

# **CRESWELL HIGH SCHOOL**



## **STUDENT HANDBOOK**

## **CRESWELL HIGH SCHOOL**

33390 Nieblock Lane

Creswell, Oregon 97426

Telephone: (541) 895-6020

Fax: (541) 895-6089

Web Site Address: [www.creswell.k12.or.us](http://www.creswell.k12.or.us)

School Colors: *Red, Black, and White*

Mascot: *Bulldog*

### **Creswell High School Staff**

#### **Administrative Office**

Adam Watkins	Principal
Alan Stearns	Assistant Principal
Alan Stearns	Athletic Director
Barbara Sears	Office Manager
Tristy DuFault	Athletic Assistant / Attendance

#### **CHS Teachers and Support Staff**

Liz Babbs	English
Jen Dewey	Online Learning/Aspire
Patrick Doyle	Science
Kyla Dozier	Special Education
Arianne Fredenburg	Fine Arts / CTE
Paul Goldspink	Health/PE
Sandi Green	Performing Arts
Deborah Handman	English
Jesse Herren	Leadership & Activities / Social Sci.
Ryan Hisey	Custodial Services
Mandy Hoggard	Educational Adult Assistant
Tyler Hollingsworth	Social Science / Health
Gary Jones	Math
Ginger Jones	Educational Assistant
Laura Kingsbury	English
Jacob Klabo	Custodial Services
Erica Leigh	Math / Science
Bill Martin	Social Science
Jodi Pyles	Educational Assistant
Jan Scarlett	Food Services
Lisa Shank	Food Services
Diana Shumate	Library Services
Jack Stepp	Fine Arts / CTE
Mona Stiffler	Academic Advising / CTE

Steve Summerfield  
Mary Tharp  
Kelly Trant-Valley  
Jesse Taub  
Darwin Terry  
Kori Wanner  
Andrea Williams  
Jared Wolfsen  
Scott Worsham

Counseling Services  
Youth Transition Specialist  
Science / CTE  
English / Social Science  
Student Intervention Specialist  
Spanish / ELD  
Educational Assistant  
Special Education  
Math

## **CRESWELL DISTRICT OFFICE**

Mailing Address: 996 West A Street  
Creswell, OR 97426

Telephone: (541) 895-6000  
Fax: (541) 895-6019

Mr. Todd Hamilton  
Ms. Marilyn Cruzan  
Mr. David Bascue  
Ms. Anna Houpt  
Ms. Leslie Higdon  
Ms. Vickie Brown  
Ms. Sarah Hanson  
Mr. Joel Higdon

Superintendent  
Superintendent and Board Secretary  
Director of Student Services  
District Manager  
Asst. Deputy Clerk  
District Accounts Payable  
District Transportation Supervisor  
Director of Technology and Maintenance

## **CRESWELL SCHOOL BOARD DIRECTORS**

Mr. Mike Anderson, Board Chair

Mr. Tim Rogers, Board Vice-Chair

Ms. Natalie Smathers

Mr. David Eusted

Ms. Lacey Risdal

Mr. Paul Randall



# Welcome Students to CHS

Dear Students and Parents/Guardians(s):

I am very excited to be the principal at Creswell High School. Our school mission and vision is “Preparing students for College and Careers”. Our goal here at CHS is to provide as many pathways for students to pursue their interests after graduation. As part of this is making sure that our students and parents are aware of our policies and practices to help support this work at Creswell High School.

All public schools in the State of Oregon are governed by the Oregon Department of Education, Oregon Administrative Rules\*, and local School Board Policy\*\*. Accordingly, this update of the student handbook is intended to serve as the general guidelines for Creswell High School, under the direction of those governing bodies.

While the student handbook describes many significant practices, policies, procedures, and codes of conduct, it may not be totally inclusive. Certain circumstances may develop which require interpretation or analysis of policy in order to understand how it applies to the particular situation. Furthermore, we live in a world that is constantly changing and evolving. Therefore, it may be that the information outlined in this handbook must also adapt and be modified through the legal and appropriate measures.

We would ask all of our students and parents to make sure they review this handbook and refer to it for future references as needed. If you have any questions or need assistance with any of the information within this handbook, please contact the school.

We look forward to the upcoming year and the belief we have the best students in the State of Oregon attending Creswell High School.

Sincerely,

Adam Watkins  
Principal  
Creswell High School

**\*Oregon Administrative Rules:**

[http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_581/581\\_tofc.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_581/581_tofc.html)

**\*\*Creswell SD School Board Policies:**

## **Equal Education Opportunity**

Creswell School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Todd Hamilton, Superintendent

### ***WHAT IS TITLE I?***

**Title I is a large federal aid program in our schools. The goal is to provide extra help and instruction for the students who need it most. These are students who are not performing at or near the level of others their age. Students are selected in several ways. For example, the staff may use tests, school records and/or reports from teachers.**

**Our Title I staff will meet with the parents/guardians of Title I students for the purpose of explaining the program and providing an opportunity for parent/guardian input. There will be opportunities to participate in parent/guardian-teacher conferences and to receive reports of student progress in the program.**

**If you have further questions, please call your school.**

## **STUDENT EDUCATION RECORDS**

**It is the policy of the District Board to develop and maintain student records in keeping with the requirements of confidentiality and the statutes and regulations of the federal government and the State of Oregon.**

**Student Education Records include:** “Student behavior records”, which include psychological tests, personality evaluations, records of conversations, and any written transcript of incidents relating specifically to student behavior.

“Student progress records”, which include transcripts of grades and courses taken, records of attendance, tests relating specifically to achievement or measurement of ability, and records of health.

The “I.E.P.”, which means the Individualized Education Plan of a handicapped student, is part of and is forwarded with the progress record. All information to the I.E.P. is part of the behavioral record and is forwarded or released only in accordance with the law on this policy.

**Right of Review:** A student’s parent or guardian has the right to inspect and review the student’s educational records under procedures set forth in Board Policy and may obtain a copy of the student’s record for a cost of \$.05 per page. Parents/guardians have the additional right to seek to correct parts of the student’s educational record which he/she believes to be inaccurate, misleading, or otherwise in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent or Guardian’s eligible student’s request. Behavior records may only be released in the presence of a person qualified to interpret the records.

**Disclosure of Information:** It is the intent of the Creswell School Districts to limit the disclosure of information contained in a student’s education records except: 1.) By the prior written consent of the student’s parent/guardian. 2.) As directory information, parents/guardians should be aware of the U.S. General Education Provisions Act, which enables educational institutions to publish directory (yearbook) information on students. This information could include a student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational agency or institution attended by the student, and school-related photographs for yearbooks. Please inform the office if you would prefer that this information not be disclosed. 3.) Under certain limited circumstances, as permitted by federal law, “The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records without written consent but requires that a record be maintained indicating specifically the legitimate educational or other interest that the person, agency or organization has in seeking this information. This statement is to become a permanent part of the record only for inspection by the parent/guardian or students over 18 and the school official who is responsible for the custody of such records.” **Transfer of Records:** It is the practice of the District to send the progress records to another school, educational institution, or education service district upon receipt of notice of enrollment in the institution. Behavior records may be forwarded to any other school, educational institution, or educational service district upon request of the parent/guardian or eligible student.

# ***SCHOOL INFORMATION***

## **Administrative Office:**

Principal – Mr. Watkins,  
[awatkins@creswell.k12.or.us](mailto:awatkins@creswell.k12.or.us)

Asst. Principal / Athletic Dir. – Alan Stearns,  
[astearns@creswell.k12.or.us](mailto:astearns@creswell.k12.or.us)

Office Manager – Barbara Sears  
[bsears@creswell.k12.or.us](mailto:bsears@creswell.k12.or.us)

Athletic & Attendance Assistance – Tristy DuFualt  
[tdufualt@creswell.k12.or.us](mailto:tdufualt@creswell.k12.or.us)

## **CHS OFFICE HOURS:**

7:00 a.m. to 3:45 p.m. on School Days  
541-895-6020 School Number  
**541-895-6089 Fax**



## **CHS BELL SCHEDULE**

<b>Period 1</b>	<b>8:25 – 9:13</b>
<b>Period 2</b>	<b>9:17 – 10:08</b>
<b>Morning Break</b>	<b>10:08 – 10:17</b>
<b>Period 3</b>	<b>10:21 – 11:09</b>
<b>Period 4</b>	<b>11:13 – 12:01</b>
<b>Lunch</b>	<b>12:01 – 12:39</b>
<b>Period 5</b>	<b>12:43 – 1:31</b>
<b>Period 6</b>	<b>1:35 – 2:23</b>
<b>Period 7</b>	<b>2:27 – 3:15</b>

## APPOINTMENTS

If you would like to speak with administration, the counselor or a teacher, please call the office to set up an appointment. Appointments help ensure the availability of the staff member with whom the parent wishes to conference.

