

# ***WELCOME TO CROOK COUNTY MIDDLE SCHOOL!***

Dear Parents & Students

I would like to begin by personally welcoming you to Crook County Middle School. Our first priority at CCMS is to create the safest and most effective learning environment possible for all students. The staff here are dedicated professionals who have a genuine passion to help each student reach their full potential. As educators we understand that every child is a unique individual. We set high standards, teach clear expectations, and use every support possible so every student can be successful academically and socially. This is part of our commitment to every child every day.

I hope that this calendar/handbook will help you with your planning and better understand our policies and procedures. Please feel welcome to contact me should you have any questions or concerns. Go Colts!

Sincerely,

Kurt Sloper, Principal

## **Crook County Middle School Mission Statement**

At Crook County Middle School we work together to accomplish high student achievement for all students in a learning environment where the entire school community feels important and valued and is treated with “dignity and respect”, while constantly striving for improvement.

### OUR PROGRAM IS BASED ON THE FOLLOWING BELIEFS

- The Middle School Child is Unique
- CCMS will provide a safe, open and respectful environment in which to work and learn
- All people are responsible for the choices they make and for accepting responsibility for their actions
  - Learning will be lifelong, enjoyable, and meaningful for both students and staff
- To promote excellence, staff, students and parents will work together to create programs designed to meet the needs of the whole child.

### **SUGGESTIONS FOR SUCCESS**

#### **PARENTS**

- To be supportive of constructive actions taken by educators on your behalf.
- To join school personnel in assuming communication responsibilities.
- To help set priorities for you student by supporting development of good attendance and study habits.
- To help your child make the adjustment from elementary school to middle school.
- To help your child adjust to expectations of different teachers
- To establish a routine and environment for studying at home
- To be knowledgeable of the State Attendance Law. “An absence may be excused by a principal or teacher if the absence is caused by the pupil’s sickness by the sickness of some member of the pupil’s family or an emergency. A principal or teacher may also excuse the absences for other reasons where satisfactory arrangements are made in advance of the absence.”

#### **STUDENTS**

- To attend school regularly and be on time.
- To respect the opinions and rights of others.
- To be courteous and respectful to all school staff and students
- To respect personal and public property.
- To help maintain an orderly environment.
- To obey state requirements of students.
- To have an open-minded attitude that allows you to experience new things.

#### **TEACHERS**

- To be supportive of students and recognize all students as individuals while guiding each to be effective members of a group
- To recognize individual learning differences.
- To maintain an environment that promotes learning
- To help students adjust from elementary to middle school with a supportive and cooperative attitude
- To help parents understand middle school environment.
- To contact parents and maintain open lines of communication.
- To establish routines and expectations consistent with school standards
- To enforce school standards fairly

Crook County School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation<sup>1</sup> 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the CCSD office for additional information and/or compliance issues: Crook County School District Compliance Officers

Parents and students [must] acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

### **CCMS BELL SCHEDULES**

Current Bell Schedules can be found on our website; [www.crookcounty.k12.or.us](http://www.crookcounty.k12.or.us) Click on Schools...Click on Middle School. On the drop down menu Around CCMS click on Daily Schedules.

### **SCHOOL BUILDING HOURS**

Crook County Middle School doors are open to parents from 7:30 a.m. - 4:00 p.m. each Monday through Friday. Secretarial staff answers the phone and takes messages during these hours. Students may enter the building at 7:45 a.m. There is no supervision prior to 7:45 on campus. Breakfast is served at the same time. Cafeteria deposits may be made at 7:45 a.m. in the cafeteria. Hallways open to students at 8:00 a.m., five minutes before morning classes begin. **Early student arrivals:** Students who need to see a teacher before 8:00 a.m. must request a pass from the appropriate teacher the preceding day. In the morning they should check into the appropriate room and remain there until the building is officially open. **Students not involved in co-curricular activities are asked to leave the building by 3:10.** Coffee, Hot Cocoa and other similar drinks must be consumed before arriving and the drinks are to be kept outside of the building.

### **SCHOOL FEES & FINES**

School fees should be paid for in the Fall during registration time. All unpaid school fees and fines are carried over to the next year. In order to participate in the 8th grade Awards and Recognition evening or 6th Grade Camp, all students must have all fees and fines paid for. Fines include lost or damage to textbooks, library books, athletic equipment etc.

#### **Required school fees are:**

Student Body/Assembly fee \$7.50  
P.E. T Shirt \$6.00  
P.E. Shorts \$8.50

#### **6th Grade Only**

**Outdoor School** To qualify for the Free or Reduced Prices you must complete a Free and Reduced lunch application. The fee is based on which lunch program students are qualified for.

If student is on the Free Lunch program, the fee for ODS is \$80

If student is on the Reduced Lunch program the fee for ODS is \$85

If student is on the Regular Price Lunch program the fee for ODS is \$100

#### **Optional school fees are:**

Yearbook \$18 (if paid by January 31st. After Jan. 31st \$20)  
Participation fee per sport for athletics \$50 Per Sport per Athlete  
Participation fee per sport per athlete on Free or Reduced Lunch \$37.50 w/completed sharing form.  
Sweat Outfits for P.E. (Crew neck sweatshirt or sweat pants) \$12.50 each piece  
Hooded Sweat shirts \$25

#### **Replacement Fees**

Student Body Card \$5.00  
Student Handbook/ Planner \$5.00

#### **Chromebook Fees/Fines**

Chromebook Insurance \$25 must be purchased by September 30th  
Fines are assessed for damage to any uninsured Chromebook.

#### **Library Fines**

Replacement cost of lost books/materials and or fines for damage to library books/materials.  
Overdue library books/materials .05 cents per day per item

### **INSURANCE**

Pamphlets are available at the school office if you wish to purchase insurance to cover your student.

### **YEARBOOKS**

Yearbooks should be ordered and paid for in the Fall during registration time. The final day to order to guarantee your copy is January 31st. Yearbooks are handed out to students on the last day of school, at the end of the day. No yearbooks are handed out before the last 15 minutes of the last day of school.

### **STUDENT PLANNER**

Each student will be expected to use a 3-ring binder in academic classes. He/she will receive a CCMS Student Planner for keeping up with homework assignments and other school activities. This Student Planner will be a very important tool to help student's keep organized. Students need to record the following information in their Student Planners.

- The date an assignment is given
- A clear statement of the assignment
- The date the assignment is due.

### **SCHOOL SUPPLIES**

#### **Required Supplies:**

3 inch 3 Ring Binder (Zipper binder discouraged)  
Notebook Paper  
#2 Pencils  
Erasable Pens (no gel pens please)  
Felt Markers  
Scissors  
Ruler  
**6th Grade** –Calculator  
**7th & 8th Grade Additional Supplies**  
Math & Science~ Scientific Calculator (app. \$10)  
Language Arts~ 3x5 Cards

### **OFFICE PROCEDURES**

Students must always report to the a secretary before entering the office if they have business with office personnel. Secretaries and office aides will assist students. Appointment slips to see administrators and counselors are at the office window. Students must have a pass from their teacher before reporting to the office.

### **TELEPHONE USE**

The office telephone should be used by students only in emergencies or due to illness. During the school day students must have a pass from their teacher to use the office phone.

