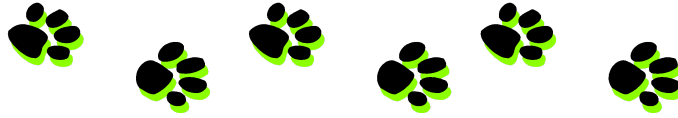




2023-2024
STUDENT & GUARDIAN
HANDBOOK

Julie Johansen, Principal
Brandon Standridge, Athletic Director
Lauri Thomas, School Counselor
Jehna Carson, Attendance/Secretary
Kerri Hicks-Blomberg, Registrar/Secretary

655 W. Oregon Avenue
Creswell, OR 97426
School Website: <http://creswell.k12.or.us/cms/>
Phone: 541-895-6090 Fax: 541-895-6139



Welcome CMS Tigers!

Dear CMS Students and Parents/Guardians:

We are excited that you have chosen Creswell Middle School for your student! This handbook was developed to provide information to help you in understanding the expectations and procedures necessary to have a successful experience at Creswell Middle School. It is recommended that parents/guardians and students review this handbook together as a family, and use it as a resource to answer questions you may have during the school year. As you may expect, sometimes changes are made during the school year based on need, so please expect additional information to be made available throughout the school year as necessary. Administration reserves the right to make changes to this handbook during the school year.

It is recommended that you visit our school's website and check Parent Square regularly to stay up-to-date on school information. In addition, please make sure that your current email and phone number are correct in Home Access. We encourage you to check your student's behavior, grades, and attendance information at least once a week in Home Access during the school year. If you have any questions, the best way to contact your student's teachers is via email. Current staff names and emails are posted on our school website.

The 2023-2024 school year will be an exciting year for our Tigers! School hours for students on "Regular Days" (M, T, Th, F) are 8:20 AM- 3:20 PM. School hours for students on "Short Days" (W) are 8:20 AM- 1:50 PM. We do NOT have supervision until 8:00 AM, so please do not drop-off or send your student to campus early. At the end of the school day we have supervision for ten minutes only, so please have your student leave campus when school gets out and go home to a supervised area.

If your student needs extra help on assignments, or needs to retake tests, we encourage them to attend "Lunch Study Table" during the school day, attend "After School Homework Help on Wednesdays from 2:00-3:00 PM, or reach out to their teacher about additional options for help. Let's Make it a Great Year. Go Tigers!

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

CMS 2023-2024 BELL SCHEDULE

Regular Day 6th grade:

Homeroom 8:20-8:28
WIN 8:32-9:07
Period 1 9:11-10:03
BREAK 10:03-10:08
Period 2 10:12-11:04

Lunch 11:04-11:34
Period 3 11:38-12:30
Period 4 12:34-1:26
Period 5 1:30-2:22
Elective 2:26-3:01
Homeroom 3:05-3:20

Short Day 6th grade:

Homeroom 8:20-8:28
Period 1 8:32-9:17
BREAK 9:17-9:22
Period 2 9:26-10:11
Period 3 10:15-11:00

Lunch 11:00-11:30
Period 4 11:34-12:19
Period 5 12:23-1:08
Homeroom 1:12-1:50

Regular Day 7th/8th grades:

Homeroom 8:20-8:28
WIN 8:32-9:07
Period 1 9:11-10:03
Period 2 10:07-10:59
BREAK 10:59-11:04

Period 3 11:08-12:00
Lunch 12:00-12:30
Period 4 12:34-1:26
Period 5 1:30-2:22
Elective 2:26-3:01
Homeroom 3:05-3:20

Short Day 7th/8th grades:

Homeroom 8:20-8:28
Period 1 8:32-9:17
Period 2 9:21-10:06
BREAK 10:06-10:11
Period 3 10:15-11:00

Period 4 11:04-11:49
Lunch 11:49-12:19
Period 5 12:23-1:08
Homeroom 1:12-1:50

SCHOOL INFORMATION

Administrative Office:

Principal- Mrs. Johansen

jjohansen@creswell.k12.or.us 541-895-6090 (CMS Main Line)

Registrar/Secretary -Mrs. Blomberg

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

Secretary/Attendance/Bookkeeper/Athletics Secretary-Mrs. Carson

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

CMS OFFICE HOURS:

7:45 a.m. to 3:45 p.m. Monday, Tuesday, Thursday, Friday (on school days)

7:45 a.m. to 2:15 p.m. Wednesday (on school days)

CMS STUDENT/SCHOOL HOURS:

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

*Supervision for students is available 8:00 a.m. to 3:30 p.m.

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

*Supervision for students is available 8:00 a.m. to 2:00 p.m.

CMS CERTIFIED STAFF EMAIL LIST

Kendra Anderson	<i>kanderson@creswell.k12.or.us</i>	7/8th Grade SS
Anna Baltrusch	<i>abaltrusch@creswell.k12.or.us</i>	7 th Grade Science
Hailey Brown	<i>hbrown@creswell.k12.or.us</i>	6th Grade Math
Kara Freske	<i>kfreske@creswell.k12.or.us</i>	8th Grade Math
Patrick Hartsfield	<i>patrick.hartsfield@creswell.k12.or.us</i>	8 th Grade LA
DDA Hemelsoet	<i>dhemelsoet@creswell.k12.or.us</i>	PE/Health
Kathi Holst	<i>kholst@creswell.k12.or.us</i>	LC & Ess LA
Maggie Hoover	<i>mhoover@creswell.k12.or.us</i>	7 th Grade Math
Zach Anderson	<i>zanderson@creswell.k12.or.us</i>	6th Grade SS
Tamara Moore	<i>tmoore@creswell.k12.or.us</i>	6th Grade LA
Heidi Rakas	<i>hrakas@creswell.k12.or.us</i>	LC & Ess Math/ELD
Jody Reed	<i>jreed@creswell.k12.or.us</i>	6th Grade Science
Laura Taylor	<i>ltaylor@creswell.k12.or.us</i>	7th grade ELA
Erik Telfer	<i>etelfer@creswell.k12.or.us</i>	Choir Director
Scott Thompson	<i>sthompson2@creswell.k12.or.us</i>	8th Grade Science
Aimee Trim	<i>atrim@lesd.k12.or.us</i>	Life Skills
Lauri Thomas	<i>lthomas@creswell.k12.or.us</i>	Counselor

CMS General Information

APPOINTMENTS

Appointments help ensure the availability of the staff member with whom the parent/guardian wishes to conference. Please do not just drop into school and expect that the person will be available. Appointments can be made during staff work hours (7:45 AM- 3:45 PM), when staff is not supervising or instructing students. Email is the fastest way to contact staff and have them get back to you. If you would like to speak with Mrs. Johansen, please call the CMS office at 541-895-6090 or email her directly at jjohansen@creswell.k12.or.us. If you would like to speak with the counselor or a teacher, please email the person with whom you wish to conference. Emails can be found on the CMS website and in this handbook. If you do not have email, please contact the CMS office staff and they can help you schedule an appointment.

ATTENDANCE

The staff goal at Creswell Middle School is for all students to achieve academic success. In order for school to be a successful experience, it is very important for students to have regular attendance. Students who finish the year with at least a 90% attendance rate will earn a prize at the end of the school year.

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

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

Students are considered chronically absent and considered not on-track if they are absent more than **10%** of their enrolled days in the district. All students’ attendance will be closely monitored. CMS will provide regular reminders regarding the importance of attending school every day. Attendance will be monitored regularly by CMS staff and parents/guardians will receive truancy letters when a student’s attendance is below the required 90%. Excessive absences or tardies will result in a meeting with the principal and/or a referral to the truancy officer.

ATTENDANCE ABSENCE BECAUSE OF SUSPENSION

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

ATTENDANCE CALLS/ATTENDANCE MESSENGER

A call will go out daily to parents/guardians every time a student is absent and we haven't received notice from the parent regarding the absence. It is very important that if your student is going to be absent from school that you notify the CMS office as soon as possible, and have your student email his/her teacher. You can do this by calling the CMS office, messaging Mrs. Carson on Parent Square, or sending an email to jcarson@creswell.k12.or.us. We also encourage parents to have their students check Google Classroom for work that can be completed at home.

BACKPACKS/BOOKBAGS, ETC.