## BICYCLES, SKATEBOARD & SCOOTER RIDING

Once students arrive on campus, skateboards, bikes and scooters need to be walked. Bikes are to be locked in the bike racks and left alone until school is dismissed. Helmets are required by law.



## BACKPACKS/BOOKBAGS, ETC.

Backpacks, book bags and other large carrying satchels may be placed in the student's locker when arriving at school.

## BUILDING SUPERVISION

**Parents/guardians:** CHS provides supervision or protection for students from 7:00 a.m. to 4:00 p.m. on school days. Students involved in an after school activity must be with the supervising staff member. All other students are expected to be off campus during non-school hours.

## CELL PHONE POLICY

Students are permitted to possess and use on campus during the school day, with the following understandings:

- Cell phones are to be turned off or to a silent mode (not placed on vibrate) and put away upon arriving to class. They are not to be used for any reason (i.e. calculator, calendar, email, games, internet, calls, texting, etc.) during class, unless specifically approved by the instructor.
- A teacher or other staff person may give specific directions regarding student use or non-use of a cell phone in which the student is expected to comply. Staff maintains the right to temporarily confiscate a student's cell phone for violations of this agreement.
- Parents should not call or text a student during the school day with an expectation that the student will be able to respond during class.
- Failure to comply with these directions may be considered willful disobedience and may result in further disciplinary action.



- Everything in this policy applies to other personal electronic devices such as iPods, MP3 players, etc.

### MISUSE OF CELL PHONE AT SCHOOL WILL RESULT IN THE FOLLOWING OUTCOMES:

**First Offense:** Cell phone confiscated and placed in the office until the end of the school day. Student may pick up the cell phone at the end of the school day.

**Second Offense:** Cell phone confiscated and placed in the office until the end of the school day. Student may pick up their cell phone with permission of their parent/guardian.

**Third Offense:** Cell phone confiscated and placed in the office until a parent/guardian picks up the phone (in case the parent is unable to pick up phone, administrator can arrange permission). Student is also subject to disciplinary action for defiance.

**After the Third Offense:** Student loses the privilege to carry their phone at school, and disciplinary action may be taken. If a parent/guardian chooses to have their child bring a phone to school, it will be checked in to the school office each morning and the student can retrieve the phone at the end of the school day.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Whenever you have a change in address, phone numbers, email address or emergency contacts, please contact the school office.

### **CHECKING STUDENTS OUT OF THE OFFICE**

In order to reduce class interruptions and distractions, parents who come in to get a student for an appointment and it is within 5 minutes of passing time, we will ask that you wait until the passing time before we release your child. We also strongly discourage parents from checking their child out of school the last 10 minutes of the school day.

### **EMERGENCY SCHOOL CLOSURE**

The necessity may arise during the year to close school due to inclement weather. Should this happen during the school year; the news will be broadcast over the Eugene radio and television stations. Parents/guardians and students should listen for such news, as it is impossible to answer all phone calls during emergencies. **Sign up for email alerts and/or text messaging alerts on Flash Alert: <http://flashalert.net>**

### **STUDENT DRESS CODE**

Students at Creswell High School should feel free to express individuality and style, while maintaining an appearance that is appropriate for an educational environment. Sometimes, attire you might wear in certain circumstances may not be appropriate in other professional settings such as a school. Student clothing and accessories must not detract or distract

individuals from the educational environment and must help maintain a positive and safe school climate.

**The following items are required of all Creswell Students:**

- Footwear is to be worn at all times and at all school activities.
- Mid-riffs (lower stomach and back) must be covered.
- Cleavage area of chest must be adequately covered.
- Clothing must cover undergarments such as bras and underwear.
- Shorts and skirts must be long enough to completely cover the student's buttocks.
- Dresses or tops must have shoulder straps.
- Bandanas that promote school spirit may be worn if they include the school colors Red, White, or black.
- Students may feel free to wear hats and other headwear to school, but will be expected to remove their headwear in classrooms at the teacher's request.

(Modesty is sometimes a discretionary \_\_\_with rights reserved for staff members.

**The Following items are prohibited for all Creswell Students:**

1. Any clothing, jewelry, buckle, item or adornment that includes the following:
  - References to drugs, alcohol or tobacco,
  - Nudity or references that are sexual in nature,
  - Vulgar, obscene or profane language,
  - Representations or depictions of violence,
  - Gang symbols, nicknames, or references,
  - Statements or symbols that are commonly regarded as racist, prejudicial or discriminatory,
  - "See-through" clothing.
2. Pajamas or slippers unless part of an administrative approved spirit week event.
3. Chains and spiked items and other adornments that can pose a potential safety risk.

Please note that this dress code applies to clothing *and* notebooks, bags, backpacks, accessories, and all student produced assignments or projects. **Interpretation of symbols,**

**statements, and images may be an administrative decision.**

Students who wear clothing or an item to school, that is listed above as prohibited, will be notified by Creswell High School staff, and privately asked to change clothes, cover the item, or remove the item from visibility. Failure to comply with this request will result in further disciplinary action.

## **FEES**

Associated Student Body Fee - \$25

School Instrument Rental - \$80 / \$160 per year

Yearbook - \$50

Parking - \$10 / Senior custom painted - \$25

Woods - \$25

Ceramics - \$10

Cooking- \$10 plus \$10 for Food Handlers card if the student does not have a card

Athletic Participation Fee - \$125 per sport / max family cap of \$500. Additional sport fee for same season is \$70.

## **FIELD TRIPS**

All field trips are supervised by regular teachers and educational assistants and are to be considered a part of the regular school day. Failure to attend will be recorded as an absence from school.

When field trips are planned, permission slips will be sent home to be signed by the parents/guardians and returned by the due date stated on the permission slip, otherwise, students will not be permitted to attend the field trip. Permission to participate in athletics includes permission to attend events held away from school.

If students go on a field trip by bus, they are to return on the bus.

Regular school rules that apply are in effect on bus trips. All the regular safety regulations posted in the school buses are in effect.

Electronic devices may be allowed on field trips with teacher approval and discretion. CHS is not responsible for lost, broken or stolen electronic devices.

Students who fail to follow these rules and maintain a good conduct record or a student who has been declared “willfully disobedient” may be suspended from future bus trips. The principal and/or grade level team will make this determination. Parents/guardians will be notified ahead of time and the teacher in charge will make other plans for the student.

Chaperones other than district employees must complete the process of a Criminal History Verification form. Only these individuals may ride the school bus

## **EMERGENCY and SAFETY DRILLS**

- 1) A systematic and orderly evacuation at the sound of a fire or earthquake alarm is essential for student safety. We will provide monthly drills for students and staff.
- 2) Students must maintain appropriate behavior at all times during the drills.
- 3) Strict attention must be given to all instructions during the entire evacuation. One never knows whether there is a real emergency or a routine drill.

## **HALL PASS**

A student is required to have a hall pass whenever he or she is outside the classroom during scheduled class time.

## **HOME ACCESS**

Home Access is available for all students and parents/guardians. Our student information system, ESchool has a component that allows parents/guardians and students to access their grades, classroom assignments, behavior and attendance information. Activation codes will be given out at Registration or in the Main Office. Last year's activation codes are still viable.



## **HOMEWORK REQUESTS**

Checking Home Access for missing assignments or emailing teachers is the best way for parent/guardians to request homework for their child who has missed two or more days of school. Our goal is to have the homework ready the following school day by 3:30 p.m.

## **ILLNESS—FIRST AID**

The school attempts to provide an environment in which the students will be safe from accidents. If minor accidents occur, first aid will be administered and parents/guardians will be notified.

No care beyond first aid (defined as the immediate, temporary care given in case of an accident or sudden illness) will be given at school. It is essential for the school to be able to contact parents/guardians or other emergency numbers when a student needs to be taken home because of an illness, injury, fever and or throwing up.

## **INSURANCE**

School accident insurance is available. You may choose school time or full 24-hour coverage. When making an insurance claim, students must notify the school principal or secretary as soon as possible to receive claim forms. Staff members are to report accidents, which occur under their supervision on the same day the accident occurs. Students must report all accidents to the teacher in charge at the time. *If the school cannot show a record of the accident, the claim may be declared invalid.*

## LEAVING CAMPUS

Students are expected to remain on campus for all class periods in which they are enrolled, with the following exceptions: field trips, work experience, peer tutoring, extra-curricular events, or other school sponsored or supervised activities.

Students who need to leave campus for other reasons, must (1) be given permission, in writing or by phone, from a parent or guardian, and (2) sign out in the main office. This checkout procedure is essential for building security and student protection.

In case of an emergency release, and for all other release requests, parents must contact the school.

