

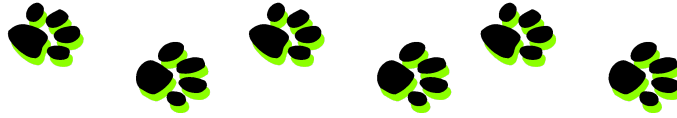


2021-2022 STUDENT & GUARDIAN HANDBOOK

**Julie Johansen, Principal
Brandon Standridge, Athletic Director
Jehna Carson, Attendance/Secretary
Jill Strader, Administrative Assistant/Registrar**

**655 W. Oregon Avenue
Creswell, OR 97426**

**creswell.k12.or.us
541-895-6090**



Welcome CMS Tigers!

September 8, 2020

Dear CMS Students and Parents/Guardians:

As members of the Creswell School Community, you deserve first-rate service. Communication between home and school is an important piece of maintaining that service. This handbook was developed to provide information to help you in understanding the expectations and procedures necessary to have a successful experience at Creswell Middle School.

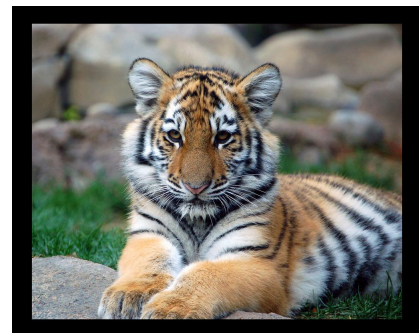
It is recommended that parents/guardians and students review this handbook together as a family, become familiar with it, and keep it as a resource to answer questions you may have during the year. Because of COVID-19 and the ever changing rules/guidelines from ODE, please expect additional information to be made available in the “Ready Schools Safe Learners” handbook that is posted on the website. Throughout the year, this will be updated.

The Creswell Middle School staff will continue to empower our students to achieve success at CMS no matter what changes come our way due to COVID-19. We will focus on being safe, respectful and responsible citizens, in addition to our academic offerings. During the school year we will have a “Regular Day Schedule” on Monday, Tuesday, Thursday, and Friday. On Wednesdays, we will have a “Short Day Schedule” where students will receive intervention, social skills, and electives. Please see your students' detailed schedule for more information.

The 2021-2022 school year will be an exciting year for our TIGER students. No matter what we are faced with this school year, we hope that students and parents/guardians will join us in having a positive attitude, perseverance, and demonstrating a growth mindset.

GO TIGERS!

Julie Johansen, CMS Principal
jjohansen@creswell.k12.or.us



CHANGES DUE TO COVID-19

As the teaching and learning environment continues to change due to the impact of COVID-19, some of the information in this handbook will necessarily be adjusted for the coming school year. In whatever learning environment we find ourselves in due to the impact of COVID-19, behavioral expectations contained in this handbook must still be followed to ensure we all continue to learn together in a safe, responsible and respectful manner.

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

Michael Johnson, Superintendent
mjohnson@creswell.k12.or.us
541-895-6000

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- Mrs. Johansen

jjohansen@creswell.k12.or.us 541-895-6090

Administrative Assistant/Registrar-Mrs. Strader

jstrader@creswell.k12.or.us 541-895-6091

Secretary/Attendance/Bookkeeper-Mrs. Carson

jcarson@creswell.k12.or.us 541-895-6135

CMS OFFICE HOURS:

8:00 a.m. to 3:45 p.m. Monday, Tuesday, Thursday, Friday (on school days)

8:00 a.m. to 2:15 p.m. Wednesday (on school days)

CMS STUDENT/SCHOOL HOURS:

8:20 a.m. to 3:20 p.m. Monday, Tuesday, Thursday, Friday (on school days)

8:20 a.m. to 1:50 p.m. Wednesday (on school days)

541-895-6090 School Number

541-895-6139 Fax

CMS 2021-2022 BELL SCHEDULE

(Regular Day Schedule M, T, Th, F)

6th/8th grades:

