

**Crow-Applegate-Lorane School District  
BOARD OF DIRECTORS**

Chairperson: Jeff Ramp  
Doug Perry  
Troy Wilson  
Troy Jentzsch  
Dean Livelybrooks

**DISTRICT ADMINISTRATION**

Aaron Brown, Superintendent  
David Standridge, Business Manager  
Bryan Wood, Maintenance Supervisor  
LeeAnn Hartwig, District Service Manager  
Donna Willits, District Secretary

**Crow Middle/High School Faculty  
ADMINISTRATION**

Marci Haro, Principal  
Cathy Glazier, Administrative Assistant  
Jodi Perry, Counselor  
James Tharp, Athletic Director

**CERTIFIED TEACHING STAFF**

Daryle Bloom	Agriculture Mechanics
Gared Bloom	YTP, Instructional Aide
Sean Bradshaw	Special Education, HS/MS English/Math Skill Enhancement, Yoga
Pat Dixon	MS/HS Band, Art
Tracy Engholm	Elementary Physical Education, FFA, Home & Farm
Heather Hohnstein	HS English, Careers
Brian Kau	Competer, Algebra 2, Prin. of Geometry/Algebra, Geometry, CN Pre-Calculus,
Michele Kau	MS English, Algebra A, Pre-Algebra 2
Kerrie Phillips	Government/Economics, US History, Global Studies, MS Social Science
Meargera Recca	Middle School Science, Astronomy, Yearbook
Annette Rubado	English 9, Spanish 1, 2, 3, Explore Spanish and Drama
James Tharp	Middle/High School Physical Education, Health
Sadie Thorin	Earth Science, Anatomy & Physiology

**CLASSIFIED STAFF**

Mary Houlé	Library, MS/HS ASB Advisor, PBIS Coordinator
Lisa Mattox	Custodian
Jim Willis	Maintenance
Kim Wilson	Secretary, Lunch Supervisor, ASPIRE Coordinator, Edgenuity

**EXTRA-CURRICULAR ACTIVITIES STAFF**

Brian Kau	Head Cross Country/Track & Field Coach
Raina Basel	Head Volleyball Coach
Whitney Anderson	MS Volleyball
Don Bell	Head Football Coach
Andy Becker	Head Boys Basketball
TBA	Head Girls Basketball
Kerrie Phillips	MS Boys Basketball
TBA	MS Girls Basketball
Troy Jentzsch	Wrestling Club (financially independent of CAL District)
TBA	MS Track & Field
Jim Willis	HS Baseball
TBA	Head Softball Coach

**IMPORTANT PHONE NUMBERS**

Crow Middle/High School .....	935-2227/686-5024
Applegate Elementary .....	935-2896/686-5140
District Office .....	935-2100/686-5038

**CLASS PERIOD SCHEDULES**

**REGULAR**

Breakfast	8:00—8:15
Period 1	8:20-- 9:10
Period 2	9:14--10:04
Period 3	10:08-10:58
Period 4	11:02—11:52
Lunch	11:52–12:33
Period 5	12:37 –1:27
Period 6	1:31--2:201
Period 7	2:25—3:15

**HALF DAY**

Breakfast	8:00—8:15
Period 1	8:20—9:03
Period 2	9:08—9::51
Period 3	9:56—10:39
Period 4	10:44—11:27
Lunch	11:27—12:00
Buses Load	12:10

**FOCUS PERIOD (As curriculum dictates)**

Breakfast	8:00—8:15
Period 1	8:20—9:00
Period 2	9:04—9:44
<b>Focus Period</b>	<b>9:48-10:18</b>
Period 3	10:22-11:02
Period 4	11:06—11:46
Lunch	11:46—12:33
Period 5	12:37—1:27
Period 6	1:31—2:21
Period 7	2:25—3:15

**STATEMENT OF NON-DISCRIMINATION**

Crow-Applegate-Lorane School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, sexual orientation or age 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; and the Americans with Disabilities Act.

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

Principal Marci Haro  
 CAL School District #66  
 25863 Crow Rd.  
 Eugene, Oregon 97402  
 Phone 935-2227  
 Fax 935-6107

# Table of Contents

	Page
<b>Board of Directors, Administration, Faculty</b>	1
<b>Phone Numbers, Class Period Schedule, Non-Discrimination</b>	2
<b>Table of Contents</b>	3-4
<b>Preface and Introduction</b>	5
<b>Admission</b>	6
Collection of Fees,	5-6
Homeless Students, Lockers, New/Transfer Students, Textbooks	6
<b>Academic Information</b>	8-11
ASPIRE Program, Class Options	8
College Credits, College Now, Credits, Credit by Examination	8
Dropping Classes	8
Online Classes, Expanded Options, Failure of Class,	8
Grade Placement, Graduation Requirements, Graduation	8-9
Honor Roll, Incompletes Pass/No Pass Grading Option	10
Career Technical Education (CTE), 8 <sup>th</sup> Grade Promotion, Progress Reports,	10-11
Report Cards, Plagiarism, Talented and Gifted, Valedictorian/Salutatorian	11
Withdrawing From School, Youth Transition Program (YTP)	11
<b>Alternative Education Programs</b>	12-13
In-District Programs	12
Non-District Alt. Educ. Programs	12
Alternative Education Program – Establishment	13
Alternative Education Notification	13-14
<b>Activities</b>	13-15
Associated Student Body, Clubs and Activities, National Honor Society	13-14
Dances, Guidelines: Senior Prank and Senior Wall, School Fight Song,	14-15
School Song	15
<b>Athletics</b>	16
See Crow High School Athletic Packet for all information pertaining to athletics.	
<b>Attendance</b>	16-17
Absences	16-17
Closed Campus, Suspension of Driving Privileges, Tardiness, Truancy	17
<b>Computer Use Guidelines</b>	18-20
Access to Computer Resources, Improper Use of Facilities	18
Unauthorized Use of Service and Property, Privacy	18-19
Harassment, Consequences for Misuse of Computers	19-20
Personal Responsibility	20
<b>General School Rules and Procedures</b>	20-28
Administering Medicines to Students, Assembly of Students	20
Cafeteria, Child Abuse	21

Communicable Disease, Distribution of Material	21-22
Dress/Grooming, Field Trips, Fire Drills Emergency	22-23
Evacuation/Lockdown	23
Freedom of Expression, Gymnasium Use, Health Services	23-24
Immunizations, Infection Control/HIV, HBV and AIDS	24
Infection/Disease Instruction, Lost and Found, Media Center	24-25
Checkout Procedures	25
Non-Student Loitering, Passing between Classes	25
Personal Electronic Devices, Music Playing Devices, Headphones, etc.	25
Pop Machine	25-26
Program Exemptions, Public Displays of Affection, School Closure,	26
Search and Seizure	26-27
Staying After School, Vehicles on Campus	27-28
Visitors, Volunteer Guidelines	28
<b>Student/Parent Complaints</b>	28-30
District Personnel Complaints, Discrimination on the Basis	28
of Sex Complaints, Education Standards Complaints	28
Instructional Materials Complaints, Students with Disabilities	29-30
Complaints, Students with Sexual Harassment Complaints	29-30
*See diagram of Personnel Complaint Process at the <b>back</b> of this handbook	
<b>Student Education Records</b>	30-32
Definition of Education Records	30-31
Social Security Number, Transfer of Education Records, Requests	31
for Education Records, Access/Release of Records, Provision for	31
Hearing to Challenge Content of Records	31-32
<b>Transportation of Students (Riding on Buses)</b>	32
Transportation Rules, Disciplinary Procedures for Violations of	32
Transportation Rules	32
<b>Student Rights and Responsibilities</b>	33
<b>Student Code of Conduct</b>	33-36
<b>Student Discipline Code</b>	37-42
Cooperation with Law Enforcement Agencies	38
Detention	38
Discipline and Due Process	38
Discipline of Disabled Students	38
Expulsion - Definition, Procedures	39
Law – Federal, State of Oregon	40
Suspension – Definition, Procedures, Physical Discipline, Weapons	41-42

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time *without notice*. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

## **INTRODUCTION**

The students of Crow High School are organized as the "Associated Student Body of Crow High School." Every student automatically becomes a member of the student body upon entering school.

The Board of Directors and administration have delegated certain privileges and responsibilities to the student body. Students maintain these and enlarge upon them as they demonstrate the ability to handle such. The business of the student body is conducted by an elected group of representatives comprised of the student body officers; class representatives and other recognized student organizations.

Crow High School is fully accredited by the Oregon State Department of Education and the Northwest Association of Secondary Schools. This means that the academic program offered at the high school is accepted at all institutions of higher learning.

## **ADMISSION**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements. The district may ask student to wait before attending classes until further information is cleared. The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

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

### **Collection of Fees**

Fees are payable at the time of registration. For those unable to pay at that time, special arrangements must be made with the principal. Each student is assessed **\$25.00** for a student body card. The student body card provides the holder with free admission at all home athletic contests and away conference games. Playoffs are excluded. Money received from this source assists the student body in financing extracurricular activities.