Backpacks, book bags and other large carrying satchels are to be placed in the student's locker when arriving at school. Students are not allowed to carry their bags with them during the school day, but should take needed materials (binder, textbooks, etc.) with them to class. Students have time between classes to go to their lockers and retrieve needed items, so they do not need to carry everything with them the entire day. Students should NEVER open/touch/move another student's belongings without permission. Students should not leave their bags unattended at any time.

BICYCLES, SKATEBOARD & SCOOTER RIDING

Once students arrive on campus, skateboards, bikes and scooters need to be walked. Bikes are to be locked in the bike racks and left alone until school is dismissed. Scooters and skateboards are to be left in the CMS foyer (locked), away from the walking path. We are not responsible for lost/stolen items. Helmets are required by law. Students should NOT ride or take a bicycle, skateboard, or scooter that is not theirs at any time while on campus.

BUILDING SUPERVISION

CMS provides supervision for students on campus from 8:00 a.m. to 3:30 p.m. on regular school days and 8:00 A.M. to 2:00 P.M. on short days. Students registered for the CMS Choir Class are allowed on campus at 7:30 A.M. but must enter near the choir room (near the back parking lot). Students who arrive more than five minutes late for

choir should “buzz in” at the front office, as the back door will be locked. Any student who has made a prior appointment with a staff member will be allowed in the building prior to 8:00 A.M. but must have a note from their teacher. At 8:00 A.M., the front entrance opens to students wishing to eat school breakfast. Students are expected to go straight to the cafeteria at that time where there is supervision in order to eat. Students who do not plan on eating school breakfast should arrive on campus at 8:15 A.M.

Students involved in a before or after school activity, must be with the supervising staff member, and should only arrive on campus 5 minutes prior to the start of the activity. Students should not be in the locker room or on the Tiger Terrace without their coach’s permission. Students should not “hang out” on campus before or after school and wait for their practice/activity. All students are expected to be off campus during non-school hours. Students who repeatedly loiter on campus before/after school without permission will have disciplinary action.

Please note that before and after school hours the Tiger Terrace is off-limits unless you are accompanied by a staff member. Students should NOT climb the fence in order to access this area. The CMS Campus Supervisor checks cameras regularly, so please be advised that if you are caught climbing the fence, stealing, or destroying items on the Terrace, you will have consequences.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

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

Any cell phone or other electronic device brought to school must be powered down (turned off) and placed in the student’s locker as soon as the student enters the school. Students should NOT carry them, place them in their backpack, or have them in their pocket during the day. Students do NOT need cell phones for educational purposes. Students may NOT use a cell phone or personal electronic device inside their locker, bathroom, or anywhere else inside the school or on school grounds until the school day ends. If a student needs to contact a parent or guardian during school hours, they may ask to use the phone in the Main Office. The school phone should not be used to make social plans. Parents and guardians should call the Main Office if they need to contact a student during school hours. If your student does not follow these rules, he/she will have disciplinary action.

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

First Offense: Cell phone or personal electronic device is confiscated by staff and

placed in the school office until the end of the school day. Student is given a disciplinary warning. The student may pick up the phone at the end of the school day.

Second Offense: Cell phone or personal electronic device is confiscated by a staff person and placed in the office until the end of the school day. Student may pick up their phone or personal electronic device with permission from their parent/guardian. Student will receive lunch detention for second tech violation.

Third Offense: Cell phone or personal electronic device is confiscated and placed in the office until a parent/guardian picks up the phone (NO EXCEPTIONS). Parent/Guardian must pick up phone at the end of the school day by 3:30 PM, or it will be kept until the next school day. Student will receive lunch detention. Upon return, should the student bring a cell phone to school, it must be checked into the office each day.

After the Third Offense: Student loses the privilege of having their phone at school, and further disciplinary action will be taken (NO EXCEPTIONS). Should the student continue to have their phone on school campus after losing the privilege, he/she will have additional 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 immediately and make changes in Home Access and Parent Square as soon as possible.

CHECKING STUDENTS OUT OF THE OFFICE

In order to reduce class interruptions and distractions, parents/guardians who come in to get a student for an appointment within 5 minutes of passing time or the end of school day, will be asked to wait to check-out their student. We also strongly discourage parents from checking their child out of school, or calling the CMS office with a message for your student, the last 10 minutes of the school day. We can not guarantee that your student will get a message in time if you call the last 10 minutes of the school day. Students are not allowed to leave campus without checking out through the CMS office and having permission to leave. Students should only exit campus through the front doors after being "checked out" in the office.

COMMUNICATION (GENERAL)

While parents/guardians will receive communication from CMS and their student's teachers, parents/guardians should expect to receive less than they would if their student was in the elementary grades. Middle school is a time where we teach and expect students to be more responsible for their own learning and behavior. In middle school your student may have up to 7 different teachers during the school year and will

be rotating classes daily. Your student's teachers will teach almost 150 different kids during the school day, which makes it much more difficult to communicate daily with parents/guardians. CMS teachers are contracted Monday-Friday on school days, from 7:45 AM-3:45 PM, and are with your student most of that time. While they care about your student and put in a lot of unpaid time outside of their contracted hours, they are not expected to respond to emails/calls outside of that time, or be available outside of those contracted hours to meet. CMS is committed to helping all of our students succeed and asks that parents/guardians and students do their part in checking Home Access, Parent Square, and our school website. We also ask that you be patient and respectful when speaking with CMS staff members, as we expect those same things when they are speaking to you.

COMMUNICATION SYSTEM- PARENT SQUARE

Creswell School District's school-to-home communication system is called ParentSquare. This unified communications platform is designed to keep parents and guardians informed and encourage greater engagement and connection with CSD. School and district information will be sent to your computer or phone via email and/or text. For even more convenience, download the ParentSquare app (available for free for iOS and Android devices). Have questions? [Visit our website](#) for additional info. Within ParentSquare, you can click the question mark in the top right corner of the desktop version of ParentSquare or the Help tab on the app (tap the triple bar icon at the top left) to find answers to most of your questions.

You can also get more information on our website or through this link:

[Parents—Getting Started Video](#)

CONFERENCES

Conferences are scheduled annually in the fall to review student progress. Students who are struggling or needing extra support may also have additional conferences through the SST (Student Study Team) process. It should be noted that outside of the annual conference times, most conferences are scheduled before or after school during the teacher's contracted time (7:45 AM-3:45 PM) and when they aren't teaching.

DRESS CODE

The school dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Student dress and grooming may not interfere with or disrupt the educational environment of the student or others. Some examples of clothing likely to disrupt the educational environment include clothing that is extremely tight/spandex or see through or exposes the midriff area, buttocks/genitals, cleavage, and undergarments (underwear, bra, etc.). These types of clothing are not allowed.

Hats may be worn on campus, as long as they do not become disruptive. Students

should NOT touch other student's hats, throw them, etc. at any time.

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

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

Articles of clothing that have slogans, cuss words, messages, or weapons of any kind, etc. on them should not create a disruption on campus and to the learning environment.

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

Staff and administration reserves the right to deem articles of clothing/attire as appropriate or not appropriate for school. Students and their parents are expected to immediately resolve the issue by changing clothes, changing into something provided from the clothing closet, or calling home and getting appropriate clothing delivered. Students will not be allowed back in class until the dress code violation has been resolved by the student (and their parent/guardian).

DRESS CODE VIOLATIONS AT SCHOOL (OR SCHOOL EVENTS) WILL RESULT IN THE FOLLOWING OUTCOMES:

First Offense: Student is sent to the office and expected to change their attire to follow the dress code. They may choose something appropriate from their locker, something from our clothing closet, or call home and have appropriate attire brought by their parent/guardian. Student will not be allowed to go back to class until the dress code violation is resolved. Student is given a disciplinary warning.

Second Offense: Student is sent to the office and expected to change their attire to follow the dress code. They may choose something appropriate from their locker, something from our clothing closet, or call home and have appropriate attire brought by their parent/guardian. Student will not be allowed to go back to class until the dress code violation is resolved. Student is given lunch detention and parent/guardian is contacted.

After the Second Offense: Student is sent to the office and expected to change their attire to follow the dress code. They may choose something appropriate from their locker, something from our clothing closet, or call home and have appropriate attire brought by their parent/guardian. Student will not be allowed to go back to class until the

dress code violation is resolved. Student is given two lunch detentions and parent/guardian is contacted. Should this continue to be an issue, a meeting will be held with school staff, the student, and the student's parent/guardian.