Homeroom 8:20-8:35

Period 1 8:39-9:39

BREAK 9:39-9:49

Period 2 9:53-10:53

Period 3 10:57-11:57

Lunch 12:01-12:41

Period 4 12:45-1:45

Period 5 1:49-2:49

Advisory 2:53-3:20

7th grade:**Homeroom 8:20-8:35****Period 1 8:39-9:39****Period 2 9:43-10:43****BREAK 9:43-9:53****Period 3 10:57-11:57****Period 4 12:01-1:01****Lunch 1:05-1:45****Period 5 1:49-2:49****Advisory 2:53-3:20****(Short Day Schedule-Wednesday)****6th/7th/8th grades:****Homeroom 8:20-8:45****Period 1 Elective/Intervention 8:49-9:59****BREAK 9:59-10:09****Period 2 Elective/Intervention 10:13-11:23****Lunch 11:23-12:03****Period 3 12:07-1:17****Advisory 1:20-1:50****APPOINTMENTS**

If you would like to speak with Mrs. Johansen, the counselor, or a teacher, please call the office to set up an appointment or email the person with whom you wish to conference. 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. We are not responsible for lost/stolen items. Helmets are required by law.

BACKPACKS/BOOKBAGS, ETC.

Backpacks, book bags and other large carrying satchels are to be placed in the student's locker when arriving at school. *Due to the "Ready Schools, Safe Learners" document, we may not be allowed to use lockers. If that is the case, students are responsible for keeping their items on them, in class, or in designated areas outside. Students should NEVER open/touch/move another student's belongings without permission.

BUILDING SUPERVISION

Parents/guardians: CMS provides supervision or protection for students from 8:00 a.m. to 3:30 p.m. on regular school days and 8:00 a.m. to 2:00 p.m. on short days. Students who have made a prior appointment with a staff member will be allowed in the building prior to 8:00 a.m. Students involved in a before or after school activity, must be with the supervising staff member. Students should not “hang out” on campus after school and wait for their practice/activity. All students are expected to be off campus during non-school hours.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Students’ phones and other personal electronic devices are the property of the student, and students bring them to school at their own risk. The school is not accountable in case of lost or stolen cell phones or other personal electronic devices.

Any cell phone or other electronic device brought to school must be powered down (turned off) and placed in the student’s locker, backpack, or pocket (out of site) as soon as the student enters the school. Once the student enters their first class, he/she may also choose to give it to his/her homeroom teacher for safekeeping until the end of the day. Students may not use a cell phone or personal electronic device inside their locker or anywhere else inside the school or on school grounds until the school day ends. If a student needs to contact a parent or guardian during school hours, they may ask to use the phone in the Main Office. Parents and guardians should call the Main Office if they need to contact a student during school hours.

MISUSE OF A CELL PHONE OR PERSONAL ELECTRONIC DEVICE AT SCHOOL WILL RESULT IN THE FOLLOWING OUTCOMES:

First Offense: Cell phone or personal electronic device is confiscated and placed in the school office until the end of the school day. Student may pick up the phone at the end of the school day.

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

Third Offense: Cell phone or personal electronic device is confiscated and placed in the office until a parent/guardian picks up the phone. Parent/Guardian must pick up phone at the end of the school day. 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 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 or make changes in Home Access.

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>**

DRESS

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Student dress and grooming may not interfere with or disrupt the educational environment of the student or others. Some examples of clothing likely to disrupt the educational environment include clothing that exposes the midriff area, buttocks, and undergarments. Sleepwear, including blankets and pillows, are not appropriate for school. Students must wear proper footwear at all times (no slippers). Hats may be worn on campus, as long as they do not become disrupted. Students should NOT touch other student's hats, throw them, etc.

Articles of clothing that advertise or promote the use of alcohol, tobacco or drug products, or that display sexually suggestive words or pictures are not permitted at school. Articles of clothing, jewelry, emblems, badges, symbols, signs or other objects, which are commonly considered evidence of membership or affiliation with any gang, are also prohibited at school.

Articles that are NOT meant to be clothing, such as blankets, flags, etc. are not permitted to be worn on campus as they may become a disruption and/or safety issue.

Articles of clothing that have slogans, messages, etc. on them should not create a disruption on campus and to the learning environment.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

ELEVATOR

The elevator is only for students and staff with a physical need. Students riding the elevator must have a pass issued by the office.

FEES

Please pay fees by logging into the District website. You may also send a check to the CMS office made payable to CMS. Please indicate your student's name and what fee you are paying on the memo line if you choose this option.