Student Body Card	\$25.00
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The following are optional fees dependent on the participation/wishes of the student/parent:

Cougar Yearbook	\$40.00
High School Athletics (per season/sport)	\$125.00
Middle School Athletics (per season/sport)	\$75.00

Art (per semester)	\$25.00
Welding (per semester)	\$25.00
FFA	\$25.00
AG Mechanics (per semester)	\$25.00
On-Line (courses (per .5 credit)	\$50.00

### **Withholding Records for Owed Fees**

The school will withhold the grade reports, transcripts, records or diploma of any student who (a) owes a fee or fine, (b) is responsible for an overdue book, or (c) is responsible for the loss or damage of school district property. The school will send written notice to the student and parents/guardian and inform them of the amount owed. When the correct amount is paid, the grade reports, records or diploma will be released. Parents/guardians may inspect student records being withheld. Participation in school activities, such as dances, will be withheld until fees are paid.

### **Homeless Students**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to stay in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which s/he moves to permanent housing. For additional information concerning the rights of students and parents of students in homeless situations contact the district superintendent.

### **Lockers**

Lockers are assigned to students upon registering for school. Lockers belong to the school district, and students should adhere to a number of basic rules:

1. The lockers must be properly cared for. No stickers/decals allowed.
2. Use painters tape only on the lockers - no scotch tape.
3. Use only your assigned locker.
4. Lockers must be kept locked to safeguard property. Do not give out your combination to others.
5. Locks are **not** to be altered (to prevent them from working properly). A \$.50 fee will be charged to re-issue a combination for an altered lock.
6. If the lock fails to work, contact the office.
7. Locker checks will be made periodically.
8. Students are held financially responsible for any damage to lockers.
9. The school assumes no financial responsibility for personal items that may be lost or stolen. Students should check valuable items with the office.
10. Locks must be returned in the same condition at the end of the year.

### **New/Transfer Student**

All new/transfer students must complete all Registration forms and pay any school related fees upon admittance. A new/transfer student may NOT begin classes until an official transcript is received from his/her prior school. It would be helpful, but not required, to have a current Report card if the transfer takes place mid-school year.

### **Textbooks**

Textbooks are a resource utilized in most classrooms. Students who are issued textbooks will pay for any damaged or lost textbooks. With damaged texts, the payment will reflect the amount of damage as determined by the school. A damaged text payment will not exceed 75% of the cost of a current new text. For a lost text student will pay full replacement price.

# ACADEMIC INFORMATION

## ASPIRE Program

The ASPIRE Program will provide mentoring and resources to help students access education and training after high school. Volunteers are needed to help students plan for post high school education/training opportunities. Education about the scholarship process, financial aid and next steps following high school graduation are the main focus of the ASPIRE Program. Contact the high school ASPIRE Coordinator for more information.

## Class Options

Crow High School offers Class/Expanded Options to juniors and seniors. These courses are based upon credit by proficiency and are offered as a way to meet student's needs in special circumstances. For more information contact the High School Principal prior to the start of high school classes.

## College Credits

Quarter credit hours from a college class will be converted to high school credit at a ratio of 3 quarter credit hours equal to .50 high school credit. Semester credit hours from a college class will be converted to high school credit at a ratio of 3 semester credit hours equal to 1.00 high school credit. Adult High School Completion will be converted at a rate of one term equal to .25 high school credit. Credit earned through correspondence classes will be awarded according to published guidelines of the institution administering the course.

If a student is seeking to take an alternative class in order to fill a required class and/or a graduation requirement they must have approval of the faculty and administration.

Upon receiving prior approval for a college course during the academic school year, CAL School District will reimburse the parent/guardian of a CAL enrolled student up to \$500.00 per year for tuition only – not to include books or fees – for approved off-site courses if the student passes the college course with a grade of “C” or better. Approved off-site college courses are high school or college courses not taught on-site at Crow High School.

## College Now

Crow High School and Lane Community College offer College Now (CN) coursework for students at Crow HS. Examples of CN classes that are taught at Crow HS include:

CN Environmental Science	CN Construction
CN Yearbook	CN Digital Imaging
CN Photography	CN Art/Ceramics
CN Pre-Calculus	CN Calculus

These classes have **no tuition fee** and a student can receive both college and high school credits (Dual Credit Program). Consult with school administration for current CN classes offered.

## Credits

Credit may be granted for successful completion of any district approved alternative education program. Credit earned through on campus distance learning will appear as a registered class on a student's transcript. Credit earned through any other accredited institution or pre-approved program will be transferred to a Crow High School transcript. Work experience must be pre-arranged with administration.

## Credit by Examination

Submit a one page written request detailing the reason for the challenge to the principal and teacher. The request must include a follow up plan that addresses what will occur after a successful challenge, e.g. replacement/other

course, etc. . . . If the student is enrolled in the class they are challenging then the request must be submitted within the first week of the class and the test must be taken by the end of the second week of the course.

**Core Class:** A student that would like to challenge a core content class will take a sample final exam administered by the teacher. A student that passes the final with an A or B will have their challenge considered by a committee that includes the class instructor and building administrator. Any successful challenge will result in the grade of Pass and the appropriate number of credits being added to the student's transcript. A student that has previously failed core content class will not be allowed to challenge it.

**Elective Class:** The student provides documentation of prior learning activities or experiences which demonstrates proficiency or mastery of identified standards (knowledge and skills) (eg. certification of training, letters, diplomas, awards, etc.). A student that submits such material will have their challenge considered by a committee that includes the class instructor and building administrator. Any successful challenge will result in the grade of -Pass and the appropriate number of credits being added to the student's transcript. (OAR 581-022-1131)

### **Dropping Classes**

Any student dropping a class after the end of the second week of each term receives an "F" for the dropped class. Due to extenuating circumstances which will be reviewed by the teacher and administrator, a student may drop a class without the F penalty. An add/drop form must be completed and signed in either situation.

### **Online Classes**

Students have the option to enroll in a pre-approved online course as an option if the student faces a schedule conflict or Crow High School does not offer courses that a student needs to take to fulfill graduation requirements. This must be approved by administration in advance. **These courses are paid for by the parent/guardian or student.**

### **Expanded Options Program**

Junior and Senior students may qualify to take dual enrollment (College and High School credit granted) college courses at the University of Oregon or Lane Community College. A majority of costs for this program are incurred by the CAL School District. For more information contact the high school Principal prior to the start of high school classes.

### **Failure in a Required Class**

If a student fails a class required for graduation she/he may

- 1) take the class during summer school in CAL School District (if offered) or from other school district with the pre-approval from the administration.
- 2) take a comparable class at Lane Community College or another accredited college or university prior to the class being offered again at CMHS.
- 3) enroll in an independent home study course from an accredited institution with pre-approval from the administration.
- 4) Enroll in online class at Crow Middle/High School with pre-approval from the administration.
- 5) **All the above are at the expense of the student/parent/guardian.**

### **Grade Placement**

Grade placement will be calculated according to the following guidelines: 9<sup>th</sup> entering from 8<sup>th</sup> grade or transferring from another school with less than 6 credits. 10<sup>th</sup> 6 credits at the beginning of the school year, or 9 credits at the end of the first semester. 11<sup>th</sup> 12 credits at the beginning of the school year, or 15 credits at the end of the first semester. 12<sup>th</sup> 18 credits at the beginning of the school year, or 21 credits at the end of the first semester.



## Graduation

The Crow High School graduation is a formal ceremony, the culmination of many years of working together. The ceremony is a community-wide celebration of the accomplishments of our students and should reflect our dignity, class and pride. Seniors are eager to continue this tradition and are invited to participate. Participation in this ceremony is a privilege not a right. Crow High School shares with all the students and parents in making this a memorable experience. To insure the success of this event, the following expectations are in place:

- Only students who are enrolled in good standing at Crow High School at the time they complete the credit requirements can participate in the graduation ceremony.
- Students participating in the graduation ceremony must have completed the requirements for the Crow High School Diploma prior to the graduation rehearsal date.
- Students, who have not completed the requirements for graduation by the aforementioned date may still earn a CHS Diploma but will not be allowed to participate in the ceremony.
- All students who will be walking in the graduation ceremony are required to attend graduation rehearsal.
- Behavior and appearance should fit the occasion.
- Exchange Students may participate in graduation exercises and will receive a Certificate of Attendance.
- Please Note: School personnel will assist in coordination of planning/hosting a senior **post** Graduation Activities/Parties but will not be required to spend the night. All monies for this event will **be processed** through our office.

## Graduation Requirements

In order to graduate and earn a high school diploma from Crow High School a student must meet state and school district requirements of attendance (enrolled for seven semesters) and complete a total of 24 credits. The required credits are as follows:

Language Arts	4.00	Math	3.00
Science	3.00	US History	1.00
Global Studies	1.00	Government	.50
Health	1.00	Physical Education	1.00
Economics	.50	Language /Fine Arts/Career Technical	2.00
Career Exploration	1.00	Electives	6.00
Total	24.00 credits		

**Note:** Students are required to earn 3 math credits at Algebra 1 and above.

To satisfy state graduation requirements students will complete the following:

- 1) **Education Plan and Profile** - Develop an Education Plan and build an Education Profile to guide learning toward student's personal, career and post-high school goals. This requirement is met in the Focus class and by having a parent/guardian/mentor attending 75% (or 3 out of 4) of the possible Student Led Conferences (SLC's) over the course of 4 years. Note: Students who are unable to meet with a parent/guardian/mentor will be given the opportunity to meet one-on-one with a staff member to complete this requirement. Seniors need only complete 1 SLC in January—Senior Boards are in lieu of the SLC in May. New/Transfer students' SLC requirements will be prorated based on date of enrollment.
- 2) **Essential Skills** – Students will demonstrate proficiency in the following Essential Skills: a) Read and comprehend a variety of texts, b) Write clearly and accurately, c) Apply mathematics in a variety of settings.
- 3) **Community Service** – students are required to complete 10 hours of community service each year during high school. The 40 hours may be completed all at once or accumulated over the four years. Student's track hours using school forms and recording information in their file during Focus class. New/Transfer students' community

service hours will be prorated based on date of enrollment. Community service hours will be accepted from their previous school if there is a signed document from the previous school.