## OPEN CAMPUS: LUNCH Only

During lunch, all students are permitted to leave campus for lunch. **Students are not allowed or permitted to leave campus during the morning break.** The following conditions may result in a student's off-campus privileges revoked at anytime:

1. Frequent tardies or absences to 5th period
2. Unsafe or illegal behavior in the community
3. Disrespectful behavior in the community
4. Violation of school policies and procedures

## LIBRARY

A student may have **2 books** checked out at a time for a period of two weeks. Notices will be sent to students for overdue books, and, if books are not then returned or renewed, the librarian will counsel the student and parents/guardians may be called. If books are lost or not returned, a bill will be sent to the student's home and the student will not be allowed to check out books until the fees are paid.



## LOCKDOWN

In certain emergency situations, it may be necessary for the school to go into "lockdown." While in lockdown, all students and staff will remain in a secured room or be instructed to evacuate. No one will be allowed to leave or enter the school. We will practice lockdown situations during the school year. In the event of a real emergency, parents should not call

the school, as we will need to keep all telephone lines free. The Superintendent's office will alert the media.

## **LOCKERS**

Lockers are the property of the school and subject to inspections. Lockers are assigned by the office and are to be used primarily for books and articles of clothing. Lockers should be locked at all times. It is suggested that no money or items of value be placed in the lockers. All students are expected to keep the lockers assigned to them for the full school year. Students may not change lockers without approval by the office. Sharing, accessing or tampering with someone else's locker will result in forfeiture and/or possible punitive damages.



## **LOST AND FOUND**

Students who have lost articles are asked to leave a description of the article in the office or contact a custodian. Small items of value i.e. jewelry, keys, etc. are stored in the office. All other items are kept on a clothing rack in the West pod. Items, which are unclaimed, will be donated to a local charity quarterly. Writing your child's name in their garments would help get items returned.

## **MEALS**

### **BREAKFAST**

Breakfast is available for all students and staff at the beginning of the school day. Breakfast is free for students who qualify for free or reduced meals. Students, staff and parents who wish to purchase breakfast may do so. The cost is \$1.65 for students and \$2.45 for adults.

### **LUNCH**

Hot lunch is served at the school each day in the cafeteria which is supervised; however, all students need to do their part by bussing their own trays, talking quietly and refraining from running or horseplay and sitting on tables. Students may purchase meals ahead of time or pay on a daily basis in the lunch line. The middle school office does not accept payments for school lunches. This food service program is run through the District Office. Lunch is free for students who qualify for free or reduced meals.

The cost of a school lunch is \$3.00 for students and \$4.50 for adults, which includes milk or juice. Extra milk and juice are \$0.50 each.

The office does not have food available for students that forget their lunch at home.

## **MEDICATION**

Schools are required to obtain written orders from a physician for prescription medication and a parent/guardian's written permission for non-prescription medication to be administered to a student at school. All medication is to be brought to school by a parent/guardian with a signed authorization to dispense medication form.

Students can carry their inhalers with them as long as a signed authorization form is on file in the office. Students in possession of unauthorized medicines are in violation of school policy.

## **PDA/SHOW OF AFFECTION**

Public displays of affection are considered not appropriate for a school setting. Students at Creswell High School are expected to conduct themselves in a respectful and responsible manner, and refrain from offending or embarrassing themselves, other students, or staff members through public displays of affection.

## **PHOTOS/CAMERAS/VIDEOS**

Photos or videos may only be taken at school with prior staff approval. Photos or videos are not be taken in locker rooms or bathrooms.

## **ASSOCIATED STUDENT BODY (ASB) CLUBS AND ORGANIZATIONS**

Students are encouraged to participate in clubs and organizations in which they are interested. In the event that a student group would like to form a new club, the following guidelines must be met:

1. Complete an application for approval
2. Establish a purpose or mission statement
3. Identify a staff person who will serve as an advisor
4. Elect officers or a leadership panel
5. Submit the above information to school administration for approval
6. Receive approval from school administration

## **STUDENT BODY CARD**

All students that have their photo taken in the fall will receive a student body card. There is no cost for the student body card.

## **ASB OFFICERS AND LEADERSHIP**

The governing group of the school student body is called Leadership. This group is made up of students who have been elected from their peers or who staff recommended and has met academic and behavior requirements.

Leadership members must maintain passing grades and maintain a record of appropriate behavior (no grades lower than a “C” and no behavior referrals). Students who do not meet these standards may be removed from the class by the principal or the leadership advisor.

## **STUDENTS OF THE MONTH**

Teachers’ monthly will nominate a student of the month. The criteria for choosing these students will be: exemplary behavior, good citizenship, responsible management of self, and responsible management of materials. The Student of the Month will have their photo taken and receive lunch for the day with school administration.



## **SUPERVISION BY NON-CERTIFIED STAFF**

Bus Drivers, custodians, educational assistants and secretaries assist at times in a supervisory capacity, under the direction of an administrator. Students are expected to comply with the request of any school district employee. Any violation of good conduct, school rules or procedures will be reported.

## **TELEPHONE USE**

With the number of students enrolled, it is understandable that emergencies may arise which will necessitate the use of a telephone by students during the school day. **IF SUCH AN EMERGENCY ARISES, PLEASE CONTACT YOUR TEACHER, WHO WILL GIVE YOU A PASS TO COME TO THE OFFICE FOR SUCH A CALL.** Students will not be called out of class to answer telephone calls unless it is an emergency. The office will be happy to take a message or to have your call returned between classes or at lunch.

## **TEN-DAY DROP**

The law directs the school district to drop all students who have missed ten consecutive full days of school. This law is for the purpose of figuring state reimbursements to the school district for students in attendance.

This law and the school’s procedure of sending a parent or guardian a notice of the student being dropped from school is not an expulsion from school. The student is still expected to attend school and should report to the registrar upon returning to school.

## **TESTING**

Smarter Balanced is the state-testing format for English/Language Arts and Math. OAKS will remain the format for Science. More information will be available throughout the year.

## **TEXTBOOKS**



Textbooks are issued free of charge at the beginning of the school year. Once a student accepts a textbook, he/she is responsible for its care. The student will be expected to pay for any excessive wear, damage, or loss when textbooks are collected at the end of the year.

## **TITLE IX COMPLIANCE**

The School District will neither eliminate nor refuse admission to any person from any educational program or activity or discriminate in any way through employment practices on the basis of gender.

## **VIDEO SURVEILLANCE**

Video cameras are used outside and inside the school for the purpose of ensuring safety and security. They operate 24 hours a day, 7 days a week. They are NOT placed in restrooms or locker rooms.

## **VISITORS**

*All Visitors to Creswell High School need to check in at the Office.*

Parents/guardians are encouraged to visit Creswell High School. If you would like to attend classes with their children, we would ask that you make those arrangements 24-hours in advance. Younger brothers and sisters or children from other schools are not permitted to visit classrooms. Advance arrangements/appointments for conferences are requested to ensure the availability of the staff member with whom the parent wishes to conference. **Parents/guardians that arrive before, during or after school without an appointment will be asked to go to the office to make an appointment.**

## **VOLUNTEERS/CHAPERONES**

All volunteers that help, chaperone or supervise students will need to complete the Criminal History Verification form. These are available in our office, online or at the District Office.

## **WAIVER OF REQUIRED PARTICIPATION**

The Creswell School District excuses students from a required or learning activity, where necessary, to accommodate a student's handicap or religious belief. Parents/guardians who wish to excuse students from an activity should send a note to the principal.

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school for any reason, a withdrawal form must be obtained from the office, then signed by each teacher on the student's schedule, indicating that all fines have been paid, books returned, and a grade assigned. Any lost or misplaced books will be charged a fine.

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## **ACADEMICS**

### **GRADING SYSTEM**

Creswell High School operates on a four point grading scale when calculating a student's grade point average (GPA). A=4, B=3, C=2, D=1, F=0. Individual teachers may assign a (+/-) to the student's grade which will appear on the report card, however it will not impact the overall GPA.

Teachers will individually determine the grading scales and criteria for their classes. These expectations will be made clear to students at the beginning of each course, and will be included in the teachers' syllabus.

### **LATE WORK**

Teachers will individually determine their classroom policies regarding the acceptance of late work. These expectations will be made clear to students at the beginning of each course, and will be included in the teachers' syllabus. Teachers may refuse to award credit for work that is missed due to unexcused absences.

### **PASS / FAIL GRADING OPTION**

Students may take a maximum of one elective course per semester utilizing the PASS / FAIL grading option. All grades for Teacher Aide, Office Aide, Work Experience, and Peer Tutor courses will be recorded as P/F only.