- Student Body Fee - \$25.00***The Student Body Fee includes a handbook, student planner, 3-ring binder with basic supplies, textbooks, incentives, assemblies, leadership activities, certain field trips, and supplies that directly benefit students.
- School Instrument Rental - \$80.00***(\$40 per semester and signing of a contract)
- Cooking/Culinary- \$30.00 per semester plus \$10.00 for Food Handlers card if the student does not have a card
- Maker's Space and/or Woodworking - \$30.00 per semester
- Color My World (Art)- \$30.00 per semester
- Games and More-\$15.00 per semester
- Physical Activity/Sports-\$10.00 per semester
- Around the World- \$25.00 per semester
- Photography- \$25.00 per semester
- STEAM- \$30.00 per semester
- Agriculture- \$25.00 per semester
- Athletic Participation Fees - Football \$125.00, Volleyball and Basketball \$100.00, Cross Country and Track \$75.00

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. CMS 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. This determination will be made by the principal and/or grade level team. Parents/guardians will be notified ahead of time and other plans will be made for the student by the teacher in charge.

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

FIRE ALARM

- 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 orderly lines at all times.
- 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.

GUIDANCE PROGRAM

It is the goal of the CMS guidance program to support students in order to allow them to achieve to the best of their ability. We also want to support the families of our students as we all work together towards student success. Our school counselor is available to students and families that need to discuss personal or educational problems. Students wishing to speak to the counselor must sign up on a form provided on the front office counter and wait to be called by the counselor (during class time). If a student or family is in crisis, the counselor can be available for support or to recommend available resources to families. Please contact our counselor if any issues arise, and we will work to put the best plan in place to support your student. In addition to helping coordinate activities in the counseling area, the counselor provides a number of other services that include: 504 Plans, individual and group counseling, grade and attendance intervention and crisis intervention.

GYM

Please refrain from climbing on or touching the gym curtain divider. We allow water in the gym bleacher area during athletic competitions.

HALL PASS

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

HOMEWORK REQUESTS

Checking Home Access for missing assignments or emailing teachers is the best way

for parents/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 3:20 p.m. We encourage parents/guardians to contact our office as soon as possible, in addition to emailing their student's teacher(s).

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

Creswell Middle School is a closed campus. **Students are not to leave school without checking out in the main office and may not leave the office until excused by the secretary.** Students will not be allowed to leave campus unless they bring a note from a parent/guardian or the main office receives a telephone request from the parent/guardian. This check out procedure is essential for building security and student protection.

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 student will be counseled by the Librarian 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. **Due to COVID 19, we may not be able to assign lockers for the 2021-2022 school year.



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.

LUNCHTIME ACTIVITIES

During lunchtime, students can frequent the Tiger Terrace, play on the concrete areas nearby, or play in the gym (when open) if clean tennis shoes are worn. No one is to enter the gym through its back or side doors at any time. The library may be open during Rec time; however, upon arriving, students must stay in the library throughout this time. The turf field will be available in good weather – appropriate athletic shoes must be worn.

MEALS

BREAKFAST- Breakfast is available for all students and staff at the beginning of the school day from 8:00AM-8:20AM. During the 2021-2022 school year, all CMS students are eligible for FREE breakfast.

LUNCH- Hot lunch is served at the school each day in the cafeteria (or outside in a designated area) 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. During the 2021-2022 school year, all CMS students are eligible for FREE lunch. Students MUST sign up for school lunch each morning during homeroom in order to receive his/her meal at lunch time.

The office does NOT have food available for students that forget their food at home and/or forget to sign up. Please encourage your student to be responsible. Students will be allowed to use the office phone to contact their parent/guardian if they have forgotten their food. This is NOT intended to be used regularly.

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.

All non-prescription medication (Tylenol, cough drops, etc.) needs to be in its original unopened container with a signed authorization form on file in the office. All medication will be locked in the office and administered by trained staff. 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.

PARTIES/DANCES

CMS dances and parties are only for enrolled students. Full day attendance is required for any student to attend an after school activity. The only exception would be a pre-arranged absence and/or a medical/dental appointment. Students who are suspended in or out of school may not attend after school activities.

Dances and parties cost \$5.00 for all students.

ADDITIONAL PARTY RULES:

1. MOST dances are limited to seventh and eighth graders. Afternoon parties and dances may be held for 6th graders.
2. Parents/guardians are asked to pick up students immediately after the party/dance. We expect students to have their transportation pre-arranged to ensure that students are not left after an activity without a ride home.
3. Once a student enters the grounds he/she must go directly to the event and remain for the duration of the event unless a parent provides written notice that their child can leave early.