### **Honor Roll**

Each term the school recognizes those students who have distinguished themselves in their academic endeavors. The Honor Roll represents the highest scholastic achievement for each semester. Students who achieve this high standard are to be commended.

The Honor Roll and the class standing are computed on grade point average (GPA). In order to qualify for the Honor Roll, a student must be enrolled in a minimum of five graded classes, and have maintained a 3.50 GPA or better. Students who earn a cumulative GPA of 3.50 or better for seven semesters of high school will be recognized as a graduate with High Honors. Students who receive a failing grade during a given term/semester will not be eligible for the honor roll during that term/semester.

Each student's GPA is determined according to the following 4 point system: A = 4 points; B = 3 points; C = 2 points; D = 1 point; and F = 0 points.

Points for each grade assigned are then totaled. The total is then divided by the number of classes taken during the term. For example:

English	C = 2 points
PE	B = 3 points
Science	A = 4 point
Careers	D = 1 point
Math	A = 4 points
Band	B = 3 points
Total	= 17 Points divided by 6 classes = 2.83 GPA

### **Incompletes**

Incomplete grades are given on the rare occasion a student has not had a reasonable period of time in which to complete his/her term's work. This situation generally arises when a student has been involved in an accident or has had a prolonged excused absence. Incomplete grades must be made up within 2 weeks of the incomplete given. Failure to make up an incomplete grade results in the grade being changed to an "F".

### **Pass / No Pass Grading Option**

Course offerings such as Skill Enhancement and Teacher Aide may be offered with a Pass/No Pass grading option. If the student and teacher agree to this option the courses will not be included when calculating grade point averages. Students are limited to 1.00 credit of Teacher Aide class that will be a graded class not Pass/Fail. Work Experience is a Pass/No Pass class. Pass / No Pass Grading option will be determined at the beginning of each quarter/semester.

### **Career Technical Education - CTE**

Crow High School offers numerous CTE courses: Enrollment in these courses is by instructor approval. CTE classes give students training in identified marketable skills upon successful completion of the course.

### **Eighth Grade Recognition/Promotion**

To be a participant in 8<sup>th</sup> grade recognition a student will have passed all core classes (English, Math, Social Science, and Science), will have met state attendance requirements, be a student in good standing, and attend a full-day of school the day of the event. Appeals should be made in advance and in writing to the school administration.

### **Progress Reports**

Progress reports are issued at or near the end of the fifth week of the grading period. A letter grade will be

produced for all classes for course work completed thus far.

### **Report Cards**

Report cards are issued at the end of each nine-week period. The report card is mailed home by the school. Report cards may be withheld if a student has any outstanding monetary or other debts with the school.

### **Plagiarism**

Copying, cheating, or plagiarizing (using another's words or ideas without crediting the source) is not allowed at CMHS. Examples of plagiarism include, but are not limited to (a) forgery, (b) using sources that have not been cited, (c) paraphrasing another author's ideas without giving appropriate citations, (d) having someone else do part or all of the assignment, or (e) copying print or electronic media. Prior to taking action, there must be reasonable cause to believe that cheating or plagiarism exists. Should students be found to be cheating or plagiarizing, the following actions will be taken: Students who copy, cheat, or plagiarize will receive a 0 on the assignment, including the student who allowed it, for the first offense. A parent/guardian will be contacted and a meeting will be held if necessary. If a second plagiarism incident occurs while a student at CMHS, the student(s) could be dropped from that class until the end of the semester and receive an F on their transcript.

### **Talented and Gifted Program**

The district's talented and gifted program and service options will be developed and based on the individual needs of the student. Students will be served in individual classrooms and/or before or after school programs as needed. Please consult with the school administrator.

### **Valedictorian/Salutatorian**

The Crow-Applegate-Lorane School Board believes successful students who demonstrate a high level of academic achievement should be honored at Graduation Ceremonies. Selecting a valedictorian and salutatorian is appropriate. The student with the best seven-semester accumulative G.P.A. and with approval of Administration shall be named "valedictorian." The student with the second best seven-semester accumulative G.P.A. shall be named "salutatorian." If there is a tie in GPA scores the academic rigor of the courses taken during high school years may be a consideration in the selection of the valedictorian and salutatorian. The valedictorian and salutatorian shall be speakers at graduation ceremonies.

### **Withdrawing From School**

When it becomes necessary to withdraw or transfer from school for any reason, the student must report to the office and pick up the appropriate form. The student returns all books and has each teacher sign the form. All fines and other obligations are cleared before a refund is paid and the student is officially dropped from the rolls. Only a student's parent or legal guardian, in person, may withdraw a student from school. Students and parent/guardians will be apprised of appropriate educational alternatives at such time as a student between 16 and 18 years of age leaves school prior to graduation.

A student shall be considered to have withdrawn from school if the student has:

- 1) More than 10 consecutive school days of unexcused absences; or
- 2) A total of fifteen school days as unexcused absences during a single semester. The student has a right to appeal the superintendent/designee's or Board decision through district suspension/expulsion due process procedures.

### **Youth Transition Program – YTP**

Special needs students who have an Individual Education Program (IEP) are eligible for the YTP Program. Enrollment in this program is limited. The YTP program provides students assistance transitioning from high school to the workplace and/or post high school training opportunities.

### ***ALTERNATIVE EDUCATION PROGRAMS***

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have

exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

#### **In-District Alternative Education Programs**

1. Career technical programs
2. Work experience
3. Independent study
4. Alternative Education Class
5. Other programs approved by the District

Parents may request additional in-district alternative education programs by submitting a written request to the principal.

#### **Non-District Alternative Education Programs**

1. Other school(s)/program(s)
2. Community college
3. Others as approved by the district

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law. If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the student and/or parent do not accept the alternative education programs, there is no obligation to propose or fund a second program.

#### ***ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT***

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals
2. Criteria for enrollment
3. Proposed budget
4. Staffing
5. Location
6. Assurance of nondiscrimination

Proposals must be submitted to the superintendent or designee prior to November 1st for programs to be

implemented the following school year. The district will review proposals. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

### ***ALTERNATIVE EDUCATION NOTIFICATION***

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a two year period. (Severe Discipline will be mutually defined by administrator and parent/s.)
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by basis.);
3. When an expulsion is being considered;\*
4. When a student is expelled;\*
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

## **ACTIVITIES**

### **Associated Student Body (ASB)**

The Associated Student Body (ASB) of Crow High School is a government of elected officers with a faculty advisor. The ASB shall have control over clubs and class activities. Purchase orders are required before funds will be released from any account. The student council must approve any fundraising. When a club or class leaves Crow HS, any money left in that account is converted to the General Student Body Fund unless members choose to purchase something for the school or dedicate the money to another student account.

### **Clubs and Activities**

Crow High School recognizes the value of clubs and activities in an educational program and have provided for the organization of such activities. The activity program belongs to the students and each student is encouraged to take part in an area of interest. It is each student's opportunity to organize, plan, and operate under the democratic principles involved. Faculty members are appointed to serve as advisors and work with students to meet the purpose of the activity. The existence of a club requires a constitution or statement of its purpose and plan for organization.

It is the duty of each club's officers and advisor to see that the school and club constitution are carefully followed, to see that meetings are scheduled and approved, and to see that club records and minutes are carefully kept and filed. Students seeking further information concerning membership in any of the above organization/s should check with the ASB Advisor or club officers.

### **National Honor Society**

#### **Student Membership**

National Honor Society is more than just an honor roll. Each Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of: Scholarship, Service, Leadership and Character. These criteria for selection form the foundation upon which the organization and its activities are built. **It is extremely important to participate in school, community or other volunteer activities in order to meet all four criteria for member selection.**

### **Scholarship**

Students who have a cumulative grade point average of 3.5 (on a 4.0 scale) meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

### **Service**

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

### **Leadership**

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others. **The leadership criterion is considered highly important for membership selection.**

### **Character**

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

### **Eligibility**

Students in grades 10, 11, or 12 with a cumulative GPA of 3.5 or better and have been enrolled at CHS for at least one semester are identified and invited to apply; they receive a Candidate Form by mail.

### **Selection Process**

When the Candidate Forms are returned to the office, they are then circulated among faculty members to evaluate. The evaluations are collected, reviewed and discussed by the Faculty Council who then vote by secret ballot. Any candidate who receives a majority vote is selected to become a member. All candidates are notified by mail whether they are selected or not.