### **CHANGE OF ADDRESS / INFORMATION**

Students who move during the school year must report changes in mailing address, telephone and/ or parent/guardians to the office when changes take place.

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

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

### **ADMISSION**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, 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 deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

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

Alternative education services will be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

### **ALTERNATIVE EDUCATION PROGRAMS**

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

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

1. Tutorial instruction;
2. Instructional activities provided by other accredited institutions;
4. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests 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 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in nondistrict 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 alternative education programs are not accepted by the student/and or parent, 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 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. 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 three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case 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 weapon laws.

#### **ANIMAL DISSECTION**

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

#### **ASBESTOS**

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

The management plan is available for public inspection in the district office.

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

#### **ASSEMBLIES**

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

Assemblies are designed to be educational as well as entertaining experiences. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping feet, and booing are discourteous. Students who are discourteous will be removed from the assembly and in some cases, may not be allowed to attend future assemblies.

#### **ASSIGNMENT OF STUDENTS TO CLASSES**

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

#### **ASSIGNMENT OF STUDENTS TO SCHOOLS**

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.

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

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district

and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

#### **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 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. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the superintendent 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;
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.

#### **Absence and Excuses**

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

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

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

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days.

Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. All requests for homework must be made before 10 a.m. to be picked up any time after 3 p.m. the same day.

A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

#### **Late to School**

First Period- Student reports to the office with an excuse from their parent or legal guardian if they are late to school.

During the day- If a student arrives late with or without an excuse from their parent or legal guardian anytime during the day they must report to the office and check into school. All tardies without a note will be unexcused.

#### **Late to Class**

Students are tardy if they are not in their assigned seats when the tardy bell rings. Teachers may excuse tardiness if students provide a written note from their previous teacher explaining their late arrival.

**10 Minute Rule:** All students will remain in class the first 10 minutes of every period. Hallways should be clear. This helps eliminate disruptions and confusion at the beginning of the period.

#### **Permission to Leave**

If your student must leave during the day we request you send a note with your student to the office before school. We will issue an office pass for your student to be waiting for you when you arrive. ONLY parents, legal guardians, or people designated on the emergency card may check students out during the day. If the student returns before the end of the school day, they need to check back in when they return.

Parents wishing their students to be picked up by someone not on the emergency card must come to the office and add the person's name to the emergency list.

#### **Just a Reminder: High School Homecoming Assembly**

The High School does not have room for Middle School students to attend the Homecoming Assembly.

#### **Closed Campus**

CCMS has a closed campus. Students may not leave the school grounds once they arrive. The High School Campus is off limits to CCMS students.

#### **Lunch Passes**

Students may check out with their own parent / legal guardian for lunch for a special occasion. Students must return on time for their next class. Students may not leave with anyone other than their own parent / legal guardian unless prior arrangements are made ahead of time.

#### **Make-up Work & Homework Requests**

Students are responsible for requesting assignments they miss when they are absent from school.

Teachers will let them know when assignments are due.

Parent or Guardians may request homework for students who have been absent more than 1 day by calling the office between 7:30 and 10 a.m. Homework will be ready for pick-up at 3:00 on the day of the request.

#### **Exemptions from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such request must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

Goals of attendance requirements are to:

1. Contribute to the academic success of students.
2. Inform parents about their students; class attendance or non-attendance.
3. Place the responsibility for attendance in the hands of students and parents.
4. Aid students in making acceptable decisions.
5. Stress that punctual and regular attendance is a learned function necessary in coping with life.
6. Stress that poor attendance may impact grades.

#### **Truancy**

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, ineligibility to participate in athletics or other activities.

#### **AWARDS AND HONORS**

##### **Perfect Attendance 6th 7th & 8th Grades**

Students with perfect attendance are given awards at the end of the year. Various awards and prizes are given to students every month who meet either 95% attendance or 100% attendance for that month

##### **Honor Society 8th Grade Only**

To be eligible for Honor Society, students must maintain a 3.5 GPA or higher and have a 3.5 GPA Citizenship for the first semester of the 7th grade year. Student may not have any major referrals. Once in Honor Society, members must maintain their 3.5 GPA and participate in a wide variety of events throughout the year.

### **Honor Roll 6th - 7th - & 8th Grades**

Students are selected for the Academic Honor Roll on the basis of a 4 point scale. A=4 points; B= 3 points; C= 2 points; D= 1 point; F=0 points. The CCMS Top Honor Roll recognizes students who earn a 3.5 or higher. The CCMS Honor Roll recognizes students who earn a 3.0 or higher.

### **High Scholastic Achievement Awards 6th, 7th & 8th Grades**

Students who are on the Top Honor Roll in each of the previous 2 semesters qualify for this award.

### **President's Awards for Educational Excellence 8th Grade Only**

**Silver Award:** 3.25 GPA for the 8th grade and must meet or exceed the benchmark in 2 of 3 core subjects, math, science and reading qualifies for this award. **Gold Award:** 3.50 GPA for the 8th grade and must meet or exceed the benchmark in all 3 core subjects, math, science and reading qualifies for this award. Each student that qualifies for this award receives a letter from the President of the United States of America.

### **Lenore Stump Award**

This award is based on CCMS enrollment and the highest GPA during the 7th and 8th grades at CCMS.

### **Jan Boles Excellence Award**

This award is given to students who maintain their 4.0 GPA in 6th-7th & 8th Grade years.

**The Benchmark Achievement Award** recognizes students who did not already receive the

The gold or Silver Presidential Awards but have met or exceeded their state benchmarks scores , in all three areas of Math, Reading and Science.

### **American Legion Auxiliary Award**

In order to receive this award, students must have had all A's in Social Sciences for their 7th & 8th grade years. The students then take a 7 page test with sections on US Government, Eastern Hemisphere, U.S. History, and Current Events. The boy and girl with the highest scores on the test are the recipients of the award.

### **8th Grade Recognition Night**

#### **Philosophy**

The 8th Grade Recognition Night is planned as a time for families and the Crook County Middle School community to celebrate the closure of each child's Sixth through Eighth grade experience.

#### **Participation**

All 8th graders will be involved in the celebration and will receive a certificate of participation from the principal. Students who have earned outstanding academic achievement will also receive a separate certificate for excellence in the specific subject area.

#### **Exclusions**

CCMS will follow the Building Management Plan as the criteria for any possible exclusions from the recognition night. Students that are suspended or expelled during the actual day of the 8th Grade Recognition Night will not be able to participate. All outstanding fees and fines must be paid for the student to participate in recognition night.

#### **Dress Code for 8th Grade Recognition Night**

We prefer that our young gentlemen wear dark slacks and a dress shirt if possible, or their best pair of dark jeans. Ties are optional but also preferred. We prefer our young ladies to wear dresses if possible, make sure not to wear strapless, spaghetti straps or halter style dresses. The schools' dress code also applies to recognition night ceremony and is available under the CCMS Building Management section of this handbook.

### **BAGS & BACKPACKS**

Bags & backpacks should be small and flexible enough to fit in student's locker. While at school, they must remain in student's locker.

### **BICYCLES**

Bicycles can be used for transportation to and from school.