ELEVATOR

The CMS elevator is only for students and staff with a physical need. Students riding the elevator must have a pass issued by the office. Should your student have a medical need, please contact the CMS office as soon as possible. Students caught riding the elevator without permission will have disciplinary consequences.

EMERGENCY SCHOOL CLOSURE

The necessity may arise during the school 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>

EMERGENCY SNOW DAY SCHEDULE

The necessity may arise during the school year to delay the start time of school due to temporary inclement weather. Should this happen during the school year, parents and guardians will be notified via Parent Square by approximately 6:30 A.M. The CMS "Snow Day" schedule begins at 10:20 A.M. and ends at 3:20 P.M., even on a Wednesday. The 2023-24 snow day schedule is as follows:

Snow Day 6th grade:

Homeroom 10:20-10:30

Period 1 10:34-11:14

LUNCH 11:14-11:48

Period 2 11:52-12:32

Period 3 12:36-1:16

Period 4 1:20-2:00

Period 5 2:04-2:44

Homeroom 3:05-3:20

Snow Day 7th/8th grades:

Homeroom 10:20-10:30

Period 1 10:34-11:14

Period 2 11:18-11:58

LUNCH 11:58-12:32

Period 3 12:36-1:16

Period 4 1:20-2:00

Period 5 2:04-2:44

EXTRA CURRICULAR ACTIVITIES

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

- *Have a current physical on file at school (prior to participating)
- *Have parent/guardian permission and register online to participate by try-outs/first practice. This includes paying a fee, uploading physical, etc.
- *Provide proof of insurance.
- *Maintain scholastic (2.0 GPA with no Fs) and citizenship (behavior) eligibility as measured by weekly progress reports. These progress reports will be pulled on Wednesdays by the Athletic Director. Should a student be ineligible, he/she will not be allowed to participate in games for at least a full week (eligibility checked the following Wednesday).
- *Fees: Football - \$125.00
Volleyball, Basketball, and Wrestling - \$100.00
Cross Country and Track - \$75.00
- *Please note that students are NOT eligible to join a CMS team once the first day of “tryouts” or official practice has begun, unless the team is low on participants and requires more athletes to safely participate.

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

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

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



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

FEES

Please pay your student’s fees by logging into the District website and using “School

Pay.” You may also send cash or a check to the CMS office (made payable to CMS). Please indicate your student’s name and what fee(s) you are paying on the memo line if you choose this option. If you are unable to pay, or are requesting a reduced rate, please contact the CMS office to request a scholarship (scholarships are given on a case-by-case basis and first come first served based on need). You must have a free/reduced lunch application on file to be considered for a scholarship.

- Student Body Fee - \$30.00-The Student Body Fee includes a student planner, incentives, assemblies, rallies, and supplies that directly benefit students during the school year. All students are expected to pay this fee yearly.
- School Instrument Rental - \$80.00***(\$40 per semester and signing of a contract)
- Electives- Electives are \$15 per quarter (or \$60 for the year). You may pay at the beginning of each quarter, or one lump sum for the entire year.
- Athletic Participation Fees - Football \$125.00, Volleyball, Wrestling, and Basketball \$100.00, Cross Country and Track \$75.00
- 8th Grade Promotion Activity Fee-\$30.00- The Promotion Fee goes toward your student’s promotion goodie bag and promotion activity after their ceremony. This is only paid when your student is in 8th grade.

FIELD TRIPS

All field trips are supervised by regular teachers, approved parent chaperones, and educational assistants. Students who are unable to attend a field trip due to behavior/safety (or do not have a permission slip on file by due date) will be given an alternate assignment/instruction for attendance credit. Failure to attend school on those days 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 unless they are signed out by their parent/guardian.

Regular school rules that apply are in effect on bus trips. All the regular safety regulations posted in the school buses are in effect. Students misbehaving on the bus may not be eligible to participate in future trips if there are issues.

Electronic devices may be allowed on field trips with teacher approval and discretion. CMS is not responsible for lost, broken or stolen electronic devices. Students are NOT allowed to video others or take pictures of others without their permission. Students are NOT allowed on social media during field trips.

Students may not be allowed to attend field trips if they demonstrate disruptive, unsafe, and irresponsible behavior. Should a student lose the field trip for their behavior on campus, he/she will be provided activities aligned to standards and will be expected to come to school and remain on campus during that time. Students who fail to follow rules and maintain good behavior on a field trip, may lose the privilege of attending future field trips. This determination will be made by the principal and/or grade level team. Students will be notified ahead of time and other plans will be made for the student by the teacher in charge if they are not allowed to attend.

Chaperones other than district employees must complete the process of a Criminal History Verification form and volunteer paperwork. This paperwork can be requested from the CMS office. Chaperones must be approved by the CMS principal. Only these individuals may ride the school bus and chaperone.

FIRE ALARM AND SAFETY DRILLS

- 1) A systematic and orderly evacuation at the sound of a fire or earthquake alarm is essential for student safety. We will provide monthly safety drills for students and staff (which include intruder drills).
- 2) Students must maintain orderly lines at all times and follow staff directions.
- 3) Strict attention must be given to all instructions during the entire evacuation. One never knows whether there is a real emergency or a routine drill, which is why we take all drills seriously.
- 4) Students not following directions during drills (or a real emergency) may have disciplinary consequences.

GOOGLE CLASSROOM

Most CMS Teachers use Google Classroom to post assignments or give assessments to students. While students will still complete paper/pencil assignments, it is important that they check Google Classroom daily. Students will be taught how to do this at the beginning of the school year. As a parent, you will not have a separate login to Google Classroom, but may use your student's login information (or have them login in front of you) to view assignments, etc. It is important for parents/guardians to understand that one feature of Google Classroom allows students to hit the "turn in" assignment button without having done the assignments. Because of this feature, parents/guardians and students should use Home Access to monitor whether a student actually completed the assignment.

GRADING PERIODS/REPORT CARDS

Report card grades will be issued at the end of each quarter. These grades will be available in Home Access and mailed home. Parents/Guardians and students are encouraged to monitor grades in Home Access on a weekly basis. Grades/missing assignments/late work are typically updated once a week (Thursdays). For families who

do not have internet access, paper progress reports can be sent home with your student weekly upon request. Please contact the registrar if you do not have internet access and would like to receive a paper copy.

GRADING POLICY

Teachers will set up a grading policy, late work policy, and class expectations for their classes at the beginning of the course. A copy of the teacher's grading policies, late work policies, and class expectations will be reviewed with students and sent home for parents/guardians. It should be noted that sometimes policies change based on need, and the teacher reserves the right to change their policy during the school year. Students will be notified of this change when it occurs. Any misunderstanding on a grading policy must first be taken to the teacher. Parents/guardians are encouraged to email or call their student's teacher to set up an appointment to address concerns.

GRADING SYSTEM/MARKS

A+ (100% or higher)
A (93%-99.99%)
A- (90%-92.99%)
B+ (88%-89.99%)
B (83%-87.99%)
B- (80%-82.99%)
C+ (78%-79.99%)
C (73%-77.99%)
C- (70%-72.99%)
D+ (68%-69.99%)
D (63%-67.99%)
D- (60%-62.99%)
F (59% or lower)

GYM (including Athletic Locker Room)

Students are NOT allowed to be in the gym or locker rooms unsupervised. Students wishing to use the locker room must have adult permission and a hall pass. Students are NOT allowed to climb on or touch the gym curtain divider. Only water is allowed in the CMS gym (no food or other drinks) unless it is a special event/incentive which has been approved by the principal/designee ahead of time. Students are NOT to use the Athletic Locker Room during the school day. If they wish to change into PE clothes or use the restroom, they should use the restrooms in the gym near the entrance. Athletic Locker Rooms are only to be accessed by athletes for school sports and with adult permission. Students are responsible for following all school rules and may lose the privilege of using the Athletic Locker Room if they fail to comply with these rules.

HALL PASS

A student is required to have a hall pass whenever he or she is outside the classroom during scheduled class time. Students should keep their hall passes with them, at all times, in their binders. Students have nine “emergency” uses per quarter. These emergency uses are for when a student needs to use the restroom during instructional time and can’t wait until passing times, nutrition break, lunch, recess, and after school. Please note that additional information will be provided to your student about hall passes.