### **Dances**

Decorations: Students are to use only water-based paints. No staples or thumbtacks are to be used except on bulletin boards. Blue painters tape may be used. Scotch tape may **not** be used. All decorations must be cleaned up immediately following the activity.

**Procedures:** classes or clubs frequently organize dances.

The following procedures have been established and must be followed:

- 1) The class or organization fills out an activities request that must be approved by the student council and school principal.
- 2) Crow High School dances are open to Crow High School students.
- 3) Guests are allowed as dates of Crow High School students only, and only if permission has been requested and granted at least 3 days before the dance.

- 4) Once a student leaves the dance, s/he may not return. Students may not leave the designated dance area.
- 5) The group sponsoring the dance is responsible for all clean up. If not done satisfactorily, a custodial fee is charged to the group.
- 6) All dances end at 11:00 PM, unless the principal has given prior approval.
- 7) Advisors of specific clubs/organizations supervise (chaperone) their respective organization's dance. Three chaperones, in addition to the advisor/s must also be in attendance.
- 8) All school and government rules and regulations in effect during the school day are in effect at the dances. To attend dances **students will be in school all day the day of a scheduled dance. If a dance is held on Saturday students will be in school all day on the previous Friday.**
- 9) Students on suspension or expulsion may not attend.

### **Senior Prank**

CMHS will no longer have a senior prank due to vandalism that occurred during previous pranks.

### **Guidelines for Painting of Senior Wall**

Painting of public school property is a privilege and a responsibility. The artwork shall be in good taste and in accordance with school policy and community values. The art work will be on public display for up to four years, then will be rotated out with the next graduating class. The artwork ought to be reflective of your school experience including academics, athletics, and hobbies. Your artwork must be approved in advance by administration. Once the artwork is approved, you may NOT change it in anyway. If you do, you forfeit your space as it will be painted over. You are allowed up to 16 squares in **one** surface area **TOTAL**. Paint and all materials used to produce the wall artwork will be purchased by the senior class which include but are not limited to: paint brushes, paint, drop-cloth, stencils, pencils, painting tape, overhead printable transparencies and anything else needed to get the wall painted.

While painting, the wall drop-cloth will be used at all times. Only use paint that can be easily painted over, no textured paint will be allowed. School property used (overhead projector, ladders, extension cords, etc. will be cleaned and returned to the proper individual: i.e., custodian, librarian.).

### **SCHOOL FIGHT SONG**

Come on you Crow High Cougars fall in line,  
 We're going to win this game again this time.  
 For the blue and red we love so well,  
 We're going to show them how to yell, and yell, and yell.  
 We're going to fight, fight, fight for every score.  
 We're going to show them how to win some more.  
 We're going to show them how to really score, really score,  
 Fight! Fight! Fight!

### **SCHOOL SONG**

Oh hail, Oh hail, to our Crow High  
 The pride of all the rest,  
 We'll sing out your story, as we yell out the glory  
 Of the school we love the best.  
 We'll fight, fight, fight for victory  
 And let our colors fly  
 And we'll ever stand, every heart in hand  
 For the honor of our Crow High, Rah! Rah! Rah!

## ATHLETICS

See Crow High School Athletic Packet for all information pertaining to athletics.

All students are encouraged to participate in some phase of the school's extra-curricular program. School athletics and activities offer the opportunity to develop leadership skills, team concepts, school spirit, moral and ethical behavior, good sportsmanship, self-discipline, and other fundamental values considered desirable in our society.

## ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court-imposed fine up to \$150 as provided by ORS 339.925.

The Lane Education Service District (ESD) will be contacted and his/her Truancy Officer will investigate the student absences by contacting the parent/guardian to determine why the student is not attending school. This investigation will be reported in writing to the district's school administrator.

The district will notify the parent in writing that, in accordance with law, the school administrator will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district in the amount of a \$150 fine;
4. A conference with the parent and student is required;

The written notification will be in the native language of the parent. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

### Absences

The following procedures have been established for absences from Crow Middle/High School:

- 1) When a student is absent, parents are asked to call and inform the school of the reason for the absence. **When a call is not received, the school is required to phone home by 9:00 AM the day of the absence**
- 2) Absences must be cleared by a written note or a phone call to the office by a parent or guardian.
- 2) The admit slip is marked by the office as "excused" or "unexcused". The admit serves as a notice to the teacher that the student should be given the opportunity to make up all work for any "excused" absence without penalty. In this case, a student is granted one additional day to complete assigned work for each day of excused absence. No opportunity for make-up work is provided to those with "unexcused" absences.
- 4) **"Excused" absences may be granted for absences caused by the student's illness, by the illness of some**



**member of the immediate family or by an emergency.** The excused absence is granted provided the office has received a phone call or written note within 48 hours of the student's return to school. **Absences for other reasons may be excused when satisfactory arrangements are made in advance.** (See ORS 339.065)

**NOTE: After 5 "excused" absences are accrued per quarter, any additional absence will be considered "unexcused" unless there is a medical excuse written by a doctor.**

5) Pre-arranged absences may be arranged with the office. A written note must be received at least three days in advance of the absence. The appropriate form is given to the student. Each teacher signs this form approving/not approving the absence, and assignments are picked up so that no school is lost. The form must be returned to the office before leaving.

6) Students accumulating 8 unexcused absences for any 9-week term are classified as an "attendance failure" and may not earn credit for the term.

7) Only Seniors will be considered for Early Release/Late Arrival. Other students may be considered for Early Release/Late Arrival if they are involved in high school Work Experience, Class Options or by mutual permission of the parent/s and building administrator.

8) Students must be in attendance ALL day the day of, or before, a field trip, or other school sponsored activity.

9) Senior Skip Day is an "unexcused" absence and will be recorded as such on a transcript. No make-up work will be provided.

10) **ATHLETICS/ACTIVITIES:** Students must be in school **ALL DAY** on the day of an activity/contest. In school the equivalent of one full day before departure for away activity/contest and **ALL DAY** the day following an activity/contest. If the activity/contest is on a Saturday, the student must be in attendance **ALL DAY** on Friday. The Athletic Director or the Principal **MUST** approve exceptions to these procedures **IN ADVANCE**.

Non-valid absences from classes during the season will result in:

1<sup>st</sup> Offense: Discussion with coach-advisor with possible disciplinary action.

2<sup>nd</sup> Offense: Suspension from next contest. Student /Athletes must practice.

3<sup>rd</sup> Offense: Suspension from the next two contests. Student/Athletes must be at practice.

4<sup>th</sup> Offense: Suspension for the remainder of the season.

**11.) Students must attend school all day the day of an after school event in order to attend the contest/event unless it is an excused absence.**

### **Closed Campus**

Crow High School operates under a "closed campus" policy. **This means that once a student arrives on campus he/she is to remain on campus until his/her scheduled school day ends.** Closed campus also means that no visitors are to be on the school grounds unless they have official business and have checked in at the office upon arrival. On occasion, a visitor may come during lunch as long as the visit is **pre-arranged**. Only students with signed permission slips, an e-mail, or fax sent from a parent/guardian, are allowed to leave school during the day. In this situation, students must check out from the office. Students failing to do so are considered truant.

**Upon returning to school, the student must sign in at the office.**

### **Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066.

### **Tardiness**

If a student is tardy to school, s/he is to report immediately to the office so that s/he can be cleared from the absence list. A written excuse or phone call may clear the student for an "excused" absence. Generally speaking,

there is no reason for a student to be tardy to class. Each teacher is at liberty to handle the matter according to his/her discretion. Nevertheless, in the case of frequent tardies, students can expect disciplinary action.

### **Truancy – Skipping Class**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and ineligibility to participate in athletics or other activities and/or loss of driving privileges.

## **COMPUTER USE GUIDELINES**

Almost every Crow-Applegate-Lorane School District student will be a computer user at some time during his/her school or work experience. Use of the District's computer resources is a privilege provided by the District. To take advantage of the District's computer use privileges, the District expects all computer users to understand and use this information about your obligations to the District and to other users of CAL.Net.

### **Section 1**

#### **Access to Computer Resources**

CAL.Net is to be used in a responsible, efficient, ethical and legal manner and in keeping with the mission of the district. This includes learning and following the computer use guidelines adopted by the District. Users must agree to these guidelines in writing prior to using CAL.Net.

#### **What you need to know:**

1.0 Students must read the computer use guidelines information and pass a written exam that tests their knowledge of the rules.

The district has on file a signed Parental Permission Form.

The district has on file a signed Student CAL.Net Use Agreement Form.

1.1 In general, Internet access will be supervised at the elementary level. Secondary students who have been granted network access may have opportunities for individual research. **Students need to understand that their activities can/will be monitored and recorded by the system administrator or designated staff.**

### **Section 2**

#### **Improper Use of Facilities.**

The District encourages computer use which is consistent with the educational goals and administrative purposes of the District, and which respects the rights of other computer users.

#### **What you need to know:**

2.0 Computer labs have specific prohibitions about food, beverages, computer games, and other uses to protect the equipment, provide equal access opportunities, and to create a positive environment for others. All users are expected to learn and follow these guidelines.

2.1 Use of computer resources for cheating, plagiarism, furnishing false information or other acts of academic dishonesty is a violation of the computer use guidelines.

