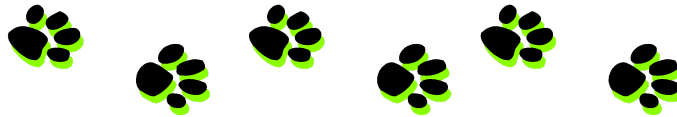




2026-2027 STUDENT & GUARDIAN HANDBOOK

**Julie Johansen, Principal
Brandi Wittenborn, Athletic Director
Jennifer Collins, School Counselor
Angela Dennis, Attendance/Secretary
Kerri 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 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 Synergy. We encourage you to check your student's behavior, grades, and attendance information at least once a week in Synergy during the school year. If you have any questions, the best way to contact your student's teachers is via ParentSquare or school email. Current staff names and emails are posted on our school website.

The 2026-2027 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. Students are expected to arrive for the start of the school day every day on time. We recommend that your student come to school at 8:00 AM if they plan to eat breakfast in the morning. Otherwise, we encourage you to have them wait until 8:10 AM. This will give your student enough time to put their backpack in their lockers, get their things, and head to class. School starts at 8:20 AM every day. 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. We are a CLOSED campus, which means students are not allowed to be on campus before/after hours without adult/parent supervision.

Let's make it a great year. Go Tigers!

Julie Johansen, CMS Principal

SCHOOL INFORMATION

Administrative Office:

Principal-Mrs. Johansen

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

Athletic Director-Mrs. Wittenborn

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

Registrar/Secretary-Mrs. Blomberg

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

Secretary/Attendance/Athletics Secretary-Mrs. Dennis

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

CMS OFFICE HOURS:

7:45 a.m. to 3:30 p.m. Monday, Tuesday, Thursday, Friday (on school days)

7:45 a.m. to 2:10 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>	8th SS/6-8 CIS
Hailey Brown	<i>hbrown@creswell.k12.or.us</i>	6th Math/7th Science
Kara Freske	<i>kfreske@creswell.k12.or.us</i>	8th Grade Math
Patrick Hartsfield	<i>patrick.hartsfield@creswell.k12.or.us</i>	8th Grade LA
DDA Hemelsoet	<i>dhemelsoet@creswell.k12.or.us</i>	6-8 PE/Health
Jeff Cardwell	<i>jcardwell@creswell.k12.or.us</i>	6-8 PE/Health
Charli Bennett	<i>cbennett@creswell.k12.or.us</i>	6-8 Learning Center
Maggie Hoover	<i>mhoover@creswell.k12.or.us</i>	7th Grade Math
Zach Anderson	<i>zanderson@creswell.k12.or.us</i>	6th/7th Grade SS
Tamara Moore	<i>tmoore@creswell.k12.or.us</i>	6th Grade LA
Jody Reed	<i>jreed@creswell.k12.or.us</i>	6th/7th Science
Laura Taylor	<i>ltaylor@creswell.k12.or.us</i>	7th LA/ 6-8 ELD
Erik Telfer	<i>etelfer@creswell.k12.or.us</i>	6-8 Choir Director
Scott Thompson	<i>sthompson@creswell.k12.or.us</i>	7th/8th Science
Jennifer Collins	<i>jcollins@creswell.k12.or.us</i>	Counselor
Aaron Smith	<i>asmith@creswell.k12.or.us</i>	6-8 Band Director

2026-2027 CMS Bell Schedule

Regular Schedule (M,T,Th,F)	
1st Period	8:20-9:09
2nd Period	9:13-9:57
Break	9:57-10:05
3rd Period	10:09-10:53
Lunch (6th Grade)	10:53-11:25

4th Period (7th/8th grade)	10:57-11:29
4th Period (6th grade)	11:29-12:01
Lunch (7th/8th Grade)	11:29-12:01
5th Period	12:05-12:49
6th Period	12:53-1:37
7th Period	1:41-2:25
8th Period	2:29-3:20

Short Day Schedule (W)	
1st Period	8:20-8:55
2nd Period	8:59-9:30
Break	9:30-9:38
3rd Period	9:42-10:14
5th Period	10:18-10:50
Lunch (6th Grade)	10:50-11:22
4th Period (7th/8th grade)	10:54-11:26
4th Period (6th grade)	11:26-11:58
Lunch (7th/8th Grade)	11:26-11:58
6th Period	12:02-12:34
7th Period	12:38-1:10
8th Period	1:14-1:50

EMERGENCY WEATHER DELAY 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.** Doors open at 10:00 AM. Supervision of students by staff on campus is available 10:00 AM-3:30 PM. Please do not send your student early, as there will not be supervision. **The 2026-2027 snow day schedule is as follows:**

Delayed Start Schedule (M-F based on inclement weather)	
1st Period	10:20-10:48
2nd Period	10:52-11:20
Lunch (6th Grade)	11:20-11:52
4th Period (7th/8th grade)	11:24-11:56
4th Period (6th grade)	11:56-12:28
Lunch (7th/8th Grade)	11:56-12:28
3rd Period	12:32-1:00
5th Period	1:04-1:32
6th Period	1:36-2:04
BREAK	2:04-2:12
7th Period	2:16-2:44
8th Period	2:48-3:20

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. A message will also be sent using Parent Square which is why it's important for parents/guardians to have this downloaded. 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>

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 to make an appointment. Please do not expect to speak with her if you just drop in without an appointment. If you would like to speak with the counselor or a teacher, please email the person with whom you wish to conference directly. 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. ***Please note that it is expected that parents/guardians/adults will be***

respectful in all correspondence with staff. Staff will not tolerate name-calling, cussing or aggressive behavior (in person, on the phone, or in written form). If you are inappropriate the meeting/phone call/email correspondence will be ended immediately and you may be trespassed.

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. In addition, students who earn a 98% attendance rate or higher will earn special recognition.**

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 CSD 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. **If a student is tardy three or more times during the school week, they will be assigned a lunch detention.**

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 notices when a student’s attendance is below the required 90%. Excessive absences or tardies will result in a meeting with the counselor or principal and loss of privileges (field trips, parties, non-academic incentives, etc) could occur.

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, but they are responsible for getting and making up the work on time. Teachers may reduce credit for regular work/class participation, but must give full credit earned for any unit exam that a student would miss because of suspension as long as the student completes it on time. A student placed 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. When a student is suspended, they are responsible for emailing their teacher and getting the work they missed.

ATTENDANCE CALLS/ATTENDANCE MESSENGER

A call will go out daily at 10:30 AM 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 directly for work they will miss. You can contact the CMS office at 541-895-6090 and leave a message, or email the office staff. Because the office is hectic, please make sure that you email both Mrs. Blomberg and Mrs. Dennis to ensure we receive the message. We also encourage parents to have their students check Google Classroom for work that can be completed at home.

BACKPACKS/TOTES ETC.

Although backpacks/totes are allowed on campus, they are NOT to be taken to any classes or left in the pod/hallway during the day. All students are to leave them in their lockers during the school day. Although we understand this will be initially hard for students to get used to, it will help prevent unsafe and disruptive items from entering the classrooms. Students should be using the passing period to retrieve needed materials for each class and keeping most materials with them in their binder. Backpacks/totes should be small enough to fit in a student's locker (sometimes this means they must unpack them and organize their supplies). Students should never leave their belongings unattended (this includes bags, shoes, waterbottles, or other personal belongings). Students should NEVER open/touch/move another student's belongings without permission. Students should NEVER give their locker combination to other students. Should an individual student demonstrate that they can't use a backpack/tote safely, they may lose the privilege of having one at all during the school day or on District transportation.

Students are allowed to keep their school-issued Chromebook in a case or cover. This case/cover should only be big enough to keep their device safe and should not be used to store other materials. This should never be left unattended. During lunch/recess, this too should be kept in their lockers to avoid their device getting damaged. Students should only bring their devices home on evenings they have homework to complete if they do NOT have a device at home to use. Otherwise, students can log in from home using their own device and their school email.

If a student is an athlete or participating in an activity after school that requires equipment or uniforms, they must leave these in their lockers. Students should NEVER leave their PE shoes in the gym or elsewhere. Shoes should either be on their feet or in their lockers. We will NOT spend time looking for a student's items on cameras because they chose not to put them in their lockers. Students may also leave athletic bags/equipment on the cafeteria stage in the designated areas, but we are not responsible for lost or stolen items. We encourage students to keep items in their lockers for this reason.

BICYCLES, SKATEBOARD & SCOOTER RIDING

Once students arrive on campus, skateboards, bikes, and scooters need to be walked. Bikes and scooters are to be locked in the bike racks and left alone until school is dismissed. Skateboards are to be left in the CMS foyer (locked in the skateboard rack), away from the walking path. We are not responsible for lost/stolen items and will NOT

spend time looking at cameras to investigate stolen items. Helmets are required by law and should be worn. Students should NOT ride or take a bicycle, skateboard, or scooter that is not theirs at any time while on campus (or they will have consequences). When a student gets to the sidewalk on campus, they are to get off their bike/skateboard/scooter immediately and walk it to the bike rack or storage area. The same is true when students leave campus. Students should walk their bike/skateboard/scooter until they are off campus and off the sidewalk on campus.

Electric Scooters and Bikes are NOT allowed for CMS students to/from school (or school activities) or on campus. Under current Oregon law, students under 16 may not operate e-bikes and e-scooters. These e-bikes and e-scooters cannot be used as a student's method of transportation to campus if the student does not meet the legal age requirement. If your student rides one to school, parent/guardian will be called to pick it up and the student will be given a warning. Should it happen again, students will have disciplinary action. Riding one to/from or on campus may also result in a citation from law enforcement.

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 p.m. but must enter near the choir room (near the back parking lot). *Please note that there is NOT supervision at the choir door, but the choir director will be letting students in and supervising in the classroom.* Students who come early for choir are expected to follow school rules to keep this privilege. They should not be hanging out in the hallways/messing around in the bathrooms. Instead, they need to go to class and be supervised. Students who arrive more than five minutes late for choir should “buzz in” at the front office, as the back door will be locked. 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 may also go to their own lockers at this time to get ready for the day (and put their backpacks and cell phones away) but they should not be loitering in the bathrooms or hallways. Students are NOT allowed to enter the gym in the morning, even to put their things away (this is NOT a supervised area). Students who do not plan on eating school breakfast should arrive on campus at 8:10 a.m. in order to go to their lockers and then get to class on time.