HOMEWORK REQUESTS

In middle school, when a student is going to be absent, it is the parent/guardian’s responsibility to contact the CMS office about attendance. For homework requests, students should let their teacher know as soon as possible that they are going to be absent. Students should then check Google Classroom and email their teacher to find out what they are missing when absent. If a student is unable to do this, they should check in with their teacher upon return to get missing work. If your student will have a planned absence of multiple days, you may request work ahead of time by filling out the “Planned Absence Form” in the CMS office and then emailing your student’s teacher. Please give at least one week’s notice if your student will have a planned absence.

HONOR ROLL

“B” Honor Roll Recognition: Students must have a GPA of 3.0-3.5.

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

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

ILLNESS—FIRST AID

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

No care beyond first aid (defined as the immediate, temporary care given in case of an accident or sudden illness) will be given at school. It is essential for the school to be able to contact parents/guardians or other emergency numbers when a student needs to be taken home because of an illness, injury, fever and/or throwing up. Upon notification, parents/guardians are expected to immediately pick up their student. If the school is unable to contact a student’s parent/guardian, emergency contacts will be notified and expected to pick-up the student immediately.

INSURANCE

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

INTERDISTRICT TRANSFERS

A student who does not reside in Creswell School District must obtain an interdistrict transfer to attend Creswell Middle School. A student may transfer between districts if the student receives consent to transfer from both the district of residence and the receiving district. Once a transfer is approved, families may register their student on the CMS website. Questions about the process and timelines for obtaining consent should be directed to the District Office. Students on interdistrict transfers will have their transfer revoked if attendance and behavior become an issue. Please see the interdistrict expectations and policy for more information.

LEAVING CAMPUS

Creswell Middle School is a closed campus. **Students are not to leave school during the school day without checking out in the main office. They must be excused by the secretary or registrar and exit the building through the front.** Students will not be allowed to leave campus unless they bring a note from a parent/guardian or the main office receives a telephone request from the parent/guardian. This check out procedure is essential for building security and student protection. Parents/guardians should NOT text or call their student's cell phone during the school day to have students checked out or come to the office. Please call the CMS office, send your student with a note, email jcarson@creswell.k12.or.us, or send a Parent Square message to Mrs. Carson..

LIBRARY

A student may have **2 books** checked out at a time for a period of two weeks. Notices will be sent to students for overdue books, and if books are not then returned or renewed, the student will be counseled by the Librarian and parents/guardians may be called. If books are lost or not returned, a bill will be sent to the student's home and the student will not be allowed to check out books until the fees are paid. At the end of the school year, students may miss out on end-of-year activities if fines have not been paid. Please contact the CMS librarian Brandi Wittenborn if you have any questions.

LOCKDOWN

In certain emergency situations, it may be necessary for the school to go into "lockdown." While in lockdown, all students and staff will remain in a secured room or be

instructed to evacuate. No one will be allowed to leave or enter the school. We will practice lockdown situations during the school year. In the event of a real emergency, parents should not call the school, as we will need to keep all telephone lines free. The Superintendent's office will alert the media.

LOCKERS

Lockers are the property of the school and subject to inspections. Lockers are assigned by the office and are to be used primarily for books, backpacks, and articles of clothing. Lockers should be locked at all times. It is suggested that no money or items of value be placed in the lockers. If a student chooses to bring a cell phone on campus, he/she must keep their cell phone in the locker (powered off). All students are expected to keep the lockers assigned to them for the full school year. Students may not change lockers without approval by the office. Sharing, accessing or tampering with someone else's locker will result in forfeiture and/or possible punitive damages. Students should NOT share their combination code with anyone else. Students are responsible for keeping their lockers clean and should not write on their lockers, or put stickers on them that can't be removed. Damage to lockers will result in a bill being issued to parents/guardians. Students and their families are responsible for signing and returning the Locker Contract Form each year (the contents of which will be enforced regardless if the form is returned).

LOST AND FOUND

Students who have lost articles are asked to leave a description of the article in the office or contact a custodian. Students should NOT take items from the lost and found that are not theirs. Small items of value (when found) i.e: jewelry, keys, etc. are stored in the office. All other items are kept on a clothing rack in the West Pod. Items which are unclaimed throughout the school year will be donated to our clothing closet. Writing your child's name in their garments would help get items returned. We are not responsible for lost or stolen items.

LUNCHTIME ACTIVITIES

During lunchtime, students can frequent the Tiger Terrace, play on the concrete areas nearby, play in the gym (when open), play on the field, or hang out in the library. Students are allowed to play in the Gaga Ball pits as long as they can follow the rules. If they can't, students will lose the privilege of participating in that activity. Sometimes, when staffing is low, we are unable to open all areas (due to lack of supervision). Students are expected to only be in designated supervised areas. Students are NOT allowed to wander the hallways, hang out in the restrooms, or move from one area to another. Students who go to unsupervised areas without permission will have one warning and then be given disciplinary action thereafter.

MEALS

BREAKFAST- Breakfast is available for all students and staff at the beginning of the school day from 8:00AM-8:20AM. During the 2023-2024 school year, breakfast is \$1.80 for students. Students/families should pay ahead of time whenever possible using School Pay. All families are encouraged to fill out the Free and Reduced Lunch Application for their student to see if their student qualifies for a free or reduced rate.

LUNCH- Lunch is served at school each day in the cafeteria (or outside in a designated area) which is supervised; however, all students need to do their part by bussing their own trays, talking quietly and refraining from running or horseplay and sitting on tables. During the 2023-2024 school year, lunch is \$3.40 for students. Students/families should pay ahead of time whenever possible using School Pay. Students **MUST** sign up for school lunch each morning during homeroom in order to receive his/her meal at lunch time. All families are encouraged to fill out the Free and Reduced Lunch Application for their student to see if their student qualifies for a free or reduced rate.

The office does NOT have food or water cups available for students that forget their food or water bottle at home and/or forget to sign up. There are two water stations on campus for student use. Please encourage your student to be responsible. **Students may choose to purchase a bottled water for \$1 in the office if they forget their water bottle (proceeds benefit end-of-year activities).** Students will be allowed to use the office phone to contact their parent/guardian if they have forgotten their food. This is NOT intended to be used regularly. Students wishing to purchase milk or juice only (and not a full school meal) can do so for 50 cents.

MEAL/CAFETERIA EXPECTATIONS-

- Sanitize your hands while waiting in line.
- Enter your lunch/meal number so that we can track who got a meal.
- Only take what you will eat including condiments (be mindful of food waste).
- Don't eat in line; wait to eat until you are seated at a table.
- Look before you touch; the first thing you touch you take.
- Do not put your head under the glass on the salad bar
- Only hold the salad bar utensils by the handle; if you can not reach go around for the item.
- Be patient in line and have manners.

Food rules

-Choose one main item-required

-Milk take if you like not required

-Fruit/ vegetable 1/2 cup serving required

-one potato boat OR

-one level scoop, one cupped or one whole piece

* Students who receive free or reduced meals are NOT allowed to give their lunch to other students. Please remind your student that if they take a lunch, they are the ones who should be eating it.

Please put unwanted/uneaten food on the “No Thank You” table and not in the garbage (be mindful of food waste).

MEDICATION

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

All non-prescription medication (Tylenol, cough drops, etc.) needs to be in its original unopened container with a signed authorization form on file in the office. All medication will be locked in the office and administered by trained staff. Students can carry their inhalers with them as long as a signed authorization form is on file in the office. Students in possession of unauthorized medicines are in violation of school policy and may have disciplinary action.

PARTIES/DANCES

CMS dances and parties are only for enrolled students. Full day attendance is required for any student to attend an after school activity. The only exception would be a pre-arranged absence and/or a medical/dental appointment. Students with this exception must come to school at least half of the day to be eligible to attend the dance or activity that day. Students who are suspended in or out of school, have a major discipline issue the day of the dance, or have had detention the week of the dance/activity, may not attend after school activities. Admission into dances is \$5 at the door and concessions are available. During the dance, students are expected to remain in supervised areas, dancing and hanging out. Students are not allowed to play-fight, wrestle, play tag, run around, or display unsafe or inappropriate behavior. If there is a disciplinary problem at the dance/party, parents/guardians must pick up their student

immediately and a refund will not be issued. That student will NOT be allowed to attend dances for the remainder of the year if there is a disciplinary issue at the dance.