4. All school rules apply during the event.
5. No outside food or drinks are allowed at the dances/parties.

PDA/SHOW OF AFFECTION

Public middle schools are not the appropriate place for hugging, kissing, hand holding, and other forms of public displays of affection. Such displays will result in disciplinary action.

PHOTOS/CAMERAS

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

RAILINGS/STAIRS

Because of safety concerns, any misconduct on or near the railings on the upper level will result in prompt disciplinary action. Safety, order and respect is essential around all stairwells. Everyone must “stay to the right” when using the stairs. Pushing or any other unsafe behavior on the stairs will result in immediate discipline. Anyone discovered putting water and/or hazards on the stairs will face consequences immediately. Students should NOT jump or skip stairs at any time.

TECHNOLOGY USE

We are excited to challenge and engage our students by incorporating technology into our curriculum that will teach our students the technology skills they will need in high school and beyond. After receiving a school issued Gmail account, students may access Google Apps for Education through internet connection. Google Apps for Education, Acellus, Zoom and other online learning tools will allow students to collaborate and then turn in some assignments, tests, quizzes and projects electronically through the internet.

With this educational opportunity also comes responsibility. Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of your student’s access to the district’s system and/or referral to law enforcement officials. It is important that you and your student read the district policy, administrative regulation and agreement form and discuss these requirements together. The Electronic Communications Policy and The Electronics Communications Administrative Regulation can be found on the Creswell School District website and a

printed copy of the Electronics Communications Agreement Form will be made available to you. Students will also be given a “Digital Learning Agreement” with specific expectations that demonstrate digital citizenship. Please review these materials carefully with your student.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as internet filtering, please be aware that there may still be material or communications on the internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Please refer to Creswell School District AR IIBGA for more information on Electronic Communications.

STUDENT ACTIVITY FUNDS

Accumulation

Any profits from Student Store sales or other fundraising activities shall be credited to the Student Activity Fund. Yearly profits will be made available to each grade level as needed.

Disbursements

All monies in the Student Activity Fund will be expended only for the benefit of students and must be approved by the Student Council Executive Committee and the building principal. Class funds must also meet the above criteria for expenditure.

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.

LEADERSHIP/STUDENT COUNCIL

The governing group of the school student body includes elected officers and is a class made up of students who meet academic and behavior requirements.

Class Representatives will be elected during the second week of school. It will be the responsibility of the representative to attend all leadership meetings, participate in the “Leadership/Student Council Elective” and report the business of those meetings to his/her homeroom class.

Leadership members must maintain passing grades and maintain a record of appropriate behavior (no grades lower than a “C” and no major behavior referrals).

Students who do not meet these standards may be removed from the class by the principal or the leadership instructor.

STUDENTS/CITIZENS OF THE MONTH

Monthly, each teacher will choose two students (one Citizen of the Month and one Student of the Month). The criteria for choosing these students may include: exemplary behavior, good citizenship, academic excellence, improvement, etc.

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 and result in consequences.

TELEPHONE USE

Cell phones should NOT be used during the school day. Parents/Guardians should contact the CMS office if they wish to speak with their student. Unless it is an emergency, students will NOT be called immediately from class to call his/her parent or guardian.

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, Math and Science. We encourage you to allow your student to take these tests, as it provides our staff with information about your student's progress and how we can best help them grow. In addition, these tests are used in calculating our school-wide goals and progress. It is hard to determine if our school is meeting the needs of students without all students taking the test. Students who take the tests, regardless of their scores, may earn fun prizes during testing time.

District Benchmarks- Math, Reading Vocabulary, Fluency and Comprehension testing will be given to all students in the fall, winter and spring as part of the District's

Benchmarks.

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.

TIGER TERRACE

The Tiger Terrace is a terrific social gathering area. We expect it to be kept clean and free of misbehavior by all students.

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.

TRACK AND TURF FIELD

Rules are posted concerning the track and turf field. We expect them to be followed, even during non-school hours. REMINDER: Except for water, no gum, food or drinks of any kind are permitted on the track and turf field. Dogs, other animals, bicycles, scooters and any riding devices are NOT permitted on the track and turf field. Our goal is to keep this area in good shape for many years. Lawn chairs, pop up tents, and coolers are NOT permitted on the track and turf field.

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 Middle School MUST check in at the CMS office.

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.