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, on the Tiger Terrace, in the gym, or on campus without their coach's permission and supervision. Students should not “hang out” on campus before or after school and wait for their practice/activity. Students are not allowed to hang at the bike rack or near the baseball field/bleachers. All students are expected to be off campus during non-school hours because we are a closed campus. Students who repeatedly loiter unsupervised on campus before/after school will have disciplinary action and may be trespassed.

In general, if a student is dropped off at school or walks/rides to school and is waiting for

the doors to open, they are expected to wait near the front of the building doors and away from the bike rack/baseball field. Students should not congregate by the road, near the baseball field or bleachers, or in the bushes. Once on campus, even on the campus sidewalk, school rules apply and students are expected to be safe, responsible, and respectful.

Please note that before and after school hours the Tiger Terrace and CMS field is off-limits unless you are accompanied by a staff member. This is for safety and due to ongoing vandalism. Students (or anyone for that matter) should NOT climb the fence in order to access this area, nor should they climb the fence to access the CMS fields. The CMS Campus Supervisor checks cameras regularly, so please be advised that if you are caught climbing the fence, stealing, or destroying items on our campus, you will have consequences and may be trespassed.

CELL PHONES, SMART WATCHES, AND PERSONAL ELECTRONIC DEVICES

We do NOT encourage students to bring cell phones, smart watches, AirPods, or personal electronic devices to school. Students' phones, smart watches, 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, smart watch, AirPods, or other personal 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 (this includes smart watches). Students should NOT carry them, wear 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, smart watch, AirPods, or personal electronic devices inside the locker room, bathroom, or anywhere else inside the school or on school grounds until the school day ends and they leave the building. If a student needs to contact a parent or guardian during school hours, or once they are on campus, they may ask to use the phone in the main office. The school phone should NOT be used to make social plans. If your student does not follow these rules, he/she will have disciplinary action.

Students do NOT need airpods during the school day. If students bring them to campus, they should be kept in their lockers during school hours. Students instead are encouraged to bring cheap wired earphones that can be used during class as necessary for assignments. All students will need these wired earphones for State Assessments. Students may purchase a pair of wired earphones in the CMS office if they do not have them.

Parents and guardians should call the main office (895-6090) if they need to contact a student during school hours. We will NOT call a student out of the middle of their class to speak with a parent/guardian unless it is an emergency because it disrupts their learning and the learning of other students. Please do NOT call the school within the last fifteen minutes of the school day and expect to give your student a message. This is the busiest time of day and we can't guarantee that your student will get the message. It is best if parents/guardians discuss plans with their student, whenever possible, before a student comes to school and/or sends a note with them to give to the office.

MISUSE OF A CELL PHONE, SMART WATCH, AIRPODS/EAR BUDS, OR PERSONAL ELECTRONIC DEVICE AT SCHOOL WILL RESULT IN THE FOLLOWING OUTCOMES:

First Offense: Cell phone, smart watch, AirPods/ear buds, or personal electronic device is confiscated by staff and placed in the school office until the end of the school day. Students are given a disciplinary warning which is logged in their discipline file. The student may pick up the device at the end of the school day. **Should the student refuse to give their device to a staff member when asked, they will automatically receive a lunch detention.**

Second Offense: Cell phone, smart watch, AirPods/ear buds, or personal electronic device is confiscated by a staff person and placed in the office until the end of the school day. Students may pick up their phone or personal electronic device with permission from their parent/guardian. Students will receive lunch detention for a second tech violation and this will be logged in their discipline file. **Should the student refuse to give their device to a staff member when asked, they will automatically receive an additional lunch detention.**

Third Offense: Cell phone, smart watch, AirPods/ear buds, 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/device at the end of the school day by 3:45 p.m., or it will be kept until the next school day for them to pick up between 7:45 a.m.-3:45 p.m. (we will not give the phone/device to the student). Students will receive lunch detention. Upon return, should the student bring a cell phone to school, it must be checked into the office each day. **Should the student refuse to give their device to a staff member when asked, they will automatically receive an additional lunch detention.**

After the Third Offense: Students lose the privilege of having their phone/device 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. **Should the student refuse to give their device to a staff member when asked, they will automatically receive an additional lunch detention as well as a behavior contract.**

CHANGE OF ADDRESS, EMERGENCY CONTACTS, OR PHONE NUMBER

Whenever you have a change in address, phone numbers, email address or emergency contacts, please contact the school office immediately to make changes. You should also make changes in Synergy and Parent Square as soon as possible. If your student has an IEP, it is your responsibility to email updated information to your student's case manager as well. Please make sure you check your student's information regularly, as there is nothing worse than not being able to get a hold of someone when it's important.

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 10 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 15 minutes of the school day. We can not guarantee that your student will get a message in time if you call the last 15 minutes of the school day or try to pick them up during this time. Students are not allowed to leave campus (once on the property or district transportation) without having permission and without checking out through the CMS office to leave. Students should only exit campus through the CMS office after being “checked out” in the office with staff.

COMMUNICATION (GENERAL)

While parents/guardians will receive some communication from CMS and their student's teachers, parents/guardians should expect to receive much 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 students during the school day, which makes it much more difficult to communicate with parents/guardians. CMS teachers are contracted Monday-Friday on school days, from 7:45 a.m.-3:45 p.m., and are with students directly from 8:10 a.m.-3:20 p.m.. This gives them very little time within their contracted hours to meet or contact parents/guardians. 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/meet outside of that time. Please be prepared that it may take a staff person up to 48 hours to get back to you, especially if they are out ill. They are not expected to check school email when it is a non-work day, or when they have taken the day off. CMS is committed to helping all of our students succeed and asks that parents/guardians and students do their part in checking Synergy, Parent Square, and our school website for information. We ask parents/guardians to hold their own students accountable and responsible for their learning, grades, behavior, and attendance. We also ask that you be patient and respectful when speaking with CMS staff members, as we expect those same things when we are speaking to you. CMS staff are not expected to correspond with a parent/guardian who is being inappropriate and this behavior will not be tolerated. Parents/guardians may be trespassed from CMS should they not demonstrate appropriate communication and behavior.

COMMUNICATION SYSTEM- PARENTSQUARE

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. Parents/guardians are responsible for creating a ParentSquare account and keeping their contact information current. School and district information will be sent to your computer or phone via email and/or text depending on your personal preference/settings in ParentSquare. For even more convenience, download the ParentSquare app (available for free for iOS and Android devices). Have questions? [Visit our website](#) for additional information or email Bethany Scovil at bscovil@creswell.k12.or.us. 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

CONCUSSION PROTOCOL

Our school has a School Brain Injury Management Team on campus that is made up of key adults on our campus. If a student is hit in the head, the school staff will screen for a possible concussion to see if the student has symptoms. If there is a possibility of concussion based on this screening, parents will be notified. It is then the parent's responsibility to take their student to the doctor and have the Medical Release Return form filled out (Return to Participate). Students will NOT be sent to class if there is suspected concussion and a parent or designee is responsible for coming to get their student immediately. Students will not be allowed to participate in athletics or PE/physical activity until this form is returned. If a student is not in sports, then this form should be returned for learning.

CONFERENCES

Conferences are scheduled annually in the fall (typically starting in November) to review student progress. These conferences are typically held with one teacher at a time, unless your student has a special plan at CMS. If they do, the school team will reach out to you with a specific date/time since multiple adults will be part of your student's meeting. It is a parent's responsibility to sign up for a conference during that time. Teachers have 16 total hours available to conference, so it is important that you sign up early to ensure you get to meet with the adult(s) with whom you want to meet. IF your student is doing well and you have no concerns, we ask that you do not sign up for a conference slot in order to leave plenty of options for families who have a struggling student. Students who are struggling or needing extra support may also have additional conferences through the SST (Student Study Team) process. Please contact our school counselor at jcollins@creswell.k12.or.us if you have questions about this process. It should be noted that outside of the annual fall conference times, most conferences with teachers or the principal are scheduled before or after school during the contracted time (7:45-8:15 a.m. and 3:30-3:45 p.m.) when they aren't teaching/helping students/in other meetings. These times are very limited and fill up quickly, so please reach out with as much advanced notice as possible. Staff are not expected to meet with families outside of contract hours, as that is beyond their work day and during unpaid time.

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, see-through, short shorts or cropped tops, or anything that exposes the midriff area more than 1 inch, buttocks/genitals, cleavage, and undergarments (underwear, bra, etc.). These types of clothing are not allowed during the school day or at school events. *Please note that although some spandex shorts are allowed during volleyball games and other sporting events, they are not appropriate for school during learning time. Those too must cover all of your private parts and should not expose cleavage or your buttocks/genitals. Please do not wear these during the*

school day or during practice. The staff and CMS coaches reserve the right to determine if a student's attire is inappropriate. If this occurs, students will be given the option to wear something from the clothing closet, or call home to get different attire. They will NOT be allowed back to class until they change into something appropriate. If a student refuses to change, they will have disciplinary consequences. If this is an ongoing issue, students will have progressive discipline.

Hats may be worn on campus, as long as they do not become disruptive. Students should NOT touch other student's hats, throw them, knock them off of others' heads, etc. at any time. If they do so, they will have disciplinary consequences. Hats must follow the dress code rules and not promote anything inappropriate.

Articles of clothing that advertise or promote the use of alcohol, tobacco or drug products, display any kind of weapon, or that display sexually suggestive words or pictures are not permitted at school. This includes (but is not limited to) "Cookies" and "Playboy" 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. Long chains are not allowed on campus for safety reasons.

Articles of clothing that have slogans, cuss words, messages, or weapons of any kind, etc. on them that create a disruption on campus and to the learning environment will not be permitted. The staff reserve the right to determine if items are disruptive and therefore not allowed.