2.2 Use of computer systems to interfere with the work of employees or students or to disrupt the normal operation of the District is an unacceptable use of facilities. It is also inappropriate to bring in from home peripheral devices to connect to District computers without specific permission from the Teacher, Technology Director or network administrator. No personal mobile devices; i.e., laptop computers, tablets, I-pads, will be connected to the school computer network without consulting school administration.

2.3 Other examples of improper use of the Districts computer facilities include computer use which monopolizes or wastes network resources, network use which creates unnecessary network traffic, broadcast of unsolicited

electronic mail and messages to an unnecessarily large audience (spamming), transmission of electronic chain letters or other requests for money, or distribution or circulation of media known to contain inappropriate material or computer viruses.

### **Section 3**

#### **Unauthorized Use of Services and Property**

It is the policy of the District that computer software, electronic information and computer services are valuable resources. The District respects the property rights of software vendors and information services, and expects all users to respect copyrights in their academic activities.

#### **What you need to know:**

3.0 If you copy, distribute (even for free), or intentionally receive copyrighted software or electronic information without paying the specified fee, you are in violation of U.S. copyright laws.

3.1 Use of the District's computer resources which are designated for the use of another student or employee is not allowed. Computer users who are assigned individual access privileges shall not share computer accounts, access codes, passwords, or access privileges with other users. Violation is grounds for loss of access privileges.

3.2 Use of the District's computer resources to intentionally transmit or receive or copy obscene or abusive materials is an unauthorized use of the districts computer resources, and violates state and federal laws.

3.4 Other acts which are not permitted include unauthorized access or attempt to access the District's computer resources, or the use of computer resources to disrupt (or attempt to disrupt) the normal operation of the district.

### **Section 4**

#### **Privacy**

There are state and federal laws that protect the privacy of the District's students and employees. It is important for everybody that all computer users in the District respect these rights.

#### **What you need to know:**

4.0 While the district takes steps to provide information security and protect privacy, computer users should not necessarily assume messages and information on District systems and networks are private. For instance, the system administrator of CAL.Net has access to all mail in order to maintain the system.

4.1 Any use of the district's computer facilities to access or attempt to access student or employee information for any purpose not specifically job-related violates state and federal laws and district policy.

4.2 The Electronic Communications Privacy Act (federal law) treats electronic mail and messages as confidential materials in the same category as U.S. mail and telephone calls, and defines unauthorized attempts to access another user's information as unlawful behavior.

4.3 Posting of personal or private information on CAL.Net about yourself or other people including identifiable pictures, full names, addresses, and phone numbers of students without written parent permission is a violation of the computer use guidelines, and may be in violation of state and federal laws regarding privacy. Students and staff can be held personally responsible in certain circumstances.

### **Section 5**

#### **Harassment**

Any use of the District's computer resources in a manner which creates a hostile or threatening school or work environment for other students or employees is harassment. Several state and federal laws, and District policies protect students and employees from harassment.

**What you need to know:**

5.1 The District's policy and state and federal statutes prohibit unwanted sexual behavior, lewd or indecent conduct, and behavior defined as "stalking." Electronic versions of these behaviors are also prohibited.

5.2 Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient is an inappropriate use of the District's computer resources and violates the district policy on harassment, as well as federal and state laws.

**Section 6**

**Consequences for Misuse of CAL.NET'S computing facilities**

Crow-Applegate-Lorane School District is committed to computer use policies that encourage respect for the rights of other computer users and are in accordance with District policies and applicable laws. The consequences for violations are described in the laws of the State of Oregon, federal statutes, Oregon administrative regulations, Crow-Applegate-Lorane District #66 administrative policies, the District's student conduct code, and may subject the violator to criminal prosecution.

**What you need to know:**

6.0 Penalties for violators depend on each specific situation, but may include one or more of these consequences: loss of computer use privileges, failure in a course, penalties specified in the student conduct code, termination of student status, financial obligations, and legal actions.

**Section 7**

**Personal Responsibility**

7.0 Every student enjoys the constitutionally protected right to free speech. Along with that right comes the responsibility each student must take for what they say or write. For example, if you make libelous or slanderous remarks about someone, even electronically, you may be subject to legal action. Use electronic communications to exercise your right to speak out, but please do so responsibly.

We are pleased to offer students of the Crow-Applegate-Lorane School District access to the District computer network for school related assignments and the Internet. To gain access, each year all students must obtain parental permission by having a parent/guardian read, sign and return the permission slip/letter to the school office. In addition to parental permission, students will be required to pass an exam that tests their knowledge of district policies and Internet etiquette. This will be done at the beginning of each school year.

**GENERAL SCHOOL RULES AND PROCEDURES**

**Administering Medicines to Students**

Students may not ingest prescription and other over-the-counter drugs while at school unless the building administrator or designated staff approves a specific written request from the parent and/or physician. Obtain a Medication form from the front office. Such a request must contain the name of the medication and specific written instructions. All medications will be stored in the office and administered by high school administrator or designee.

**Assembly of Students**

Students, faculty and administrators are all in some measure responsible for the activities conducted in the school. A school personnel are held accountable to the public, a school board, a legislature, and to the public in general. Students are permitted to hold student meetings and to gather informally on school property in accordance with the following rules:

- \* Meetings, activities, events and assemblies are scheduled in advance.
- \* Normal class activities shall not be interrupted without proper administrative approval.

- \* Invitations to speakers shall receive prior administrative approval.
- \* If a crowd is anticipated, a crowd control plan shall be filed with the administrator well in advance of the meeting.
- \* Students are expected to report to school activities, meetings and assemblies when scheduled. These functions are part of the regular school day and student attendance is expected.
- \* Students are to conduct themselves in a manner that exhibits respect toward the presenters and toward their peers who have an interest in the presentation.

### **Cafeteria**

The cafeteria provides low cost meals and a place to eat. Practices, which speed service and help students use the facilities to the best advantage, are listed below. Students are expected to follow these guidelines, or forfeit the right to use the cafeteria:

- \* Take a place at the end of the line. Crowding is not permitted.
- \* Have a number or money ready.
- \* Observe good table manners, leave the table clean, put all paper and refuse in the proper container.
- \* **Do not take food or drink from the cafeteria when you leave.**
- \* **Exception to rule is only for students who have lunch detention.**

### **Child Abuse**

It is the lawful duty of every school employee to report any case or suspected case of child abuse. Please refer to OregonLaws.org and reference ORS 419B.010.

When the DHS caseworker comes to the school to investigate a reported case of abuse, the following procedures are used:

1. The caseworker is asked to report to the principal's office.
2. The caseworker is asked to identify him/herself.
3. School employees cooperate with the DHS caseworker to help the child.
4. If the caseworker asks to speak to the child a private room is provided; unless the caseworker requests otherwise. The school principal, counselor or superintendent is present during the interview; after the interview, the principal determines if the child should return to class. The case worker involved in the investigation recommends to the principal the involvement of the parent/guardian and notification if the parent/guardian is involved in the charge.

The child abuse investigation is kept in the strictest confidence. School employees do not share their knowledge with others, inside or outside the school, who are not officially involved in the investigation.

### **Communicable Disease**

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restricted diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting. The restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox, pink eye, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Parents with questions should contact the school office.

### **Distribution of Material**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; Material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

### **Dress and Grooming**

Crow Middle/High School's personal appearance and Dress for Success standards reflect the following goals:

- To maintain an environment conducive to academic excellence
- To ensure that students are college and career ready
- To allow for consistent application of guidelines by staff and administration

### **General Appearance**

- Students are to present themselves at school in a manner that is modest, clean and appropriate for learning.
- Clothing and accessories must be free of any messages that promote sex, drugs, alcohol, tobacco products, violence, racism, discriminatory language, gangs or any other content inconsistent with a positive learning environment as interpreted by staff.
- Dress for Success standards apply on all school days and when students are representing Crow Middle/High School at any school-sponsored event whether on or off campus.

### **Accessories**

- Bandanas, heavy chains, sharp-pointed jewelry or belts, wallet chains and belts with chains are not to be worn. Sunglasses may not be worn indoors.
- Fashion hair bands are acceptable with the exception of bandanas.
- No blankets; if a blanket is your only coat, please see administration.

### **Shirts**

- All shirts must have straps and/or sleeves that fully cover undergarments at all times.
- Crop tops, bare midriff, spaghetti straps or strapless shirts are not permitted.
- When sitting or standing, the shirt must meet or cover the top of the pants/shorts/skirt at all times.
- Undergarments must not be visible at any time.
- The neckline of shirts must be high enough to cover cleavage.

### **Pants/Shorts/Skirts**

- Pants and shorts must not sag and underwear must not be visible.
- \* Leggings must be worn under other clothing and must have a shirt/skirt/blouse/shorts/jacket that meets the palm length rule.
- Skirts/shorts should be no shorter than the lower section of the palm of your hand.
- Pajama bottoms or boxer shorts are unacceptable.

### **Shoes**

- Shoes must be worn at school at all times.

### **Other**

- Students who represent the school in voluntary activity may be required to meet additional dress and grooming standards.

**To encourage students to Dress for Success, staff and administration will:**

- Educate students on Dress for Success standards.
- Designate a point person to help students acquire appropriate clothing.

*If the Dress for Success standards cause a financial hardship, please see administration.*

In addition, teachers may restrict appearance and attire with special consideration for safety, cleanliness, or class requirements.