- Pass/Fail option must be made by the student no later than the end of the first week of the course. The student must make this selection in writing to the academic counselor.
- Once a student has elected for the Pass/Fail option, the student may not change back to the letter grade option at a later date.
- If the student has met the course standards at the end of the semester, he or she will be given a grade of "Pass." Failure to meet the minimum passing standards will result in an "F" being recorded as the final grade.
- Grades of "Pass" will enable the student to receive course credit, however, the grade will not be included in the computation of the student's cumulative grade point average (GPA).
- A final grade of an "F" results in the student receiving no credit for the course, and the grade is used in calculating the student's cumulative GPA.

### **"INCOMPLETE" GRADES**

Occasionally, personal circumstances may prevent a student from completing the requirements of a course at the conclusion of the semester. When these situations occur, the teacher has the option of assigning the student a final grade of “incomplete.”

- Except for emergency situations, incomplete grades must be prearranged with the teacher, and approved by an administrator, at least two weeks before the conclusion of the semester.
- The teacher and administrator may determine the deadline for completion of the course based on the individual circumstances. Such a determination will be made clear to the student and his/her parent/guardian at the time the incomplete grade is approved. (Usually not more than two weeks from the conclusion of the course).
- If the requirements have been met by the predetermined deadline, the grade can be changed to the corresponding letter grade. If the requirements are not met, the “Incomplete” grade is automatically changed to an “F” on the student’s transcript.

## **GRADES**

Grades will be issued in November, February, April and June. Semester report cards will be sent home by mail in February and June. Report cards issued in November and April will be available for viewing on Home Access Center. **Interim progress reports (IPR’s)** are issued between grading periods and are available for viewing on Home Access Center.

Teachers will set up a grading policy for their classes and discuss it with their students prior to the first grading period. Any misunderstanding on a grading policy must be taken to the teacher.

## **ACADEMIC INTEGRITY**

Students are expected to be **responsible**, by always demonstrating their best individual effort when completing course requirements. If it is determined that a student has committed academic dishonesty on an assessment or assignment, or has committed plagiarism, teachers may impose classroom based consequences in addition to referring the misconduct to school administration for review.

Examples of academic dishonesty include “cheating,” forgery, copying other’s work, allowing others to copy your work, improperly citing other’s work, and/or having someone else complete an assignment for you.

Students found to have been in violation may receive a non-passing grade on the assignment or test, and may lose the opportunity to make-up or retake the test or other assignment. The teacher is responsible for contacting the parents of the student involved, and explaining the consequences and future conditions.

## **SCHEDULE CHANGES**

Schedule changes must be made no later than two weeks once the semester has started. To make a schedule change, please sign up to see the academic counselor. Please remember that in some cases, schedule changes are not possible due to capacity limits on some courses.

Withdrawing from a class or “dropping” a course after this same deadline will result in an “F” or “NG” (no grade) being entered on to the student’s transcript. For emergency or other extenuating circumstances, an administrator must approve exceptions to this policy.

## **CREDIT FOR PROFICIENCY/ CHALLENGING COURSES**

Creswell High School students may be allowed the opportunity to challenge courses and receive credit within the following guidelines:

- An Intent-to-Challenge Form must be completed, signed by the parent/guardian and the teacher, and submitted to the Academic Counselor by the end of the first week of the semester for which the course is to be challenged. Forms may be obtained from the Counselor’s Office.
- The student must complete a comprehensive evaluation, (similar to a final exam), designed by the instructor and approved by the administration. The evaluation may include demonstration, a work sample, and/or research components as well as the written exam.
- The examination is not to exceed two hours for any course, and it must be completed the same day it is initiated.
- The timeline for administering the assessment must be prearranged and approved by the academic counselor and the administration.
- In order to receive credit for a challenged course, a student must receive a minimum of a "B" grade on the entire examination.
- Teachers will be required to provide the student with a Planned Course Statement, a textbook (if used), and any other materials that are substantially utilized in the challenged course.
- Whenever a hierarchy of classes exists, students will not be able to challenge a course lower on the hierarchy than a course they have already successfully completed, nor may they challenge a course lower than their recommended entry level.
- Performance classes such as drama, physical education, band, choir, art and wood shop courses may not be challenged. When appropriate, teachers will transfer highly skilled students to advanced sections.
- Challenges are not independent study programs - no time will be provided to prepare for a challenge test. All tests are prepared by the teacher of the challenged course.
- Alternatives to the challenged courses require the written approval of the counseling and administrative staff.
- Challenging a course by exam is not an option for students who have failed the course and are seeking to remediate the credit.

## **TEACHER AIDE**

Juniors and Seniors may request to enroll as a Teacher Aide, Library Aide, Counselor’s Aide, Office Aide, or Custodial Aide and earn “elective” class credit.

- Students must obtain written approval from the individual teacher and a building administrator prior to enrolling as an Aide.
- A teacher may have no more than one Aide per class period.
- A student may be an aide no more than one period per semester, and no more than twice per school year.
- Student Aides are to remain in their assigned teachers' classroom, unless they are on specific errands for the teachers, and must use appropriate hall passes.
- All Aides will receive Pass/No-Pass grades.
- Aides will have exemplary attendance and expected to be on time every day. Erratic attendance and/or failure to meet the agreed upon expectations may result in a loss of credit, and/or the ability to continue as a TA.
- Aides must read and sign a confidentiality agreement provided by CHS.

## GRADUATION REQUIREMENTS

In order to participate in the graduation and commencement ceremony and related activities, seniors must be attending Creswell High School, and meet all Creswell School District graduation requirements. Seniors who are involved in a serious infraction of school expectations may be prevented from taking part in graduation activities.

## DIPLOMA REQUIREMENTS

An Oregon high school diploma will be awarded to students who complete the three requirements below:

(1) Complete a minimum of 25 credits in the following areas:

English.....	4
Math.....	3 (Algebra I level or higher)
Science.....	3
Social Studies.....	3
Health.....	1
Physical Education.....	1
Fine or Applied Arts.....	3
Electives.....	7
<hr/>	
Total	25

(2) Demonstrate the Essential Skills required in English/Language Arts and Math.

The most common way to complete this is through participation in standardized State testing such as the Smarter Balanced Assessments. Other means are available, such as completion of scored work samples, certain scores on the SAT or ACT, or other alternative assessments.

(3) Complete the following:

a. An education plan and profile

- b. Three career related learning experiences (CRLE's)
- c. An Extended Application

A modified diploma may be awarded to students who qualify for an Individualized Education Program (IEP). In order to pursue this option, and for details on these requirements, students and families must consult with the student's IEP team.

## **VALEDICTORIAN / SALUTATORIAN**

Valedictorian(s) and Salutatorian(s) will be identified for each graduating class.

The Valedictorian will be the student(s) with the highest cumulative GPA, calculated at the end of the first semester of the student's senior year. The Salutatorian will be the student(s) with the second highest cumulative GPA, calculated at the end of the first semester of the student's senior year.

In the case of multiple candidates achieving the same cumulative GPA, multiple Valedictorians and/or Salutatorians will be named. In the event multiple students share these awards, students may be asked to select a graduation speaker from among their group.

To be eligible for the honor of Valedictorian or Salutatorian, a student must also:

- Attend Creswell High School their entire junior and senior years, unless they lived outside of the School District attendance area during those times,
- Complete all of the courses required for admission to an Oregon University System institution.

## **EARLY GRADUATION**

Students requesting early graduation will complete a written application with the Academic Counselor at least one semester prior to the completion of their program.

Students who opt to graduate early will be eligible to participate in the first graduation and commencement activities following the completion of their diploma requirements.

Students who graduate early forfeit their rights to participate in school related events, athletics, or activities once they are no longer enrolled in school.

Students requesting early graduation must meet the following requirements:

1. Maintain a cumulative 2.75 or above GPA for entire high school enrollment,
2. Meet all the requirements of an Oregon diploma.
3. Have a written request approved by the student's parent, school counselor and building administrator.

## **PARENT CONFERENCES**

Conferences are scheduled annually in the fall to review student progress.



## EXTRA CURRICULAR ACTIVITES

### BULLDOG ATHLETICS

Creswell High School provides many opportunities for students to be involved in extra curricular activities. CHS is associate member school of the 3A classification in the OSAA and a member of the Mountain Valley Conference. Students may also participate in music as well as a variety of clubs and after school organizations. All students are encouraged to participate in the range of competitive athletic programming that Creswell High School offers. Student-athletes are expected to understand and comply with the guidelines listed in the Athletic Code of Conduct Handbook. Some important excerpts are below:

- **Academic Eligibility:** Students who participate in athletics must be passing all of their classes during their athletic season(s), and must be on track to graduate on time.
- **Attendance Requirement:** Students who participate in athletics must have no unexcused absences during their athletic season(s) or they may forfeit their right to participate in practices or competitions.
- **Athletic Code of Conduct:** Student athletes are expected to comply with the athletic “code of conduct,” which prohibits the use of drugs, alcohol, and tobacco, disciplinary issues at school, and inappropriate action in the community that is not considered to be safe, respectful or responsible behavior. Failure to abide by this code of conduct may result in a loss of the privilege of participation in the athletic program.