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

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/etc. 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). Should this become an ongoing issue, a student will have disciplinary consequences.

Students should not wear shoes that they can't walk in safely. During PE, athletics, and physical activities, students are expected to wear appropriate athletic shoes or they will not be allowed to participate.

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

First Offense: Students are 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. Students will not be allowed to go back to class until the dress code violation is resolved. Students are given a disciplinary warning which is logged in their file.

Second Offense: Students are 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. Students will not be allowed to go back to class until the dress code violation is resolved. Students are given lunch detention, parent/guardian is contacted, and the incident is logged in their file.

After the Second Offense: Students are 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. Students will not be allowed to go back to class until the dress code violation is resolved. Students are given two lunch detentions and parent/guardian is contacted. Should this continue to be an issue, the incident will be logged in their file and further violations will result in a suspension for ongoing disruption and disobedience.

ELECTIVE FEES

The following electives during the 2026-2027 school year have elective fees:

Band- \$100 for the year (\$50 each semester) for instrument rental. This will be assessed after the semester begins and a contract will be given to your student. Do NOT pay this fee in School Pay until you have received an Instrumental Rental Contract with a fee amount.

Woodworking 1 and 2- \$60 for the year (\$30 each semester)

STEAM/Makers Space- \$60 for the year (\$30 each semester)

Fiber Arts/Gardening- \$60 for the year (\$30 each semester)

Makers Space/Books and More- \$60 for the year (\$30 each semester)

Please note there are no refunds to elective fees if your student drops out or changes electives midway through.

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. They should NOT have other students in the elevator with them who do not have their own pass. Should your student have a medical need, please contact the CMS office as soon as possible. Students caught riding the elevator without permission and a pass will have disciplinary consequences immediately.

EXTRACURRICULAR/ATHLETIC ACTIVITIES

If your student wants to participate in CMS athletics, parents/guardians should register for an account on Final Forms. FinalForms allows you to complete and sign athletic participation forms for your students. Final Forms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice (but may need to update it). FinalForms also pre-populates information wherever

possible, for each of your students, saving you time. You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Please register at: <https://creswell-or.finalforms.com/> and follow the prompts to create your account, create your students and sign your forms.

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 are filled out by the student athlete on Fridays during the season. It is the student's responsibility to fill them out and return them on Fridays outside of the CMS office or they will automatically not be eligible for the week. 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 week). When a student is ineligible, they are NOT allowed to ride the CSD bus or attend away games/events with their team. The CMS Athletic Director will notify students if they are ineligible. Any questions regarding eligibility should be directed to the AD in a respectful manner.

- *Fees: Football (7th and 8th grade) - \$125
Volleyball (7th and 8th grade) - \$100
Basketball (7th and 8th grade) - \$100
Wrestling (6th-8th grade) - \$100
Cross Country (6th-8th grade) - \$100
Track (6th-8th grade) - \$100
Cheer (6th-8th grade) - \$100

There is a sport's "family fee" District-wide which means in your immediate family, if you have kids at both CMS and CHS, your family's total sport's fees would cap out at \$500 per school year. If you are in this situation and you have paid the cap for your family, please reach out to our Athletic secretaries so that we can log this in the computer.

If your student qualifies for "reduced" or "free" lunch (outside of the school-wide free meal program), they can have a reduced rate of \$75 for reduced and \$50 for free. Please note we can set up a payment plan with you if you communicate with our Athletic secretary prior to the season.

Please note there are no refunds once you have paid, regardless if your student quits or gets injured. Fees must be paid on time, and students will not be allowed to join another team the following season without paying

outstanding fees.

- Please note that students are NOT eligible to join a CMS team once the first day of “tryouts” and/or official practice has begun, unless the team is low on participants and requires more athletes to safely participate. They would also need both the coach's, principal's, and Athletic Director's permission if that is the case.

Payment of current and/or past school fees must be paid before participating in the next season. If a student does not pay their athletic fee by the end of the season, they will not be able to participate in the next sport's season until the amount is paid. *Payment plans can be arranged by contacting the CMS office. If a student is on FREE or REDUCED LUNCH we may be able to offer a discounted rate if a parent/guardian asks prior to the season beginning. We will NOT be able to grant a discounted rate or scholarship if you ask after the season (first game) has started. Please contact the CMS office BEFORE the season begins if you are in need of assistance.*

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). There are no guarantees that a scholarship will be available. You must have a free/reduced lunch application on file to be considered for a scholarship.

FIDGET RULES

Fidgets are not allowed at school unless a student has an identified disability or condition listed in their 504, IEP, or SST. Fidgets are NEVER to be used as toys, and should help a student focus or calm down. Fidgets can NOT be larger than something that fits in a student's pocket and must remain in their laps and out of sight during instructional time. Fidgets should be safe and not break any other school rules or be on the list of prohibited items. Fidgets should never be shared with other students, thrown, or played with like a toy. If a student is not using their fidget properly, they will be warned. If this continues, the fidget will be taken for the rest of the day. If a student has ongoing issues with their fidget, disciplinary consequences will occur, parents will be contacted and changes may be made to the student's plan. Again the purpose of a fidget is to ease anxiety and help students focus.

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 or the field trip on those days will be recorded as an absence from school.

At the beginning of the school year, parents/guardians are responsible for filling out a generic field trip and health information form that will be used on field trips. When field trips are planned, separate permission slips and/or information will be sent home with your student or in Parent Square. Students will not be permitted to attend the field trip if they do not have parent/guardian permission by the due date. Parents/guardians are responsible for notifying the CMS office and filling out a new health information form for their student when their student's information changes. Permission to participate in athletics includes permission to attend events held away from school (a separate form will not be sent for each away athletic event).

If students go on a field trip by bus, they are to return on the bus unless they are signed out by their own parent/guardian. Parents may transport their own students to and from field trips if they have submitted a written request ahead of time to the CMS office. Students are NOT allowed to be transported by another student's parent to/from a field trip unless parent/guardian permission has been given in writing and it has been approved by the site principal ahead of time.

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. **Student athletes are NOT allowed to ride the bus to/from athletic events when they are ineligible to participate due to grades or behavior (no exceptions). Students who are injured and not participating in the activity are not allowed to be transported to away games by District transportation.**

Electronic devices/phones may be allowed on field trips with teacher approval and discretion, but school rules continue to apply. CMS is not responsible for lost, broken or stolen electronic devices/phones. 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. Any misuse of technology during a school sponsored event will have disciplinary consequences.

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 have already paid and lose their trip will not be refunded (as tickets have already been purchased). No exceptions will be made. 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. Should a student have major disciplinary issues while attending a field trip their parent/guardian will be responsible for coming to get them immediately and no refunds will be given.

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 events. In most cases, chaperones are responsible for their own ticket/cost. The principal and school staff reserve the right to determine how many chaperones are needed and who is chosen. Just because you sign up to chaperone does not mean that you will be chosen to help.

FIRE ALARM, SAFETY DRILLS, AND SRP

- 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.

Creswell Middle School uses the Standard Response Protocol (SRP). Staff training is done during the in-service week and students practice SRP procedures at the beginning of the year. The Standard Response Protocol is an action-based, flexible, and easy to learn protocol. There are five actions that are followed by directives:

- **Hold!** In your room or area. Clear the halls.
- **Secure!** Get inside. Lock outside doors.
- **Lockdown!** Locks, lights, out of sight.
- **Evacuate!** To a location.
- **Shelter!** Hazard and safety strategy.

In conjunction with experts from across the country, we believe that following the Standard Response Procedure is the best way to prepare our staff and students for emergency situations. The procedure illustrates how to respond to a wide variety of situations, from water spills in the hallway, all the way up to natural disasters. To learn more about the Standard Response Protocol, visit the [I Love You Guys Foundation](https://iloveguys.org/) website at <https://iloveguys.org/>.

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/guardian, 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 Synergy to monitor whether a student actually completed the assignment (and not rely on Google Classroom to monitor grades and assignments turned in).

GRADING PERIODS/REPORT CARDS

Report card grades will be issued at the end of each Semester. Students/Parents will be able to check their mid-semester progress electronically (in Synergy) at the end of Quarter 1 and Quarter 3 using StudentVue/ParentVue. Most classes are yearly, but final grades are at the end of each Semester. Parents/Guardians and students are encouraged to monitor grades in Synergy on a weekly basis. Grades/missing assignments/late work turned in by Wednesdays are typically updated once a week (Thursdays). Student's late work/missing work is typically updated once a week as well. The most accurate information is in Synergy, so parents/guardians and students are encouraged to check here weekly. It is a parent's /guardian's responsibility to get their Synergy (ParentVue) login information from the CMS office if they do not have access.

GRADING POLICY

Teachers will set up a grading policy, late work policy, and class expectations for their classes at the beginning of the school year. 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 in ParentSquare. **It should be noted that sometimes policies change during the school year based on need, and the teacher (and school) reserves the right to change their policies at any time. 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. If your student enrolls in CMS during the middle of the year, you are responsible for emailing your student's teachers to get a copy of any needed policies/procedures that you may have missed.

Final grades are posted at the end of Semester 1 and Semester 2. Students are not allowed to go back and back up work from the previous quarter. For instance, if we are in Quarter 2, students may not go back and complete missing work from Quarter 1 to improve their Semester 1 grade.

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 and Gym Bathroom)

Students are NOT allowed to be in the gym, equipment rooms, fitness room, or locker rooms unsupervised. 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. During PE or gym use, students wishing to change into PE clothes or use the restroom, should have teacher permission prior to leaving the gym area. During PE/gym use, the bathroom in the gym hallway (near the gym entrance) is the one that should be used. During class, students must have their teacher's permission to leave the area and go use the restroom. There should never be more than 2 students in the gym bathroom at a time. Students should never be in the stall together with another student. Athletic Locker Rooms are only to be accessed by athletes for school sports and with adult permission and supervision. 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. No valuables should be left in the Athletic Locker Room and athletes are responsible for their own items. Cell phones, cameras, smart watches, and recording devices should NEVER be used in the Athletic Locker Room or restrooms, and pictures/videos in those areas are NOT permitted. Failure to comply will result in disciplinary consequences.