GRADING/RETENTION/HONOR ROLL POLICY

GRADING PERIODS/REPORT CARDS

Report card grades will be issued at the end of each quarter. These grades will be available in Home Access and mailed home. **Interim progress reports (IPR's)** are issued between grading periods and are available for viewing on Home Access Center. Parents/Guardians and students are encouraged to monitor grades in Home Access on a weekly basis.

GRADING POLICY

Teachers will set up a grading policy, late work policy, and class expectations for their classes at the beginning of the course. A copy of the teacher's grading policies, late work policies, and class expectations will be reviewed with students and sent home for parents/guardians. Any misunderstanding on a grading policy must first be taken to the teacher. Parents/guardians are encouraged to email or call their student's teacher to set up an appointment to address concerns.

GRADING SYSTEM/MARKS

A+ (100% or higher)

A (93%-99.99%)

A- (90%-92.99%)

B+ (88%-89.99%)

B (83%-87.99%)

B- (80%-82.99%)

C+ (78%-79.99%)

C (73%-77.99%)
C- (70%-72.99%)
D+ (68%-69.99%)
D (63%-67.99%)
D- (60%-62.99%)
F (59% or lower)

HONOR ROLL

“B” Honor Roll Recognition: Students must have a GPA of 3.0-3.59.

“A” Honor Roll Recognition: Students must have a GPA of 3.6-4.0.

4.0 Recognition: Students must have a GPA of 4.0 or higher.

CONFERENCES

Conferences are scheduled annually in the fall to review student progress. Students who are struggling or needing extra support may also have additional conferences through the SST process.



CLASS AND GRADE RETENTION

STUDENTS FAILING FOUR (4) OR MORE CLASSES MAY BE IN DANGER OF BEING RETAINED.

At the end of FIRST QUARTER students failing two (2) or more classes will be placed on a RETENTION MONITORING LIST and the following INTERVENTIONS will begin:

- LETTER sent home to parent
- Academic COUNSELING CONFERENCE with student
- Student may be placed in INTERVENTION or HOMEWORK CLUB elective
- Second quarter GRADE MONITORING (Home Access, Progress Reports)

At the end of SECOND QUARTER students failing two or more classes will be placed/continued on the RETENTION MONITORING LIST with the following INTERVENTIONS:

- LETTER sent home to parent
- Academic COUNSELING CONFERENCE with student
- Student will be placed in INTERVENTION and/or HOMEWORK CLUB (replacing elective class)
- Third quarter GRADE MONITORING (Home Access, Progress Reports)

At the end of the THIRD QUARTER students failing two (2) or more classes will be placed on a RETENTION MONITORING LIST with the following INTERVENTIONS:

- LETTER sent home to parents

- Academic COUNSELING CONFERENCE with student
- Parent/Teacher/RETENTION CONFERENCE (for students who have continued to fail)
- Student will be placed in HOMEWORK CLUB and INTERVENTION electives.
- MONITOR GRADES (Home Access, Progress Reports)

After FOURTH QUARTER MID-TERM PROGRESS REPORTS, students with the potential of failing four (4) classes will have the following INTERVENTIONS:

- CERTIFIED LETTER sent to parents regarding their son/daughters academic status
- Academic COUNSELING CONFERENCE with student
- PARENT/RETENTION TEAM conference
- MONITOR GRADES (Home Access, Progress Reports)
- EXTRA STUDY CLASSES during end of year grade level field trips
- Student may not be eligible for end-of-year promotion ceremony and/or activity.

IF A STUDENT FAILS FOUR OR MORE SEMESTER CLASSES, A FINAL RETENTION HEARING WILL BE HELD WITH PARENTS, STUDENT, AND RETENTION TEAM TO DISCUSS THE STUDENT'S NEXT YEAR GRADE LEVEL PLACEMENT AND/OR OTHER CONSEQUENCES.

ATTENDANCE

ATTENDANCE POLICY

The staff goal at Creswell Middle 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 for the start of the school day 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. CMS 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 CALLS/ATTENDANCE MESSENGER

A call will go out daily to parents/guardians every time a student is absent and we haven't received notice from the parent regarding the absence.

TRUANCY

CMS 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. At CMS, we celebrate good attendance with awards and celebrations. 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 CMS 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 CMS 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 CMS to attempt to mitigate the effects of absence by providing work, etc. Please note that even when excused, any absence has a negative effect on 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, CMS 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 CMS to avoid this process through communication and support of students that are struggling with attendance. Please contact CMS with any concerns regarding attendance.