Bicycles are to be parked in the racks upon arrival at school and are not to be used until the end of

the school day. LOCK YOUR BIKE. The school is not responsible for damage or theft of your bike. Wear a helmet! Be sure to walk your bikes, skateboards, scooters, & roller blades when you reach campus.

### **CLASSROOMS**

Classrooms, like other areas on the campus, are to be kept neat, clean and attractive. Maintaining classrooms is a shared responsibility between teachers, students and custodial staff.

### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the band, choir, and athletic teams may establish rules of conduct – and consequences for misconduct – that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

### **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the [school nurse/principal] so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable 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 (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, 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.

The district may exclude students found with live lice and allow re-admittance to occur after assessment by designated staff confirms that no live lice are present and allow these students to be readmitted if they have nits only. If this option is selected, the district should subject the student to periodic checks to confirm the absence of live lice.

Review the Oregon Department of Human Services, Health Services, list of reportable and excludable diseases.

### **COMPUTER USE**

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited.

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

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyber bullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;

8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

### **CONDUCT**

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.

#### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure 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**

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.

In order to maintain a safe and effective educational environment, Crook County Middle School staff has the authority and control over students at school during the regular school day, in or around the school campus at any school-related activity, regardless of time or location, and while being transported in district-provided transportation.

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Theft.
2. Disruption of the school environment.
3. Damage or destruction of school property.
4. Damage or destruction of private property on school premises or during school activities.
5. Assault or threats of harm to self or others.
6. Possession of firearms, look-alike firearms or other instruments, devices, or substances capable of causing physical injury.
7. Possession or use of tobacco, alcohol, unlawful drugs, over the counter or prescription drugs or drug paraphernalia.
8. Violations of district or state transportation rules.
9. Plagiarism.\* See definition below
10. Leaving campus or school-sponsored events without permission.
11. Directing profanity, vulgar language or obscene gestures toward students.
12. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers or other staff members.
13. Insubordination, such as disobeying directives from school staff. Persistent failure to comply with rules under the lawful direction of staff.
14. Committing extortion, coercion or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing someone to act through use of force or threat of force.
15. Name-calling, ethnic or racial slurs or derogatory statements that disrupt the school environment.
16. Inappropriate physical or sexual contact disruptive to other students or the school environment.
17. Offensive conduct of a sexual nature whether verbal or physical.
18. Hazing / Harassment / Menacing.
19. Use of cell phone is prohibited during the school day.
20. Failure to follow City, State, and Federal Laws.
21. Possession of a match or lighter.
22. Possession of laser light pens or laser devices.
23. Conducting oneself in a unsafe manner that threatens harm to yourself or others.  
(Throwing rocks, snowballs, etc.)

\* Plagiarism: Using someone else's words, thoughts, or ideas as your own without giving them credit.

\*\*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, 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, 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, as provided by ORS 475.999.

\*\*\*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, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prose-

cution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon 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 by Oregon law as any weapon, device, instrument, material or substance which, 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 by 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 a 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.

### **CONFERENCES**

Regular conferences are schedule annually in the [fall and spring] to review student progress.

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

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

### **COUNSELING PROGRAM**

Parents are encouraged to contact the counseling office if concerns arise. The CCMS Counselor / Dean of Students will be available for conferencing by calling to set up an appointment with them. There are also Young Men's and Young Women's groups available to students. Call the CCMS office to set up an appointment with a Counselor or Administrator.

### **CYBERBULLYING**

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

### **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. [The district will notify students and parents of all such charges.] If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See Fee, Fines and Charges.

### **DANCES/SOCIAL EVENTS**

1. CCMS dances are for enrolled CCMS 7th & 8th Grade students only. Socials are for enrolled 6th grade students.
2. Students need to arrive at the event within thirty minutes of the starting time.
3. Students must stay until the end of the dance unless a parent has written a note to leave early or is picking them up.
4. Chaperones will call parents and request that unruly students be transported home.
5. Students that are suspended within 10 school days prior to an event may not attend.
6. Students that receive a referral within 5 school days prior to an event may not attend.
7. Students must attend all classes on the day of the event. Exceptions must be pre-approved by the Assistant Principal.

### **DISCIPLINE/DUE PROCESS**

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

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

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 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.

*"To mitigate disciplinary action for drug- and alcohol-related offenses, a student may voluntarily complete a drug and alcohol assessment or evaluation at parent expense, by a qualified professional approved by the superintendent or designee and the student's parent. If the parent/student agree(s) to the voluntary assessment or evaluation, the student may be readmitted to school after arrangements for the assessment or evaluation are verified by the superintendent or designee and completion of the terms of the mitigated district-imposed discipline. Failure to complete the evaluation or to comply with the recommendations of the evaluator will result in imposition of the unmitigated terms of the original disciplinary action."*

### **Detention**

A student may be detained outside of school hours [for not more than two 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.

### **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 nonschool 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 readmission and an opportunity to appeal the decision.



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

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

School work missed by a student while on suspension must be made up upon the student's return to school. A student will be required to make up final, mid-term and unit examinations without an academic penalty.

### **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.

### **Discipline of Students with Disabilities**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled 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 student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

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

### **ONLINE LEARNING**

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

### **DISTRIBUTION OF MATERIAL**

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

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 nonstudent without the approval of the administration.

Materials not under the editorial control of the district may be subject to administrative review, restricted or prohibited, 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, is 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 for approval of the district.

The district may designate the time, place and manner for distribution.

If 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 materials 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**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

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

School is the student's work place, and just as adults in jobs have dress standards, so does Crook County Middle School. You are expected to dress simply and neatly. **Students may not wear clothes that advertise violence, alcohol, tobacco, or other drugs, or clothes that have inappropriate messages on them.** If you do so, you will be asked to change into appropriate clothing you have here at school or have a parent bring the appropriate school clothing.

General student dress and grooming is the responsibility of the individual and his/her parents under the following guidelines:

**Dress and grooming shall be clean, modest, and in keeping with health, sanitary, and safety practices. Students who wear clothing that is disruptive to the educational process or constitutes a threat to health or safety will be requested to take reasonable measures to correct the unsatisfactory situation.**

One good rule of thumb for students is: "If you think what you are wearing might be questionable—it probably is!" Students are to use common sense.