ADDITIONAL PARTY RULES:

1. MOST dances are limited to seventh and eighth graders. Some dances may be held for 6th graders.
2. Parents/guardians are asked to pick up students immediately after the party/dance. We expect students to have their transportation pre-arranged to ensure that students are not left after an activity without a ride home.
3. Once a student enters the grounds he/she must go directly to the event and remain for the duration of the event unless a parent provides written notice that their child can leave early (or parent shows to pick up their student). Students must enter the activity/dance within 15 minutes of the start time or they will not be allowed in.
4. All school rules apply during the event.
5. No outside food or drinks are allowed at the dances/parties.
6. Students are NOT allowed to bring a backpack into the event. They may carry a small wallet or purse to carry personal items. This will be checked upon entering the activity or dance by a staff person.
7. Students are not allowed to use their personal cell phones to take pictures or videos of others without that person's permission. Students should never be on social media during a school event.

PDA/SHOW OF AFFECTION

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

PHOTOS/CAMERAS

Photos/Videos may only be taken at school with prior staff approval. If approval is given by staff, you must have permission of others to take their photo or video them. Photos/Videos are NEVER to be taken in locker rooms or bathrooms. Recording staff or peers without their consent is not allowed and will result in disciplinary action. Sharing pictures or videos of others on social media without their permission will result in disciplinary consequences.

RAILINGS/STAIRS

Because of safety concerns, any misconduct on or near the railings on the upper level will result in prompt disciplinary action. Safety, order and respect is essential around all stairwells. Everyone must “stay to the right” when using the stairs. Pushing or any other unsafe behavior on the stairs will result in immediate discipline. Anyone discovered putting water and/or hazards on the stairs will face consequences immediately. Students should NOT jump or skip stairs at any time. Students should NOT drop any items from the 2nd floor or from the stairwell. Students not following the safety rules will have immediate consequences.

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

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

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

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

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Students are encouraged to check Google Classroom for any work he/she may do at home while absent. Parents/guardians may contact the office to see if any work is available for pick up. Classes will not be disrupted to get assignments, and some assignments can not be done at home. Students are temporarily excused from work they miss, but are expected to complete it. Students will be given the amount of time they were out to complete the work without loss of points. For instance, if a student is out 2 days, then he/she will have 2 days to complete the work upon return to school. Failure to make up assigned work within a reasonable amount of time, as allowed by the teacher, will result in no credit for

the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school, except for prearranged, will not be allowed to participate in school-related activities on that day or evening.

SCHOOL COUNSELOR SUPPORT/GUIDANCE PROGRAM

In addition to academics, it is our goal to support students' social-emotional needs. CMS has a school counselor on site to check-in with students, address their social-emotional needs, teach students social skills or coping strategies, manage 504 plans, help seek outside counseling services for students (should students and guardians request this), and intervene during a crisis. Please contact our counselor Lauri Thomas at lthomas@creswell.k12.or.us or call CMS if any issues arise, and we will work to put the best plan in place to support your student.

SPECIAL PROGRAMS

Emergent Bilingual Services

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

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

- The reasons for the identification of their student as an Emerging Bilingual student and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating will meet the educational strengths and needs of their student;
- How such program will specifically help their student learn academic English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition out of the program, and the expected rate of graduation from secondary school for such programs;

- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - ❖ Detailing the right to have their student immediately removed from such program upon their request;
 - ❖ Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - ❖ Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with disabilities

Special education is tailored to meet the needs of students with disabilities. The services and supports one child receives may be very different from what another child receives. It's all about individualization. What's important is giving kids the resources they need to make progress in school. To find out if your student is eligible, school officials have to do two things. First, they must determine if your child has a "covered" disability. Second, they have to determine if it's severe enough for them to need special education services. A continuum of services are provided for students, ages birth to 21, who have developmental delays or disabilities.

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

Areas of concern may include:

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

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

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

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

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

Section 504

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

Title 1 Services

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

Unhoused Students:

Our school district is committed to providing equitable opportunities to unhoused students, including educational services as required by Federal law under the McKinney-Vento Act. School records, medical records, proof of residence or other documents will not be required as a condition for admission. Your child or an unaccompanied youth (a youth that does not live with a parent or guardian) can immediately enroll and participate fully in school activities while education records are being obtained.

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

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

- Receiving services without delay, such as transportation and meal programs.

- Other appropriate services and programs, including but not limited to programs for:
 - gifted children;
 - children with disabilities;
 - English learners;
 - career and technical education;
- School activities for parents or guardians and family engagement.
- Participation in athletics, fine arts, or other extra-curricular activities.

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

Identification of Talented And Gifted Students:

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students. The TAG identification process begins by contacting the CMS counselor and requesting an SST for your student’s consideration. Upon being identified, the SST team will create a TAG plan with parents/guardians to address their student’s educational needs.

STUDENT ACTIVITY FUNDS

Accumulation

Any profits from Student Store sales or other fundraising activities shall be credited to the Student Activity Fund (unless it is a fundraiser for a specific CMS group/team). Yearly profits will be made available for school-wide purchases as needed.

Disbursements

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

STUDENT BODY CARD

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

STUDENT COUNCIL/LEADERSHIP

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

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

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

STUDENT INFORMATION SYSTEM- HOME ACCESS

Parents/guardians and students should be registered in Home Access to monitor their student’s grades, behavior, and attendance. Students will be taught how to use this system and expected to monitor it regularly. This system is where parents/guardians can also check for scores, missing assignments, and student grades.

It is important to make sure that we have the correct phone number, email, and mailing address on file for parents/guardians and emergency contacts in this system. If your student was attending CMS or Creslane last year, you do NOT need to register or enroll your student. You just need to update your student’s information by logging into your Home Access from last year and update your information on the “Update Registration” tab. If you have forgotten your username and password, you can either click the “I forgot button” or call our Registrar at extension 6091 and she can help you with your username and password.

If your student is new to our school and district, please enroll them online at <https://creswell.k12.or.us/cms/>. If you do not have access to a computer or internet from home, please contact our Registrar to set up a time to come to our office and complete the registration.

If parents/guardians have more than one student and you would like them linked together into one account for Home Access, please contact the CMS Registrar.

STUDENTS/CITIZENS OF THE MONTH

Monthly, each teacher will choose two students (one Citizen of the Month and one Student of the Month). The criteria for choosing these students may include: exemplary behavior, good citizenship, academic excellence, improvement, excellence in a particular subject/class, etc. Students will be recognized with a certificate and their picture will be featured in the monthly newsletter, on the CMS Facebook page and website, and in the local newspaper. **If you do NOT want your student’s picture included in these, please contact the CMS office by the 3rd week of school.**

SUPERVISION BY NON-CERTIFIED STAFF

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

TARDINESS

Students who are not in their assigned seat/location when the bell rings to begin class are considered tardy. Sufficient time is given for students to take care of their needs between classes if they plan well, and all tardies are unexcused unless there is a note from a previous teacher, counselor, administrator, or special circumstances which have been previously established (An example would be a student on crutches). Ongoing tardies will result in disciplinary action and may impact your student's grade.



If a student is tardy to 3 or more periods in one day they are assigned two lunch detentions. If a student is tardy to 3 or more periods in a week, they are assigned one lunch detention. If tardiness continues to be an issue, student will have progressive disciplinary consequences and parents will be notified.

TRUANCY

CMS believes very strongly in the importance of attendance. Research shows that missing just 10% of the school year can dramatically affect a student's ability to achieve.

At CMS, we celebrate good attendance with awards and celebrations. We also attempt to make contact with families when students start to develop a pattern of absence. The goal of this contact is to partner with families, help navigate any attendance obstacles, and ultimately ensure that every CMS student gets the education they deserve.

Throughout the year, some absences may be excused for illnesses and family emergencies, and we will be in communication as attendance patterns develop; but missing more than 10% of school for an extended time will be treated as a sign of a developing truancy problem, and the matter will then be viewed as Truancy until the student's attendance improves. At CMS it is our goal to work with families to avoid these situations. We urge any families that are struggling with student attendance for any reason to reach out and partner with us to develop an attendance plan for your student.

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

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

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

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

TECHNOLOGY USE

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

With this educational opportunity also comes responsibility. Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of your student's access to the district's system and/or referral to law enforcement officials. It is important that you and your student read the district policy, administrative regulation and agreement form and discuss these requirements together. The Electronic Communications Policy and The Electronics Communications Administrative Regulation can be found on the Creswell School District website and a copy of the Electronics Communications Agreement Form will be made available to you. Students will also be given a "Digital Learning Agreement" with specific expectations that demonstrate digital citizenship. Please review these materials carefully with your student.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as internet filtering, please be aware that there may still be material or communications on the

internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Students demonstrating unsafe behavior with online sources, their Chromebook, or their email will have immediate consequences. They may also be subject to restricted access to online materials and/or technology.