TARDINESS

Students who are not in their assigned seat/location when the bell rings to begin class are considered tardy. Sufficient time is given for students to take care of their needs between classes if they plan well, and all tardies are unexcused unless there is a note from a previous teacher, counselor, administrator, or special circumstances which have been previously established. (An example would be a student on crutches.) Students more than 15 minutes late will be considered to have an unexcused absence and will be considered truant.



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 ABSENCES

The school realizes that there are extenuating circumstances which cause students to request planned absences. The staff at Creswell Middle 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.

Parents/guardians should request their student's work by filling out appropriate paperwork in the office and emailing his/her student's teachers. 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.

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 campus during the period of that suspension. Violation of this will result in extended suspension, or possible a citation for trespassing.

SPECIAL PROGRAMS

Emergent Bilingual Services

The District provides special programs for Emergent Bilingual students. A student or parent with questions about these programs should contact the district English Language Development Program Coordinator.

In conjunction with the school's educational program for Emergent Bilingual students and immigrant students, parents of Emergent Bilingual students identified for participation, or participating, in such a program will be informed annually of:

- The reasons for the identification of their student as an Emerging Bilingual student and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating will meet the educational strengths and needs of their student;
- How such program will specifically help their student learn academic English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition out of the program, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - ❖ Detailing the right to have their student immediately removed from such program upon their request;
 - ❖ Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - ❖ Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with disabilities

Special education is tailored to meet the needs of students with disabilities. The services and supports one child receives may be very different from what another child receives. It's all about individualization. What's important is giving kids the resources they need to make progress in school. To find out if your student is eligible, school officials have to do two things. First, they must determine if your child has a "covered" disability. Second, they have to determine if it's severe enough for her to need special education services.

A continuum of services are provided for students, ages birth to 21, who have developmental delays or disabilities.

Any child, age birth to 21, who may have developmental concerns may be referred.

Areas of concern may include:

- Autism

- Communication disorder: speech and language impairment
- Deafness/blindness
- Emotional disturbance
- Hearing impairment
- Developmental delay
- Orthopedic impairment
- Other health impairment
- Specific learning disability
- Traumatic brain injury
- Visual impairment: partially sighted and/or blind

Referrals for special education may come from anyone. The most common referrals come from: parents, teachers, physicians, and other public agencies.

Once eligibility is established, the school provides special programs and services for students with disabilities. A student or parent with questions should contact school administration or the Special Education Director.

All services are free of charge to eligible children. Services are individually designed to address the special needs of children. These services may include the following:

- Special education/specially designed instruction
- Related services
- Supplementary aids and services

Section 504

Students of all ages who have a documented physical or mental disability that substantially limits a major life activity. That can include reading, learning, and concentrating. 504 plans provide designated accommodations and modifications that help students thrive at school. Guardians may request a 504 plan through the 504 coordinator.

Title 1 Services

Title 1 services are provided to ensure that all students are supported in reaching the rigorous academic state standards. Parents are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title 1 program efforts, which are typically discussed at Site Council. Site Council meetings are typically held on a bi-monthly basis. Students or parents with questions should contact the front office.

Unhoused Students:

Our school district is committed to providing equitable opportunities to unhoused students, including educational services as required by Federal law under the

McKinney-Vento Act. School records, medical records, proof of residence or other documents will not be required as a condition for admission. Your child or an unaccompanied youth (a youth that does not live with a parent or guardian) can immediately enroll and participate fully in school activities while education records are being obtained.

The child or unaccompanied youth may attend the school of origin, the last school attended, or the school where the student is currently living. 'School of origin' means the school in which the child or youth was last enrolled or the school the child or youth attended when last permanently housed. The district must presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth.

Students eligible under the McKinney-Vento Act have rights that include:

- Receiving services without delay, such as transportation and meal programs.
- Other appropriate services and programs, including but not limited to programs for:
 - gifted children;
 - children with disabilities;
 - English learners;
 - career and technical education;
- School activities for parents or guardians and family engagement.
- Participation in athletics, fine arts, or other extra-curricular activities.

For additional information concerning the rights of students and parents of students experiencing homelessness please contact the McKinney-Vento District Liaison listed below. The liaison will help introduce you to the educational programs for unhoused students and make sure you are provided services. This person will also help you to complete forms or request records we may need, such as previous school, immunization records and/or birth certificates.

