

# CRESWELL HIGH SCHOOL

# STUDENT HANDBOOK

## 2023-2024

### TABLE OF CONTENTS

SCHOOL INFORMATION  
WELCOME  
ACADEMIC INTEGRITY  
ADMISSION  
ALTERNATIVE EDUCATION PROGRAMS  
ANIMAL DISSECTION  
ASBESTOS  
ASSEMBLIES  
ASSESSMENT PROGRAM  
ASSIGNMENT OF STUDENTS TO CLASSES  
ATTENDANCE  
BUILDING SUPERVISION  
CELL PHONE  
CHANGE OF ADDRESS OR PHONE NUMBER  
CHECKING STUDENTS OUT OF THE OFFICE  
CLASS RANKING-VALEDICTORIAN AND SALUTATORIAN  
CLOSED/OPEN CAMPUS: LUNCH ONLY  
CLUBS AND ORGANIZATIONS  
COMMUNICABLE DISEASES  
COMPUTER USE  
CODE OF CONDUCT  
CONFERENCES  
COUNSELING  
CREDIT FOR PROFICIENCY  
DAMAGE TO DISTRICT PROPERTY  
DANCES  
DISCIPLINE/DUE PROCESS  
DISCIPLINE MATRIX  
DETENTION  
DISCIPLINE OF STUDENTS WITH DISABILITIES

EXPULSION  
SUSPENSION  
DRESS CODE  
EMERGENCY DRILLS  
EMERGENCY MEDICAL TREATMENT  
EMERGENCY CLOSURE INFORMATION  
EXTRA CURRICULAR ACTIVITIES  
FEES FINES AND CHARGES  
FIELD TRIPS  
GANGS  
GRADES  
GRADE CLASSIFICATION  
GRADE REDUCTION/CREDIT DENIAL  
INCOMPLETE GRADES  
GRADUATION REQUIREMENTS  
GRADUATION EXERCISES  
GRADING SYSTEM  
PASS/FAIL  
DIPLOMA REQUIREMENTS  
EARLY GRADUATION  
HALL PASS  
HAZING/HARASSMENT/SEXUAL HARASSMENT/BULYING  
HOME ACCESS  
HOMEWORK  
IMMUNIZATION/PHYSICAL EXAMINATION  
HUMAN SEXUALITY  
INSURANCE  
LOCKERS  
MEAL PROGRAMS  
MEDIA ACCESS TO STUDENTS  
MEDICATIONS  
ONLINE LEARNING  
PARENTAL RIGHTS  
PERSONAL ELECTRONIC DEVICES  
POSTERS  
PROGRAM EXEMPTIONS  
REPORTS TO STUDENTS AND PARENTS  
RESTRAINT OR SECLUSION  
SCHEDULE CHANGES  
SPECIAL PROGRAMS

STUDENT BODY CARD  
STUDENT/PARENT COMPLAINTS  
STUDENT EDUCATION RECORDS  
STUDENT SEARCHES  
STUDENTS OF THE MONTH  
STUDENT SUICIDE PREVENTION  
SUPERVISION BY NON-CERTIFIED STAFF  
TALENTED AND GIFTED PROGRAM  
TEACHER AIDE  
TELEPHONE USE  
TEXTBOOKS  
THREATS  
TOBACCO PRODUCTS, ALCOHOL, DRUGS  
TRANSCRIPT EVALUATION  
TRANSFER OF STUDENTS  
TRANSPORTATION OF STUDENTS  
VEHICLES/BICYCLES/SKATEBOARDS ON CAMPUS  
VIDEO SURVEILLANCE  
VISITORS

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office [and the district office] during business hours and at <https://policy.osba.org/creswell> .

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Notification may be provided when appropriate.

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<sup>[1]</sup>, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, 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 Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Amy Aguero, Student Services Director,  
998 West A St, [aaguero@creswell.k12.or.us](mailto:aaguero@creswell.k12.or.us), (541) 895-6005

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Amy Aguero, Student Services Director,  
998 West A St, [aaguero@creswell.k12.or.us](mailto:aaguero@creswell.k12.or.us), (541) 895-6005

Procedure for filing a complaint can be found on the district's home page at [www.creswell.k12.or.us](http://www.creswell.k12.or.us).

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their student must notify the district office within 15 days of receipt of the student handbook.

---

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

# SCHOOL INFORMATION

Mailing Address:  
Creswell High School  
33390 Niblock Ln  
Creswell, OR 97426

**CHS OFFICE HOURS:**  
**7:30am to 3:45pm on School Days**  
**541-895-6020 School Number**  
**541-895-6089 Fax**

Web Site Address: <http://www.creswell.k12.or.us/wp/chs/>

School Colors: *Red, Black, and White*  
Mascot: *Bulldog*

## **Administrative Office:**

Principal	Mrs. Jenny Collins	<a href="mailto:jcollins@creswell.k12.or.us">jcollins@creswell.k12.or.us</a>
Asst. Principal / AD	Mr. Brandon Standridge	<a href="mailto:bstandridge@creswell.k12.or.us">bstandridge@creswell.k12.or.us</a>
Office Manager/Registrar		
Athletic & Attendance	Kristin Bielskis	<a href="mailto:kbielskis@creswell.k12.or.us">kbielskis@creswell.k12.or.us</a>

## **M/T/TH/F BELL SCHEDULE**

<b>Period 1</b>	<b>8:30 – 9:50</b>
<b>WIN</b>	<b>10:00-10:30</b>
<b>Period 2</b>	<b>10:35-11:55</b>
<b>Lunch</b>	<b>11:55-12:30</b>
<b>Period 3</b>	<b>12:35-1:55</b>
<b>Period 4</b>	<b>2:05-3:25</b>

## **EARLY RELEASE START WED.**

<b>Period 1</b>	<b>8:30-9:25</b>
<b>Adv</b>	<b>9:35-10:20</b>
<b>Period 2</b>	<b>10:25-11:20</b>
<b>Lunch</b>	<b>11:20-11:50</b>
<b>Period 3</b>	<b>11:55-12:50</b>
<b>Period 4</b>	<b>12:55-1:50</b>

**\*\*Wednesday early dismissal will begin on 9/13 and run the whole school year\*\***

# Creswell High School Staff

## CHS Teachers and Support Staff

Samantha Abshere	Food Services
Kesch Allen	Educational Assistant
Liz Babbs	English / Leadership
Greg Chapman	Band
Angela Dennis	Library and Media / ASPIRE
Jen Dewey	Online Learning
Patrick Doyle	Science
Kyla Dozier	Special Education
Stacey Giles	Educational Assistant
Paul Goldspink	Health / Physical Education
Deborah Handman	English
Jon Hecht	English
Jesse Herren	Social Science
Ryan Hisey	Custodial Services
Mandy Hoggard	Business CTE/Early Childhood Education
Tyler Hollingsworth	Elective / Physical Education
Gary Jones	Math
Ginger Jones	Youth Transition Specialist
Jennifer Jones	Athletic Trainer/Health Occupations CTE
Ben Larson	Math
Erica Leigh	Science
Bill Martin	Social Science
Lori Naugle	Counselor / Testing Coordinator
Joey Robinson	Manufacturing CTE/Welding
Clint Schradle	Custodial Services
Lisa Shank	Food Services
Matthew Shields	Educational Assistant
Dan Smathers	Educational Assistant
Mona Stiffler	Academic Advising / Business (CTE)
Jeremy Stout	Fine Arts / Graphics (CTE)
Kelly Trant-Valley	Science / Health Occupations (CTE)
Kori Wanner	Spanish / ELD
Jared Wolfsen	Special Education
Scott Worsham	Math
Josiah Wynn	Woods