**Students wearing inappropriate attire will be asked to change, given “loaner” clothing, or sent home since dress in this instance would be considered disruptive. Participation or attendance at school activities will be denied to students who fail to dress appropriately. Parents may be requested to bring appropriate clothing for their student. Repeat violators will incur discipline consequences.**

**Field Trips**

Field trips are considered extensions of the normal classroom. Students are reminded that they are under the same rules and regulations that exist while they are normally in school. Furthermore, all students on field trips have the responsibility to enhance the image of Crow Middle/High School through appropriate behavior and excellent manners. Any deviation from this may result in the student being restricted from field trips, in addition to the consequences that go hand in hand with the offense.

Students must be in attendance **ALL DAY** the day of, or before, a field trip, or other school sponsored activity. Students may not attend a field trip if they are failing any class and/or if a teacher does not grant permission due to a class activity that cannot be made up outside of that class day or a summative assessment that is being given. Permission slips for field trips will be sent home at least a week in advance of the trip.

**Fire Drills, Emergency Evacuation and Lockdown**

Fire drills/Emergency Evacuation are conducted monthly so that the safety and welfare of all can be provided for in emergency situations. Students are to follow the exit directions, which are supplied in each room. Students are not to run. Upon reaching the outside destination, the classroom teacher takes roll.

Teachers are responsible for making sure that all windows and doors are closed before leaving the room. Teachers are last to leave the classroom. At the end of the fire drill, a buzzer will sound and teachers and students return to the classroom.

**Lockdown drills** will also be conducted to ensure safety of students and staff in case of an unauthorized intruder on the school campus.

ALICE drills will also be conducted throughout the year to provide students and staff a safe school environment.

**Freedom of Expression**

One of the basic purposes of schooling is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under our Federal and State Constitutions. Students, as citizens, have the right of free expression but must bear the responsibility for the consequences of such expression.

Since schooling is a learning experience, free expression is viewed as part of that learning process. When school officials have reason to believe that a student is unaware of the possible consequences of his/her expression, it may be necessary to review publications and speeches to be presented to students and to provide appropriate advice on matters of libel, slander, and other legal implications of actions on the orderly operations of the school.

Therefore:

- \*Students are entitled and encouraged to express their personal opinions in a reasonable manner.
- \*Students may choose not to participate in school-sponsored ceremonies or activities as long as the manner of non-participation does not disrupt the educational process.
- \*Any publication sponsored, or in any way funded by the school, shall be known as a school publication. Libelous, profane or obscene matter or language, or threats of harm to persons or property are prohibited.

### **Gymnasium Use**

To maintain the condition of the gym's surface, the following rules have been instituted:

- \* No food or drink is allowed in the gymnasium during the school day.
- \* No street shoes are allowed on the main floor's playing surface.

Students may consume food or drink in the gym, the concession area, and in the multi-purpose room during after school athletic contests and events. Students are asked to not walk on the floor with street shoes, but to "go around." All school personnel enforce these rules. Students choosing to ignore them will be subject to appropriate disciplinary measures.

### **Health Services**

The health room for Crow Middle/High School is located in the administrative wing of the school. The teacher must excuse students who become ill while at school from class before reporting to the secretary. The secretary will provide first aid.

The health room is used for emergencies and as a temporary for students to rest until picked up by a parent, guardian or person designated by a parent. Students are not allowed to lie in the health room all day. No student is allowed in the medical supply cupboards.

It is the responsibility of each parent to make sure that on the medical history form that an emergency person who may be contacted should a parent or guardian be unavailable when a student becomes ill or injured.

Students are to immediately report accidents or emergencies to the supervising teacher or the office.

### **Immunizations**

A student must be fully immunized against certain diseases. Proof of immunization may be records from a licensed physician or public health clinic. Students who for medical or "non-medical" reasons must be in compliance with Oregon regulations.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

### **Infection Control/HIV, HBV and AIDS**

Although HIV, AIDS and HBV\* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **Infection/Disease Instruction**

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. Students of parents with questions about the district's AIDS, HIV and



HBV health education program should contact school administrator.

### **Lost and Found**

Items found around the school shall be turned in to the main office where students may claim items. Periodically, unclaimed items will be given to public agencies. If you keep or use an item that is not your property, it will be treated as theft.

### **Media Center**

The media center exists for the reference, reading, viewing and listening needs of the students and teachers. The media center is open from 7:00 am to 3:15 pm including the noon hour. If a student needs to use the media center after 3:15 PM, arrangements may be made with media staff. The media center is for reference work or reading activities. It is not to be used as a social center. The media center staff is available to help students use the center effectively. Students should seek assistance if they cannot find what they're looking for.

### **Checkout Procedures:**

\* The media center operates the usual two-week renewal check out system for most materials, and operates with an electronic automated system. Current magazines, reference materials and materials on special reserve may be checked out for overnight only.

\* Any student who takes media materials or books without checking them out, or abuses or destroys materials or books, forfeits his/her media center privileges for a time to be determined by media center staff. Students who fail to return checked out materials may lose borrowing privileges and/or incur fines.

\* Students are assessed the cost, as determined by media center staff, for any lost or destroyed materials/book.

### **Non-Student Loitering**

School officials must know the purpose of any person or persons who are not members of the staff or student body who are inside the building or on the school grounds. No individual may loiter in or near a school building or grounds. Loitering means not having reason or relationship involving custody of or responsibility for a student, or upon inquiry not having a specific, legitimate reason for being here. Violators who do not leave upon request are referred to the Lane County Sheriff's Department and may be issued a Criminal Trespass by the administrator.

### **Passing Between Classes**

Students are expected to be prompt and prepared to work in the classroom prior to the second bell. Students are to remain in class for the first and last 10 minutes then ask permission to be excused for a pertinent reason.

### **Electronic Devices**

**Cell phones and other communication devices** (items that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor) **must be turned off and not be in view or use during class time.** Violation of this rule will result in the item being confiscated and placed in the office with the following consequences:

First Offense: Student may pick up device at the end of the school day.

Second Offense: Parent/Guardian must retrieve the device at the end of the school day.

**Repeated violations of this policy will result in continued confiscations, parent/guardian pick up, and additional consequences up to and including revocation of the privilege to possess communication devices at school.** Students who refuse to turn over their phone/device to a staff member will face additional consequences. In addition, the use of cell phones/devices to take pictures of exams, assignments or unauthorized pictures that invades a student's privacy is strictly prohibited and may incur consequences up to step 2 including expulsion at the discretion of the administrator. **Students may not charge their electronic device on school property.**

**Music playing devices, headphones, etc. Music playing devices and headphones may not be played or worn during class time.** Occasionally an individual teacher may deem the use of these devices as being acceptable for use during class time. In such cases they may be worn, but only with the prior permission of the teacher. Boom

boxes and other amplified devices are forbidden (except as allowed by staff). These items will be confiscated by school authorities and placed in the main office for parents/guardians to retrieve. Students who violate this policy will face disciplinary action. (Level 1 – Inappropriate Objects)

### **Pop Machine**

The following Pop Machine rules have been established between the students and administration. Students will adhere to the rules or the machine will be removed.

- \* Pop is to be purchased only in the morning before school, during the lunch period, or after school.
- \* Pop is not to be purchased between classes or during class time.
- \* Pop is not to be taken into the classroom, into the gymnasium areas, or into other school activities such as assemblies.
- \* Empty pop bottles are to be placed in the proper containers.

### **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the District. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

### **Public Displays of Affection**

The staff and student body of Crow Middle High School strive to foster desirable standards of behavior in school and at all school sponsored events. Public displays of affection such as holding hands, placing arms around each other or brief hugs are acceptable. Prolonged kissing or hugging is not acceptable. Abuse of these behaviors may result in disciplinary action.

### **School Closure**

When inclement weather appears, families will receive an automated phone call advising of a school closure or delay. Check online at FlashAlert [www.flashalerteugene.net](http://www.flashalerteugene.net) watch your local news broadcast, or listen to local radio stations for information about possible school closure/delay. Decisions concerning closure generally are made between 5:30 and 6:30 am. That information is relayed via phone, online, and news media. Students should assume that school is in session if there is no notification.

### **Search and Seizure**

The school seeks to create a climate which assures the safety and welfare for all. While a reasonable balance needs to be maintained between the rights of the individual and the safety and welfare of all, when reasonable cause exists, school officials may search the person and personal property of any individual, including that property or facility provided by the District, and may seize any property deemed injurious or detrimental to the safety and welfare of students and/or school personnel.

As used in this rule, "reasonable cause for search" means circumstances, which would cause a reasonable person to believe that the search of a particular person, place or object will lead to the discovery of unauthorized, illegal, unhealthy or unsafe materials.

### **Routine Inspection of District Property Assigned to Students**

- (a) Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the building principal.
- (b) Students may use district-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
- (c) Students shall be provided notification that district-owned storage areas assigned to students are subject to routine inspection without prior notice for the following reasons:
  - (1) Ensure that no item which is prohibited on district premises is present.
  - (2) Ensure maintenance of proper sanitation.

- (3) Ensure mechanical condition and safety.
- (4) Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the District.