Identification of Talented And Gifted Students:

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. Any concerns should be directed to the district office.

Behavior Expectations and District Policies



BE SAFE, BE RESPONSIBLE, BE RESPECTFUL

PBIS or Positive Behavioral Interventions and Support is our school-wide program designed to inform and encourage students to create a positive atmosphere. We believe that by effectively teaching students positive ways to follow school guidelines and by providing incentives for positive behavior, we can ensure that CMS is a safe place to learn and work.

CMS staff members are committed to recognizing the achievements of individual students who choose to follow our GROWL guidelines.

Guidelines will be posted throughout the school and are specifically taught to students through activities, games and videos. We expect that by learning how to behave responsibly and follow the rules, students will be able to self-manage their own behavior in accordance with the GROWL guidelines.



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 the 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, responsible, and respectful.

Definition—Challenging a CMS 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
- *bb's or air soft type pellets
- *water guns
- *knives
- *razors
- *shavers
- *sunflower seeds
- *medication, including cough drops
- *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
- *magic or magic type cards, Pokemon cards
- *photos - inappropriate imagery of any kind
- *lighters or matches
- *e-cigarettes
- *wheelie type shoes
- *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.

Water Bottles

Students may bring a water bottle containing water to school. Students who use water bottles inappropriately may lose the privilege of using a water bottle at school and may be subject to disciplinary action. Drinking fountains are available

for student use during the school day.

- * **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, 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. (ORS 336.109[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.

DISCIPLINE PROCEDURES/DEFINITIONS

Awareness

Each student will be provided with a copy of this handbook and is instructed to read it. Each Seminar teacher has the responsibility to go over the handbook with his/her students at the beginning of the year. Each student has the responsibility to become aware of school rules and to make the handbook available for parents/guardians to read. 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 to be returned to their Seminar teacher.

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 (see suggested behavior consequences).
- Teachers will present, explain and teach classroom expectations and will provide regular reviews throughout the school year.

CMS uses three different intervention levels. Intervention Level one consists of timeouts, referral, and a parent phone call. Intervention Level two consists of at least 6 time outs, referral, parent conference and the creation of a behavior support plan. Students unsuccessful with the behavior support plan will be placed on the third intervention level in which an interdisciplinary team will determine the next steps to support the student academically and behaviorally. This could also result in a student being placed on a willful disobedience contract. (See page 27)

1. Teachers will provide feedback to students when they are meeting or not meeting the expectations of the classroom.

Individual teachers may have reward systems for students who consistently follow classroom rules. GROWL tickets reward positive behavior.

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 the Principal.

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 —Willful Disobedience

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

Willful Disobedience is defined as a student who continually does not comply with the set or prescribed rules on conduct. One can be considered to be willfully disobedient 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 willful disobedience.

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

- A) The Principal and Counselor 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 an 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 non-compliance shall be delineated in the action plan.

- E) Action plans shall run until the end of the school year unless otherwise indicated.
- F) The Counselor 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 Principal 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 non-compliance 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 number 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. The 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.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is 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

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:
 - i. 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.
 - ii. Referral to treatment center.
 - iii. Detention work/study/in-house suspension, exclusion from school sponsored or extracurricular activities or offices.
 - iv. Assignment to community service or alternative learning experience.
 - v. Student performance contract.
 - vi. 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.

POSSIBLE BEHAVIOR CONSEQUENCES

Bomb Threat	10 days out of school suspension and 25 hours of community service. Possible referral to Law Enforcement.
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Burglary of School Building/Property	1 st Offense- A possible expulsion hearing and referral to Lane County Sheriff.
Cheating/Plagiarizing	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.
Display of Affection/PDA	1st Offense —Staff Member conference with students involved. 2nd Offense —Parents/guardians of both students contacted by counselor. 3rd Offense —Optional administrative action.
Endangering the Safety of Another Person	1st Offense and subsequent offenses Administrative discretion - warning/suspension or possible expulsion.
Fighting/ Assault	1st Offense - Administrative discretion-suspension likely 2nd Offense - 5-10 day suspension 3rd Offense - Expulsion hearing possible
Fire Alarms	1st Offense —Suspended until meeting with Fire Marshall 2nd Offense —Expulsion Hearing
Gang Activity	1st Offense - Administrative discretion; suspension to expulsion recommended and involvement of the local Sheriff's Office.
Hazing, Harassment, Intimidation, Teasing, Bullying, Relational Aggression	Administrative discretion depending upon the severity and frequency. Detention assignment or suspension from school may occur. Continued Abuse of Policy can result in expulsion.
Insubordination/Defiance	Refusing to follow reasonable requests. Administrative discretion based upon the degree of misbehavior.
Lying to Staff Member	(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.]
Misconduct Off Campus	(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