To be eligible the student must:

- \*Have a current physical on file at school
- \*Have parent/guardian permission
- \*Have proof of insurance
- \*Maintain scholastic and citizenship eligibility as measured by weekly progress reports and OSAA eligibility requirements.
- \*Athletic Clearance Form must be completed and returned to the coach before participating.
- \*Fees: \$125 per sport / per season, additional sport in same season is \$75.00  
\$500 family maximum per year

**\*Payment of current and/or past school fees must be paid before participating.**  
*Payment plans can be arranged by contacting the office.*

- **Sports offered at Creswell High School:**

**Fall:** Cheer, Cross Country, Football, Boys and Girls Soccer, Volleyball  
**Winter:** Boys and Girls Basketball, Cheer, Wrestling  
**Spring:** Baseball, Softball, Tennis, Track and Field

- *On occasion, a sport fee may be refunded due to a student/athlete moving out of a district or being injured early on in the season. This is subject to approval by the Athletic Director.*

## **ASSOCIATED STUDENT BODY (ASB) CLUBS AND ORGANIZATIONS**

Students are encouraged to participate in clubs and organizations in which they are interested. In the event that a student group would like to form a new club, the following guidelines must be met:

The club or organization must:

- Complete an application for approval, which will require the club to:
- Establish a purpose or mission statement,
- Identify an active membership of no fewer than four students,
- Identify a staff person who will serve as an advisor,
- Elect officers or a leadership panel,
- Submit the above information to the ASB executive leadership for approval,
- Receive approval from the administration.

## **SCHOOL DANCES AND EVENTS**

Most school dances such as “homecoming,” and “winter formal” are open to all CHS students. “Prom” is traditionally an event for 11<sup>th</sup> and 12<sup>th</sup> grade students and their guests. Students may be restricted from participating in dances and social events because of disciplinary, attendance, or other reasons.

Students who wish to bring a guest to a dance or activity that does not attend Creswell High School, must obtain approval from the principal in advance of the event. Completing a Guest Request Form in the office can do this. School-aged students who are not currently enrolled in school, students younger than 9<sup>th</sup> grade, and students older than 19 years old will not be approved to attend any dances.

All dances and social activities are considered “no re-entry” events. Once a student leaves the designated area, he/she will not be allowed to return to the event. Any student who attends a dance or event may be subjected to a passive alcohol sensor (“breathalyzer”).

Students who are restricted by school policy from attending school functions may not attend dances.



**Homecoming Dance:** Creswell High School students and their guests.

**Prom:** Creswell Students and their guests (must be 19 or younger).

**After-Game Dances:** Attendance will be limited to students of Creswell HS. (Student Body Cards required.)

**Other Dances:** Creswell High School students and guests with Guest Pass form (if promitted).

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## ATTENDANCE

### ATTENDANCE POLICY

The staff goal at Creswell High School is for all students to achieve academic success. In order for school to be a successful experience, it is very important for students to have regular attendance.

Oregon State Law requires attendance at a public school of every child from the ages of 6 to 18 unless they have been specifically excused by legal procedure. Furthermore, the law requires each person having control of this aged child to “send and maintain such child in regular attendance.” A parent/guardian may apply to the Superintendent of the E.S.D. to teach their child at home or enroll in a private or parochial school in the courses of study normally required of children attending public school.

Students are expected to arrive at school every day on time. Each time a student misses class, an opportunity for learning is reduced. Habitual truancy can develop into a long-term pattern that may threaten a student’s overall academic achievement.

Students are considered chronically absent and considered not on-track if they are absent more than **10%** of their enrolled days in the district. All students’ attendance will be closely monitored. CHS will provide regular reminders regarding the importance of attending school every day. Students who fall below the 90% attendance level will be notified monthly by emails and or letters.

**ATTENDANCE MESSENGER**-Each time a student is absent from a class and the school has not received a telephone call from a parent/guardian, our phone messenger system will call or text a parent/guardian informing them of their child’s absence. On occasion you will receive other important school related information from the messaging system.

## **TRUANCY**

CHS believes very strongly in the importance of attendance. Research shows that missing just 10% of the school year can dramatically affect a student's ability to achieve. We also attempt to make contact with families when students start to develop a pattern of absence. The goal of this contact is to partner with families, help navigate any attendance obstacles, and ultimately ensure that every CHS student gets the education they deserve. Throughout the year, some absences may be excused for illnesses and family emergencies, and we will be in communication as attendance patterns develop; but missing more than 10% of school for an extended time will be treated as a sign of a developing truancy problem, and the matter will then be viewed as Truancy until the student's attendance improves. At CHS it is our goal to work with families to avoid these situations. We urge any families that are struggling with student attendance for any reason to reach out and partner with us to develop an attendance plan for your student.

It is the parent's responsibility to call the school or send an explanatory note with their child, to be brought to the office upon their return to school. This will allow CHS to attempt to mitigate the effects of absence by providing work, etc. Please note that even when excused, any absence has a negative effect of a student's learning. We encourage you to plan appointments, vacations, and other appointments outside of the school day.

Missing more than 8 half days in any 20 school day period constitutes truancy. If the situation arises, CHS administration is required to begin the truancy process.

A parent contact will be made and documented. If absenteeism continues after that parent has been contacted about the situation, a referral to Lane Education Service District may occur. If a citation is issued by LESD, it would carry a fine plus additional court costs. This would be a Class C infraction for Failure to Maintain a Child in School (ORS 339.010-333.990).

If a student's illness extends beyond 3 days in a 20 school-day period, a physician's note justifying the absences may be required in order to excuse those days. It is the goal at CHS to avoid this process through communication and support of students that are struggling with attendance. Please contact CHS with any concerns regarding attendance.

## **TARDINESS**

Students are expected to be in their assigned seat/location when the bell rings to begin class, or they may be counted as "tardy." All tardies are considered unexcused unless the student has a written note from a school staff member, or special circumstances exist which have been previously established. Teachers may assign in-class penalties for tardies, or students may be referred to the administration for excessive tardies. If a student is more than 15 minutes late to class, he / she may be marked absent.



## RETURNING TO SCHOOL FOLLOWING AN ABSENCE

When returning to school after an absence, a student must bring a note signed by the parent/guardian that describes the reason for the absence. Absence from school or class may be excused by administrator discretion. If a student is feeling well enough to return to school they should be able to participate in all classes, including physical education. A doctor's note may be requested. However, we do understand that modifications may be necessary.

Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who must leave school during the day must bring a note from his/her parent/guardian. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent/guardian as appropriate.

**A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements.** Parents/guardians should view Home Access for homework/assignments for a student who will be absent several days. Parents/guardians should be sure homework is picked up if it is requested. Classes will not be disrupted to get assignments. Failure to make up assigned work within a reasonable amount of time, as allowed by the teacher, will result in no credit for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school, except for prearranged, will not be allowed to participate in school-related activities on that day or evening.

## PLANNED or PRE-ARRANGED ABSENCES

The school realizes that there are extenuating circumstances which cause students to request planned absences. The staff at Creswell High School wishes to cooperate with students and their families in making arrangements for a planned absence. A student may prearrange an absence by bringing a note, signed by the parent/guardian, requesting the dates of absence. The student will then take the note to the office to obtain administrative approval. The student will take the pre-arranged absence form to each teacher for his or her signature and assignments. This should be done *at least three days in advance if possible*.

Students will not be allowed more than ten consecutive days of pre-arranged absence during a school year. More than 10 days will, by law, result in an automatic withdrawal from school. Parents will need to come to school and re-enroll their child. Class work, which will be missed, should be made up in advance, if at all possible. It should be noted that term tests are usually administered prior to the last week of school and that a student's grade may be affected by an absence at that time.

A student may pre-arrange an absence by bringing a note, signed by the parent/guardian, requesting the dates of absence. Students and parents can complete a "pre-arranged absence form." The parent/guardian may also call the school attendance secretary to arrange a planned absence. It is the student's responsibility to make arrangements with his/her teachers to complete or makeup any work that is missed. It is best to do this at least three days in advance of the expected absence. (Pre-arranged/planned absences are not necessarily excused absences, please see above.)

## **ABSENCE BECAUSE OF SUSPENSION**

Students who miss classes because of disciplinary action or who have been suspended from school are allowed to make-up work that has been missed. Teachers may reduce credit for regular work but must give full credit earned for any unit exam that a student would miss because of suspension. A student out-of-school on suspension is **not permitted** to be on any Creswell School District campuses during the period of that suspension. Violation of this will result in extended suspension, or possible a citation for trespassing.