**CRESWELL DISTRICT OFFICE**

**Mailing Address: 996 West A Street Creswell, OR 97426**

Telephone: (541) 895-6000

Fax: (541) 895-6019

Mr. Mike Johnson	Superintendent
Ms. Marilyn Cruzan	Superintendent and Board Secretary
Ms. Amy Agureo	Director of Student Services
Mrs. Chanel Green	District Business Manager
Mrs. Breanna Manzone	Asst. Deputy Clerk
Ms. Vickie Brown	District Accounts Payable
Ms. Sarah Hanson	District Transportation Supervisor
Mr. Joel Higdon	Director of Technology and Facilities
Ms. Bethany Scovil	Communications and Community Engagement Coordinator

**CRESWELL SCHOOL BOARD DIRECTORS**

Mrs. Lacey Risdal, Board Chair  
Ms. Debi Wilkerson, Board Vice Chair  
Mr. Mike Anderson  
Mrs. Mary Stayton  
Mrs. Sarah Cox  
Mr. Tim Rogers  
Mrs. Kandice Lemhouse-Worsham

**CRESWELL SCHOOL SITE COUNCIL**

Kori Wanner – Teacher	Doug Allison – Parent
Kelly Trant-Valley – Teacher	Katie Leonard-Parent
Brandon Standridge-Assistant Principal	Lauren Bailey-Student
Jenny Collins – Principal	Khloe Seeley-Student

# Welcome Students to CHS

Dear Students and Parents/Guardians(s):

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

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

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

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

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

Sincerely,

Jenny Collins  
Principal  
Creswell High School



## **ACADEMIC INTEGRITY**

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes, but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

## **ADMISSION**

A student seeking enrollment in the district must register in the office. All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulation, may be required.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

While parents have the option of placing their students in a private school or obtaining additional services, such as tutoring, from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

## **ALTERNATIVE EDUCATION PROGRAMS**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

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

- \*Looking Glass In-House School, Eugene, Oregon
- \*Opportunity Center, Eugene, Oregon
- \*Lane School, Eugene, Oregon

## **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on an animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction.

## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office.

The facilities manager serves as the district's asbestos program manager and may be reached for additional information.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

## **ASSESSMENT PROGRAM**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content

standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

Students may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. “Student-initiated test impropriety” means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal or a counselor prior to [June 1] of the school year in question, or no later than [six] weeks prior to a semester break during a school year. Requests to change a student’s assigned class must be directed to the principal. Final decisions are the responsibility of the principal or designee.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

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

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

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

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

## **ATTENDANCE MESSENGER**

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

## **SCHOOL ACTIVITY ATTENDANCE**

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

## **TARDINESS**

Students are expected to be in their assigned seat/location when the bell rings to begin class, or they may be counted as "tardy." All tardies are considered unexcused unless the student has a written note from a school staff member, or special circumstances exist which have been previously established. Teachers may assign in-class penalties for tardies, or students may be referred to the administration for excessive tardies. If a student is more than 15 minutes but less than 30 minutes late to class, he / she will be marked TU, if they are more than 30 minutes late they will be marked absent.

## **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.

## **TRUANCY**

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

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

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, CHS administration is required to begin the truancy process.

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

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

## **PLANNED or PRE-ARRANGED ABSENCES**

The school realizes that there are extenuating circumstances which cause students to request planned absences. The staff at Creswell High School wishes to cooperate with students and their families in making arrangements for a planned absence. A student may prearrange an absence by bringing a note, signed by the parent/guardian, requesting the dates of absence. The student will 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,

## **BUILDING SUPERVISION**

**Parents/guardians:** CHS provides supervision or protection for students from 8:00 a.m. to 4:00 p.m. on school days. Students involved in an after school activity must be with the supervising staff member. All other students are expected to be off campus during non-school hours.

## **CELL PHONE POLICY**

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

- Cell phones are to be turned off or to silent mode (not placed on vibrate) and put away upon arriving to class. They are not to be used for any reason (i.e. calculator, calendar, email, games, internet, calls, texting, etc.) during class, unless specifically approved by the teacher or staff member for academic purposes.

- A teacher or other staff person may give specific directions regarding student use or non-use of a cell phone for academic purposes in which the student is expected to comply. **Staff maintains the right to temporarily confiscate a student's cell phone for violations of this agreement.**
- Parents should attempt to call the main office if they need to get a message to their child to avoid disruptions to instruction or the learning environment.
- Failure to comply with these directions may be considered insubordination and may result in further disciplinary action.
- Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules.
- Personal electronic devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or at district-sponsored events, (School Board Policy [JFCEB-AR](#))
- Everything in this policy applies to all personal electronic devices.

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

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

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

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

**After the Third Offense:** Cell phone confiscated and placed in the office until a parent/guardian picks up the phone. Students are also subject to disciplinary action.

**CHANGE OF ADDRESS OR PHONE NUMBER**

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

**CHECKING STUDENTS OUT OF THE OFFICE**

In order to reduce class interruptions and distractions, parents who come in to get a student for an appointment and it is within 5 minutes of passing time, we will ask that you wait until the

passing time before we release your child. *We also strongly discourage parents from checking their child out of school the last 10 minutes of the school day.*

## **CLASS RANKING-VALEDICTORIAN AND SALUTATORIAN**

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

In the case of multiple candidates achieving the same cumulative GPA, multiple Valedictorians and/or Salutatorians will be named. In the event multiple students share these awards, students may be asked to speak at graduation. No more than 5 student speakers will be asked to speak at graduation. To be eligible for the honor of Valedictorian or Salutatorian, a student must also:

- Attend Creswell High School their entire senior year.
- Complete all of the courses required for admission to an Oregon University System institution.

## **CLOSED/OPEN CAMPUS: LUNCH Only**

During lunch, only 11th and 12th grade students are permitted to leave campus for lunch. **Students are not allowed or permitted to leave campus during the morning break.** The following conditions may result in a student's off-campus privileges revoked at anytime:

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

## **LEAVING CAMPUS**

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

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

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

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

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

The club or organization must:

- Complete an application for approval, which will require the club to:
- Establish a purpose or mission statement,
- Identify an active membership of no fewer than four students,

- Identify a staff person who will serve as an advisor,
- Elect officers or a leadership panel,
- Submit the above information to the ASB executive leadership for approval
- Receive approval from the administration.