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 eight “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, including consequences for misuse, overusing, and the loss of a student’s hall pass. If you have any questions related to the Hall Pass, please reach out to your student’s Homeroom Teacher.

Sometimes students get permission from their teacher to work in their classroom at lunch. If this happens, students are not expected to use their “Hall Pass” but should have a note ahead of time from their teacher that indicates the student has permission for that date and time. Students are not to go back and forth between the classroom, cafeteria, and outside and should remain in the one area and be supervised.

HOMEWORK-WHAT TO EXPECT ON AVERAGE

Middle school students can expect to have about one hour of homework each night, as well as 20 minutes of reading. Homework may include completing weekly i-Ready lessons in Reading and Math, finishing assignments from specific content areas, and studying for tests. For some students, homework may take a little longer depending on attendance, individual learning styles, and students making good use of their classroom time. There is plenty of time in class and in the schedule for students to complete most of their work (except i-Ready), so if your student is spending two or three hours a night on homework, please reach out to our school counselor to discuss your concerns.

HOMEWORK REQUESTS AND PLANNED ABSENCES

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. It is recommended that parents do this at least 2 weeks ahead of time whenever possible for a planned absence. For homework requests, students should let their teacher know (it is recommended this is done via email) as soon as possible that they are going to be absent and when. 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 teachers. The teachers will do their best to gather work and get it to your student before they leave. For some activities this is not possible, which means your student is responsible for completing it when they return. Please note, a Planned Absence does not excuse your student from completing the work. They are still responsible for completing the work and will lose points if they do not.

If it is an unexpected absence, for instance they are home sick, students should check Google Classroom and email their teacher to find out what they are missing. If a student is unable to do this, they should check in with their teacher as soon as they return to school (before school, at break, or after school) to get their missing work or retake a test. Students have as many days to make up the work as they were absent (for instance if you are sick one day you have one extra day to make it up upon your return).

HONOR ROLL

“B” Honor Roll Recognition: Students must have a GPA of 3.0-3.49.

“A” Honor Roll Recognition: Students must have a GPA of 3.5-4.0.

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

Students earning at least a B Honor Roll will earn a special treat at the end of each Semester. Special Recognition is given to students at the 8th grade Promotion Ceremony if they have made Honor Roll all three years (for all quarters) at CMS.

ILLNESS—FIRST AID

The school attempts to provide an environment in which the students will be safe from accidents, but sometimes accidents occur. If an adult does not see the accident, the student is responsible for reporting the injury to the office immediately. If major 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. On rare occasions, the school will call 9-1-1 should a student require immediate medical attention.

Please keep students with symptoms out of school. This list is instructions for school, not medical advice. Please contact your health care provider with health concerns.

Please note these are subject to change at any time dependent on ODE and health regulations:

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
	*The list below tells the shortest time to

	stay home. A student may need to stay home longer for some illnesses.
Fever (100.4 degrees F or greater)	Fever free for 24 hours without taking fever-reducing medicine
New cough illness	Symptoms improving for 24 hours (no cough or cough is well-controlled)
New difficulty breathing	Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i>
Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	Symptoms improving for 24 hours or with orders from doctor to school nurse
Vomiting (unexplained)	Symptom-free for 48 hours or with orders from doctor to school nurse
Headache with stiff neck and fever	Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. <i>Urgent medical care may be needed.</i>
Skin rash or open sores	Symptom-free, which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.
Red eyes with colored drainage	Symptom free, which means redness and drainage are gone OR with orders from doctor to school nurse.
Jaundice: new yellow color in eyes or skin	After the school has order from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	Symptom-free, which means return to normal behavior OR with orders from doctor to school nurse
Major health event: Like an illness lasting 2 or more weeks or a hospital stay, or health condition requires more care than school staff can safely provide.	After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

INTERDISTRICT TRANSFERS

A student who does not reside in Creswell School District must obtain an interdistrict transfer to attend Creswell Middle School. This is also true if a student moves out of the Creswell School District to another District any time during the school year. 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, behavior, or lack of progress become an issue. Please see the interdistrict expectations and policy for more information.

LEAVING CAMPUS

Creswell Middle School is a closed campus. **Once students are on school grounds, they are not to leave campus during the school day. Students must be excused by the secretary or registrar and exit the building through the front door after checking out of the office with staff.** Students not following this rule will have disciplinary consequences. Students will not be allowed to leave campus unless they bring a note from a parent/guardian, or the main office receives a telephone or Parent Square 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 or smart watch during the school day to have students checked out or come to the office. Please call the CMS office at 895-6090 or send your student with a note giving them permission to leave early and the reason. We can't guarantee during the school day that we will receive your voicemail or Parent Square message in time to give it to your student, so please plan ahead or send a signed note with your student that states the date/time and your signature and contact information.

LIBRARY

A student may have up to **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, students may lose the privilege of checking out books. 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. In some cases, students may also check out books (including audiobook devices) from their teacher(s). Students are responsible for returning these items undamaged or they will be billed and expected to pay/replace the items borrowed. Any unpaid fees/invoices will be carried over to the next school year and could impact your student participating in activities or being allowed to borrow items.

Students borrowing books, headphones, ipods or other items from their classroom teacher are also responsible for returning these before the end of the year (or upon request from their teacher.) Any lost/stolen/damaged items will be the responsibility of the student and their family. Any unpaid fees/invoices will be carried over to the next school year and could impact your student participating in activities or being allowed to borrow items.

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 should check the CMS lost and found area. 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 for two weeks. If they are unclaimed, they will be donated after that time. All other lost and found items are kept on a clothing rack and table in the West Pod. Items which are unclaimed throughout the school year will be donated to our clothing closet and locally. Writing your child's name in their garments would help get items returned. We are not responsible for lost or stolen items. Please note that students should NEVER leave their PE/Athletic shoes or personal belongings in the hallway, or sitting around. It is recommended that students put these items in their lockers and NOT share their combinations with anyone else.

LUNCHTIME ACTIVITIES

During lunchtime, students are expected to stay in supervised and designated areas. When supervised, areas include the Tiger Terrace, 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. The same is true for all other activities including intramurals. If a student can't follow the rules, they will lose the privilege of participating in that activity or being in that area. 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 found in unsupervised areas without permission will be given disciplinary action thereafter.

MEALS

BREAKFAST: Breakfast is available for all students and staff at the beginning of the school day from 8:00 a.m.-8:20 a.m.. During the 2026-2027 school year, breakfast is FREE for CMS students.

LUNCH: Lunch is served at school each day in the cafeteria. During the 2026-2027 school year, lunch is FREE for CMS students.

Sometimes we have a limited amount of snacks that are donated and located in the office for students. Students should take only one snack per day and are expected to eat it in the cafeteria. Students should only grab a snack from the designated area during their break.

The office does NOT have food or water cups available for students that forget their food or water bottle. There are two water stations on campus for student use. Please encourage your student to be responsible and bring their own refillable container. Students will be allowed to use the office phone to contact their parent/guardian if they have forgotten their lunch. 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 in the lunchroom during lunch.

MEAL/CAFETERIA EXPECTATIONS

BREAKFAST: Breakfast is served from 8:00-8:20 AM in the CMS Cafeteria. Students choosing to eat breakfast at school are expected to follow school rules in the cafeteria. School breakfast items should not leave the cafeteria unless you have permission from the principal. Food is not allowed to be taken/eaten outside without permission. Students are expected to sit down in the cafeteria during breakfast service, even when they aren't eating, unless they are in line or have permission to go to the bathroom or their locker. Students should NOT be wandering around during breakfast service or going from table to table. It is NOT okay to ask someone for their food or take someone's food without permission. Students are expected to leave their area clean and pick up after themselves. They should NEVER throw food items, nor should they toss food/milk/juices boxes. Students are not permitted on the CMS stage without permission. Students are NOT allowed to play the piano on the stage except during band/choir (with adult permission). Ongoing issues in the cafeteria may lead to disciplinary consequences or loss of privileges.

BREAK: Students are allowed to bring snacks from home and eat them in the cafeteria during break. Sometimes FBLA has snacks for sale in their Business Center for students to purchase on their own. Meal rules apply during the break and students should be seated in the cafeteria when eating or hanging out with friends in this area. All school rules apply.

LUNCH: Lunch is served during the designated times (see CMS schedule) in the CMS Cafeteria. All students are expected to follow school rules in the cafeteria, regardless if they choose to eat. School lunch items should never leave the cafeteria unless you have permission from the principal. Food is not allowed to be taken/eaten outside without permission. Food items are never allowed in the CMS restrooms for any reason. Students are expected to sit down in the cafeteria during lunch service, even when they aren't eating, unless they are in line or have permission to go to the bathroom or are excused to go out for recess. Students should NOT be wandering around during breakfast service or going from table to table. It is NOT okay to ask someone for their food or take someone's food without permission. Students are expected to leave their area clean and pick up after themselves. They should NEVER throw food items, nor should they toss food/milk/juices boxes. Students are not permitted on the CMS stage

without permission. Students are NOT allowed to play the piano on the stage except during band/choir (with adult permission). Ongoing issues in the cafeteria may lead to disciplinary consequences or loss of privileges.

GENERAL MEAL RULES:

- Wash your hands or use sanitizer prior to eating
- Line up in an orderly fashion in the designated area
- Keep your hands/body to yourself while waiting patiently.
- No toys should be brought to the cafeteria. You may bring a book if that is what you will do during recess, but keep it away from food/liquid so it does not get damaged.
- Chromebooks and other electronic devices are not permitted to be used during meals, in the cafeteria during break/meals, or taken outside to be used during recess.
- If you get a school lunch, enter your lunch 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 cannot reach, go around for the item.
- Be patient in line and have manners. Be respectful to staff who are helping you.
- Listen to the directions of the monitors/staff.
- Do not exit the cafeteria during meals without permission.
- Pick up your own mess/garbage and put it where it goes.
- Do not throw or toss items in the cafeteria.