Therefore, the following are some examples of dress considered to be inappropriate to wear:

1. Clothes with obscene words or profanity (**disruptive**)

2. Clothes which unnecessarily expose the body (**modesty**)
3. Clothes with torn or loose pieces which might cause one to trip, etc. (**safety**)
4. Violent or Gang-related clothing or accessories (**safety, disruption**)
5. Not wearing shoes (**health**)
6. Sleepwear, pajamas or slippers (**modesty**)

In keeping with the goal to establish a positive educational climate for all students, the following guidelines will allow students to be comfortable without disrupting others:

**Appropriate dress—students may wear:**

- Walking shorts, loose fitting, with a definite leg, at least mid-thigh in length, hemmed at the Bottom. Shorts must have at least a 5" inseam **and/or** must be as long or longer than the tips of student's fingers when arms hang naturally at the sides.
- Skirts, at least mid-thigh in length and follow the same guidelines as shorts.
- One-piece short suits (jump suits), at least mid-thigh in length and must follow same guidelines as shorts
- Full pants, shirts, blouses, sweaters, etc.
- Shoes

**Inappropriate dress—students may not wear:**

- Spandex shorts
- Half shirts, mesh tops, tube tops, and tank tops with less than a 2 -inch shoulder. Racerback type tops or tops that expose the back are not permitted (torsos should be completely covered)
- Mesh or See Through tops are only permitted if the under shirts meet the 2" shoulder guidelines that are stated above and the under shirt covers the front and back.
- Shirts or tops with suggestive writing or pictures
- Pants with styled holes/tears in them that are above the length requirement above
- Sports shoes with cleats inside the building
- Pictures or wording on clothing or jewelry which are sexually suggestive, drug, alcohol or tobacco-related, that are vulgar, insulting, violent, or which ridicule a particular person or group are prohibited
- Head coverings in the building except as permitted by the administration. ("Traditional" head garb, worn in a "traditional" manner, may be worn outside the building.) Bandanas and sweatbands will not be allowed on school grounds
- Pants that are not secured above the hips. (Underwear must not show, and belts should be in belt loops, not hanging down.) Chains (including the type used to secure wallets) may not be hanging from the pants
- Gang-related clothing, accessories, or jewelry

**PE ATTIRE**

School issued PE Uniforms are required for PE classes.

**DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS**

Instruction on fire and earthquake dangers and drills for students shall be conducted each school month.

At least one fire drill will be conducted each month for students in grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

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

**DRINKS**

Water Bottles are only allowed if it is a clear non glass water bottle. Coffee, Hot Cocoa and other type of drinks must be consumed outside and may not be brought inside the building.

**DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the [counseling] office for information on district and community resources available to assist students in need.

**EMERGENCY MEDICAL TREATMENT**

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

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

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

**EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

**EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should contact the office for additional information.

**FEES, FINES AND CHARGES**

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

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such materials shall be released upon payment of moneys owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

**See page 3 for a complete list of all CCMS Student Fees.**

### **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

### **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

### **FLOWERS & BALLOONS**

If flowers, balloons and other gifts are delivered to school the student will not receive notice that they are in the office until the end of the school day. Deliveries of this nature creates disruption in the classroom so these items are not delivered to the students while in class. Please remember that balloons and glass containers are not allowed on the school busses. We try to discourage parents from sending gifts to school for the students.

### **FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal] at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body business manager serves as the student government representative in administration of student activity funds.

### **GANGS**

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

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

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

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

### **GRADING SYSTEM**

Student Achievements

Parents and schools need to work together to promote academic and personal growth in students. For that reason we will communicate with you frequently, providing up-to-date information on your child's progress in school. A= Outstanding; B=Good; C= Satisfactory/Average; D=Needs Improvement; F= Unsatisfactory.

### **Grades**

Academic grades reflect a student's mastery of the subject's Critical Content. This allows teachers to be entirely objective with the grade. The following criteria will be used to define academic and citizenship grades:

### **Academic Grades**

- Tests & Quizzes on Critical Content
- Alternative Assessments (Verbal, Demonstration of Skills or Understanding, etc.)
- Quiz Corrections / Retakes

- Writing Samples / Inquiry Labs / Math Problem Solving (State Samples)
- Projects (If the teacher knows it is the student's own work or when an individual student's contribution can be assessed based on their understanding of the critical content.)

### **Citizenship Grades**

Show effort in learning, respect, participation, responsibility, creativity

- 50% will be from in-class behavior and participation
- 50% will be from:
  - Openers / Warm-ups / Daily Oral Language
  - Daily Work / Homework
  - Practicing New Skills
  - Effort on Labs or Activities
  - Projects (When a teacher can not be certain that it is a student's own work)
  - Turning in grade printouts / progress reports

Elective teacher's grades are based on hands-on activities, projects, participation and work ethic. Elective teachers will inform students of their grading expectations and criteria at the beginning of each term.

### **Mid-Term Progress Reports**

Will be mailed home in the middle of each term. Mid-Term grades are not final.

### **Report Cards**

Are mailed home at the end of each semester. Report cards indicate academic grades, citizenship grades, and attendance records. Dates for Mid-Terms and Report Cards are on the parent handbook/calendar.

### **PARENT REQUESTED PROGRESS REPORTS**

Parents may request a daily progress report for 2 weeks, a weekly progress report may be requested until the end of the current semester. At the end of the semester the need for the report will be reviewed.

### **GRADE REDUCTION/CREDIT DENIAL**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy. At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/ CYBERBULLYING/MENACING**

[Hazing], harassment, intimidation, [menacing], cyberbullying or bullying, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

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, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by

the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

["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 or grade level attainment, i.e., 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 regardless of the person's willingness to participate].

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

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

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

"Cyberbullying" is the use of any electronic communication device to [convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyberbullying] [harass, intimidate or bully].[ Students and staff will refrain from using personal communication devices or district [property] [equipment] to violate this policy.]

["Menacing" includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.]

"Retaliation" means [hazing,] harassment, intimidation[, menacing] or bullying 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[, menacing] or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

CCMS Administration will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been [hazed,] harassed, intimidated[, menaced] or bullied and acts of being cyberbullied in violation of this policy [shall][is encouraged to] immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the

superintendent shall be filed with the board chair.

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

**Step I** Any hazing, harassment, intimidation or bullying or [menacing] acts of cyberbullying information (complaints, rumors, etc.) shall be presented to an Administrator. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

**Step II** The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. [A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]

**Step III** If the 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's appeal within [10] working days.

**Step IV** If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with 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 complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

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

### **HEALTH ROOM**

If a student becomes ill during the day, they may ask their teacher for a pass to the office. Students may lay down in the health room for 15 minutes or call home for someone to come pick them up. The school nurse is only on campus two days a week. If student is ill in the morning they should not come to school that day.

### **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 remain in his/

her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Stacy Smith, the district's liaison for homeless students.

### **HOMEWORK**

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

### **IMMUNIZATION**

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this 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 nonimpact 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 risk is serious, however, 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.

### **Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, Sexually Transmitted Diseases 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.

### **HIV, HBV, AIDS - Students**

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

"Special risk" student means those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health-care provider, as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

\*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus.

### **INSURANCE**

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

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

### **LOCKERS**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

Lockers having combination style locks are available to all students. All combinations have been changed from the previous year. Students should not give out their combination to other students, and they should always keep their lockers locked. Any student wishing to have their locker combination changed may be charged a \$5.00 service fee. Students should keep only their own books and belongings in their locker. The school does not assume responsibility for student property in lockers or any other place on campus. Although students are assigned lockers, the lockers remain the property of the school and are to be kept clean by students. The school has the right to search lockers under certain conditions relating to the safety, security, and orderly conduct of school. Items that are disruptive, dangerous, or illegal (such as rubber bands, balloons, matches, squirt guns, etc.) may be seized.

### **LOCAL WELLNESS**

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

### **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office. Lost items should be reported at the student services window at the office. If student's have lost an

item, they should request permission to visit the lost and found area. No item will be kept longer than one term. Unclaimed items will be given to agencies serving the needy.

### **LUNCH/BREAKFAST PROGRAM**

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office. There is no sharing food allowed in the cafeteria.