## **COMMUNICABLE DISEASES**

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to telephone the high school office so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

## **COMPUTER USE**

Students may be permitted to use the district's electronic communications system for school and instructional related activities . Personal use of district computers including Internet and email access is [prohibited.] [permitted when consistent with board policy and administrative regulations and when during the school day.]

The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography, or with respect to the use of the computers by students, harmful to students;



2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;
6. Unauthorized access, including “hacking” and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use, and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students’ access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations, and law; school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, received, generated, or stored on district servers are not private and may be subject to monitoring.

By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems.

Students will comply with district policies, including but not limited to, Board policy IIBGA - Electronic Communication System and its administrative regulations. Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.

## **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 or district-sponsored 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- or district-sponsored events, while at other schools in the district, and while off campus (including at lunch), 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 detention, suspension, expulsion, denial, and/or loss of awards and privileges, and/or may be referred to law enforcement officials or Oregon Department of Human Services for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence[, as prohibited by Board policy JFCF – [Hazing, ]Harassment, Intimidation, Bullying, [Menacing, ] Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation];
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm [as prohibited by Board policy JFCM - Threats of Violence];
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon [as prohibited by Board policy JFCJ - Weapons in Schools];
8. Vandalism, malicious mischief, and theft, [as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB - Care of District Property by Students] including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems];
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;

14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.]

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.[1]

---

[1] The district is prohibited from retaliating against any student “for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.” ORS 659.852.

**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.
- \*Follow the *instruction of staff members and other supervisors*.
- \*Be safe, respectful and responsible.

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

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

**Students are to avoid threats or intimidation, bullying, harassment, teasing others, and relational aggression** (*a form of aggression that harms others through manipulation. Examples include but are not limited to are silent treatment, malicious rumors, excluding peers, etc.*). Students will treat others fairly and respectfully, as well as refrain from any forms of discrimination, harassment or bullying based on an individual's age, disability, national origin, race, color, marital status, religion, sex, and sexual orientation.

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.**
  - Adults are to be addressed as “Mr.,” “Miss,” “Mrs.,” “Ms.,” or “Coach” as appropriate.
  - Good manners and respect for others, especially for speakers and performers are expected.
  - Trash and recycling is to be properly disposed of in containers provided.
  - Yelling, whistling and loud talk are to be avoided, especially in halls, classrooms and the cafeteria.
  - Students need to remain in supervised areas at all times. All areas will be pointed out at the beginning of the school year.
  - 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:**

*balloons	*spit wads	*laser pens	*water
*guns	*knives	*razors	*shavers
*sunflower seeds	*paintballs	*photos - inappropriate imagery of any kind	
*lighters or matches	*e-cigarettes	*and any other items being used in a disruptive manner	

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

- **Pantsing and Mooning:** Pantsing or mooning causes extreme embarrassment and is a serious violation of a person's rights and will result in suspension.
- **Behavior Referrals:** Students should be aware that behavior referrals may result in their exclusion from participation in certain special activities and events at school such as: activity nights, dances, special assemblies, and field trips and end of the year activities.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Student rights and responsibilities include, but are not limited to, the following:

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

## **CONFERENCES**

Regular conferences are scheduled four times per year to review student progress.

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

## **COUNSELING**

### **Academic Counseling**

Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades [9-12] and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Personal Counseling**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

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

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

- An Intent-to-Challenge Form must be completed, signed by the parent/guardian and the teacher, and submitted to the Academic Counselor by the end of the first week of the semester for which the course is to be challenged. Forms may be obtained from the Counselor's Office.
- The student must complete a comprehensive evaluation, (similar to a final exam), designed by the instructor and approved by the administration. The evaluation may include demonstration, a work sample, and/or research components as well as the written exam.
- The examination is not to exceed two hours for any course, and it must be completed the same day it is initiated.
- The timeline for administering the assessment must be prearranged and approved by the academic counselor and the administration.
- In order to receive credit for a challenged course, a student must receive a minimum of a "B" grade on the entire examination.
- Teachers will be required to provide the student with a Planned Course Statement, a textbook (if used), and any other materials that are substantially utilized in the challenged course.
- Whenever a hierarchy of classes exists, students will not be able to challenge a course lower on the hierarchy than a course they have already successfully completed, nor may they challenge a course lower than their recommended entry level.

- Performance classes such as drama, physical education, band, choir, art and wood shop courses may not be challenged. When appropriate, teachers will transfer highly skilled students to advanced sections.
- Challenges are not independent study programs - no time will be provided to prepare for a challenge test. All tests are prepared by the teacher of the challenged course.
- Alternatives to the challenged courses require the written approval of the counseling and administrative staff.
- Challenging a course by exam is not an option for students who have failed the course and are seeking to remediate the credit.

## **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. [If the cost is \$50 or more, the district will notify the student and parent.] [The district will notify students and parents of all such charges.] If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines, and Charges.

## **SCHOOL DANCES AND EVENTS**

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

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

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

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

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

**Prom:** Creswell Students and their guests (must be 20 or younger).

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

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

## **DISCIPLINE/DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses, or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

## **DETENTION**

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice may be given so that transportation may be arranged.

## **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, 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 hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

## **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 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 as part of the expulsion process.

## **SUSPENSION**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations, or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students, or staff members; or d) willful conduct which damages or injures district property.

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator'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 c) when the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

The district may require a student to attend school during non school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty.

## **DRESS AND GROOMING**

Creswell High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender

identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

**Our values are:**

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

**Our student dress code is designed to accomplish several goals:**

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

**DRESS CODE**

Creswell High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or

safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” category below must meet this basic principle.

**2. Students Must Wear\***, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Bottoms: pants/sweatpants/shorts/skirt/dress/leggings, AND
- Shoes: activity specific shoe requirements may be required based on course expectations.

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

**3. Students May Wear**

- Hats, including religious headwear
- Hoodie sweatshirts (pullover or zip up) as long as the hood does not obscure the face or ears
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Midriff baring shirts that cover the ribcage
- Pajamas
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including spaghetti straps and halter tops that cover the rib cage and visible undergarments

**3. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

## **EMERGENCY DRILLS (FIRE, EARTHQUAKE, SAFETY)**

Instruction on fire, earthquake, safety threats, and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

## **EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

## **EMERGENCY CLOSURE INFORMATION**

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>**

# EXTRA CURRICULAR ACTIVITIES

## BULLDOG ATHLETICS

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

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

To be eligible the student must:

- Have a current physical on file at school
- Have parent/guardian permission
- Have proof of insurance
- Maintain scholastic and citizenship eligibility as measured by weekly progress reports and OSAA eligibility requirements.
- Registered on [creswellathletics.com](http://creswellathletics.com)

\*Fees: \$130 per sport / per season, additional sport in same season is \$75.00  
\$500 family maximum per year