GENERAL SCHOOL/FOOD RULES:

- Choose one main item (required)
 - Milk can be taken 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
 - You are only allowed ONE juice per meal. There are not exceptions to this rule, even if someone has put theirs on the "no thank you table."
 - Do NOT take additional items without permission (for instance: do not pour a container of tots into another and pretend that this is one instead of two).
- * 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 breakfast or 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). Follow the table rules which are posted. Please do NOT throw away the metal utensils. Students are allowed to take ONE additional item from the "No Thank You" table. Items should NOT be taken out of the cafeteria and put in your backpack or eaten outside. It is also against the rules to ask for/beg for food from others or take food off of someone else's tray or lunch bag.

Students should NOT take food items outside of the cafeteria. Items should NEVER be taken into the bathrooms for any reason.

Students are expected to sit down during meals and eat. They should NEVER touch items on another student's tray or in their lunches. Students are expected to clean up their table area and throw away their own garbage. Students making excessive messes are expected to clean them up and ongoing issues will result in disciplinary action.

Students using the microwave should line up one at a time (not congregate there) and be aware of their own items (ie. not allowing their food to burn etc.). Students should also clean up after themselves (ie. if your food overflows then clean it up). Students are NOT allowed to use the school microwaves for popcorn (takes too long and often burns). Students should NEVER microwave items that are not intended to be microwaved. Students purposefully misusing the microwave will have consequences.

Students using the provided water and water cups during meals should not make a mess. If they spill something, students are expected to clean it up. Students who are unable to use the provided water and water cups appropriately, will lose the privilege and be asked to bring their own or use the drinking fountain.

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, Tums, 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. **At the end of each school year, parents are responsible for picking up any unused medication (including prescription medication). After one week of the school year ending, CMS office staff will dispose of any unused medication that is not picked up. NO EXCEPTIONS WILL BE MADE.**

PARTIES/DANCES

CMS dances and parties are only for enrolled students attending CMS. Guests are not allowed at CMS dances/parties. 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 with a student body card and \$8 without at the door (exact change is encouraged). Concessions will be sold at most events as a fundraiser and are not free. 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. Students should not be messing around in the bathrooms during the dance/party. 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. We do NOT check notes/phones/cars when a student leaves the dance/party, even if they leave early. It is a student's responsibility to follow what their parents/guardians have told them to do after the dance (or when they are allowed to leave). Once a student leaves, they are not allowed back into the dance/party. Please make sure that if your student is to walk home they know this, or if they are to ride home with someone they have that information. We only have supervision after the dance for 10 minutes, so please be on time if you are picking up your student.

ADDITIONAL PARTY RULES:

1. MOST dances are limited to seventh and eighth graders. Some dances may be held for 6th graders, but this will be determined by the site principal and leadership advisor (very uncommon).
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. If a student is expected (by their parent/guardian) to walk home after the dance, they should do so immediately at the end of the event and not loiter. We are not responsible for students walking/being transported to and from the dance and recommend that they be picked up by a parent/guardian. Please note, we only have supervision 10 minutes prior to the start and end of a dance. Your student will NOT be supervised before or after those times and you are responsible for their safety and behavior.
3. Once a student enters the grounds, they must go directly to the event and remain for the duration of the event. 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. Students may bring in one new sealed water bottle (clear) with their name on it.
6. Students are NOT allowed to bring a backpack into the event. They may carry a small wallet or small purse to carry personal items only. This will be checked upon entering the activity or dance by a staff person. Larger backpacks, if brought to the event, will be confiscated and kept in the office until the event is over.

7. Students are not allowed to use their personal cell phones/smart watches/personal devices to take pictures or videos of others without that person's permission. Students should never be on social media during a school event. **Students are only allowed to use their cell phones/smart watches/personal devices in the designated areas (photo booth area) with staff permission but should never be streaming/live. Students should NEVER take pictures of staff without their permission.**

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. This is true no matter what your gender or your relationship with others. Such displays will result in disciplinary action. If this becomes an ongoing problem, parents/guardians will be notified and students will have disciplinary consequences.

PHOTOS/CAMERAS/VIDEOS

Photos/Videos may only be taken at school with prior staff approval. If approval is given by staff, you must have permission from others to take their photo or video. Photos/videos are NEVER to be taken in locker rooms or bathrooms. Photos/videos should NOT be taken inside of a classroom without staff permission. Recording staff or peers without their consent is not allowed and will result in disciplinary action. Using school-related student photos, or photos of staff, to create videos about or posts about others that are negative (or without their direct permission) will result in disciplinary consequences. Sharing pictures or videos of others on social media without their permission will result in disciplinary consequences. In addition, it is against school rules to create a social media account using the name Creswell Middle School or CMS (or anything that could be seen as the school) for any reason. Violation of this will result in disciplinary action.

PROMOTION CEREMONY AND CELEBRATION PARTICIPATION

During the 2026-2027 school year, the CMS 8th grade Promotion will be held on June 7, 2027 at 6 PM in the CMS gym. There are NOT a set amount of tickets per 8th grade student and seating is first come first served. Parents/Guardians who serve on the 8th grade Parent Committee as a chair person/committee chair, and who also help set up the event that day, are allowed to reserve seating for their family members (by marking those seats that morning). All others in attendance will be able to choose a seat (or standing area) when the doors open at 5:20 PM that evening.

Parents wishing to chaperone the 8th grade activities must have volunteer paperwork on file in the CMS office. Please make sure this is up-to-date in case you wish to help. Administration reserves the right to choose chaperones based on need. Priority will be given to those parents/guardians who have helped with fundraising/events, and who consistently follow and enforce school rules.

During the 2026-2027 school year, all 8th grade students will be given an assignment to create their own slide for the "8th grade Slideshow." Your student's slide should consist of their name, one current picture and 3-5 "baby to present" photos. All photos should

be school appropriate and we reserve the right to remove anything we feel is inappropriate. Students not finishing their assignment on time will only have their current school picture featured in the slideshow. Please start gathering your photos now so this is an easy task and your student isn't left out. This slideshow will be shown prior to the ceremony and also shared in Parent Square with all CMS 8th grade families. If you do not want your students featured in this at all, please contact CMS principal Julie Johansen by December 1, 2026.

In order for CMS 8th grade students to participate in the ceremony, they must demonstrate safe, responsible and respectful behavior. Students who are unable to demonstrate this, will still be socially promoted, but will not be allowed to participate in the ceremony. In order to be eligible to participate in the ceremony, students must meet the following criteria:

- At least an 80% attendance rate as of May 28, 2027
- No more than 2 "Fs" on their report card
- No more than two suspensions during the school year
- Demonstrate safe, responsible, and respectful behavior
- Have no outstanding payments/invoices as of May 28, 2027
- Must return all school-owned equipment and items (or paid for their replacement/damage) by May 28, 2027.

Following the ceremony, the 8th grade Parent Committee sponsors a party/celebration where eligible students are allowed to attend. In order to be eligible to participate, students must meet the following criteria:

- At least a 90% attendance rate as of May 28, 2027
- No more than one "F" on their report card
- No more than one suspension during the school year
- Demonstrate safe, responsible, and respectful behavior
- Have no outstanding payments/invoices as of May 28, 2027
- Must return all school-owned equipment and items (or paid for their replacement/damage) by May 28, 2027.

The CMS administration reserves the right to deem a student ineligible for the ceremony and/or celebration based on the above criteria and if they demonstrate ongoing disruptive, defiant, or unsafe behavior. Similarly, if the CMS administration sees huge improvement/growth after your student has lost the ceremony or party, the administration reserves the right to make your student eligible for one or both. Parents/guardians will be notified in Parent Square by June 4 if their student is NOT eligible to participate.

Please note that any outstanding payments/damages not paid on time will carry over to your student's high school and could prevent them from participating in activities there.

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 or near the stairwells 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 without warning.

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 and TAG plans, help seek outside counseling services for students (should students and guardians request this), and intervene during a crisis. Please contact our counselor Jennifer Collins at jcollins@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. If Mrs. Collins is not available and your student needs immediate assistance, please have them come to the CMS office and speak with the principal (or designee), campus supervisor, or office staff member.

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. You may also contact the CMS ELD Teacher Bethany Cross at bcross@creswell.k12.or.us.

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. CMS uses the SST process to ensure we are meeting the needs of students while providing the least restrictive environment to them. If your student does not have an IEP but you believe they would qualify for one, please reach out to Mrs. Jenny Collins our school counselor at jcollins@creswell.k12.or.us. Should a student qualify, 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. CMS uses the SST process to ensure we are meeting the needs of students while providing the least restrictive environment to them. If your student does not have an IEP but you believe they would qualify for one, please reach out to Mrs. Jenny Collins our school counselor at jcollins@creswell.k12.or.us for more information. If eligibility is established, the school provides special programs and services for students with disabilities.

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

CMS parents/guardians are encouraged to contact their student's IEP case manager Mrs. Bennett with specific concerns/questions regarding their student's IEP. She can be reached at cbennett@creswell.k12.or.us or through Parent Square.

Section 504

Students of all ages who have a documented physical or mental disability that substantially limits a major life activity may qualify for a 504. That can include reading, learning, and concentrating. 504 plans provide designated accommodations and modifications that help students thrive at school. Guardians may request a Student Study Team Meeting to discuss whether or not their student might qualify for a 504 plan through the 504 coordinator Mrs. Collins. She can be contacted at jcollins@creswell.k12.or.us.

Title 1 Services (see additional information under Title 1 section below)

Title 1 services are provided to ensure that all students are supported in reaching the rigorous academic state standards. CMS has a "school-wide" Title 1 program. 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 within the CIP plan. Site Council meetings are typically held on a bi-monthly basis. The SSC chairperson is Kara Freske. She can be reached at kfreske@creswell.k12.or.us. Students or parents with specific questions about Title 1 should contact the CMS principal at jjohansen@creswell.k12.or.us.