### **Lunch and Breakfast Prices**

Lunch and Breakfast Prices will be announced during registration. This information is also available on the CCSD Website, [www.crookcounty.k12.or.us](http://www.crookcounty.k12.or.us)

Students may bring their lunch or purchase a selection of lunches in the school cafeteria. A breakfast program is also provided each morning.

Students will make deposits into their cafeteria computer accounts before school in the cafeteria, or single lunches may, if necessary, be purchased in the lunch line. Free or reduced lunches and breakfasts are available for students who qualify. A student may bring his/her lunch and buy milk in the cafeteria. School lunches are not to be shared among students.

### **LUNCH PASSES**

There are 2 types of lunch passes

**A Red Pass** is given before lunch by a teacher to come to hang out and play games during lunchtime in that teacher's room. With a Red Pass:

~Go to the end of the lunch line

~Eat lunch in the cafeteria before going to the classroom.

**A Green Pass** is given by a teacher to come to their classroom either for detention or to make up missing work. With a Green Pass:

~Go to the front of the lunch line.

~Take lunch to the classroom.

~Use this time to make up missing work or serve detention.

**A Library Pass** is given upon student request for work completion.

### **MEDIA ACCESS TO STUDENTS**

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

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

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

### **DIRECTORY INFORMATION**

Directory information is information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. This information may be released to the public through appropriate procedures:

-Student's name

-Date of birth

-Participation in officially recognized sports and activities

-Weight and height of athletic team members

-Dates of attendance

-Degrees or awards received

-Most recent previous school or program attended

#### -Photograph

Directory information shall not include a student's address; telephone number; the name of the student's parent or other family member; the student's place of birth; and a personal identifier such as the student's social security number or student number.

CCMS may post pictures of students on our district website. These might be classroom photos, sports pictures, assembly pictures, etc. On occasion CCMS is asked by the media to photograph a student. If you do not want your student's photo placed on our website or used by the media, you need to indicate this in writing and give it to the CCMS office.

#### **Public Notice**

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information and the district's option to release such information. Such notice will be given prior to release of directory information.

#### **Exclusions**

Exclusions from any or all directory categories named as directory information must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released. Information will not be given over the telephone except in health and safety emergencies.

#### **MEDIA CENTER**

The Media Center is open to students from 7:55 A.M. 3:00 P.M. daily and is open during lunch for students to get caught up on work or do homework. Students are allowed to eat lunch in the library while working. Students may check out materials for a designated period of time, usually two weeks. Students are reminded to take care of library materials and text books. Books and equipment are expensive to replace. Student will be allowed to check out books and/or materials only when all missing items are cleared with the librarian. If student loses a book that is checked out to them from the Media Center, the student will be responsible for the replacement cost. Books are loaned out for 20 school days (not including weekends, holidays or non school days) Late fees are accrued at 5 cents a day with a 3 day grace period. Maximum fine is \$15.

#### **MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

#### **District-Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within [five] school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Sometimes it is necessary for students to take medication at school. In cases where the administration of medication is required during the school day, it is necessary that the child's parent fill out the proper forms and provide the school with the medication.

#### **ALL MEDICATION INCLUDING OVER THE COUNTER DRUGS**

\*Must be in the original container

\*Maximum of 50 tablets

\*Instructions for medication must be clearly printed on Label

\*Tablets that need to be cut must come to school already cut

\*Liquid medication must come with a measuring cup with measurement lines

#### **ALL MEDICATION MUST STAY IN THE OFFICE**

Students are NOT allowed to carry medication with them at school. This includes aspirin, cough medicine etc. All medication must be dispensed at the school office. Students may carry cough drops at school if they need them.

#### **Exception**

Students with asthma may carry their inhalers with them as long as they have the proper forms filled out at the office signed by both parent/guardian and physician. Inhalers must be checked in at the office and a sticker put on them to notify the staff that all paperwork is complete. Cough drops may be carried by students and used as needed.

Medical forms and complete instructions are available in the CCMS office.

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

#### **PARENT NEWSLETTER**

The Hoofprint newsletter will be mailed home and posted on the CCMS Website from the principal once per term. It will have school news and current events to add to your calendar.

#### **PARENTAL INVOLVEMENT**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the districts asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The CCMS Hoofprint newsletter published quarterly, Open House night in the fall and Conferences in the fall and spring, provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the Registrar;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

#### **PARENTAL RIGHTS**

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;

6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

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

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

### **PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA**

Students may possess personal communication devices, such as pagers or cellular phones [on school property in district facilities during the school day] [only as authorized by the administration]. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. This includes other digital audio devices such as, but not limited to, iPods.

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

Social media Websites are Websites such as, but not limited to, Facebook, MySpace and Twitter.

Students permitted to possess a personal communication device are prohibited from having the device on active mode during school hours. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal. See CCMS cell phone policy below.

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media Websites when the student is not engaged in district activities and not using district equipment

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

### **CCMS CELL PHONE POLICY**

Sometimes it is necessary for a student to carry a cell phone. We prefer that cell phones are kept in lockers while at school. If necessary, students may carry the phone with them with the understanding:

~It stays in their pocket and is turned off during the school day.

~If the phone rings, vibrates or is out of the pocket, or found "on" the phone will be taken to the principal's office and kept until the end of the next school day or parent may pick it up that day.

~The teacher keeps the phone for rest room trips or for testing.

~If a student continues to abuse the privilege, they may lose their right to have their cell phone at school.

### **PHYSICAL EDUCATION**

Parent/Guardian notes requesting non-participation due to severe illness or injury will only be valid for one day. Otherwise the non-participation will be designated unexcused. For limited participation, the student still needs to dress down and participate as able. To miss P.E. and be sent to the Media Center, there must be a Doctor's note specifically stating that the child should not participate in P.E. (a parent note may only be used for one day and may only use a parent note 3 times during a semester.) This note must go through the Attendance Clerk first and she will be the one to send the student to the Media Center. Physical disabilities lasting more than one day require a note from the student's physician.

### **PHYSICAL EXAMINATIONS**

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

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

### **POSTERS**

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

### **PROGRAM EXEMPTIONS**

Students may 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.

### **PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.



Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment (s) as deemed appropriate.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

### **REPORTS TO STUDENT AND PARENTS**

Written reports of student grades, progress reports and absences shall be issued to parents at least four times a year. Letter grades will be used. Grades & Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

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

### **RESTROOMS**

Restrooms are to be used for the purpose intended. We expect students to keep them neat and clean. There will be no loitering. If use of the restroom is needed during class time, student must have a restroom pass. Each teacher will explain their restroom policies the first week of school.

### **SEARCHES**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation [or the Student Code of Conduct] is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

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

### **SPECIAL PROGRAMS**

#### **Bilingual Students English Language Learners**

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

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
  - a. Detailing the right to have their student immediately removed from such program upon their request;
  - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
  - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

#### **Students with Disabilities**

The school provides programs and services for students with disabilities. A student or parent with questions should contact Mona Boyd.

#### **Title I Services**

The school provides special services for disadvantaged learners. Parents of eligible students are

encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

#### **STUDENT AWARD PROGRAMS**

##### **COLT KUDOS**

Students are given praise cards when they show commendable progress or outstanding achievement. The coupons on the praise cards earn students tangible rewards in weekly drawings.