\* Families qualifying for free or reduce fees - \$50 free / \$75 reduced

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

### Sports offered at Creswell High School:

**Fall:** Cheer, Cross Country, Football, Boys and Girls Soccer, Volleyball

**Winter:** Boys and Girls Basketball, Wrestling, Cheer

**Spring:** Baseball, Softball, Boys and Girls Tennis, Track and Field, Boys and Girls Golf

*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.*

## FEES, FINES AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers, and notebooks) and may be required to pay certain other fees or deposits, including:

- |     |                               |  |
|-----|-------------------------------|--|
| *1. | ASB Registration / Activities | \$35.00/\$15 for just ASB card w/no sticker                |
| 2.  | Yearbook                      | \$60 until 11/1, \$75.00 until 5/15, no sales after        |
| 3.  | Ceramics                      | \$10.00  |
| 4.  | Foods                         | \$25.00 / \$35.00 (Students in need of food handlers card) |
| 5.  | Woods                         | \$25.00 per semester                                       |
| 6.  | Construction                  | \$25.00 per semester                                       |
| 7.  | Band Instrument Rental        | \$40.00 per semester                                       |
| 8.  | Parking                       | \$10.00 / \$25.00 (Personalized Senior Slots)              |
| 9.  | Senior Grad Party             | \$ 20.00 (Senior Only Optional)                            |
| 10. | Yoga/Aerobics                 | \$10.00  |
| 11. | Athletic Fees                 | \$130.00 per sport / \$500 family cap year*                |
| 12. | Physical Education T-Shirt    | \$8.00 (All PE Classes) REQUIRED                           |

**\*Families that qualify for free or reduced lunch federal program will have a reduced fee:**

\$50.00 free / \$75.00 reduced per sport

**\*Required fees – All other fees are required based on participation or access.**

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines, and damages owed. Notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines, and charges owed to the district may be waived at the discretion of the principal or designee if:

The district determines that the parent of the student is unable to pay the debt;

1. The payment of the debt could impact the health or safety of the student;
2. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
3. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice.]

All such restrictions and/or penalties shall end upon payment of amount owed.

## **FIELD TRIPS**

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

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

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

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

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

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

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

## **GANGS**

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

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

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



No student on or about district property or at any district activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (i.e., gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **GRADES**

Grades will be issued in November, February, April and June. **Interim progress reports (IPR's)** are issued between grading periods and are available for viewing on Home Access Center.

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

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6.25	10 (sophomore)
12.5	11 (junior)
18.75	12 (senior)

## **GRADE REDUCTION/CREDIT DENIAL**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability, or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

## **“INCOMPLETE” GRADES**

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

- Except for emergency situations, incomplete grades must be prearranged with the teacher, and approved by an administrator, at least two weeks before the conclusion of the semester.
- The teacher and administrator may determine the deadline for completion of the course based on the individual circumstances. Such a determination will be made clear to the student and his/her parent/guardian at the time the incomplete grade is approved. (Usually not more than two weeks from the conclusion of the course).

If the requirements have been met by the predetermined deadline, the grade can be changed to the corresponding letter grade. If the requirements are not met, the “Incomplete” grade is automatically changed to an “F” on the student’s transcript.

## **GRADUATION REQUIREMENTS**

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and an alternative certificate, which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than 4 years if consent is received by the student’s parent or guardian or by the student if they are 18 years of age or older or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate at each high school. The district provides age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student’s parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in the later of 4 years after starting the ninth grade,

or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

In order to participate in the graduation and commencement ceremony and related activities, seniors must be attending Creswell High School, and meet all Creswell School District graduation requirements. Seniors who are involved in a serious infraction or have not reconciled their school related fees will be prevented from taking part in graduation activities and/or commencement.

## **GRADUATION EXERCISES**

Students in [good standing[[1]]] who have successfully completed the requirements for a high school diploma, qualify to receive or receives a modified diploma, an extended diploma, or an alternative certificate, including [a student participating in a district-sponsored alternative education program and] a student with disabilities receiving a document certifying successful completion of program requirement, shall have the option to participate in graduation exercises. Students who have not met the district's diploma or certificate requirements [will not] [may, at the discretion of the superintendent or designee] be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma or an alternative certificate; and
2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.

Graduating students will be allowed to wear Native American [or other] items of cultural significance {[2]}. {[3]}

The valedictorian(s), salutatorian(s), or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

---

[1] [A student may be denied participation in graduation exercises for conduct that violates board policy, administrative regulation and/or code of conduct provisions.]

{[2] HB 2052 (2021) requires that districts allow students to wear Native American items of cultural significance to graduation and other school events. Districts can choose to allow students to wear items of significance to other cultures.} "Native American items of cultural significance"

means items or objects that are traditionally associated with Native American or that have religious or cultural significance to a Native American.

[3] The district may prohibit an item or object that: a) is likely to cause a substantial disruption of, or material interference with the graduation ceremony, or b) replaces a cap or gown customarily worn at a graduation ceremony.

## **GRADING SYSTEM**

Creswell High School operates on a four point grading scale when calculating a student's grade point average (GPA). A=4, B=3, C=2, D=1, F=0. Individual teachers may assign a (+/-) to the student's grade which will appear on the report card, however it will not impact the overall GPA. Teachers will individually determine the grading scales and criteria for their classes. These expectations will be made clear to students at the beginning of each course, and will be included in the teachers' syllabus.

## **PASS / FAIL GRADING OPTION**

Students may take a maximum of one elective course per semester that is not a graduation requirement utilizing the PASS / FAIL grading option. All grades for Teacher Aide, Office Aide, Work Experience, and Peer Tutor courses will be recorded as P/F only.

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

## **DIPLOMA REQUIREMENTS**

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

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

English	4
Math	3 (Algebra I level or higher)
Science	3
Social Studies	3
Health	1
Physical Education	1
Fine or Applied Arts	3
Personal Finance	.5

Electives 6.5

---

**Total 25**

(2) Demonstrate the Essential Skills required in English/Language Arts and Math. The most common way to complete this is through participation in standardized State testing such as the Smarter Balanced Assessments. Other means are available, such as completion of scored work samples, certain scores on the SAT or ACT, or other alternative assessments. (*Temporarily suspended due to COVID*)

(3) Complete the following:

- a. An education plan and profile (CIS)
- b. Three career related learning experiences (CRLE's)
- c. An Extended Application

A modified diploma may be awarded to students who qualify and cannot meet the standard diploma requirements. In order to pursue this option, and for details on these requirements, students and families must consult with the student's IEP team or school counselor.

A student may satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than 4 years but not less than 3 years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21.

A student [in good standing] who qualifies to receive or receives a modified diploma, an extended diploma, or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services, and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma, or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma.

Students and their parents will be notified of graduation and diploma requirements through [the high school curriculum guide].

## **EARLY GRADUATION**

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

Students who opt to graduate early will be eligible to participate in the first graduation and commencement activities following the completion of their diploma requirements. Students who graduate early forfeit their rights to participate in school related events, athletics, or activities once they are no longer enrolled in school. Students requesting early graduation must meet the following requirements:

1. Meet all the requirements of an Oregon diploma.
2. Have a written request approved by the student's parent, school counselor and building administrator.