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

TELEPHONE USE

Cell phones should NOT be used during the school day. Although we prefer students to leave cell phones at home, they are allowed to be kept in a student's locker (off and put away). Students should NOT have their cell phone on their person, or in their backpacks during the school day. Parents/Guardians should contact the CMS office if they wish to speak with their student. Unless it is an emergency, students will NOT be called immediately from class to call his/her parent or guardian. Please do NOT call the CMS office the last 15 minutes of school, if you can avoid it, to give your student a message. Students are NOT allowed to use the school phone to make social plans.

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. Should this occur, the parent/guardian must re-register their student in school. The student is still expected to attend school and should report to the registrar upon returning to school.

TESTING

Smarter Balanced is the state-testing format for English/Language Arts, Math and Science. We encourage you to allow your student to take these tests, as it provides our staff with information about your student's progress and how we can best help them grow. In addition, these tests are used in calculating our school-wide goals and progress. It is hard to determine if our school is meeting the needs of students without all students taking the test. Students who take the tests, regardless of their scores, may earn fun prizes during testing time. Students who are "opted out" of taking the tests are expected to come to school during testing and will be given an alternate assignment/activity that will be due.

District Benchmarks- The I-Ready Math and Reading Assessments will be given to all students at least three times a year as part of the District's Benchmarks. Students are expected to try their best on these assessments. Results will be made available to parents/guardians upon request. Staff may use the assessment results to determine supports/interventions/accelerations for students.

TEXTBOOKS

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

TIGER TERRACE

The Tiger Terrace is a terrific social gathering area. We expect it to be kept clean and free of misbehavior by all students. Students who do not follow these rules will have disciplinary action. During the school day, the Tiger Terrace is open to CMS students and staff. Outside of school hours, the Tiger Terrace (which includes the Gaga Ball Pit and Basketball Courts) is not available to the public or students. No one is allowed to climb the fence, or open the gate for others, in order to enter/exit the area. Anyone violating this will receive a citation for trespassing and may have other disciplinary consequences.

TITLE I

Title 1 is a large federal aid program in our schools. The goal is to provide extra help and instruction for the students who need it most. These are students who are not performing at or near the level of others their age. Students are selected in several ways, including but not limited to school records, reports from teachers, and test results.

The CMS School Site Council focuses on how to meet the needs of Title 1 students at CMS through the Continuous Improvement Plan. This plan is updated yearly and monitored. Parents/guardians are invited (and encouraged) to attend SSC meetings in order to have a voice in the CIP.

There are opportunities for parents/guardians to participate during SSC meetings, parent-teacher conferences, SST/IEP/504 meetings, and events throughout the year. If you have further questions or would like to get involved, please contact the school principal.

TITLE I PARENT/STUDENT/SCHOOL COMPACT

Creswell Middle School Staff will provide:

- high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards
- a safe and pleasant atmosphere for learning
- lessons in classroom and school-wide rules
- meaningful and appropriate class and homework assignments
- effective assessments (examples-quizzes, tests, projects and journals)
- a lunchtime study table and afterschool intervention when possible
- lessons that will meet differing learning styles
- a Back to School Night where parents/guardians can learn about our programs, teacher expectations, and ask questions.
- student-led Parent/Guardian Teacher Conferences in November
- an updated progress report in Home Access (data updated weekly)
- a paper progress report printed weekly and sent home with your student (upon request)
- opportunities for parents to make an appointment (by contacting the principal) if they would like to sit in on a class
- parents reasonable access to staff by:
 - providing office phone number
 - listing staff email addresses
 - setting up scheduled appointments within contract time
 - computer access to check Home Access Center or paper copies of progress reports

- parent support classes through the FRC or partnering agencies
- parents/guardians the opportunity to volunteer and participate in their child's education through:
 - field trips
 - extra curricular activities
 - school events
 - Site Council
 - 8th grade Parent Committee

Parent/Guardian Responsibilities:

We, as parents and guardians, will support our children's learning in the following ways:

- * communicate regularly with my child the value of a good education and stress the importance of doing well in school
- * make sure that my child arrives on time for school and that she/he attends school daily
- * provide a quiet spot and time for my child to do daily homework
- * provide school supplies so my child can be successful in classes all year long
- * check to make sure that homework is completed – use Home Access
- * promote a healthy and active lifestyle
- * volunteer in my child's school if possible (or donate when possible)
- * participate, as appropriate, in decisions relating to my child's education
- * serve on the Site Council, School Board or District Committees
- * establish positive relationships with the teachers and staff
- * provide behavior consequences at home and be responsive to CMS
- * staff when my student is not safe, responsible, or respectful.
- * pay my student's fees on time so that they have access to programs and

opportunities that they need at school.

Student Responsibilities:

I will succeed in school, therefore I will:

- * attend school regularly
- * be on time for all of my classes
- * pay attention, ask questions and participate in discussions
- * come to class prepared and ready to learn with supplies
- * complete class and homework assignments on time
- * respect myself, other students, the staff, the furniture and the facility
- * communicate respectfully (please, thank you, excuse me and use appropriate language)
- * follow school rules and expectations
- * take incomplete classwork home and finish it for homework (then return it to class the following day)
- * get sleep and eat nutritional foods so I am ready to learn each day

TITLE IX COMPLIANCE

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

TRACK AND TURF FIELD

Rules are posted concerning the track and turf field. We expect them to be followed, even during non-school hours. REMINDER: Except for water, no gum, food or drinks of any kind are permitted on the track and turf field. Dogs, other animals, bicycles, scooters and any riding devices are NOT permitted on the track and turf field. Our goal is to keep this area in good shape for many years. Lawn chairs, pop up tents, and coolers are NOT permitted on the track or turf field at any time. From 7:30 AM-3:45 PM (on school days) the track and turf field are NOT available for community use (closed campus). Outside of closed campus hours (both before and after), District events and sports teams have precedence in using those areas. Community groups/members may be asked to leave by Creswell staff, coaches, or administration if the area is needed or if

groups/members are not following the track and turf field rules. Those who do not follow the rules repeatedly may lose access to using the facilities.

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. The administration reserves the right to review these videos at any time. Disciplinary consequences will occur if a student is seen on campus breaking the school-wide rules. Parents/guardians do not have a right to access this material, as it may include confidential information about other students and staff.

VISITORS

All visitors to Creswell Middle School MUST check in at the CMS office by “buzzing in” and getting permission to enter grounds. All visitors (including parents/guardians) are expected to act appropriately on campus. Visitors should NOT yell/scream at staff, make threats, or exhibit threatening behavior. At no time should visitors speak to any student (other than their own) without permission from the principal. Anyone in violation of this will be told to leave and may not be allowed back on campus. Law enforcement will be contacted when necessary.

All visitors wishing to speak with teachers or administration must make an appointment first. Please do not just show up and expect that you will be able to meet/speak with that person. Appointments can be made by calling the CMS office or emailing the person directly. A list of staff emails is posted on the CMS website.

Younger brothers and sisters, or children from other schools, are not permitted to visit classrooms or come to school events during the school day.

VOLUNTEERS/CHAPERONES

All volunteers that help chaperone or supervise students will need to complete the Criminal History Verification form and Volunteer Paperwork. These are available in our office, online, or at the District Office. Due to COVID protocols, we will continue to limit the amount of volunteers and guests on our campus. *Please note that COVID-19 and regulations may prevent adults from volunteering or being a chaperone. Please contact the CMS office with any questions.*

WAIVER OF REQUIRED PARTICIPATION

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

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school for any reason, a withdrawal form must be obtained from the office, then signed by each teacher on the student's schedule, indicating that all fines have been paid, books returned, and a grade assigned. Any lost or misplaced books will be charged a fine. A student has 10 days to register in another educational program.

CMS Behavior Expectations and District Policies



BE SAFE, BE RESPONSIBLE, BE RESPECTFUL

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

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

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



BUS BEHAVIOR

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

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

Pupils shall obey the orders of the school bus patrol.

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

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

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

Pupils shall remain seated while the bus is in motion.

The bus driver may assign seats.

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

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

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

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

Pupils should not open or close windows without permission.