## **HOMEWORK REQUESTS**

Students and parents are encouraged to contact teachers directly by phone or e-mail to request make-up work when a student is absent.

## **SCHOOL ACTIVITY ATTENDANCE**

Students wishing to participate in any school-sponsored activity, including athletic practices, dances, etc., must have no unexcused absences on the same day.

## **LEAVING CAMPUS**

Students are expected to remain on campus for all class periods in which they are enrolled, with the following exceptions: field trips, work experience, peer tutoring, extra-curricular events, or other school sponsored or supervised activities.

Students, who need to leave campus for other reasons, must:

- (1) Be given permission, in writing or by phone, from a parent or guardian
- (2) Sign out in the front office. This checkout procedure is essential for building security and student protection.

In case of an emergency release, and for all other release requests, parents must contact the school office directly.



## **BUS BEHAVIOR**

**Bus Behavior Expectations:** The school district provides bus transportation for all students who live beyond walking distance to school. Rules are posted on each bus and students are required to know and abide by them. Students who fail to obey the driver or bus regulations may forfeit their right to ride. These are the regulations posted in the buses specified by the State Board of Education:

Pupils being transported are under the authority of the bus driver.

Pupils shall obey the orders of the school bus patrol.

A time schedule shall be posted in the bus and it shall be followed.

Pupils shall walk on the left side of the road facing oncoming traffic when coming to meet the bus.

Pupils shall be on time for bus, both morning and evening.

Pupils shall remain seated while the bus is in motion.

The bus driver may assign seats.

The bus driver shall instruct pupils how to cross the road.

Pupils shall not extend their hands, arms, or heads through the windows.

Pupils shall have written permission to leave the bus other than at their home or school.

Pupils should converse in normal tones; loud or vulgar language is prohibited.

Pupils should not open or close windows without permission.

Pupils shall keep the bus clean, and must refrain from damaging it.

Pupils shall be courteous to the driver, to the fellow pupils and passersby.

During bus transportation we require all cell phones to be secured in a student's backpack or bag and to remain there for the duration of the bus ride.

Listening to an electronic music device is permitted during the school bus ride. However, earphones must be used and the volume adjusted to a level inaudible to other students. Music must be turned off and earphones removed when entering and exiting the bus for safety reasons.

**PUPILS WHO REFUSE TO PROMPTLY OBEY THE DIRECTIONS OF THE DRIVER OR REFUSE TO OBEY REGULATIONS FORFEIT THEIR RIGHT TO RIDE ON THE BUSES.**

### **Citation Process:**

1. Warn the student(s) and if disruptive behavior continues, begin the citation process.
2. Citations will be issued for violation of rules governing pupils riding school buses (OAR 581-53-010) as posted in each school bus, distributed to students annually, and published in the transportation handbook, in the following manner:

- A. **First Citation**—Must be signed by a school administrator and parent/guardian before student may ride bus again.
- B. **Second Citation**—Student is suspended from riding the bus for a period of 3-5 days at bus driver's discretion.
- C. **Third Citation**—Student is suspended from riding the bus for a period of 5-10 days at bus driver's discretion.
- D. **Fourth Citation**—Student is expelled from bus.

All suspensions and expulsions from school bus privileges under provisions contained in OAR 581-21-065 (1) through (3) and all applicable procedures consistent with OAR 581-53-002(9), OAR 581-53-010, ORS 343.363, PL 94-142, and PL 101-476.

Suspension for students shall be limited to ten school days for each incident, with the exception of special education students whose suspension shall be limited as provided by law.

**NO STUDENT IS TO BE PUT OFF THE BUS FOR DISCIPLINARY PURPOSES OTHER THAN AT HIS/HER DESTINATION OR RETURNED TO SCHOOL AUTHORITIES.**



## **CODE OF CONDUCT**

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

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

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including parent notification detention, community service, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement.

### **Students are expected to:**

- \*Come to school, attend classes and master the course of study.
- \*Be on time for each class and come prepared with books, paper and pen/pencil.
- \*Obey the *instruction of staff members and other supervisors.*
- \*Be safe, respectful and responsible.

**Definition—Challenging a CHS Staff Member’s Authority:** *Staff are required by state law and school board policy to provide an appropriate atmosphere for learning and student safety. The staff member at all times has the right and responsibility to deal with student’s behavior in order to maintain and create such an atmosphere. Any student refusing to follow a staff member’s reasonable specific request or directive is challenging that person’s authority to control their classroom or campus area, and as such is in violation of this policy. Some examples of this behavior are: refusing to leave the room and go to the hall or office when directed to do so; arguing with a staff member about an assigned seat or being moved to another location in the classroom; defying a staff instruction to remove offensive clothing or to turn over to the staff member materials or objects that are not allowed in the building or room; walking away from a staff member who is talking to a student about a discipline or classroom issue; etc.*

*When given a directive by a teacher or other staff member who the student believes is unfair or is based on incomplete information, the proper response for the student is to respectfully follow the directive, and then to discuss the problem with the staff member after class or at another appropriate time. The student has the right to have another adult present when having this discussion.*

**Students are to avoid threats or intimidation, bullying, harassment, teasing others, and relational aggression** *(a form of aggression that harms others through manipulation. Examples include but are not limited to are silent treatment, malicious rumors, excluding peers, etc.).*

These actions or behaviors can have a grave impact on learning. It also may affect the climate of schools and, indirectly, the ability of all students to learn to the best of their ability. Bullying deprives children of their rightful entitlement to go to school in a safe, just, and caring environment. (See Creswell School District Hazing/.Harassment/Intimidation/Bullying/Menacing/Relational Aggression Investigation Policy.)

Encouragement of others to fight may be cause for discipline.

- \* **Students are to observe the property rights of others and of the school.** Theft, vandalism and unauthorized use of property are serious matters. Students will be held responsible for the destruction of property due to carelessness.
- \* **Students are to exhibit personal behavior appropriate to school.**

1. **Adults are to be addressed as “Mr.”, “Miss”, “Mrs.”, “Ms.”, or “Coach” as appropriate.**
2. Good manners and respect for others, especially for speakers and performers are expected.
3. Trash and recycling is to be properly disposed of in containers provided.
4. Yelling, whistling and loud talk are to be avoided, especially in halls, classrooms and the cafeteria.
5. Students need to remain in supervised areas at all times. All areas will be pointed out at the beginning of the school year.
6. Students are to avoid writing on clothing or skin and may be asked to wash the writing off their skin and/or change into different clothing.

\* **Students are to avoid actions liable to be disruptive to the educational environment.**

\* **Threats by a student to bring a weapon to school or threats to kill someone will be taken seriously. Appropriate consequences will result from such behaviors, or comments (verbal or written).**

Students are not to have the following items in their possession while at school. They may become a disruption or threaten the safety of others.

**This includes but is not limited to:**

- \*rubber bands
- \*balloons
- \*spit wads
- \*laser pens
- \*water guns
- \*knives
- \*razors
- \*shavers
- \*sunflower seeds
- \*medication
- \*hairspray or other aerosol cans except for locker room
- \*paintballs
- \*perfume or body spray except for locker room
- \*Sharpie type marking pens
- \*sports trading cards
- \*photos - inappropriate imagery of any kind
- \*lighters or matches
- \*e-cigarettes
- \*and any other items being used in a disruptive manner

Students who have these items in their possession can expect to have them confiscated followed by disciplinary action.



- \* **Possession, use, or being under the influence of illegal drugs or alcohol is prohibited.** Possession or use of alcohol, tobacco products is prohibited. Prescription and over-the-counter medications are to be kept in the office and require written permission by a physician and parents/guardians for use at school.  
  
See Policies - Alcohol and Drugs
- \* **Pantsing and Mooning:** Pantsing or mooning causes extreme embarrassment and is a serious violation of a person's rights and will result in suspension.
- \* **Behavior Referrals:** Students should be aware that behavior referrals may result in their exclusion from participation in certain special activities and events at school such as: activity nights, dances, special assemblies, and field trips and end of the year activities.

## **SEXUAL HARASSMENT**

### **What is sexual harassment?**

Simply stated, it is a form of discrimination based on sex, and if it occurs at school, state and federal law protect victims.

More specifically, sexual harassment is *unwelcome* sexual overtures in the school when 1) your education depends on your putting up with or giving in to the overtures, or 2) the sexual overtures makes a *hostile* environment.

The overtures may be from a person in authority like a supervisor or a teacher, or another student. Both males and females may be victims of sexual harassment.

### **What is meant by unwelcome?**

**Unwelcome is in the mind of the victim.** For example: one person may do or say something and it is enjoyed or taken as a compliment; a different person may do or say something to the same person and it is unwelcome.

