal email (Hotmail, etc.)
- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult, or verbally attack others online
- Damage computers, computer systems, or computer networks
- Trespass into another person's folders, work, or files
- Visit or participate in chat rooms
- Download anything to the computers
- Give personal information (Complete name, address, phone numbers, etc.) on web sites/web pages
- Play Internet games during class hours unless part of the curriculum.