(A) Student vehicles may be parked on district property on the condition that the student and his/her parent(s) allows the vehicle and its contents, upon reasonable suspicion, to be examined. Additionally, student vehicles on another school district's property at activities under the jurisdiction of the district, including interscholastic activities sponsored by the Oregon School Activities Association (OSAA) or other such voluntary organizations approved by the State Board of Education, shall also be subject to such condition.

If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto district property may be terminated for a length of time to be determined by the building administrator. A refusal will subject the student to discipline up to and including expulsion and law enforcement officials may be notified.

(B) Possession or use of unauthorized, illegal, unhealthy or unsafe materials will result in the following:

(1) Seizure of the material.

(a) Property, the possession of which is a violation of law, Board policy, administrative regulation or school rule will be returned to the parent or, if also a violation of law, turned over to law enforcement officials or destroyed by the District as deemed appropriate by the building principal.

(b) Stolen property will be returned to its rightful owner.

(c) Unclaimed property may be disposed of in accordance with Board policy DN -Disposal of District Property.

(2) Discipline up to and including expulsion and notification of law enforcement officials as appropriate or as otherwise required by law or Board policy.

#### **Procedures for Search and Seizure:**

(1) A general inspection of school property, including but not limited to lockers, desks and/or vehicles (while on campus) may be conducted and items belonging to the school may be removed.

(2) A search of an individual student's lockers will be conducted if there is a reasonable cause to believe that there are particular items in a particular student's locker, which violate school rules or Oregon law.

(3) Whenever possible, the student will be given the opportunity to be present when search of personal possessions is conducted, providing s/he is in attendance and there is no reason to believe his/her presence would endanger his/her health and safety.

(4) Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.

(5) Illegal items or other possessions reasonably determined by school authorities to be a threat to safety or security of the possessor or others may be seized by school officials.

#### **Staying After School**

Students are to leave the campus at the conclusion of the school day unless they are under the direct supervision of a school district employee or approved volunteer/chaperone.

#### **Vehicles On Campus**

Vehicles parked on district property are under the jurisdiction of the district. The district may require that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

Students are hereby notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Students are expected to park vehicles appropriately in designated spots. *No crooked parking, stacking (parking directly behind) or blocking of other*

vehicles are allowed.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. **The district assumes no responsibility or liability for loss or damage to vehicles or bicycles on district property.**

Any legally licensed student of Crow High School may drive a vehicle on the school premises under the following conditions:

- \* The student drives in a safe and reasonable manner and does not exceed the 10 mph limit.
- \* The student vehicle is parked in designated parking areas.
- \* The student vehicle does not leave the school grounds during the hour's school are in session without permission of the administration.
- \* The student vehicle is not moved during school hours without administrative permission.
- \* Students are not allowed in private vehicles during the school day.
- \* Vehicles are to be locked during the time they are on school grounds.
- \* Failure to follow these guidelines will result in: (1) loss of the privilege to drive the vehicle to school and/or on school property; (2) suspension; or (3) appropriate legal action.

### **Visitors**

Visitors must have a relevant purpose, check-in at the office, obtain a "Visitors" badge, and check-out upon leaving. Visits to the school ought to be pre-arranged with appropriate staff and administration. We do not allow casual visitors on campus during the school day.

### **Volunteer Guidelines**

All volunteers work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are staff responsibilities. Due to liability to the District and for the protection of the volunteer, no volunteer will be left alone while working with students. **All volunteers must undergo a background check.**

*Respect the Learning Environment:* Teachers are in the best position to determine the most effective use of volunteers in their classrooms. Remember that every task is an important contribution to the teacher's ability to focus on classroom instruction.

*Keep Confidential Information Confidential:* Volunteers may learn confidential information in your school. It is of critical importance that this information be kept confidential and not divulged to anyone; this even includes friends and/or family. Students and parents trust volunteers just as they do staff members to maintain their rights and privacy.

*Respect for Authority:* A volunteer shall respect the authority of the school and school administration.

*Impartiality:* A volunteer shall favor no one side or party more than another in all school situations.

*Objectivity:* A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

## **STUDENT/PARENT COMPLAINTS**

### **District Personnel Complaints**

A student or parent who has a complaint concerning a District employee should first bring the matter to the appropriate employee. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conference with the employee. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent. Within 15 calendar days the superintendent will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant

with necessary Board appeal procedures. Board decisions are final.

**\*Please see the “Complaint Process” diagram at the back of this handbook for an illustration.**

### **Discrimination on the Basis of Sex Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the building administrator.

### **Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Public "Complaints about Curriculum or Instructional Materials" form may be requested from the school office. The principal will be available to explain in the completion of such forms as requested.

All "Public Complaints about Curriculum or Instructional Materials Form/s" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee’s recommendation and justification will be forwarded to the complainant together with the superintendent’s written decision.

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

### **Students with Disabilities Complaints**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district’s services, activities or programs to a student, should be directed to the Special Education Director.

### **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it

reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff. Building principals and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

- Step I. Any sexual harassment information shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.
- Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.
- Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional civil Rights Director, U.S. Department of Education, Office for civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent. Changes to the above procedure may be made if an administrator is named in the complaint or report incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

## **STUDENT EDUCATION RECORDS**

### **Definition of Education Records**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the high school office. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

#### **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

#### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 15 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Records requested by another school district to determine the student's progress may not be withheld.

#### **Requests for Education Records**

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

#### **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

#### **Provision For Hearing to Challenge Content of Education Records**

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

hearing as follows:

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

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

## **TRANSPORTATION OF STUDENTS**

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

### **Transportation Rules**

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

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
5. Students will not bring animals, except approved assistance guide animals on the bus;
6. Students will remain seated while bus is in motion;
7. Students may be assigned seats by the bus driver;
8. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
9. Students will not extend their hands, arms or heads through bus windows;
10. Students will have written permission to leave the bus other than for home or school;
11. Students will converse in normal tones; loud or vulgar language is prohibited;
12. Students will not open or close windows without permission of the driver,
13. Students will keep the bus clean and must refrain from damaging it;
14. Students will be courteous to the driver, fellow students and passers-by;
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

### **Disciplinary Procedures for Violations of Transportation Rules**

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation. The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the year: The student receives a five to ten-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor and/or the building administrator has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior



contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a one-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.

5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT CODE OF CONDUCT...DISCIPLINE CODE**

Every school has a system to provide for the safety and wellbeing of its students. This system includes: **Student Rights and Responsibilities, Student Code of Conduct, Discipline Code**

Faculty, staff and administration at Crow Middle/High School are dedicated to learning and the advancement of knowledge. To aid in this goal, we call on each student to maintain the self-discipline expected of a young adult.

The school is dedicated to the development of an ethically sensitive and responsible program to govern student conduct. This program is designed to encourage independence, maturity, and responsible behavior.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Among these student rights and responsibilities are the following:

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

### **STUDENT CODE OF CONDUCT**

With appropriate student conduct, the school faculty and staff provide an educational atmosphere that is conducive to learning and the highest development of each student.

Students are responsible for conducting themselves properly, in accordance with the policies of the district 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 will be subject to discipline including detention, suspension, expulsion, loss of awards and honors and/or referral

to law enforcement officials for the following, including but not limited to:

1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. Substance abuse or any possession, use, distribution or sale of tobacco, alcohol, unlawful drugs (including drug paraphernalia) and prescription drugs;
3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
4. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee;
5. Willful damage or destruction of district property;
6. Willful damage or destruction of private property on district premises or during district activities;
7. Open defiance of a teacher's authority;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of district transportation rules;
11. Hazing;
12. Sexual harassment;
13. Disruption of the school environment;
14. Persistent failure to comply with rules under the lawful directions of staff or district officials.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days. Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance that, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

Firearm is defined in federal law as any weapon (including a starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device, which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

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

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D

violation and is subject to a court imposed fine up to \$ 100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

Students shall comply with the rules of the school district board, pursue the prescribed courses of study, submit to lawful authority of teachers and school officials and conduct themselves in an orderly fashion.

A student who violates this section may be disciplined, suspended or expelled. Parents will be held liable for damage caused by their children (ORS 339.250).

### **BULLYING AND HARRASSMENT POLICY**

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/ Teen Dating Violence/Domestic Violence Student \*\*

Hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions:

“District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating

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

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

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student and may be based on, but not limited to, the protected class of the person.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

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

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

“Domestic violence” means abuse as defined by Oregon Revised Statute (ORS) 107.705 between family and household members, as those terms are described in ORS 107.705.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property or equipment to violate this policy.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

“Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

### **Reporting**

Building administrator will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building administrator who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the building administrator. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the building administrator may be subject to remedial action, up to and including dismissal.

Remedial action may not be based solely on an anonymous report. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building administrator who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the building administrator who has overall responsibility for all investigations. This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures. The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying. The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and domestic violence and acts of cyberbullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's website, and school and district office and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the district, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

### **DISCIPLINE CODE**

Teachers and administrators will apply disciplinary measures or take other appropriate action when a student's conduct interferes with:

The school's primary educational responsibility of insuring the opportunity for all members of the school system to attain their educational objectives; and the school's subsidiary responsibility of protecting property, keeping records, providing services, and sponsoring activities such as athletics, social functions, etc.