### **Does this mean I can be accused of sexual harassment even if I didn't intend to sexually harass anyone?**

**Yes.** Intent is not part of the definition. Even though you may have thought it was just harmless teasing or flirting or being funny, it is how the *other* person feels about the words or acts. In other words, you have to think about how your message will be received.

### **Since I can't read someone's mind, how do I know if my behavior is welcome or if I am sexually harassing?**

Try asking yourself these questions:

- \*Have I been told my actions are unwelcome or inappropriate?
- \*Would I say or do the same to someone of the same sex?

\*Would I say or do this if my parent/guardian, girlfriend, boyfriend, or teacher were present?

\*Is the person to whom I am saying or doing this in an equal position of power as me?

\*Do my words or actions show respect for the other person?

If you answer “no” to two or more of the questions, there is a good chance your behavior is unwelcome.

### **So if the words or acts are welcome, there is no sexual harassment?**

Not necessarily. If other people in the same area who observe the behavior find it offensive and unwelcome, this can create a hostile environment which is a form of sexual harassment.

### **What are some examples of sexual harassment?**

There is no absolute list because whether or not certain behavior is considered sexual harassment depends on whether others find the behavior unwelcome. There are some actions that are likely to be viewed as sexual harassment: dirty jokes, sexual name calling, comments about a person’s physical/sexual development, requests for sex, nude pictures, touching, grabbing, pinching, generalizations about members of one sex or different expectations based on gender, graffiti or repeated requests for a date. Names or words in a derogatory manner are unacceptable.

### **What can I do if I feel like I am being sexually harassed at school?**

Let the person know that you don’t appreciate their words or acts. Be clear. Some people still think “no” means “yes”. If you don’t feel comfortable talking to the person, write a letter and keep a copy.

Talk it over with a friend or your parent or guardian.

Ask for help. Report it to a teacher, counselor, or principal if it occurs at school.

If the harassment doesn’t stop, file a complaint. If this is occurring at school, you can file a discrimination complaint with your school district and appeal the matter to the State Superintendent. School officials have a legal responsibility to put a stop to the harassment.

## **GANG ACTIVITY**

*The presence of gang members and gang activities on campus or off campus at school-sponsored activities is likely to cause a substantial disruption or interference with school and school activities. A “gang” is defined as a 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. (ORS336.109[2])*

**The following activities are prohibited at school or at school-related activities:**

No student shall wear or display clothing or other objects that are commonly considered evidence of membership or affiliation with any gang.

No student shall commit any act, or use any speech, verbal or non-verbal, showing membership in, or affiliation with, a gang. This would disrupt or is likely to cause a substantial disruption or material interference with school and school activities.

No student shall commit any act that furthers gangs or gang activity including, but not limited to, soliciting others for membership in any gangs or inciting other students to act with physical violence upon any other person.

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**DISCIPLINE PROCEDURES/DEFINITIONS**

**AWARENESS**

Each student has access to the handbook and is instructed to read it. Each student has the responsibility to go over the handbook with his/her parents at the beginning of the year. It is the responsibility of the student to return the Verification Sheet that states both parent/guardian and student have read and understand the handbook. **This Verification Sheet will be required and should be returned to the main office.**

**Steps in Disciplinary Process—Classroom**

Classroom teachers are expected to develop and implement procedures to manage classroom behavior.

The steps for developing positive behavior classroom management systems are:

- Expectations for each class will be written and posted in each classroom. These expectations were designed to reinforce appropriate classroom behavior.
- Teachers will design consequences for student behavior that include both positive and negative consequences.
- Teachers will present, explain and teach classroom expectations and will provide regular reviews throughout the school year.

**DISCIPLINARY RECORDS**

A disciplinary record will be kept for each student throughout the school year. A brief description of each incident and punishment assigned will be included.

Parents/guardians will be informed of a student's discipline record from time to time. Serious penalties based on an accumulation of incidents will not be imposed unless

parents/guardians have been notified. Exceptions may occur when a series of incidents takes place in a very short time.

### **Steps In Disciplinary Process—Non-Class Setting**

Any staff member who observes a safety violation or other disciplinary problem is expected to intervene as necessary to bring it to a halt. The staff member should handle the incident on his/her own authority and take action up to filing a Discipline Referral Form. More serious incidents, or where the staff member observed only a portion of the incident (most fights, for example), should be brought to school administration.

The Administrative staff will confer with students brought to the office for disciplinary reasons, interview witnesses and determine the degree of guilt and punishment. Witnesses will generally be interviewed privately. Parents/guardians will be informed of proceedings and may be asked to confer. Parents/guardians may always request a conference and/or appeal for further consideration.

### **Community Service**

Occasionally a student may be given a choice of doing “Community Service” in place of another type of consequence. Community Service can be defined as paying a debt back to the school for not following rules. Some examples might include: sweeping, pulling weeds, cleaning some part of the school, or other types of custodial type chores.

### **DETENTION**

Detention may be assigned to students for minor misconduct and attendance related infractions. Staff members have been instructed to write up a **Referral** on any students observed not following the rules in or outside the classroom. This referral is turned in to the office for the purpose of maintaining an accurate record and reminding students of their detention responsibility. Failure to serve detention is considered insubordination and will result in additional time, community service, and/or suspension.

### **A Program for Students Who Need To Behave More Appropriately — Insubordination**

Occasionally a student continues to disrupt the learning process even after normal interventions and disciplinary actions have been taken. Insubordination Contract may be created.

**Insubordination** is defined as a student who continually does not comply with the set or prescribed rules on conduct. One can be considered to be Insubordination by: refusing to participate in classroom activities, assignments and tests, excessive unexcused absences and/or tardies, or habitual violation of the same type of major or minor infractions, refusal to attend detentions will be looked at as a sign of willful disobedience.

The Principal and/or the discipline history determines when a student’s actions cross the line and falls into the classification of insubordination.

Once identified, the student will be dealt with in the following manner:

- A) School designee will meet with the student and decide on a plan of action to help the student maintain compliance.
- B) The student's parent/guardian, counselor, and teachers will be invited to the meeting to review the student's behavioral/attendance file, discuss current problems, and set goals or improvement targets for action plan.
- C) Copies of the action plan will be provided or mailed to the parent/guardian, grade-level team, and superintendent of schools.
- D) What constitutes insubordination shall be delineated in the action plan.
- E) Action plans shall run until the end of the school year unless otherwise indicated.
- F) School designee will meet with the student at least once every other week in order to monitor progress, discuss problems, explore alternatives to misbehavior, etc.
- G) The school designee will contact both the student and parents/guardians on a regular basis to reward improved behavior and communicate concerns.

Step 2: Failure to maintain compliance shall be dealt with in the following manner:

- A) The first and second incidents of insubordination shall result in 3 and 6 days of out-of-school suspension respectively. Said suspension shall be dealt with as an unexcused absence.
- B) The third incident of non-compliance shall result in a 10-day suspension and a recommendation for expulsion, the first of which will be a hearing with the Superintendent. Such meeting shall be in accordance with the ORS's and OAR's concerning due process and expulsion, a major part of which shall be to discuss alternative school programs.
- C) Notification of each incident of non-compliance, referred to in Step 2A, shall be given in writing to the student, their parent/guardian, and the Superintendent.
- D) At Step 2B the student and parent/guardian/guardian shall be invited to the expulsion hearing.

## **SUSPENSION**

Suspension temporarily takes away the privilege of attending school or school activities from a student for a specific maximum numbers of days not to exceed 10 calendar days. Notification of the suspension (In-School or Out of School), and the reason thereof shall be given by telephone or a parent meeting. Upon the suspension, the student will be sent home unless given an In-School suspension. At that time, the students will be sent to the supervised detention room or in the administrative office until the end of the day. Student may make up work missed due to a suspension, however, makeup work may be worth less classroom credit as per late work policy.

## **EXPULSION**

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

## **Alternative Educational Programs**

The following is a list of Oregon Department of Education registered alternative programs:

- \*Home Instruction, Creswell School District
- \*Looking Glass In-House School, Eugene, Oregon
- \*Opportunity Center, Eugene, Oregon
- \*Lane School, Eugene, Oregon
- \*Discipline of Students with Disabilities

## **OREGON STATE CRIMINAL CODE**

A student shall not be involved in incidents that are in violation of the Oregon State Criminal Code on school grounds, at school-sponsored activities or while being transported in school vehicles.

## **DISCIPLINE CONSEQUENCES**

The following list of offenses and consequences serve as a suggested guide for administrators in the Creswell School District; however, the administration reserves the right to escalate the disciplinary consequence depending upon the situation and the severity of the student's behavior. Since it is impossible to make a rule to cover every situation that could take place in a school setting, the general rule of thumb that an administrator will use in making a discretionary decision will be "Is the behavior compatible with the educational mission of the school?"