	<p>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.</p> <p>1st Offense - Warning/suspension - Administrative discretion.</p> <p>2nd Offense - 1-5 Day suspension - Administrative discretion.</p>
Off Campus During the School Day/Truancy	<p>1st Offense - Referral - Make up missed time in detention or in-school suspension.</p> <p>2nd Offense - Extended detention or suspension. Required parent/guardian conference.</p> <p>3rd Offense and additional—Suspension from school. Referral to legal authorities (SCF, Truant Officer, Sheriff).</p>
Possessing, Handling, or Transmitting Weapons or Dangerous Instruments - including Pocket Knives	Suspension with pending Expulsion Hearing (up to one year). Referral to Law Authorities.
Possession or Use of Inappropriate Objects	<p><u>This could include any items that could be inappropriate or disruptive.</u></p> <p>1st Offense—Administration discretion - (1-5 days suspension).</p> <p>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.</p> <p>2nd Offense - Items may be picked up at the end of one week and there will be an after school detention.</p> <p>3rd Offense - 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.</p>
Profanity/Obscene Gestures/Derogatory remarks	Administrative Discretion
Setting Fire on School Property	1st Offense —Expulsion hearing and referral to Lane County Sheriff's Department.
Tardies	3 tardies in a week results in a lunch detention. Four or more result in an after-school detention.
Theft/Student Possessions/Lockers	<p>1st Offense—3-10 day Suspension</p> <p>2nd Offense—5-10 day Suspension</p> <p>3rd Offense—Expulsion Hearing</p>
Threats (to do bodily harm or to property)	Administrative discretion - warning, suspension or possible expulsion.
Tobacco Use (Smoking or Chewing, including Possession)	<p>1st Offense—In-school suspension, suspension (up to 3 days), possible educational program.</p> <p>2nd Offense—3 day suspension, referral to Lane County Sheriff's Department.</p> <p>3rd Offense—3-5 day suspension and referral, possible expulsion.</p>
Unacceptable Behavior in Cafeteria	1st Offense —Warning, possible removal from

	cafeteria. 2nd Offense —Removal from cafeteria, up to 5 days. 3rd Offense —Removal from cafeteria for remainder of semester.
Vandalism	1st Offense —1-3 day suspension and pay for damages. Extensive vandalism can result in more serious consequences. Possible referral to law enforcement. 2nd Offense —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 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.

EXTRA CURRICULAR ACTIVITIES

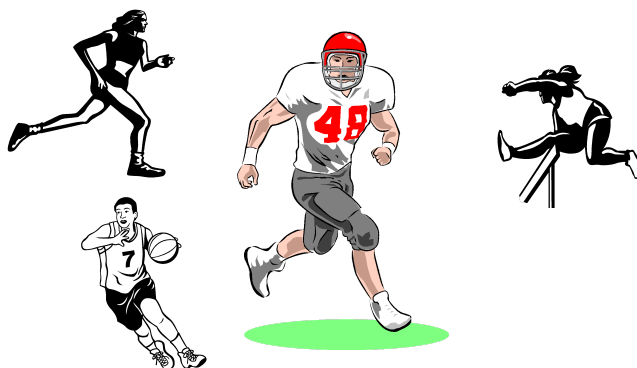
To be eligible to participate in extracurricular athletics, the student must:

- *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
- *Athletic Clearance Form must be completed and returned to the coach before participating
- *Fees: Football - \$125.00
Volleyball and Basketball - \$100.00
Cross Country and Track - \$75.00

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

If offered by the school, participation in extracurricular school sports is limited to the following grades:

Football	7 th and 8 th grade
Volleyball	7 th and 8 th grade
Cross Country	6 th - 8 th grade
Basketball	7 th and 8 th grade
Track and Field	6 th - 8 th grade



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.

CRESWELL SCHOOL DISTRICT

BOARD POLICIES

Additional CSD Board Policies
can be found on the District
website:

www.creswell.k12.or.us