## **HALL PASS**

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

## **HAZING/HARASSMENT/SEXUAL**

## **HARASSMENT/INTIMIDATION/BULLYING/MENACING/RELATIONAL AGGRESSION**

Hazing, harassment, intimidation, bullying, [menacing,] cyberbullying or teen dating violence, by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation, bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment[(i.e., personal servitude; sexual stimulation/sexual assault; forced consumption of any drink, alcoholic beverage, drug, or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student);requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article;] [or assignment of pranks to be performed or other such activities intended to degrade or humiliate.] It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income, or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or

2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and/or household members:

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury;
2. Intentionally, knowingly, or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully.

“Menacing” includes any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means any act of, including but not limited to, hazing, harassment, intimidation, bullying[, menacing,] teen dating violence, and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of, [hazing, ]harassment, intimidation, bullying[, menacing,] teen dating violence, and acts of cyberbullying, or retaliation.

The [employee position title] will take reports and conduct a prompt investigation of any reported acts of [hazing,] harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF – [Hazing, ] Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence - Student shall immediately report their concerns to the employee position title who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the [employee position title] who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student



who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356). .

All reports will be promptly investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of [hazing,] harassment, intimidation, bullying[, menacing], acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to [employee position title]. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2 The [employee position title] receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The [employee position title] will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The [employee position title] conducting the investigation shall notify the person making the report within [10] working days of receipt of the information or report, and parents as appropriate, [in writing] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

[A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within [10] working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step 3 decision. The Board shall, within [20] working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within [10] working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. [Additionally, a copy of all reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or incidents of teen dating violence, and documentation will be maintained as a confidential file in the district office.

## **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 or is unwelcomed or unwanted from another party.

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?**

Some questions that would suggest possible sexual harassment:

- \*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?

\*Was physical force or actions used in a sexual action or manner?

**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.

**HOME ACCESS**

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

**HOMEWORK**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

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 3:30 p.m.

## **IMMUNIZATION, PHYSICAL EXAMINATION**

### **Immunization**

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **Physical Examination**

Students in grades 7 through 12 must have an examination performed by a physician prior to practice and competition in athletics, and shall additionally have an examination once every two years and after either a significant illness or a major surgery prior to further participation.

The examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed School Sports Preparticipation Examination form on file with the district.

## **HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of this instructional program required by Oregon law by contacting the principal for additional information and procedures.

## **INSURANCE**

At the beginning of the school year, the district [will] make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students, and parents must have: (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.

## **LOCKERS**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition, and safety; and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

## **MEAL PROGRAMS**

### **BREAKFAST**

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

### **LUNCH**

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

Lunch is free for students who qualify for free or reduced meals.

Extra milk and juice are \$0.50 each.

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

## **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MEDICATIONS**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis[1], or a need to manage hypoglycemia, asthma, or diabetes.

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations, and the following:

---

[1] Under proper notice given to the district by a student or student's parent or guardian.

### **DISTRICT-ADMINISTERED MEDICATION**

Request and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included (excluding the signature)

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication (parental signature in place of prescriber signature).

All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within [five] school days of the end of the

medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

A request to the district to administer nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

In situations when a licensed health care professional is not immediately available, trained personnel, designated by the district may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law.

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine pen be kept at a reasonable, secured location in the student's classroom.

### **SELF MEDICATION**

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675; and
2. Permission from a building administrator and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medication.

A request to allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

Students may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage: in these situations the student

may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

### **PREMEASURED DOSES OF EPINEPHRINE**

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

### **ONLINE LEARNING**

The district may grant credit for approved online courses offered by district-approved institutions, [online courses offered through a public charter school] or for online courses offered by the Oregon Virtual School District. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

### **PARENTAL RIGHTS**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (e.g., name, address, telephone number, or social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that



information without prior notification, an opportunity to inspect any instrument used to collect such information, and permission of the student's parent(s) or the student if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Students [will not] [may] possess personal electronic devices, [in district facilities during the school day] [only as authorized by the administration]. [A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data.]

Students may not access social media websites using district equipment, while on district property, or at district-sponsored activities, unless the access is approved by a district representative.

[Students permitted to possess a personal electronic device are prohibited from using the device during class time.] [Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities.] [Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.]

The district will not be liable for personal electronic devices brought to district property and district activities. The district will not be liable for information or comments posted by students on social media websites, when the student is not engaged in district activities, and not using district equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy, JFCEB – Personal Electronic Devices and Social Media, or any rules established by the building administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal

images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies[, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries].

The district will not be responsible for the loss of, or damage to, personal property.

## **POSTERS**

Signs, banners, or posters that a student wishes to display must first be approved by an administrator. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

## **PROGRAM EXEMPTIONS**

Students [may] [shall] be excused from a state-required program or learning activity for reasons of religion[, ] [or] disability[, or other reasons deemed appropriate by the district].

An alternative program or learning activity for credit [may] [may not] be provided.

All such requests should be directed to the [principal] by the parent in writing and include the reason for the request and a proposed alternative.

## **REPORTS TO STUDENTS AND PARENTS**

Written reports of student [grades] [progress reports] shall be issued to parents[ at least annually] informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. [Letter grades] will be used. [Grades] [Progress reports] will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.

At the end of the first [three] weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

[Report cards] [Progress reports] must be signed by the parent and returned to the district within [three] days.

## **RESTRAINT OR SECLUSION**

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for

more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
  - a. A description of the restraint or seclusion including:
    - i. The date of the restraint or seclusion;
    - ii. The times the restraint or seclusion began and ended; and
    - iii. The location of the incident.
  - b. A description of the student's activity that prompted the use of restraint or seclusion;
  - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
  - d. The names of staff of the district who administered the restraint or seclusion;
  - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
  - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

6. A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, and to the union representative for the affected person, if applicable.
10. The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

## **SCHEDULE CHANGES**

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

Withdrawing from a class or “dropping” a course after this same deadline will result in an “F” being entered on to the student’s transcript. For emergency or other extenuating circumstances, an administrator must approve exceptions to this policy.

## **SPECIAL PROGRAMS**

### **BILINGUAL STUDENTS (ENGLISH LANGUAGE LEARNERS)**

The school provides special programs for bilingual [English language learning] students. A student or parent with questions about these programs should contact the [building administrator].

### **STUDENTS WITH DISABILITIES**

The school provides programs and services for students with disabilities. A student or parent with questions should contact the [special education director]. [Include name, title, and contact information for this individual.]

### **TITLE 1A SERVICES**

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school’s Title IA program efforts.

Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor.

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 BODY CARD**

All students that have their photo taken in the fall will receive a student body card. Each student is required to have an ASB card that will be provided to them at the beginning of the school year at Registration Day or on Picture Retake.

## **STUDENT/PARENT COMPLAINTS**

### **DISCRIMINATION COMPLAINTS**

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the [name/compliance officer].