##### **STUDENT OF THE MONTH**

CCMS Academic Teams nominate outstanding students for special recognition each month. All nominees are invited to the Student of the Month Pizza Party where six guests learn they have been chosen as Students of the Month. Their pictures and biographies appear on the Student of the Month bulletin board in the hallway.

#### **STUDENT/PARENT COMPLAINTS**

##### **District Personnel Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested with five calendar days. 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, who 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 with 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

##### **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 principal.

##### **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 "Reconsideration Request Form for Reevaluation of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms 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].

##### **Placement/Enrollment of Homeless Students Complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

##### **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 subject 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.

Principals, compliance officer 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 (complaints, rumors, etc.) 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 student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing 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

reported 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. Staff Sexual Conduct with Students  
Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Child Abuse.*

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

#### **STUDENT 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 CCMS office by the principal. 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. Data documenting a student’s progress toward the achievement of state standards and must include a student’s Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;

13. [Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.]

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. At no point will a student's social security number or student identification number be considered directory information.

#### **SUBSTITUTE TEACHERS**

A substitute teacher is a very important person on our campus. Student's are expected to be as polite, helpful, and considerate when a substitute teacher is in the classroom as they would be with their regular teachers.

#### **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 10 days after receipt of the request.

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. 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), 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. Parents 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, parents or guardians, witnesses and counsel shall not be admitted.

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

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

#### **Student Restraint and Seclusion**

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to, others.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

#### **SUPERVISION OF STUDENTS**

Adult supervision is provided to students beginning at 7:45 a.m. and during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

#### **TALENTED AND GIFTED PROGRAM**

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Oregon Assessment of Knowledge and Skills (OAKS). Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

#### **Appeals**

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

#### **Informal Process:**

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

#### **Formal Process:**

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

#### **Programs and Services**

The district's TAG program and service options will be developed and based on the individual needs of the student.

#### **Programs and Services Complaints**

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

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

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

#### **TEXTBOOKS & LIBRARY BOOKS**

Textbooks are furnished free of charge. Book covers should be used at all times. The law provide that the parent or guardian shall be held liable for school district property loaned to students and for textbooks and library books not returned on demand. This includes lost, stolen, and defaced materials. If a student loses or damages a book, they will be responsible to pay for them before another book is issued. Cost for textbooks today range from \$18.00 - \$65.00. All book fines must be paid for before student participation in end-of -year activities.

#### **THREATS**

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

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

#### **TOBACCO-FREE ENVIRONMENT**

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

#### **TRANSCRIPT EVALUATION**

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

#### **TRANSFER OF STUDENTS**

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

## TRANSPORTATION Discipline Procedures for District-Approved Student Transportation Code of Conduct

Each year the district will include the following transportation rules in the student/parent handbook or issue a code of conduct to all students and parents accompanied by the following form to be acknowledgment of being read and understood.

The district will provide interpretation to those students/parents whose primary language is not English.

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
- \*3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- \*4. Not fight, wrestle or scuffle;
- \*5. Not stand up and/or move from seats while the bus is in motion;
- \*6. Not extend hands, head, feet or objects from windows or doors;
- \*7. Not possess matches or other incendiaries and concussion devices;
- \*8. Use emergency exits only as directed by the driver;
- \*9. Not damage school property or the personal property of others;
- \*10. Not threaten or physically harm the driver or other riders;
- \*11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- \*12. Not make disrespectful or obscene statements;
- \*13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Not eat or chew gum (unless approved by the driver);
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time.
20. Not bring animals, except approved assistance guide animals, on the bus.
- \*\*21. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

\* These regulations, if broken, may be considered SEVERE violations with severe consequences because of the threat to the safety of others.

\*\* Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

### Violations

Each year the district will include the following procedures for violations in the student/parent handbook.

The district will provide interpretation to those students/parents whose primary language is not English.

### DISCIPLINARY PROCEDURES FOR VIOLATIONS

First Citation - Warning\*: The driver verbally restates behavior expectations and issues a warning citation\*.

Second Citation\*: The student is suspended from the bus until a phone conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal or designee. The transportation supervisor will also e-mail the building principal.

Third Citation\* of the year: The student receives a 5- to 10-day suspension and will not be able to ride 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 or designee. 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.

**Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-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 or designee.**

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

\* All citations must be signed by the parents, the transportation supervisor, the bus driver and the principal, or designee, before the student will be allowed to ride the bus again.

### APPEAL PROCEDURE

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used. If the student or parent wishes to complain about a school employee's decision, use policy KL - Public Complaints.

- STEP I The student or his/her representative will discuss the issue with the transportation supervisor and principal.
- STEP II If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal (or designee) and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, transportation supervisor, principal (or designee) conference with the goal of resolving the issue.
- STEP III Within five school days, the principal (or designee) is to communicate, in writing, the decision to the student and the student's parents.
- STEP IV If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.

STEP V If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

### TRAVEL SERVICES

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services [is prohibited] [may be permitted with approval of the Board superintendent on school property.

Any district-approved seller of travel must meet the district's criteria for such vendors.

### VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property.

Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate.

#### **Parent's & Visitor's Guidelines**

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Crook County Middle School, it is essential that all parents and visitors to our buildings be aware of their responsibilities and follow the code of conduct as listed below.

We ask parents to:

- Parents requesting to visit classrooms during the school day must adhere to the district background check policy.
- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the school dress code.
- Treat all staff in a respectful manner.
- Provide a place for study, and ensure homework assignments are completed.

#### **Public Conduct on School Property**

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitors register and will be issued a visitors sticker, which must be worn at all times while in the school or on school grounds. As a visitor, please sign out before leaving the building.

Parents or citizens who wish to observe a classroom while school is in session are asked to arrange such visits with the classroom teacher(s) and administration, so that class disruption is kept to a minimum. Please arrange this at least one day in advance.

All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

If you make a delivery for your student, please drop the delivery off at the CCMS office and we will deliver it for you.

#### **Conduct Prohibited on School Property**

No person shall:

- Intentionally injure any other person or threaten to do so.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Obstruct the free movement of any person in any place to which this code applies.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

#### **Persons in violation of the Code of Conduct**

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. The parent may also be asked to remain off

school grounds until the situation is resolved. If they refuse to leave, they shall be subject to a police citation for trespassing.

The district reserves its right to pursue a civil or criminal legal action against any person violating these guidelines.

#### **CCMS DOES NOT ALLOW STUDENT VISITORS**

#### **CCMS SCHOOL WIDE STUDENT MANAGEMENT PLAN**

##### **Student Management**

All students in our school deserve the reasonable safeguards of due process in the consideration of all matters affecting their school life. Careful attention must be given to procedures and methods whereby due process and consistency in discipline shall be assured each student.

Special problems confront administration and teachers in conducting school programs free from disruption and free from the kinds of distracting behavior which impede the learning of students. School officials may find it necessary occasionally to discipline a student or even to remove the student from the formal learning environment for a period of time.

It is recognized that teachers and administrators must have wide prerogatives in invoking disciplinary standards and procedures, and in assuring the maintenance of a climate in the school, which is conducive to learning and assures the safety of life and property.