1. **Alcohol**

Possession and/or use: For verified possession and/or use of alcohol (a) through (g) of the following will be imposed:

- a. The principal notifies and requests an immediate conference with the parent/guardian and student.
- b. Report verification to appropriate law enforcement agencies and allow their involvement as needed.
- c. Suspension of the student for a minimum of three consecutive school days on the first offense. A student may also be required to have an alcohol assessment performed by a school-approved third party at the parent's expense.
- d. A second offense will be suspension for a minimum of five consecutive school days. Prior to re-admission to school an alcohol assessment of the student must be performed by a school-approved third party at the parent's expense. The results of the assessment must be submitted to the principal and superintendent for consideration.
- e. If the student/parents or guardians refuse to permit the assessment (for first or second offense), a recommendation for expulsion will be forwarded by the principal to the superintendent.
- f. For first and second offenses, any of the following may be initiated by the principal or superintendent:
  - Referral to participation and successful completion of a drug assistance program designed and implemented for students between the age of 10 and 18 if available.
  - Referral to treatment center.
  - Detention work/study/in-house suspension, exclusion from school sponsored or extracurricular activities or offices.
  - Assignment to community service or alternative learning experience.
  - Student performance contract.
  - Other appropriate alternatives including expulsion.
- g. Failure to comply with the counsel of the principal or superintendent or a third offense will result in a recommendation for expulsion.

**Sale and/or Distribution:** For verified sale and/or distribution of alcohol all of the steps listed in (1) (a) through (g) above will be followed plus referral to the proper law enforcement agency will be mandatory.

## 2. **Drugs:**

Possession and/or use: For verified possession and/or use of a controlled substance (a) through (f) will be imposed:

- a. An immediate conference with the parent/guardian and student.
- b. Report verification to appropriate law enforcement agencies and allow their involvement as needed.
- c. Suspension of the student for a minimum of three consecutive school days on the first offense. A student may be required to have an assessment performed by a school-approved third party at the parent's expense. If the student/parents or guardians refuse to permit the assessment, a recommendation for expulsion will be forwarded from the principal to the superintendent.

d. Second offenses will result in a suspension for a minimum of five consecutive school days and the student must have an assessment performed by a school-approved third party at the parent's expense. The results of the assessment must be submitted to the principal or his designee for consideration. If the student/parents or guardians refuse to permit the assessment, a recommendation for expulsion will be forwarded from the principal to the superintendent.

e. Any of the following may be initiated by the principal or designee:

1. Referral to participation and successful completion of a drug assistance program designed and implemented for students between the age of 10 and 18 if available.
2. Referral to treatment center.
3. Detention work/study/in-house suspension, exclusion from school sponsored or extracurricular activities or offices.
4. Assignment to community service or alternative learning experience.
5. Student performance contract.
6. Other appropriate alternatives including expulsion.

f. Failure to comply with the counsel of the principal or additional offenses will result in a recommendation for expulsion.

**Sale and /or Distribution:** For verified sale and/or distribution of drugs the Principal will forward a recommendation for expulsion to the Superintendent and a report to appropriate law enforcement agencies will occur.

### **CRESWELL SCHOOL DISTRICT DISCIPLINE MATRIX**

<b>Bomb Threat</b>	10 days out of school suspension and 25 hours of community service. Possible referral to Law Enforcement.
<b>Burglary of School Building/Property</b>	1 <sup>st</sup> Offense- A possible expulsion hearing and referral to Lane County Sheriff.
<b>Cheating/Plagiarizing</b>	The student will receive an "F" on the assignment where the plagiarizing and/or cheating exists and lose the opportunity for any make-up test or other assignment.
<b>Display of Affection/PDA</b>	<b>1<sup>st</sup> Offense</b> —Staff Member conference with students involved. <b>2<sup>nd</sup> Offense</b> —Parents/guardians of both students contacted by counselor. <b>3<sup>rd</sup> Offense</b> —Optional administrative action.
<b>Endangering the Safety of Another Person</b>	<b>1<sup>st</sup> Offense and subsequent offenses</b> Administrative discretion - warning/suspension or possible expulsion.
<b>Fighting/ Assault</b>	<b>1<sup>st</sup> Offense</b> - Administrative discretion-suspension likely <b>2<sup>nd</sup> Offense</b> - 5-10 day suspension <b>3<sup>rd</sup> Offense</b> - Expulsion hearing possible
<b>Fire Alarms</b>	<b>1<sup>st</sup> Offense</b> —Suspended until meeting with Fire Marshall <b>2<sup>nd</sup> Offense</b> —Expulsion Hearing
<b>Gang Activity</b>	<b>1<sup>st</sup> Offense</b> - Administrative discretion; suspension to expulsion



	recommended and involvement of the local Sheriff's Office.
<b>Hazing, Harassment, Intimidation, Teasing, Bullying, Relational Aggression</b>	Administrative discretion depending upon the severity and frequency. Detention assignment or suspension from school may occur. Continued Abuse of Policy can result in expulsion.
<b>Insubordination/Defiance</b>	Refusing to follow reasonable requests Administrative discretion based upon the degree of misbehavior.
<b>Lying to Staff Member</b>	(written or verbal) Consequences are subject to administration discretion and may vary from a warning to a suspension. [A student may earn additional consequences when combined with another misbehavior.]
<b>Misconduct Off Campus</b>	(Includes before, during and after school including all bus stops. Any misconduct off campus that causes school activity disruption (i.e., fighting which affects the safety of students that causes other fights, threats, retaliations or verbal harassment), will result in the student being subject to the consequences listed below. These consequences will also apply to students who are present in the street, other than passage to and from school, which results in a safety factor due to the traffic flow. Therefore, students are not allowed to loiter in the street. The school may take action on behaviors occurring en route to school or after school en route to home. <b>1<sup>st</sup> Offense</b> - Warning/suspension - Administrative discretion. <b>2<sup>nd</sup> Offense</b> - 1-5 Day suspension - Administrative discretion.
<b>Off Campus During the School Day/Truancy</b>	<b>1st Offense</b> - Referral - Make up missed time in detention or in-school suspension. <b>2nd Offense</b> - Extended detention or suspension. Required parent/guardian conference. <b>3rd Offense and additional</b> —Suspension from school. Referral to legal authorities (SCF, Truant Officer, Sheriff).
<b>Possessing, Handling, or Transmitting Weapons or Dangerous Instruments - including Pocket Knives</b>	Suspension with pending Expulsion Hearing (up to one year). Referral to Law Authorities.
<b>Possession or Use of Inappropriate Objects</b>	<u>This could include any items that could be inappropriate or disruptive.</u> <b>1st Offense</b> —Administration discretion - (1-5 days suspension). Objects of value i.e., cell phones, cameras, IPODS, or hand held games may be picked up by a parent at the end of the day. Other items may be confiscated and not returned. <b>2<sup>nd</sup> Offense</b> - Items may be picked up at the end of one week and there will be an after school detention. <b>3<sup>rd</sup> Offense</b> - All items (including items of value) may be kept until the end of the school year and one day in or out of school suspension.
<b>Profanity/Obscene Gestures/Derogatory remarks</b>	Administrative Discretion
<b>Setting Fire on School Property</b>	<b>1st Offense</b> —Expulsion hearing and referral to Lane County Sheriff's Department.
<b>Tardies</b>	<b>3 tardies in a week results in a lunch detention. Four or more result in an after-school detention.</b>
<b>Theft/Student</b>	<b>1st Offense</b> —3-10 day Suspension

<b>Possessions/Lockers</b>	<b>2nd Offense</b> —5-10 day Suspension <b>3rd Offense</b> —Expulsion Hearing
<b>Threats (to do bodily harm or to property)</b>	Administrative discretion - warning, suspension or possible expulsion.
<b>Tobacco Use (Smoking or Chewing, including Possession)</b>	<b>1st Offense</b> —In-school suspension, suspension (up to 3 days), possible educational program. <b>2nd Offense</b> —3 day suspension, referral to Lane County Sheriff's Department. <b>3rd Offense</b> —3-5 day suspension and referral, possible expulsion.
<b>Unacceptable Behavior in Cafeteria</b>	<b>1st Offense</b> —Warning, possible removal from cafeteria. <b>2nd Offense</b> —Removal from cafeteria, up to 5 days. <b>3rd Offense</b> —Removal from cafeteria for remainder of semester.
<b>Vandalism</b>	<b>1st Offense</b> —1-3 day suspension and pay for damages. Extensive vandalism can result in more serious consequences. Possible referral to law enforcement. <b>2nd Offense</b> —Suspension or expulsion and payment for damages.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

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# **CRESWELL SCHOOL DISTRICT BOARD POLICIES**

Additional CSD Board Policies  
can be found on the District  
website: [www.creswell.k12.or.us](http://www.creswell.k12.or.us)