The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

### **BIAS INCIDENT COMPLAINTS**

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means nooses[[1]], symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property[2], or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

---

[1] [The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021)]

[2] “School property” means any property under the control of the district.

## **DIVISION 22 EDUCATION STANDARDS COMPLAINTS**

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district’s compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a complaint with the district (whichever occurs first), any complainant may appeal direct to the Deputy Superintendent of Public Instruction.

## **INSTRUCTIONAL MATERIALS COMPLAINTS**

Complaints by students or parents about instructional materials should be directed to the [principal]. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a “[Challenge Request for Instructional Materials]” may be requested from the school office. The [principal] will be available to assist in the completion of such forms as requested.

All Challenge Request forms must be signed by the complainant and filed with the superintendent. A review committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee’s recommendation and justification will be forwarded to the complainant together with the superintendent’s written decision.

The complainant may appeal the superintendent’s decision to the Board, whose decision will be final.

## **PLACEMENT/ENROLLMENT OF HOMELESS STUDENTS COMPLAINTS**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **PUBLIC COMPLAINTS**

For the district's policy on public complaints, please click on the link provided to see board policy: <https://policy.osba.org/creswell/KL/KL%20G1.PDF>

### **SUSPECTED SEXUAL CONDUCT WITH STUDENTS BY DISTRICT EMPLOYEES, CONTRACTORS, AGENTS AND VOLUNTEERS OF THE DISTRICT**

Sexual conduct by district employees, contractors[1], agents[2], and volunteers[3] is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the

person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated {[4]} [licensed administrator] and [alternate licensed administrator], in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at [name of school] is [ ]. In the event this person is the suspected perpetrator, the [insert title of the alternative licensed administrator] shall receive the report. When the [licensed administrator title] takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and

Appropriate electronic communications with students.

---

[1] “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

[2] “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

[3] “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

{[4] ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, in the event the designated licensed administrator is the alleged perpetrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}



## **STUDENTS WITH DISABILITIES COMPLAINTS**

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student, should be directed to the [special education director].

## **STUDENTS WITH SEXUAL HARASSMENT COMPLAINTS**

Please see full policy here: [https://policy.osba.org/creswell/J/JBA\\_GBN%20D1.PDF](https://policy.osba.org/creswell/J/JBA_GBN%20D1.PDF)

## **TALENTED AND GIFTED PROGRAMS AND SERVICES COMPLAINTS**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the [superintendent] who will arrange for a review committee to meet within [two school] days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the [superintendent] within [10 school] days of receiving the original complaint. The [superintendent] will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. A copy of the OAR will be provided upon request.

## **STUDENT EDUCATION RECORDS**

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent(s); and
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records Board policy and administrative regulation may be obtained by contacting the office.

### **REQUESTS FOR EDUCATION RECORDS**

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.

### **TRANSFER OF EDUCATION RECORDS**

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

### **STUDENT SEARCHES**

#### **SEARCHES**

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be “reasonable in scope”, that is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, or [school rule] [the Student Code of Conduct] [Student/Parent Handbook] may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **QUESTIONING OF STUDENTS**

If a law enforcement official is allowed to question or meet with students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

### **STUDENTS OF THE MONTH**

Every month teachers will nominate a student of the month for nomination. The criteria for choosing these students will be: exemplary behavior, good citizenship, responsible management of self, and responsible management of materials. Then one Student of the Month will be chosen to have their photo taken and receive lunch for the day with school administration.

## **STUDENT SUICIDE PREVENTION**

WORK WITH LORI TO FILL OUT

## **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.

## **TALENTED AND GIFTED PROGRAM**

### **IDENTIFICATION OF TALENTED AND GIFTED STUDENTS**

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

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified student 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.

### **APPEALS**

A parent may appeal the identification process and/or placement of their student in the district's TAG program as follows:

### **INFORMAL PROCESS**

1. The parent will contact the [district TAG coordinator/teacher] to request reconsideration.
2. The [coordinator/teacher] will confer or meet with the parent, and may include any additional appropriate persons, (e.g., principal, counselor, teacher), within five [working][school] days of the request. At this time, information pertinent to the selection or placement or services will be shared.

If an agreement cannot be reached, the parent may initiate the Formal Process.

## **FORMAL PROCESS**

1. The parent shall submit a written request for reconsideration of the identification/placement to the [program supervisor, within five working days of the conference identified in the informal process.
2. The [program supervisor] shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the [TAG coordinator/teacher].
3. [The program supervisor, TAG coordinator/teacher] and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision. The parent may be provided an opportunity to review school/district data and present additional evidence. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.
4. A decision will be made by the [program supervisor] within [20] working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.
5. The decision may be appealed to the Board.

If the parent is still dissatisfied, they may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 - 002-0023. The district shall provide a copy of the OARs upon request.

## **TEACHER AIDE**

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

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

- Aides must read and sign a confidentiality agreement provided by CHS.

## **TELEPHONE USE**

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

## **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.

## **THREATS**

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass, or intimidate another. Additionally, false threats to damage school property will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion, and may be subject to civil or criminal liability. The [superintendent or designee] [principal] shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

## **TOBACCO PRODUCTS, ALCOHOL, DRUGS OR INHALANT DELIVERY SYSTEMS**

Student possession, use, sale or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited and will result in disciplinary action. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student [may] [shall] be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco also known as smokeless, dip, chew, or snuff in any form. This does not include products that are

USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device or a component of a device, or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

## **TRANSCRIPT EVALUATION**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation, and/or school rules.

## **TRANSFER OF STUDENTS**

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

## **TRANSPORTATION OF STUDENTS**

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

### **TRANSPORTATION RULES**

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling, or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons, or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;

9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms, or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students, and passersby;

Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

**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 the student may ride the bus again.
- B. **Second Citation**—Students are suspended from riding the bus for a period of 3-5 days at bus driver’s discretion.
- C. **Third Citation**—Students are 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.**

## **VEHICLES/BICYCLES/SKATEBOARDS ON CAMPUS**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that they hold a valid driver’s license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

In applying for a parking permit students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule, and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, or school rules.

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

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters, or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters, or similar devices will be confiscated by school authorities and placed in the administrator’s office for parents to retrieve. Use of skateboards, rollerblades, scooters, or similar devices on district property during nonschool hours is at the user’s risk. Skateboards, rollerblades, scooters, or similar devices are prohibited on

district property during school hours unless special permission is given by the administrator for a specific activity.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles, or skateboards, or to injuries caused in the use of them.

## **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**

Parents and other visitors are encouraged to visit district schools after scheduling such visits with [the principal or designee]. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are scheduled, all visitors must report to the school office upon entering school property. [Photo ID of visitors may be requested. In the absence of a photo ID, a visitor may be denied access to the district facility.] The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

## **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 consequences 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. Appropriate discipline measures will be enforced based on school and district policy. 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 may be forwarded from the principal to the superintendent.