The conduct control and management of the classroom are the responsibility of the individual classroom teacher. Creation of classroom rules, application, expectations, and additions to a teacher's rules shall be the prerogative of the classroom teacher so long as they do not violate school rules. If a teacher-student concern can not be resolved at the teacher-student-parent level, then it shall become necessary to refer it to the administrative level.

##### **Philosophy**

At Crook County Middle School, it is our overall goal to provide the best atmosphere to nurture those elements that contribute to maximum learning opportunities for our students. We believe that they may be best achieved when students know school rules and goals and understand the reasoning behind them.

Basic to all is respect for the rights, safety, and dignity of the individual as well as the needs of the group and school. Closely allied to this is respect for public and private property. It is our hope that students may realize the importance of observing the tenets of good citizenship so they may be happy and productive members of our school community.

##### **Introduction**

Education is a three-phase endeavor involving students, parents and educators. Our goal is to help prepare students to productively function in society. The Middle School provides the students with a variety of exploratory growth experiences. As parents in a family setting have rules or guidelines which each member of the family observes, it is also necessary to have structure and a direction for the orderly operation for the educational environment at Crook County Middle School with a \*family\* of over 700 adolescents. With this in mind, school standards are a guide to a successful school experience each student deserves. School standards apply at all school functions.

##### **Student Recognition Program**

1. Awards given by teachers for positive behavior.
2. Colt Kudos
3. Recognition for scholarship, citizenship, effort, congeniality, involvement in activities, etc.
4. Student of the Month
5. Student Leadership program.
6. Honor Society.

##### **Classroom Discipline Procedure:**

1. Teacher conference with Student
2. Team / Teacher Detention

3. Team / Staffing with Student
4. Team / Staffing with Student and Parent
5. Office Referral

**Office Referral:**

- \*1. 1 day In School Suspension
- \*2. 2 days either In or Out of School Suspension
- \*3. 3 days either In or Out of School Suspension
- \*4. Recommendation for Expulsion

**Major Infractions:**

1. Immediate Office Referral:
- \* (Steps 1-4, Parent Contact)

**IN SCHOOL SUSPENSION - STEP 1**

In-School-Suspension (ISS) is an alternative to Out-of-School Suspension (OSS). Instead of sending your student home, a room is provided for them here at school. In the ISS room your student is separated from other students. Your student is supervised by an adult who can help him/her with the assignments teachers have for them. Your student is responsible for all class work they miss due to being in ISS. Your student's teachers will provide most of their assignments for them. While in ISS, your student will have many restrictions placed on them. Your student's behavior must be exceptional. If your student's behavior in ISS is not acceptable, you will be contacted to take your student home and your student will serve two additional days of ISS or move to the next step in the building management plan. If your student is assigned OSS as a result of inappropriate behavior while in ISS, they must make up any ISS time they still owe when they return.

If your student is assigned to ISS they must report to the ISS room by 8:05 AM. Students will make up any time missed for a tardy. When dismissed, your student must leave the building immediately unless a teacher wants them for after school detention. Your student may practice but not participate in organized co-curricular activities such as band & choir concerts, athletic contests, or dances on days you are in ISS.

For lunch, your student has the option of ordering a school sack lunch or they may bring a sack lunch from home. Food from fast food restaurants is not allowed. Lunch is eaten as an ISS group.

**IN OR OUT OF SCHOOL SUSPENSION- STEP 2**

2 Days either in or out of school suspension.

**IN OR OUT-OF SCHOOL SUSPENSION -STEP 3**

When your student breaks a serious rule or when ISS has not changed your student's behavior (your student keeps doing things they should not), the result may be out of school suspension. If your student receives OSS, they will be sent home and on the date your student can return to school you (parents) will have to come in with your student for a conference with the Assistant Principal. Your student is allowed to make up work missed due to OSS upon your request. Your student may not participate in or attend any school activities when he/she has OSS. In fact, your student cannot be on the school grounds or near the school premises at any time during OSS (failure to comply may result in a citation from Prineville Police for criminal trespass).

Any violation of the Student Code of Conduct can be deemed an immediate step 3 consequence in the Building Management Plan.

**EXPULSION**

A student may be expelled for severe or repeated violations of the Building Management Plan. No student may be expelled without a hearing unless the student's parent waives the right to a hearing, either in writing or by failure to appear at the scheduled hearing.

Generally, an expulsion will not extend beyond the current term or semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective.

The school will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

**TARDINESS**

If student arrives at school after 8:05 a.m., it is the student's responsibility to take care of the following:

1. Report to the office and check in.
2. Bring a note from home explaining your reason for being late.  
Parent notes explaining tardies and absences should be received within 24 hours.
3. If you have a problem that is causing you to be late, go see your counselor for help.
4. NOTE: If you are having problems with your locker, finding materials for class, or any other difficulties, go to class first and explain the circumstances to your teacher. This procedure should be followed throughout the school day.

**EXCESSIVE TARDINESS**

3rd tardies = Verbal Warning from Dean of Students. All students get 3 free tardies for the year.

At the 3rd tardy, parents are contacted regarding every tardy intervention. Interventions are supervised.

4th tardies = 2 lunch detentions.

5th tardies = 1 Day in In School Suspension

6-9th tardies = After School Detention, Parent arrange transportation.

10th tardies = 1 Day In School Suspension, Step 1 (tardy) Building Management Plan

11-14th tardies = 2 Lunch Detentions And After School Detention

15th tardy = 1 Day In School Suspension And After School Detention

16-19th tardy= 4 Lunch Detentions and After School Detention

20th Tardy= 2 Day's In School Suspension, Step 2 (tardy) Building Management Plan

All lunch detentions and In School Suspensions sack lunches only either from home or CCMS Cafeteria. No fast food allowed.

**HALLWAY BEHAVIOR**

When a staff member witnesses a student in the hallways or outside our school engaged in activities such as:

Inappropriate Language	Yelling
Showing Affection	Gum
Rough Play	Running
Dress Code Violation	Food or Drink

**STUDENT CODE OF CONDUCT**

In order to maintain a safe and effective educational environment, Crook County Middle School staff has the authority and control over students at school during the regular school day, in or around the school campus 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, and/or referral to law enforcement officials for the following, but not limited to:

1. Theft.
2. Disruption of the school environment.
3. Damage or destruction of school property.



4. Damage or destruction of private property on school premises or during school activities.
5. Assault or threats of harm to self or others.
6. Possession of firearms, look-alike firearms or other instruments, devices, or substances capable of causing physical injury.
7. Possession or use of tobacco, alcohol, unlawful drugs, or drug paraphernalia. This includes prescription medication and over the counter medication.
8. Violations of district or state transportation rules.
9. Plagiarism. Using someone else's words, thoughts, or ideas as your own without giving them credit
10. Leaving campus or school-sponsored events without permission.
11. Directing profanity, vulgar language or obscene gestures toward students.
12. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers or other staff members.
13. Insubordination, such as disobeying directives from school staff. Persistent failure to comply with rules under the lawful direction of staff.
14. Committing extortion, coercion or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing someone to act through use of force or threat of force.
15. Name-calling, ethnic or racial slurs or derogatory statements that disrupt the school environment
16. Inappropriate physical or sexual contact disruptive to other students or the school environment
17. Offensive conduct of a sexual nature whether verbal or physical.
18. Hazing / Harassment / Menacing.
19. Use of cell phones is prohibited during the school day.
20. Failure to follow City, State, and Federal Laws.
21. Possession of a match or lighter.
22. Possession of laser light pens or laser devices.
23. Conducting oneself in a unsafe manner that threatens harm to yourself or others. (Throwing rocks, snowballs, etc.)