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 CSD McKinney-Vento District Liaison. Their information can be found on the CSD website or by calling the CMS office. 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. You can contact the school counselor at jcollins@creswell.k12.or.us for more information about TAG.

STUDENT BODY/ACTIVITY FUNDS

Accumulation

Any profits from fees, sales or other fundraising activities shall be credited to the Student Body/Activity Fund (unless it is an FBLA fundraiser, CMS 8th grade fundraiser, or fundraiser for a specific CMS group/team). Yearly profits will be made available for school-wide purchases as needed, which will be approved by the site principal.

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. Any unused funds at the end of each school year will be rolled over to support activities the next school year (and so forth). CMS 8th grade class funds, often raised by the 8th grade Parent Committee each year, must also meet the above criteria for expenditure. Purchases made using the 8th grade funds will only be reimbursed if they were approved by the site principal and submitted (with receipts) to the CMS office by June 25 of each school year. At the end of each school year, a parent/guardian on the 8th grade Parent Committee (preferably the Chair) may request the unused funds be deposited into an account to follow that group of students until they graduate from 12th grade at CHS. The new account information and proper documentation must be given to the CMS secretary in order to transfer the funds out of the CMS 8th grade account by November 1 of that same year or any remaining funds will be donated to the CMS general student body/activity fund. No exceptions will be made. It is the responsibility of 8th grade Parent Committee Chair to ensure this is done if they expect the unused funds to be available to that group as graduating CHS Seniors.

STUDENT BODY CARD

All students that have their photo taken in the fall will receive a student body card once they have paid their “ASB Card” in School Pay at the beginning of the year. Students may also upgrade their card by getting the ASB sticker for a slightly higher fee which can then be used to get into specific CMS events/activities at a reduced rate.

- 2026-2027 ASB Card \$15
- 2026-2027 ASB Card with sticker \$35. The sticker provides reduced rates on some CMS school events. This includes getting into regular season CHS athletic events for free.
- Replacement Card Fee \$5 for lost or stolen ASB Cards.
- School Instrument Rental (Band Elective): \$100 (\$50 per semester and signing of a contract); There are no refunds if your student drops out of band. Your student will NOT be allowed to take their instrument home to practice until this fee has been paid.
- Electives: Only designated electives have fees. See Elective Section for more information. There are no refunds if your student drops out of their Elective after the first week of the Semester.
- Athletic Participation Fees: There are no refunds if your student drops out of an athletic program or gets injured after the season has started. Please see individual sports to determine the fee amount.
- 8th Grade Promotion Activity/Goodie Bag Fee: \$30.00 - The fee goes toward the party supplies, activities, food and goodie bag. This fee is only paid when your student is in 8th grade and must be paid by March of the current school year. There are no refunds if your student loses the promotion activity or you choose for them not to attend. Students who lose their activity but have paid their fee can still pick up their goodie bag on the last day of school.

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

Students interested in more information about Student Council and Leadership should speak with Mrs. Freske or email kfreske@creswell.k12.or.us. When Leadership is offered as a graded class, officers and representatives are expected to participate in the activities (which will include some time and events outside of the regular school day).

STUDENT INFORMATION SYSTEM - Synergy (ParentVUE)

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

grades/behavior/attendance information at least once a week.

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. Please make sure you change this in Synergy and call the CMS office when something changes.

If your student is new to our district, please enroll them online at <https://creswell.k12.or.us/cms/>. If they have attended a school in CSD before, you only need to “update” your student’s information online. 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 using one of our devices.

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, in ParentSquare, 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 fill out the Opt-Out Form which can be found online in your student’s registration. This must be done each school year or your student’s picture will be taken and included. If you do not go online and update your student’s registration each year we will assume your student is opted in. Please note that if you sign the “Opt-Out Form” your student will NOT be included in the CMS Yearbook and will be opted out of all photos and videos during the school year. This form must be filled out each year, and does NOT carry over to a new school year.**

STUDENT SCHEDULES

Student schedules are based primarily on teacher input, District Benchmark scores, State Assessment scores, and student grades. We do our best to seek input from students and parents as well. Please note that we will not accommodate requests for specific teachers or putting students together based on friend groups. If your student is placed in an intervention/advanced course and you have concerns or questions, please reach out to our school counselor. If you do not want your student in a specific intervention/advanced course, please request a schedule change for your student within the first two weeks of the semester. We can not guarantee your student’s schedule will be changed. Schedule change forms can be found in the office by asking Mrs. Blomberg and they must be returned by the deadline to be considered.

During the 2026-2027 school year, most classes are year-long courses, with grades ending at the end of Semester 1 and Semester 2. In some cases, like electives and interventions, a student may change at the semester. Final grades on paper Report Cards will be done twice a year, at the end of Semester 1 and Semester 2.

SUPERVISION BY NON-CERTIFIED STAFF

Bus drivers, custodians, educational assistants, campus supervisor, librarian, secretaries, and other classified personnel assist at times in a supervisory capacity, under the direction of an administrator or administrative designee. Students are

expected to comply with the request of any school district employee no matter their position or job title. 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 (in the correct location), with their correct supplies ready to learn, 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 a week, they are assigned one lunch detention. Although we try to contact parents/guardians when possible, you may not always be contacted when your student earns a lunch detention for being tardy. If tardiness continues to be an ongoing issue, your student will have progressive disciplinary consequences.

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 (which includes excessive tardies). 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. Missing more than 8 half days in any 20 school day period constitutes truancy, even if the student has an overall attendance of 90%. If the situation arises, CMS administration is required to begin the truancy process. Throughout the year, some absences/tardies 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. This is also true for excessive "excused" absences or tardies when they reach beyond the 10%. 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. Please contact our school counselor at jcollins@creswell.k12.or.us.

Students with excessive absences and tardies may lose privileges for fun activities and field trips. Although we don't want your student to "miss out" on the "fun", it is important that your child come to school on time and regularly. If your student is not eligible to attend an activity/field trip because of excessive absences and tardies, you will be notified. On the day of the trip/activity, your student would be expected to come to school and use that time to catch up on all of the work they have missed due to their attendance issues.

If a student is late to school, or absent from school, 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 staff to attempt to mitigate the effects of absence by providing work and entering the student's excuse into the system accurately. Please note that even when excused, any absence has a negative effect on a student's learning and could impact their grade and progress. We encourage you to plan appointments, vacations, and other appointments outside of the school day. The CSD calendar is available online prior to the school year beginning in order for you to plan vacations and appointments on non-school days. Please use this calendar when planning extended vacations, as a prolonged absence can be detrimental to your students' learning and grades.

When a student is absent on a school day, a parent contact will be made automatically from our system at 10:30 AM and documented. If absenteeism continues and results in a student's attendance falling below 90%, you will receive a truancy notice (even if the absences/tardies were excused. If the situation continues, contact will be made by the principal or designee and letters will continue to follow. Continued absences/tardies may result in additional consequences.

If a student's illness extends beyond 5 days in a 20 school-day period, a physician's note justifying the absences may be required in order to excuse those days. If an illness/injury or absence extends beyond 9 days in a row, a student may be "10-day dropped" from CMS and have to re-enroll as a student prior to them being allowed to return. 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 the CMS counselor at jcollins@creswell.k12.or.us with any concerns regarding attendance.

TECHNOLOGY USE AND DIGITAL CITIZENSHIP

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, online textbooks and websites, Google Suite, 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.

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 are NOT allowed to use their school issued Chromebook or their school issued email for purposes other than education and assignments.

Students should NOT be accessing YouTube videos, music, or games without the direct permission from a school staff member at the time of use. All content accessed must be appropriate and align with school rules and be for school purposes. Students should NEVER create their own (nor should they join or invite others to join another student's) Google Classroom, chat, documents or slides using their school account without the permission of their teacher. Students should never search images or content related to weapons, pornography, or unsafe content. All content must follow school rules and be appropriate.

Students should never touch or use another student's Chromebook for any reason. If a student is borrowing a classroom device they are responsible for the care and use of that device in the same manner as the one that is assigned to them.

At the end of the school day, students are responsible for checking out their device from their advisory teacher or returning it to the designated cart and plugging it in. Students will be taught the expected procedures for Chromebook check out and are expected to follow them. If students do not, they will have disciplinary consequences.

Students demonstrating unsafe behavior with online sources, their Chromebook, or their email will have immediate consequences, which may include detention, suspension, or expulsion depending on the severity. They may also be subject to restricted access to online materials and restricted access to their device and/or technology. Should a student continue to not follow school electronic/device rules and technology guidelines, they will not be allowed to use a school-issued device and it will become the parents responsibility to help their student access content from home as needed.