**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 two 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 may 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 may be forwarded from the principal to the superintendent.
  - e. Any of the following may be initiated by the principal or designee:
    1. Referral to participation and successful completion of a drug assistance program designed and implemented for students between the age of 10 and 18 if available
    2. Referral to a treatment center. Detention work/study/in-house suspension, exclusion from school sponsored or extracurricular activities or offices.
    3. Assignment to community service or alternative learning experience.
    4. Student performance contract.
    5. Other appropriate alternatives including expulsion.
  - F. Failure to comply with the counsel of the principal or additional offenses will result in a recommendation for expulsion.

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

## *Creswell High School Progressive Discipline Model*

**Students at Creswell High School have the right to learn, the right to be safe, the right to be treated fairly.** In most cases, when a student is referred to an administrator, the teacher has attempted a number of interventions (see intervention options under each disciplinary infraction). The administrator advises the student of the contents of the written referral and gives the student an opportunity to explain his/her behavior. The following progressive consequences may be assigned; lower level consequences may be skipped due to the severity of the offense. This discipline rubric is a general guideline and can be varied by an administrator at his/her discretion. Policies and consequences may remain in effect whether the infraction is on/off campus; during, before or after school hours; or at a district sponsored event. The intent of the progressive discipline and the intervention is to help students learn to self-reflect, take ownership over their choices and create behavior changes that support their academic goals as well as the expectations of the learning environment at Creswell High School.

**Teacher Interactions with a Student Who is Misbehaving:** The first step a teacher should talk with a student who is behaving inappropriately is to address the student directly, quickly and consistently. Addressing the misbehavior should be done in as concise a manner as possible to minimize the loss of instructional time. This might be a verbal cue or a name on the board as a warning, depending on your classroom procedures. The student should be informed of what the appropriate behavior should look like, and this conversation should take place outside of instructional class time and usually in a private setting. Make sure that you have made your expectations clear and offered models of appropriate behavior.

**Parental Contact:** If the student continues to misbehave, continue to follow your classroom discipline plan which **MUST** include a parent contact starting with the second infraction. **Teamwork between the parent and teacher to change the student's inappropriate behavior should be stressed and the student should be made aware of the partnership.** The teacher will share with the parent their concerns and the consequences issued to this point. The parent should also be informed that if the misbehavior continues their child would be referred to the administration for further discipline.

**Office Referral:** The current referral/discipline process follows a basic protocol. Once a teacher has exhausted all resources in the classroom in an attempt to change the student's minor inappropriate behavior, a referral should be written. The teacher should phone or email the office or administration if they remove a student from class. The goal of the administration is that the student be seen prior to the next class meeting and the behavior reviewed. For a first office referral, consequences generally range from a timeout in the office/student services to lunchtime detention(s). As offenses become more serious, the consequences increase to possibly include AWC (Alternative Work Center) or Out-Of-School suspension. As with any referral, the parent is always notified. Consequences will be shared with the teacher.

**Counselor Problem Solving:** If the student's inappropriate behavior continues following the parental contact, the teacher will enlist the counselor's assistance to address the student's motivation for the behavior. It is hoped that contact with the counselor will address behavioral concerns thus eliminating the need for disciplinary action. This will also open new lines of communication between the teacher and the student in looking for a positive resolution, a win-win situation. The counselor might write a behavior plan at this point.

It may be necessary to repeat the above process for an individual student. Generally, following a fourth referral, the student is given one last opportunity to improve their behavior following the signing of a behavior contract developed at a parent conference. The behavior contract details acceptable behaviors and is developed and agreed to by all parties (i.e. student, parent, teacher, and administrator). If after this step the student fails to abide by the stipulations in the contract, the student can be removed from class. A teacher must have followed due process before a student can be permanently removed from class.

## Student Intervention Options

- All teachers implement engaging instructional strategies to promote on task behavior and learning.
  - All classrooms/teachers establish, teach and review behavior and academic expectations.
- All classrooms/teachers establish, teach and review behavior and academic interventions/consequences that are clear, consistent and predictable.
  - The second time a student’s behavior requires an intervention and/or consequence parents\* should be notified by staff.
    - Consultation with student teacher team, counseling and/or administration.

Tier 1 Interventions (Teacher and Classroom)	Tier 2 Interventions (Teacher, Parent and/or Administration)	Tier 3 Interventions
<ul style="list-style-type: none"> <li>● Use reflective listening.</li> <li>● Establish the student concern and work to support their needs as appropriate.</li> <li>● Avoid a power struggle by using a calm/neutral voice, sticking with facts, and clear expectations.</li> <li>● Use of a reflection sheet.</li> <li>● Praise when desired behavior/ignore minor unwanted behavior</li> <li>● Provide incentives.</li> <li>● Proximity to student.</li> <li>● Non-Verbal cues or signals.</li> <li>● Card Flip.</li> <li>● Use of a stress ball.</li> <li>● Give student a break to the AWC</li> <li>● Send student on an errand.</li> <li>● Alternate seating in own space.</li> <li>● Speak to student in hallway.</li> <li>● Student/Teacher Detention during Lunch or Before/Afterschool. (Classroom Interventions)</li> <li>● Lunch Detention in <i>AWC</i></li> </ul> <p>**This is not an exhaustive list.</p>	<ul style="list-style-type: none"> <li>● Detention (Lunch, After School, <i>AWC</i>)</li> <li>● Counseling Referral</li> <li>● Take Away Unstructured Time in the Classroom.</li> <li>● Send student on an errand.</li> <li>● Self-Monitoring Sheet.</li> <li>● Structured planned breaks.</li> <li>● Meeting with student and counselor and/or administrator to establish behavior contract.</li> <li>● Check in Check Out or Daily Behavior Form</li> <li>● Collaborative Problem Solving Staffing with Student and Parents.</li> <li>● Teacher calls home to the parent/guardian of student</li> </ul> <p>**This is not an exhaustive list.</p>	<ul style="list-style-type: none"> <li>● Collaborative Problem Solving Staffing with Student and Parents.</li> <li>● Behavior Intervention Plan</li> <li>● Structured passing time.</li> <li>● Community Partner Referrals</li> <li>● Grade Level Team Meeting Referral</li> </ul> <p>**This is not an exhaustive list.</p>

**Parent Support:** Parents we ask that you work in partnership with our teaching staff. If a teacher is reaching out to you for support, please be assured that several classroom and behavior management strategies have been attempted. At CHS, we want to help your student grow both academically and emotionally. We can only accomplish that in partnership with you. At any time, we encourage you to be a part of your student’s school day. Feel free to contact your student’s teachers via email or phone message. We also invite you to fill out the volunteer forms and be a direct part of our school’s efforts to prepare our students to be college and career ready. Parents are our best allies in supporting and educating kids.

## Discipline Rubric

The teacher is responsible for the learning climate in the classroom. The teacher, not the administrators, should handle some offenses. These offenses are minor, and although not necessarily overt, distract the teacher and other students, undermining the teaching/learning environment. Teachers are expected to handle: chewing gum, passing notes, excessive talking, not prepared for class, not being in the correct seat, refusing to work, not having homework completed, and any other offense which can be handled by a teacher.