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

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

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

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

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

Citation Process:

1. Warn the student(s) and if disruptive behavior continues, begin the citation process.
2. Citations will be issued for violation of rules governing pupils riding school buses (OAR 581-53-010) as posted in each school bus, distributed to students annually, and published in the transportation handbook, in the following manner:
 - A. **First Citation**—Must be signed by a school administrator and parent/guardian before student may ride bus again. Student will have disciplinary consequences.
 - B. **Second Citation**—Student is suspended from riding the bus for a period

of 3-5 days at bus driver's discretion. Student will have disciplinary consequences.

- C. **Third Citation**—Student is suspended from riding the bus for a period of 5-10 days at bus driver's discretion. Student will have disciplinary consequences.

- D. **Fourth Citation**—Student is expelled from bus and will have disciplinary consequences.

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

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

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



CODE OF CONDUCT

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

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

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

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

referral to law enforcement.

Students are expected to:

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

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

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

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

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

Encouragement of others to fight may be cause for discipline.

- * **Students are to observe the property rights of others and of the school.** Theft, vandalism and unauthorized use of property are serious matters. Students will be held responsible for the destruction of property due to carelessness.
- * **Students are to exhibit personal behavior appropriate to school.**
 1. Adults are to be addressed as “Mr.,” “Miss,” “Mrs.,” “Ms.,” or “Coach” as appropriate.
 2. Good manners and respect for others, especially for speakers and performers are expected.
 3. Trash and recycling is to be properly disposed of in containers provided.
 4. Yelling, whistling and loud talk are to be avoided, especially in halls, classrooms and the cafeteria.
 5. Students need to remain in supervised areas at all times. All areas will be pointed out at the beginning of the school year.
 6. Students are to avoid writing on clothing or skin and may be asked to wash the writing off their skin and/or change into different clothing. Students who continue to write on themselves or each other will have disciplinary consequences.
- * **Students are to avoid actions liable to be disruptive to the educational environment.**
- * **Threats by a student to bring a weapon to school or threats to kill someone will be taken seriously. Appropriate consequences will result from such behaviors, or comments (verbal or written).**

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

This includes but is not limited to:

- *rubber bands
- *balloons
- *spit wads
- *laser pens
- *bb’s or air soft type pellets
- *water guns, toy guns, or weapons of any type
- *knives
- *razors
- *shavers
- *sunflower seeds



- *medication, including cough drops
- *hairspray or other aerosol cans except for locker room
- *paintballs
- *perfume or body spray except for locker room
- *Sharpie type marking pens
- *sports trading cards
- *magic or magic type cards, Pokemon cards
- *photos - inappropriate imagery of any kind
- *lighters or matches
- *e-cigarettes, cigarettes, alcohol, or drugs of any kind
- *wheeler type shoes
- *popcorn (unless provided as a school incentive)
- *energy drinks
- *soda or caffeinated beverages
- *glass bottles
- *and any other items being used in a disruptive manner



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

Water Bottles

Students may bring a water bottle containing water to school. Students who use water bottles inappropriately may lose the privilege of using a water bottle at school and may be subject to disciplinary action. Drinking fountains with refill stations are available for student use during the school day. Students should NOT squirt others, themselves, or our campus with water.

- * **Possession, use, or being under the influence of illegal drugs or alcohol is prohibited.** Possession or use of alcohol, tobacco products is prohibited. Prescription and over-the-counter medications are to be kept in the office and require written permission by a physician and parents/guardians for use at school.

See District Policies - Alcohol and Drugs

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

of the year activities.

SEXUAL HARASSMENT

What is sexual harassment?

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

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

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

What is meant by unwelcome?

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

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

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

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

Try asking yourself these questions:

- *Have I been told my actions are unwelcome or inappropriate?
- *Would I say or do the same to someone of the same sex?
- *Would I say or do this if my parent/guardian, girlfriend, boyfriend, or teacher were present?
- *Is the person to whom I am saying or doing this in an equal position of power as me?
- *Do my words or actions show respect for the other person?

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

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

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

What are some examples of sexual harassment?

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

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

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

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

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

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

GANG ACTIVITY

The presence of gang members and gang activities on campus or off campus at school-sponsored activities is likely to cause a substantial disruption or interference with school and school activities. A “gang” is defined as a group that identifies itself through the use of a name, unique appearance, or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity. (ORS 336.109[2])

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

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

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

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

DISCIPLINE PROCEDURES/DEFINITIONS

Awareness

Each student will be provided with a copy of this handbook and is instructed to read it. Each homeroom teacher has the responsibility to go over the handbook with his/her students at the beginning of the year. Each student has the responsibility to become aware of school rules and to make the handbook available for parents/guardians to read. It is the responsibility of the student to return the Verification Sheet that states both parent/guardian and student have read and understand the handbook. This Verification Sheet will be required to be returned to their homeroom teacher. ***Regardless if a student returns the sheet or not, all CMS students are expected to follow the rules and procedures within the handbook.***

Steps in Disciplinary Process—Classroom

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

The steps for developing positive behavior classroom management systems are:

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

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

Consequences may include time outs, loss of privileges, phone calls or emails home, detention, suspension, etc. The school reserves the right to determine the appropriate consequence based on offense. Disciplinary action is typically progressive depending on the situation.

Disciplinary Records

A disciplinary record will be kept for each student throughout the school year. A brief description of each incident and punishment assigned will be included. Parents/guardians may check their student's discipline in Home Access. Although staff members try to contact parents/guardians when there is an issue, there is not always time or a person available to do so depending on the day. We encourage parents/guardians to check Home Access for this reason. Parents/guardians may reach out to the administrator or teacher to get more details/information about the disciplinary events.

Parents/guardians will be informed of a student's discipline record from time to time. Serious penalties, like suspension(s), will not be imposed unless parents/guardians have been notified.

Steps In Disciplinary Process—Non-Class Setting

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

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

Community Service

Occasionally a student may be given a choice of doing "Community Service" in place of another type of consequence. Community Service can be defined as paying a debt back to the school for not following rules. Some examples might include: sweeping, pulling weeds, cleaning some part of the school, picking up trash, or other types of custodial type chores. It could also mean purchasing an item that was vandalized/destroyed depending on the student's actions.

Detention

Detention may be assigned to students for minor misconduct and attendance related infractions. Students observed not following the rules in or outside the classroom are assigned detention and told by the adult when and where to serve this. When a student is assigned detention, he/she is expected to serve it. Failure to serve detention is considered insubordination and will result in additional detention time, community service, and/or suspension.

A Program for Students Who Need To Behave More Appropriately —Willful Disobedience

Occasionally a student continues to disrupt the learning process even after normal interventions and disciplinary actions have been taken. Should this occur, a student may be suspended. The school may also attempt to hold an SST (Student Study Team) Meeting with the student and their parent/guardian.

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

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

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

- A) The student will have progressive discipline and parents/guardians will be contacted.
- B) The student's parent/guardian, counselor, and teachers will be invited to an SST meeting to review the student's behavioral/attendance file, discuss current problems, and set goals or improvement targets for an action plan.
- C) Copies of the action plan will be provided or mailed to the parent/guardian, grade-level team, and placed in the student file.
- D) Action plans shall run until the end of the school year unless otherwise indicated.
- E) The Principal will contact both the student and parents/guardians on a regular basis to reward improved behavior and communicate concerns.

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

- A) Ongoing non-compliance will result in suspension(s) and may also result in the student's recommendation for expulsion.

SUSPENSION

Suspension temporarily takes away the privilege of attending school or school activities from a student for a specific maximum number of days not to exceed 10 calendar days. Notification of the suspension (In-School or Out of School), and the reason thereof shall be given by telephone, letter, or a parent meeting. Upon the suspension, the student will be sent home unless given an In-School suspension. Parents and guardians are expected to retrieve their student immediately if they have been suspended. If they are unable to, an emergency contract for that student will be called. If a student is placed on an in-school suspension, the student will be sent to the supervised detention room or in the administrative office until the end of the day. The student may make up work missed due to a suspension, however, makeup work may be worth less classroom credit as per late work policy.

EXPULSION

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

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

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

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

An expulsion shall not extend beyond one calendar year.