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

Creswell Technology Use & Device Loan Agreement

Creswell School District believes that technology allows for unique opportunities for students to learn, innovate, create, communicate, collaborate, and more. Along with these remarkable advantages, the use of technology also provides an opportunity for students to demonstrate being a thoughtful, responsible digital citizen. The device and charger being loaned is the property of Creswell SD. The device is to be used for academic purposes only and returned in the same condition when collected. This Technology

Use and Device Loan Agreement is in accordance with the District Policy: Electronic Communications System IIBGA. That policy is viewable at: <https://rb.gv/brzy1i>

Please read the following policies and sign the second page to acknowledge responsibilities:

- Students and their families are responsible for loss or damage to their student's school-issued device. If a police report has been filed on a stolen device, students/guardians may not have to pay the replacement cost.
 - The device should only be used by the student to whom it has been assigned.
 - The device must be returned to the District when requested by the District to do so.
 - The user must use Creswell technology for its intended purpose - to support and enhance learning.
 - The user will follow all laws and Creswell District policies in the use of District hardware and software, including copyright laws.
1. Creswell accounts are assigned to individuals and may not be shared. This means that the user will not let others use their account to access Creswell technology or the Internet.
 2. The user shall have no expectation of privacy when using District technology and the District reserves the right to monitor all usage. Files and other information, including email sent or received, generated or stored, may be monitored, recorded, searched and disclosed at the direction of the Superintendent, district legal counsel or designees. Passwords used on the district's system are the property of the district and must be provided to designated district personnel as appropriate.
 3. District technology may not be used for unlawful purposes or to download, order for print, or otherwise transmit or communicate any material that is obscene, offensive, blasphemous, pornographic, sexually suggestive, deceptive, harassing, threatening, menacing, abusive, harmful, an invasion of privacy, defamatory, libelous, vulgar, violent or hatred against another person or group of persons with regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, disability, or other protected classes.
 4. District technology may not be used for commercial purposes, advertising, personal financial gain, or political campaigning.
 5. The user will not modify technology equipment (hardware or software) without permission. Applying stickers to defacing the serial number/district label is prohibited.
 6. The user is aware that any deliberate attempt to degrade or disrupt technology performance by spreading computer viruses is considered criminal activity by state and federal law.
 7. The user will protect their safety by never revealing their personal address and phone number or those of other students or colleagues.
 8. The user understands that Creswell School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages a user suffers including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's own errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Creswell School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 9. Users must report damage, theft, suspected theft, or loss of a device to Creswell Technology Services by phone or email: 541-895-6013 or csdtechdesk@creswell.k12.or.us as well as their school's principal by phone or email.
 10. Students who do not return the device and related materials when requested may be subject to criminal prosecution or civil liability. If the device equipment is lost, stolen or damaged while in the Student's possession, Student is responsible for the replacement or repair thereof and Student agrees to indemnify the District against any claim occurring during or resulting from Student's possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Student's use of the District Property.

TELEPHONE USE

Cell phones and smart watches 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) or checked into the office. Students should NOT

have their cell phone or smart watch on their person, or in their backpacks/binders/etc. during the school day. **Please make sure that your student knows their parent/guardian's phone number(s).** Often students come to the office and have no idea how to get ahold of their parent/guardian. This can be very disruptive to the other duties that our office staff are trying to complete.

Parents/Guardians should contact the CMS office directly if they wish to speak with their student during the school day. Unless it is an emergency, students will NOT be called from class to call their parent/guardian until a break in the learning schedule. **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. In rare cases, if your student does not have a good reason to use the office phone, or they are using it inappropriately, they will be denied access. Students are expected to get permission from the CMS office staff prior to using the office phone and must be appropriate on it (no cussing/vulgar language/etc. to the person to whom they are speaking).

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. Please call the CMS office and speak with our registrar if your student has been 10-day dropped and you need to re-enroll them. The student is still expected to attend school and should report to the registrar upon returning to school. Ongoing attendance issues may result in a meeting with the principal (or designee) and/or loss of privileges.

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 must have an opt out form (found on the CSD website) in the office by the deadline and are expected to come to school during testing and will be given an alternate assignment/activity that will be due and is expected to be completed (in lieu of their participation in the State Assessment). **Our school is expected to have at least 95% of all of our students take the test or there are consequences for us as a site. Please do not opt-out your student. It hurts our school and doesn't prepare them for their future. We appreciate your partnership!**

By taking the State tests, your student is eligible to earn incentives, awards, and recognition at the end-of-the year. Student participation also impacts other

end-of-year incentives for your student's grade level. It is extremely important for 8th graders to take the test in order to be eligible for numerous 8th grade awards which are presented at their promotion ceremony.

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. Parents will not always be notified if their student is receiving interventions within the school day. Please reach out to the school counselor Mrs. Collins or principal Mrs. Johansen if you have specific questions/concerns about the interventions your student is receiving.

TEXTBOOKS

Textbooks (online e-books and/or in print depending on the subject) and class novels are issued free of charge at the beginning of the school year. Once a student accepts a textbook, audio listening device (including headphones or ipods), 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/school owned-items are collected at the end of the year. Not paying these by the deadline could impact your student from participating in some end-of-year activities.

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 during designated and supervised times. Outside of school hours, the Tiger Terrace (which includes the Gaga Ball Pit and Basketball Courts) is not available to the public or students due to ongoing vandalism. No one is allowed to climb the fence or open the gate for others, in order to enter/exit the area. In addition, when the gate surrounding the field is locked, students (and others) should NOT climb over the fence or break the lock in order to gain access. Anyone violating this will receive a citation for trespassing and may have other disciplinary consequences. Cameras are reviewed regularly, so please don't break these rules.

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 (SSC) focuses on how to meet the needs of Title 1 students at CMS through the Continuous Improvement Plan (CIP). 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 at jjohansen@creswell.k12.or.us.

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, essays, etc.)
- * 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.
- * Parent/Guardian Teacher Conferences in November
- * opportunities for parents to make an appointment at least 48 hours ahead of time (by contacting the principal) if they would like to sit in on a class (30 minutes). Please note: Parents/guardians must have a specific reason and their visit must not disrupt the learning environment. The principal reserves the right to determine what is considered disruptive.
- * parents are given reasonable access to staff by:
 - providing office phone number
 - listing staff email addresses online
 - setting up scheduled appointments within contract time (7:45-3:45)
 - updated grades online in ParentVUE (updated at least once a week)
- * parent support classes through the Family Resource Center (FRC) or partnering agencies
- * Regular correspondence and information in Parent Square
- * parents/guardians the opportunity to volunteer and participate in their child's education through:

- field trips (chaperoning)
- extra curricular activities
- school events
- School 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 and pay my student's student body fee on time so my child can be successful in classes all year long
- * check to make sure that homework is completed – use ParentVUE
- * promote a healthy and active lifestyle
- * volunteer in my child's school if possible (or donate when possible)
- * teach my student emergency information like phone numbers of parents/guardians, address, etc.
- * 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 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.
- * Be respectful in my verbal and written communication to all CMS school staff.

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 (Be safe, responsible, and respectful)
- * 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
- * not use or bring drugs, alcohol, or weapons onto campus
- * take care of school-owned items/equipment
- * keep our campus safe and free from trash and vandalism
- * report unsafe items/behavior immediately to CMS office staff.
- * do my best on all assignments, including State Assessments and District Benchmark tests.

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. Except for water, no gum, food, or drinks of any kind are permitted on the track and turf field. Dogs and other animals are never permitted on the track or CMS fields. Bicycles, scooters, and any riding devices are NOT permitted on the track and turf field unless you have direct written permission from the principal (or if they are part of a PE unit for students). 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 a.m.-3:45 p.m. (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. Before and after school hours, when the gate is open, community members are welcome to use the track, as long as they abide by the rules. Children

must be supervised by an adult to use these areas. Community groups/members will be asked to leave by Creswell staff, coaches, or administration if the area is needed or if they are not following the track and turf field rules. Students and community members should never access this area by climbing the fence. Those who do not follow the rules repeatedly will lose access to using the facilities and be trespassed.

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 schoolwide rules. Parents/guardians do NOT have a right to access this material, as it may include confidential information about other students. We will NOT show parents/guardians surveillance footage even upon their request. Video surveillance is eventually taped over after a period of time, so please encourage your student to report issues when they happen to the CMS office.

Parents/Guardians/Students should NEVER video staff or other students without their direct consent. Students caught videoing their teachers/staff/other students at school will have disciplinary consequences. Parents/Guardians/Community members caught recording/videoing teachers/staff without their consent will be asked to leave and may be trespassed.

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. Visitors are NOT allowed to record/take pictures of staff without their direct permission ahead of time. At no time should visitors speak to any student (other than their own) without permission from the principal. If asked to leave, visitors are expected to exit the campus immediately. Anyone in violation of this will be told to leave and may not be allowed back on campus (trespassed). Law enforcement will be contacted when necessary.

Visitors should NEVER confront students (other than their own) about issues/concerns they have during the school day. If your student is having an issue with another student at school, please reach out to the principal or school counselor for support and allow us to handle it. Do NOT come to the CMS campus and speak to the other student directly or you may be trespassed. Please note that we are NOT responsible for issues that happen outside of campus and will not set up meetings between parents/guardians and other parents. It is your responsibility to supervise and address concerns that happen outside of the school day and campus.

Visitors should NOT wander the halls/undesignated areas. Visitors attending school events etc. are expected to remain in designated areas to the activity/event they are attending. Visitors should not enter areas behind locked or closed doors without staff consent. Anyone in violation of this will be told to leave and may be trespassed.

All visitors wishing to speak with teachers or administration must make an appointment

first. Most meetings with staff will take place during contracted time (7:45-3:45 PM). Please do not just show up and expect that you will be able to meet/speak with that person. Appointments can be made by emailing staff directly and emails are posted on the CMS website. If you have a concern with a specific teacher or staff person, please meet with them or speak with them first, prior to involving the principal (unless it is a matter of safety/confidentiality/abuse). You can email Principal Johansen directly at jjohansen@creswell.k12.or.us if you'd like to meet/phone conference with her. Again, please do not just show up and expect that she will be able to meet/speak with you in that moment.

Younger brothers and sisters, or children from other schools, are not permitted to visit classrooms or come to school events during the school day without direct permission from the principal.

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. Volunteers/Chaperones must be approved by the site principal once all paperwork is submitted in order to chaperone. Just because your paperwork is on file, does not mean that you will be chosen to chaperone/help. Administration/staff reserve the right to choose volunteers/chaperones for opportunities on campus.

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 their student from an activity should send a note to the CMS office and their student's teacher. In some cases, like an ongoing issue or medical condition, a note from the student's physician may be required for excusal. In addition, certain activities/standards/learning also requires a detailed parent note or opt out form to excuse students. Students who have proper documentation/excusal will be required to perform alternate activities in order to earn participation points. Failure to complete alternate activities by the deadlines will result in a loss of points/lower grade.

Sometimes a student requires additional support in the areas of writing, reading, and math. In order to get this support during the school day, it may be necessary for your student to be excused from another content area like Social Studies or Science. This decision is not taken lightly and based on the individual needs of students. If you have any questions about his particular scenario for your student, please reach out to the principal or school counselor. Middle schoolers are socially promoted, so this will not prevent your student from being promoted to high school from 8th grade.

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/devices/school-owned property must be paid for by the parent/guardian. A student has 10 days to register in another educational

program once they are withdrawn by their parent/guardian.