Disciplinary Infraction/Staff Intervention (1 <sup>st</sup> =warning, 2 <sup>nd</sup> =Change in setting for student Parent Contact, 3 <sup>rd</sup> =Office Referral)	1-3 Office Referrals Administrator	4+ Office Referral Parent, Teacher, Student, Administrator Conference	8+ Referral Parent, Teacher, Student, Administrator Conference
Repeated Class Disruptions	Detentions (LD or ASD)	1-3 Days AWC	1-5 Days OSS
Non-Compliance of School Staff	Detentions (LD or ASD)	1-3 Days AWC	1-5 Days OSS
Cheating/Plagiarism	Loss of credit on assignment Detentions (LD or ASD)	Loss of credit on assignments 1-3 Days AWC	Loss of Credit on Assignment 1-10 Days OSS
Inappropriate Language or Gestures used in <i>general peer conversations</i> .	Detentions (LD or ASD)	1-3 Lunch Detentions	1-3 Days AWC
Inappropriate Language or Gestures used <i>towards peers</i> .	Detentions (LD or ASD)	1-3 Days AWC	1-5 Days OSS
Inappropriate Touch, Contact, Public Displays of Affection (holding hands, kissing, prolonged hugs).	Detentions (LD or ASD)	1-3 Days AWC	1-3 Days AWC
Electronics Not Relevant to Educational Objectives or Used without Permission including phones.	Warning (reminder of bell to bell rule) Student Pick Up in Office/Parent Call	1-3 Lunch Detentions Parent Pick Up in Office	1-3 Days AWC Parent Pick Up in Office
Inappropriate Internet Access	Detentions (LD or ASD) Rights May Be Terminated	1-3 Days AWC Rights Terminated for Specified Period of Time	1-3 Days AWC/OSS Rights May Be Terminated for Remainder of School Year
Horseplay or unsafe behavior that distracts the learning environment.	Detentions (LD or ASD)	1-3 Days AWC	1-5 Days OSS

Tier 1 Classroom Interventions: If students are unable to maintain with any combination of the above expectations, they will be given an office referral upon receiving the third classroom violation. If a student has one or two violations and is able to maintain for four weeks their behavior tracking will start over. Multiple office referrals from any class during a four week period may result in a day in the Alternative Work Center or Out of School Suspension depending on frequency and severity.

<b>Disciplinary Infraction/1<sup>st</sup> Office Referral/Intervention</b>		<b>2<sup>nd</sup> Office Referral/Intervention</b> Parent, Teacher, Student, Administrator Conference	<b>3<sup>rd</sup> Office Referral</b> Parent, Student, Administrator Conference
Direct (verbal or non-verbal) Defiance of School Staff.	1-3 Days AWC	1-5 Days OSS	5-10 Days OSS
Inappropriate Language or Gestures used towards staff.	1-3 Days AWC	1-5 Days OSS	5-10 Days OSS
Failure to Report Directly to Office on Referral	Detentions (LD or ASD)	1-3 AWC	1-3 OSS
No Show for Detention	ASD or AWC	1-3 Days AWC	1-3 OSS
Excessive Tardies	3 tardies result in lunch detention in the same period, or 4 in a week or any class	After 8 in a term students receive ASD	After 12 in a term students receive 1 day AWC
Theft/Stealing/Destruction of Property	1-3 Days AWC or OSS Possible Restitution & Police Involvement	1-3 Days OSS Possible Restitution & Police Involvement	5-10 Days OSS Possible Restitution & Police Involvement
Vandalism/Damaging/Defacing School Property/Campus/Supplies/Equipment	Detentions (LD or ASD)Possible Restitution & Police Involvement	1-3 Days AWC Possible Restitution & Police Involvement	1-5 Days OSS Possible Restitution & Police Involvement
Possession of items such as lighters, matches, firecrackers or any flammable substance; pocket knives or multi-use tools. Discipline dependent on item and intent for use.	1-3 Days AWC or OSS Possible Law Enforcement	1-5 Days OSS	5-10 Days OSS Possible Recommendation for Expulsion
Fighting: Use or Possession of Objects, Being at a Fight, Video Recording a Fight or Unsafe Situation	1-3 Days OSS	5-10 Days OSS	Recommended for Expulsion
Any form of Harassment Including Sexual Harassment: Verbal or Physical Menacing, Depantsing, Sexually Explicit Drawings, Slang Terms, Unwelcomed Sexual behavior/or Comments	Possible Law Enforcement Counseling Office Referral 1-3 Days AWC	Possible Law Enforcement Involvement 1-5 Days OSS	Possible Law Enforcement Involvement 5-10 Days OSS Recommended for Expulsion
Possession, Use and/or Under the Influence of Alcohol or a Controlled/Dangerous or Unknown Substance or its Facsimile. Including prescription medications or over the counter medications used inappropriately.	Possible Law Enforcement 2-5 Days OSS Loss of Participation in Extracurricular Activities	10 Day OSS, Recommended for Expulsion	
Sale and/or Distribution of Tobacco, Alcohol, Controlled/Dangerous or Unknown Substance, its Facsimile or paraphernalia. Including prescription or over the counter medications used inappropriately.	Possible Law Enforcement 3-5 Days OSS Loss of Participation in Extracurricular Activities Possible Expulsion Recommendation	10 Day OSS, Recommended for Expulsion	

Disciplinary Infraction/Office Referral/Intervention		Office Referral/Intervention
Threat to School Safety, Staff or Student directly or indirectly including verbal, non-verbal, with or without object or weapon.	Law Enforcement Involvement, Counseling Office Referral for Safety Assessment, 1-3 Days OSS	10 Day OSS, Recommended for Expulsion
Battery to Staff	Law Enforcement Involvement, Counseling Office Referral for Safety Assessment, 10 Days OSS	Recommended for Expulsion
Knives (Other than pocket knives with less than 2.5 inch blade. See previous reference on pocket knives), Other Dangerous Weapons (non-firearm)	Law Enforcement Involvement, Counseling Office Referral for Safety Assessment, 10 Days OSS	Recommended for Expulsion
Guns, Firearms, Explosives	Law Enforcement Involvement, 10 Days Out of School Suspension, and Recommended 1 School Year Expulsion	
Pattern of student behavior that seriously interferes with the ability of the teacher to teach and/or other students to learn and redirection is not successful.	Removal to Alternative Work Center, Explanation of the reason for removal and student response. Parent Contact, including setting a conference with Parent, Student, Teacher and Administrator. Consideration for 30 day expulsion.	
Habitual Discipline Problems described as five suspensions in a school year of three or more days.	Up to 10 Day OSS and Recommended Day Expulsion.	

**Creswell High School Progressive Discipline Model was developed from policy set by Creswell School District. Specific expectations, behaviors and consequences listed are in accordance with district policy to protect students' rights and uphold students' responsibilities and were established to maintain a distraction free learning environment for all students; promote positive academic and behavioral growth; and to ensure the safety of all students and staff.**

**District policies can be found on the district website: <https://www.creswell.k12.or.us/>**