Procedural fairness is basic to the proper enforcement of all school rules. In particular, no disciplinary action as serious as suspension or expulsion shall be imposed unless the student has been notified of the charges against him/her and has had the opportunity for appeal. Suspensions may be appealed to the superintendent and expulsions to the board of directors.

Students will be disciplined according to the following established rules:

#### **A. Suspension or recommendation for \*expulsion will result from the commission of any of the following offenses:**

1. Possession, consumption, or furnishing of alcoholic beverages on school owned or controlled property, or at any school sponsored activity.
2. Possession, use, or furnishing of a drug or controlled substance on school owned or controlled property, or at any school sponsored activity.
3. Use of any form of tobacco, or any tobacco product on school owned or controlled property, or at any school on so sponsored activity.

4. Possession of any drug apparatus or instrument designed to facilitate the use of an illegal drug or controlled substance.
5. Failure to disperse, leave the building, room or other premises or to cease the use of noise, etc., after being given notice not to do so by school authorities.
6. Possession, use or furnishing of any dangerous item on school owned or controlled property, or at any school sponsored activity.
7. Engaged in any activity, which is in violation of Oregon law.

**B. Suspension or recommendation for \*expulsion may result from the commission of any of the following offenses:**

1. Disorderly conduct, vulgarity, swearing, or fighting.
2. Failure to comply with bus regulations.
3. Failure to comply with regulations governing student drivers.
4. Violation of student dress code.
5. Continual tardiness.
6. Failure to use the established check out procedure when leaving school during normal school hours.
7. Disrespect, disobedience, defiance, insubordination or rudeness to adults in positions of authority.
8. Failure to comply with established policies or rules of the school.

Should the school or district establish new or additional rules or regulations, they shall be published in writing, posted and distributed to students prior to being instituted.

**Cooperation with Law Enforcement Agencies**

It is the duty of all school personnel, including students, to cooperate with Law Enforcement Agencies whenever possible, but at the same time, protect the rights of the individual.

1. School officials should try to arrange workable solutions to problems at school with students and/or parents/guardians when possible before it becomes necessary to call in supportive services.
2. School officials have the right and the responsibility to ask for assistance from Law Enforcement Agencies when it becomes necessary.
3. Before a student is questioned at school by Law Enforcement Officers, school officials should:
  - 3.1 Try to contact the parent or guardian.
  - 3.2 If the parent or guardian cannot be contacted, the school officials are in loco-parentis relationship and should act to protect the student's legal rights.
    - 3.2.1 Students should never be questioned by Law Enforcement Officers in school without a parent, guardian or school official present.
    - 3.2.2 Students are not to be taken from school by Law Enforcement Officers without parent, guardian consent, unless the officer has a Warrant for Arrest.
  - 3.3 The parent, guardian or school official should ask the Law Enforcement Officer if the student is being charged and what the charge is.
    - 3.3.1 If charges are being made, the officers should be asked to present the warrant.
    - 3.3.2 The student must be read his/her rights.
    - 3.3.3 Parents/Guardians must be contacted immediately.

**Detention**

A student may be detained outside of school hours for not more than four hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

### **Discipline and Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### **Discipline of Disabled Students**

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 non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student 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 interim alternative setting for up to 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct. 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.

### **Expulsion-Definition**

Expulsion is defined as the removal of a student from the school environment for more than seven (7) consecutive calendar days.

### **Expulsion-Procedures**

A school district board of directors or hearing officer shall not expel a student without a hearing, unless the student and parent(s)/guardian(s) waive the right of a hearing in writing and the parent(s)/guardian(s) agree to

abide by the lawful findings of the board or hearings officer. The student and parent(s)/guardian(s) also waive the right of a hearing by failing to appear at the place and time set for the hearing after appropriate notice has been given.

1. The student is notified of the specific charge(s).
2. The student is given the opportunity to respond to the charge(s), to explain and/or defend his/her actions, or demonstrate that s/he is innocent of the charge(s).
3. If it is determined that the student is to be expelled, the student and parent/guardian receive written notice citing the charge(s) and the specific acts that support the charge(s). The written notice shall state the recommendation for expulsion, or suspension pending an investigation for possible expulsion, when and where the hearing will take place and the procedures for the hearing. This written notice shall explain the rights of the student and parent/guardian, and shall be posted seven (7) days prior to the hearing.
4. The board of directors shall conduct the hearing, or appoint a hearings officer to conduct it in its name.
5. The student shall be permitted to have a representative present at the hearing to provide advice. The representative may be an attorney, the parent/guardian, or another person of the student's choice.
6. The student is afforded the right to present his/her version concerning the charge(s) and to make such showing by way of oral testimony, affidavits, or exhibits.
7. The student is permitted to hear the evidence presented against him/her by the district.
8. The hearings officer determines the facts of each case on the evidence presented at the hearing. This may include relevant history and student records. S/he submits to the board the findings as to the facts and whether or not the student charged is guilty of the alleged conduct, and the decision concerning disciplinary action, if any, and the duration of the expulsion.
9. The decision is made available in identical form and at the same time to the board, the student and his/her parents/guardians.
10. Strict rules of evidence need not apply to the proceedings.
11. The hearings officer or the accused may provide for the tape recording of the hearing.
12. The decision of the hearing officer may be appealed to the board of directors.
13. The board of directors reviews the decision of the hearing officer and can affirm, modify or reverse the decision.
14. Expulsion does not extend beyond the end of the current semester, unless the semester end is so close as to make the expulsion ineffective.
15. Prior to any student expulsion, the student and parent/guardian is apprised of appropriate educational alternatives to meet the student's needs.
16. Copies of all documentation and letters concerning the expulsion are provided to the student and/or parent/guardian. Copies are placed in the student's confidential behavioral file.

### **Law - Federal**

Under federal law, students bring a weapon to school shall be expelled up to one year. On a case-by-case basis, the superintendent may determine an expulsion for less than one year is appropriate. Under federal law, "weapon" is defined as any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or destructive device. "Destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket or missile.

### **Law – State of Oregon**

Weapons shall include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Under Oregon law, "dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempt to be used or threatened to be used, is readily capable of causing death or serious physical injury.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property



may be subject to seizure or forfeiture. Incidents of students possessing weapons will be reported to the student's parents and may be reported to the police.

Under Oregon law, students bringing a weapon to school may be expelled. Student expulsions under Oregon law may not extend beyond the current term or semester.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

### **Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for re-admission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

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

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

### **Suspension And Expulsion - Definition & Procedures**

Any student suspended or expelled from school as a result of disciplinary action shall be denied all privileges of the school, its organizations and activities. Said student shall not be permitted to participate in any school-recognized function or be on, or around the school owned or controlled property. During the period of suspension or expulsion the school district assumes no responsibility for the student. Any student suspended or expelled from school is to be at home, preferably under the direct supervision of a responsible adult, parent or guardian.

### **Suspension-Definition**

Suspension is defined as the removal of a student from the school environment for a period of time not to exceed ten (10) calendar days. Duration of suspensions will be determined by the administrator according to the details of the violation of the Student Code of Conduct.

### **Suspension-Procedures**

1. The student is informed of the charge(s) on which the proposed suspension is based.
2. The student is given the opportunity to explain/defend his/her conduct or action, or demonstrate that s/he is innocent of the charge(s).
3. If it is determined that the student is to be suspended, the student is notified of the suspension and the evidence supporting the decision.
4. The school notifies the parent/guardian by telephone whenever possible of the suspension and the reasons for the action. When the parent/guardian cannot be contacted the decision to send the student home, to allow him/her to remain at school, or to refer him/her to proper authorities is made with consideration of the student's age, maturity, and the nature of the misconduct causing the suspension.
5. The school sends a written notice to the student's parent/guardian with copies sent to the superintendent and the student's behavioral file. The written notice includes a description of the incident(s), the date, the time, the evidence, and the procedures to be followed by the student and parent/guardian for reinstatement in school.
6. The suspended student is responsible for the completion of all schoolwork missed during the period of

suspension.

7. The principal arranges for a conference between the parent/guardian and school officials to work out a cooperative solution for the student problem(s). This conference takes place **prior** to the student's reinstatement in school.
8. In all suspension ordered by the principal, the superintendent has the right of review. And the district's board of directors has the right of final review.
9. In an emergency situation, where the health and/or safety of students are in jeopardy, one or more of the above procedures may be temporarily delayed.
10. Suspension shall not exceed ten (10) calendar days. In special circumstances, a suspension may be continued pending some specific action (physical or mental examination, court proceedings, etc.).

### **Physical Discipline**

The district prohibits the use of physical discipline. However, a teacher or administrator may use reasonable physical force upon a student when and to the extent the teacher or administrator reasonably believes it is necessary to maintain order in the school or classroom or at a school sponsored activity or event. (ORS 339.250) It should be pointed out that while physical discipline is prohibited, the district does make use of a number of other approaches. These include guidance and counseling, detention, suspension, expulsion, and cooperation with a number of agencies dedicated to juvenile services.

### **Weapons in School**

Weapons and replicas of weapons are forbidden on school property, except for those in possession of law enforcement officers and/or individuals who are licensed or otherwise authorized to carry loaded or unloaded firearms. Those so authorized must report their possession of firearms upon entering any school building or facility. Reports shall be made to the building principal or other school official in charge of the building or facility.