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 practice. 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 (but within our boundaries). 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 and listed in our bus expectations district-wide:

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.

Pupils are to be quiet at all railway crossings.

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. Videos and photos should never be taken on the bus except with the explicit permission of the driver.

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

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

Citation Process:

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

STUDENT CODE OF CONDUCT AND GENERAL DISCIPLINE INFORMATION

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 from their home to and from school (within reason), at the bus stop, in District transportation, at school-sponsored events, while at other schools in the district, and while off campus representing our school; 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 but not limited to parent notification, detention, community service, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement.

In general, students are expected to:

- *Read the CMS Student/Parent Handbook and abide by the rules
- *Follow the Chromebook check-out system and take care of their device
- *Use their locker (and know their locker combination)
- *Know their parent's phone numbers in case of an emergency (without the use of their cell phones).
- *Leave cell phones/smart watches at home, check them into the CMS office when they get to campus, or leave them in their lockers (always off bell to bell).
- *Come to school on time and every school day unless they are sick or have a medical appointment that can't be scheduled outside of school hours.
- *Be on time for each class and come prepared with books, paper and pen/pencil, and a charged Chromebook.
- *Follow the instruction of their teacher and do their work in class.
- *Obey the school rules.
- *Be respectful and obey the directions of all CMS staff members.
- *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. The student may also speak with the principal.

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 will be cause for discipline. This can be in either verbal, electronic, or written form, and all come with at least one day of detention. It is not okay to encourage others to fight.

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 should NEVER borrow another student's school assigned Chromebook. Students should NEVER log using another student's user name or password. Students should NEVER use another student's lunch number or locker.

Students are to exhibit personal behavior appropriate to school.

1. Adults are to be addressed as "Mr.", "Miss", "Mrs.", "Ms.", or "Coach" as appropriate (unless explicit permission has been given by the staff person).
2. Good manners and respect for others, especially for speakers and performers are expected. Failure to do so may result in disciplinary action.
3. Trash and recycling is to be properly disposed of in containers provided.
4. Yelling, whistling, loud sounds/noises, 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. Students are responsible for listening to announcements on the loud speaker (as sometimes area availability changes) and being in a supervised area.
6. Students are to not to write/paint/chalk on clothing or skin and will be asked to wash the writing off their skin and/or change into different clothing. If the writing is disruptive and/or creating a mess, students will be sent home to wash and change. Students who write on themselves or

each other may have disciplinary consequences.

7. Students should use school items and items from home in the manner that they were intended. For instance, scissors, woodworking tools, needles, or pencils should never be used to poke/cut/threaten/harm. Students who can't follow this 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). This may include contacting the Sheriff's Department and a Referral for Expulsion. Please talk to your student about the seriousness of this topic and remind them that it is never a joke to talk about harming someone or bringing a weapon to school.**
- * **Students telling someone to "kill themselves" in any form will have an automatic 5 day detention. Continued issues will result in progressive discipline.**
- * **Students using the "n word" in any form (this includes rhyming words that are clearly replacing the word) will have an automatic 5 day detention. Continued issues will result in progressive disciplinary action and may result in a referral for expulsion.**

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

This includes but is not limited to:

- *rubber bands
- *balloons
- *spit wads
- *laser pens
- *bb's or airsoft type pellets
- *water guns, toy guns, or weapons of any type
- *knives or "airsoft" guns
- *razors
- *shavers
- *sunflower seeds
- *medication
- *hairspray or other aerosol cans except for locker room
- *paintballs
- *perfume, cologne, Axe, or body spray (stick deodorant is allowed)
- *Sharpie type marking pens
- *sports trading cards
- *magic or magic type cards, Pokemon cards, etc.
- *photos - inappropriate imagery of any kind



- *lighters or matches (or an item that could start a fire)
- *e-cigarettes, vape pens/cartridges, cigarettes, alcohol, empty drug-related containers, drug paraphernalia, or drugs of any kind
- *wheelie type shoes
- *Microwavable popcorn bags (unless provided as a school incentive)
- *energy drinks
- *caffeinated soda/beverages
- *glass bottles
- *toys or stuffed animals
- *blankets or pillows (unless it is Pajama Day at school)
- *any other items being used in a disruptive manner
- *large items or fidgets that cause a disruption or are being misused (see rules on fidgets)

Students who have these items in their possession can expect to have them confiscated followed by disciplinary action. In some cases, like energy drinks or drugs/alcohol, the item(s) will not be returned to your student.

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 hallways/stairs with water. If students are purposely making a mess with their water bottles or at the drinking fountains, they will have disciplinary action.

- * **Possession, use, or being under the influence of illegal drugs or alcohol is prohibited.** Possession or use of alcohol, drugs, or 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. Alcohol and drugs are not permitted on campus. Students may have cough drops in their possession with parent/guardian permission but they are not to share these with others and are responsible for using them according to the directions on the package.

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. Students choosing to pants another student, tugging on another student's pants/shorts/skirt at any time, or exposing their own privates or the privates of others, will have disciplinary action immediately (which may include suspension).
- * **Behavior Referrals:** Students should be aware that behavior referrals may result in their exclusion from participation in certain special activities and events at school such as: activities, dances, special assemblies, field trips and end of the year activities. This may also include the 8th grade Promotion Ceremony and

Party (see specifics for this in the handbook). Administration and CMS staff reserve the right to determine a student's eligibility for these privileges.

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 you 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/INFORMATION

Awareness

Parents/Students will be provided with an electronic link of this CMS Parent/Student

Handbook at the beginning of the school year (or when they enroll their student if it is during the year) and are expected to read it and abide by its content. It will also be posted on the CMS website. If a student requires a paper copy they may request one from the CMS office the first 2 weeks of school. Each homeroom teacher has the responsibility to go over the parts of the handbook with his/her students at the beginning of the year, but it is the student and parents responsibility to read the document in its entirety. It is the responsibility of the student and parent/guardian 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 advisory teacher within the first 2 weeks of school for participation points. **Regardless if a student returns the sheet or not, all CMS students/families are expected to follow the rules and procedures within the handbook, board policies, and the law.** Failure to return the form may result in students not being able to participate in certain activities.

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 and drawings for prizes will be done regularly. .

Consequences may include (but are not limited to), seat changes, time outs in the pod, loss of privileges (including field trips and fun activities), being sent to the office, phone calls/messages 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. Although staff does their best to contact parents/guardians, this does not always happen. Please talk with your student about your own expectations for their behavior and their reporting to you when they get in trouble at school or receive detention or disciplinary action.

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. This information will be kept in the student information system (Synergy) and/or a student's cumulative file until your student graduates from high school. 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 and when the incident occurs. The same is true when your student is a victim of an incident. Although that is logged, we can not always call you. Parents/guardians may reach out to the administrator or teacher to get more details/information about the disciplinary events and consequences when they have questions. Please be patient in waiting for your response as we do not always have time within our contracted day to get back to you.

Serious penalties, like suspension(s), will not be imposed unless parents/guardians have been notified. This notification will either come via phone, Parent Square, or via email by the Administration or Designee. Parents will receive a suspension letter in the mail, following an incident. This letter is also placed in a student's cumulative file and logged in electronically. Often, a student is expected to have a re-entry meeting with the principal when they return from a suspension. At times, parents/guardians may be expected to attend this meeting prior to the student returning to campus. Often, a student is placed on a behavior contract when they return from a suspension.

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 written Discipline Referral Form, notifying the principal or designee in person, or emailing the principal or campus supervisor immediately. 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 immediately.

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, and parents will not always be notified. Parents/guardians may request a conference and/or further consideration from the principal or teacher of the consequence, but the school reserves the right to deny the appeal or request and implement disciplinary action.

Community Service/Restitution

Occasionally a student may be given "Community Service" or "Restitution" 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, writing apology letters, cleaning the cafeteria, or other types of custodial chores that align with the offense.. 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 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, the student is expected to quickly get their lunch and come to the detention room. Failure to serve detention is considered insubordination and will result in additional detention time, community service, and/or suspension. Although we try to contact parents/guardians before a student serves their detention, this may not always

be possible. Students are expected to serve their detention regardless. Refusal to do so will result in additional disciplinary actions. Students who get in trouble during detention for refusing to follow directions earn an automatic two more days of detention. Ongoing issues in detention may result in other disciplinary consequences.

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. Ongoing willful disobedience and disruption may result in a change of program/schedule or referral for expulsion.

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, refusal to follow staff instructions, 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. The student will have progressive discipline and parents/guardians will be contacted. The student may be placed on a behavior contract or SST plan. Copies of the documents will be provided or mailed to the parent/guardian, grade-level team, and placed in the student's file. Ongoing non-compliance will result in suspension(s), loss of privileges, 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, email, Parent Square, letter, or a parent meeting. Upon the suspension, the student will be sent home immediately 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 detention room or in the administrative office until the end of the day. The student is expected to follow school rules during an in-school suspension or they will receive additional consequences. 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 and the student only has the amount of days they were gone to make the work up when they return.

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
- *Greenways Academy

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. Consequences will occur if a student violates this code.

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?”

GENERAL BEHAVIOR CONSEQUENCES

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

Bomb Threat	Out of school suspension (1-5 days). Possible 25 hours of community service. Possible referral to Law Enforcement and expulsion hearing.
Burglary of School Building/Property	Out of school suspension (1-5 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 and parent will be contacted.
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. May also include involvement of the local Sheriff’s Office.
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.
Tampering/Pulling 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, (1-5 days) 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-but under the jurisdiction of 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 checked each week.
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	1st Offense —1-3 day suspension and payment for damages. 2nd Offense —Suspension or expulsion and payment for damages. **Extensive vandalism can result in more serious consequences. Possible referral to law enforcement.

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 hearing 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, staff, or to others.

2026-2027 CSD District Calendar

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:

Amy Aguero, Superintendent
aaguero@creswell.k12.or.us
541-895-6000

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.

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

www.creswell.k12.or.us

Handbook last updated 9/3/26