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

Alternative Educational Programs

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

- *Home Instruction, Creswell School District
- *Looking Glass In-House School, Eugene, Oregon
- *Opportunity Center, Eugene, Oregon
- *Lane School, Eugene, Oregon

OREGON STATE CRIMINAL CODE

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

DISCIPLINE CONSEQUENCES

The following list of offenses and consequences serve as a suggested guide for administrators in the Creswell School District; however, the administration reserves the right to escalate the disciplinary 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 (phone or in person) with the parent/guardian and student.
- b. Principal may report verification to appropriate law enforcement agencies and allow their involvement as needed.
- c. Suspension of the student based on incident details and student's age. A student may also be required to have an alcohol assessment performed by a school-approved third party at the parent's expense.
- d. A second offense will be suspension for a minimum of three consecutive school days. Prior to re-admission to school an alcohol assessment of the student must be performed by a school-approved third party at the parent's expense. The results of the assessment must be submitted to the principal and superintendent for consideration.
- e. If the student/parents or guardians refuse to permit the assessment (for first or second offense), a recommendation for expulsion will be forwarded by the principal to the superintendent.
- f. For first and second offenses, any of the following may be initiated by the principal or superintendent:

- Referral to participation and successful completion of a drug assistance program designed and implemented for students between the age of 10 and 18 if available.
 - Referral to treatment center.
 - Detention work/study/in-house suspension, exclusion from school sponsored or extracurricular activities or offices.
 - Assignment to community service or alternative learning experience.
 - Loss of privileges (participation in school teams, field trips, etc.)
 - Student performance contract.
 - Other appropriate alternatives including expulsion.
- g. Failure to comply with the counsel of the principal or superintendent or a third offense will result in a recommendation for expulsion.

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

2. **Drugs**

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

- a. An immediate conference (in person or via phone) with the parent/guardian and student.
- b. Principal may report verification to appropriate law enforcement agencies and allow their involvement as needed.
- c. Suspension of the student based on incident details and student's age. A student may also be required to have an alcohol assessment performed by a school-approved third party at the parent's expense.
- d. A second offense will be suspension for a minimum of three consecutive school days. Prior to re-admission to school an alcohol assessment of the student must be performed by a school-approved third party at the parent's expense. The results of the assessment must be submitted to the principal and superintendent for consideration.
- e. Any of the following may be initiated by the principal or designee:
 - i. Referral to participation and successful completion of a drug assistance program designed and implemented for students between the age of 10 and 18 if available.
 - ii. Referral to treatment center.
 - iii. Detention work/study/in-house suspension, exclusion from school sponsored or extracurricular activities or offices.
 - iv. Assignment to community service or alternative learning

- experience.
 - v. Loss of privileges (participation in school teams, field trips, etc.)
 - vi. Student performance contract.
 - vii. 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, student will be suspended and the Principal may forward a recommendation for expulsion to the Superintendent and a report to appropriate law enforcement agencies.

GENERAL BEHAVIOR CONSEQUENCES

Principal/school reserves the right to determine appropriate consequences based on incident/offense.

Bomb Threat	Out of school suspension (3-5 days). Possible 25 hours of community service. Possible referral to Law Enforcement and expulsion hearing.
Burglary of School Building/Property	Out of school suspension (3-5 days). Possible expulsion hearing and referral to Lane County Sheriff.
Cheating/Plagiarizing	The student will receive an "F" on the assignment where the plagiarizing and/or cheating exists and lose the opportunity for any make-up test or other assignment. Student will also be assigned detention.
Display of Affection/PDA	1st Offense —Staff Member conference with students involved and warning. 2nd Offense —Parents/guardians of both students contacted and student assigned detention. 3rd Offense —Student assigned detention for multiple days.
Endangering the Safety of Another Person	1st Offense and subsequent offenses Administrative discretion based on incident details. May include warning, detention, suspension, or a referral for expulsion.
Fighting/ Assault	1st Offense and subsequent offenses Administrative discretion based on incident details. May include warning, detention, suspension, or a referral for expulsion. May also include involvement of the local Sheriff's Office.
Fire Alarms	1st Offense —Suspended until meeting with Fire Marshall 2nd Offense —Expulsion Hearing

Gang Activity	1st Offense and subsequent offenses Administrative discretion based on incident details. May include warning, detention, suspension, or a referral for expulsion. May also include involvement of the local Sheriff's Office.
Hazing, Harassment, Intimidation, Teasing, Bullying, Hate Speech/Crime, Sexual Harassment, Relational Aggression	Administrative discretion depending upon the severity and frequency. Detention assignment or suspension from school may occur. Continued Abuse of Policy can result in expulsion.
Insubordination/Defiance	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion.
Lying to Staff Member	(written or verbal) Consequences are subject to administration discretion and may vary from a warning to a suspension (A student may earn additional consequences when combined with another misbehavior).
Misconduct Off Campus	(Includes before, during and after school including all bus stops). Any misconduct off campus that causes school activity disruption (i.e., fighting which affects the safety of students that causes other fights, threats, retaliations or verbal harassment), will result in the student being subject to the consequences listed below. These consequences will also apply to students who are present in the street, other than passage to and from school, which results in a safety factor due to the traffic flow. Therefore, students are not allowed to loiter in the street. The school may take action on behaviors occurring en route to school or after school en route to home. Administrative discretion-May include warning, detention, suspension, or a referral for expulsion.
Off Campus During the School Day/Truancy	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion.
Possessing, Handling, or Transmitting Weapons or Dangerous Instruments - including Pocket Knives	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion. May also include a referral to law enforcement.
Possession or Use of Inappropriate Objects	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion.
Profanity/Obscene Gestures/Derogatory remarks	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion.
Setting Fire on School Property	1st Offense —Suspension pending Expulsion hearing and referral to Lane County Sheriff's Department.
Tardies	3 tardies in a week results in a lunch detention. These are assigned by a student's teacher.
Theft/Student Possessions/Lockers	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion.

Threats (to do bodily harm or to property)	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion.
Tobacco Use (Smoking or Chewing, including Possession)	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion. May also include a referral for drug/tobacco education, or a referral to law enforcement.
Unacceptable Behavior in Cafeteria	Administrative discretion-May include warning, detention, suspension, or a referral for expulsion.
Vandalism	<p>1st Offense—1-3 day suspension and pay for damages.</p> <p>2nd Offense—Suspension or expulsion and payment for damages.</p> <p>**Extensive vandalism can result in more serious consequences. Possible referral to law enforcement.</p>

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. An IEP team meeting will then be called to discuss the infraction and its relationship to the disability, and determine next steps.

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

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

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

CRESWELL SCHOOL DISTRICT | 2023-2024 CALENDAR



CRESWELL SCHOOL DISTRICT 40
ONE TEAM, ONE DREAM

- Staff Work Days (In-Service, Conferences, Grading)
- Student School Day
- Early Release – Professional Development
- No School (Thanksgiving, Winter, Spring Breaks)
- No School (Holiday)
- CHS** Creswell High School
- CMS** Creswell Middle School
- CES** Crestone Elementary School

- 1** No School – New Year’s Day (DMS)
- 2** Staff In-Service Day
- 3** Classes Resume
- 15** No School – M.L. King Day

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 2** No School – Semester Grade Day
- 19** No School – Presidents’ Day

FEBRUARY 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 28-31** Staff In-Service Days
- 1** Non-Contract Day
- 4** No School – Labor Day
- 5** Staff In-Service Day
- 6** Classes Begin for 4th & 5th
- 7** Classes Begin for 1-3, 7-8, 10-12
- 7-13** Staggered start: KG
- 14** Classes Begin for KG

- 25-29** No School – Spring Break

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 13** No School – Statewide Staff In-Service Day

- 12** No School – Mid-Term Grade Day

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 9** No School – Mid-Term Grade Day
- 10** No School – Veterans Day
- 17** CES ONLY No School – Conferences
- 20-21** No School – Conferences
- 22-24** No School – Thanksgiving Break

- 27** No School – Memorial Day

MAY 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 18-29** No School – Winter Break

- 13** Last Day for Students
- 14** No School – Semester Grading Day
- 19** Juneteenth

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Adopted April 12, 2023

Equal Education Opportunity

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

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

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

WHAT IS TITLE I?

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

Our Title I staff will meet with the parents/guardians of Title I students for the purpose of explaining the program and providing an opportunity for parent/guardian input. There will be opportunities to participate in parent/guardian-teacher conferences and to receive reports of student progress in the program. If you have further questions, please call your school.

STUDENT EDUCATION RECORDS

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

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

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

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

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

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

CRESWELL SCHOOL DISTRICT BOARD POLICIES

Additional CSD Board Policies can be found on the District website. It is your responsibility to review and abide by all policies.



www.creswell.k12.or.us

Handbook last updated 8/10/23