### **CLASSROOM RULES**

Crook County Middle School Teams each have classroom guides which guide student behavior in Team classrooms. These rules clarify standards for study materials, participation, tardiness, homework, and Team membership.

Team teachers will follow these general procedures when students fail to follow Team rules:

1. Re-teach appropriate behavior.
2. Assign consequence for repeated inappropriate behavior.
3. Assign additional consequence and contact parent to ask for help in changing student behavior.
4. Assign additional consequence and contact parent for additional assistance.
5. Refer student to an Administrator for insubordination (persistent failure to comply with rules under the lawful direction of staff.)

### **DISCIPLINE / DUE PROCESS**

A student who violates the Building Management Plan or Classroom Rules will 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 of the following discipline management techniques:

1. Counseling by teachers, counselors, and administrators.
2. Detention
3. Suspension
4. Expulsion
5. Removal to an Alternative Education Program

Disciplinary measures are applied depending on the nature of the offense. In addition, when a

student commits drug, alcohol, and/or tobacco-related offenses or any other criminal act, the student will be referred to law enforcement officials. Students may receive punishment through the legal system AND school disciplinary consequences.

### **DETENTION**

A student may be detained during lunchtime, during class time, or outside of school hours if he or she violates the Building Management Plan, Tardy Policy or Gum Policy. After school detention will 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.

### **SUSPENSION**

A student may be suspended from school for willful violations of the Building Management Plan, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or school property.

An opportunity for the student to present his or her view of the misconduct will be given. Each suspension will include a specific reason for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision. A suspension may not exceed ten school days.

While under suspension, a student will

- Not attend after school activities and athletic events,
- Not be present on District property
- Not participate in activities directed or sponsored by the District.
- Not be able to participate in band or choir concerts.
- School work missed by a suspended student may be made up upon the student's return to school.

### **SEARCH AND SEIZURE**

A search of a student's person and/or property is subject to conditions where there is a reasonable suspicion that the student is secreting evidence of an illegal act, school violation, or safety issue. Students shall not conceal evidence of an illegal act or school violation.

When a school official has reasonable suspicion concerning the safety or security of the school, a general search of school properties including, but not limited to, lockers or desks may occur. Items that do not belong in school will be seized. All items will be given to the proper authorities or returned to the true owner. When possible and practical, the student shall be present when a search of personal possessions is conducted.

### **GANGS**

According to district policies, a gang is a group of two or more persons whose purpose is to commit illegal acts or whose activities can cause a substantial disruption with school or school activities.

The question of items related with gangs or subversive groups will be identified by school administrators in conjunction with local law enforcement agencies and communicated to parents and students in the school newsletters and in announcements.

CCMS does not allow gangs or gang membership and therefore will not permit students to:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things that suggest membership or gang affiliation.
2. Say or do anything (gestures, handshakes, etc.) that suggests membership or gang affiliation
3. Promote gangs or gang activities by soliciting membership, intimidating others, encouraging physical violence, committing illegal acts, etc.
4. Dress in an identified style and/or color associated with a secret society/gang membership. "Sagging" apparel (i.e suspenders or bib overalls that are not fastened on one or both sides, jeans that hang low around the hip.) will not be allowed.

### **HARASSMENT**

Behavior that causes the victim or victims to feel pestered, tormented, threatened or persecuted is considered harassment. Harassment includes verbal and non-verbal as well as physical behavior, particularly when the action is based on gender, race, national origin, religion, age or disability.

Sexual harassment includes solicitation of a sexual nature, inappropriate physical contact, sexual 25

insults and unwelcome sexual jokes. Intimidation includes any threat of harm to others. Those individuals harassing will receive disciplinary action and possibly a citation from the Prineville Police Department. Students feeling they are being harassed should seek help of a teacher, counselor or administrator.

Students report harassment by completing a Conflict Resolution Form from the Office or their Focus Teacher. First Offense= Warning; Second Offense = 2 Lunch Detentions; Third Offense Step 1/ ISS for one day.

### **PUBLIC DISPLAYS OF AFFECTION**

The school is not the place where undue intimacies should occur. Hand holding, hugging, and more extreme displays are unacceptable.

### **PROHIBITED ITEMS**

Gum, Pets, Toys, Radios, CD Players, Tape Recorders, Stuffed Animals, Skateboards, Ropes, Chains, Game Boys, Sports Cards, Squirt Guns, other valuable items, etc. Please do not bring these or similar items to school. Their presence may create a disturbance and often creates bad feelings among students. When found, they will be held by the person in charge for parents or students to pick up. If your pet is needed for a class presentation, arrangements should be made to have the pet delivered at the beginning of the class period and picked up immediately following that period. You may not transport animals or glass containers on the bus.

Students are allowed to listen to their music on the way to school, and on the way home. We also allow them to listen during lunch not from their phones, after the sign to go outside is put up. During the school day, during class time and during passing time, students are not allowed to listen.

### **GOOGLE—CHROME INFORMATION**

Crook County Middle School will provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the State of Oregon.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student safety is our highest priority.

Acceptable Use (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

\*Privacy - School staff, administrators, and parents all have access to student email for monitoring purposes.

Students have no expectation of privacy on the Apps system.

\*Limited personal use - Students may use Apps tools for personal projects but may not use them for:

~Unlawful activities

~Commercial purposes (running a business or trying to make money)

~Personal financial gain (running a web site to sell things)

~Inappropriate sexual or other offensive content

~Threatening another person

~Misrepresentation of Oregon Public Schools, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

### **Safety**

~Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.

~Students agree not to meet with someone they have met online without their parent's approval and participation.

~Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

~Students are responsible for the use of their individual accounts and should take all reasonable precautions to

prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

### **Access Restriction - Due Process**

Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the State of Oregon also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

### **Consumer Safety (Advice for Students and Parents)**

**Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.

**Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

### **Digital Citizenship**

**Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.

**Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

**Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online:

### **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

~ CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

~ COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtml>

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

~The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.

~The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

~Parents may request that photos, names and general directory information about their children not be published.

~Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

~ FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

### **CROOK COUNTY MIDDLE SCHOOL WEBSITE**

[www.crookcounty.k12.or.us](http://www.crookcounty.k12.or.us) is the CCSD website.

Go to Schools

Click on Middle School.

## **ATHLETICS PARTICIPATION REQUIREMENTS**

### **Consent Form**

Each parent and athlete needs to sign and turn in a consent form to the office. A separate consent form for each sport is required. We do not accept notes. Parents and athletes both need to read and sign the consent form. By signing the form both parent and athlete agree to comply with the CCMS Athletic Policy. If a parent signs the form for the athlete, the parent will accept responsibility that the athlete will comply with the policy.

### **Athletes Must Be Covered By Insurance**

If you do not have insurance, you may purchase insurance through the office.

### **Current Physical**

A copy of a current physical must be on file in the CCMS office. Physicals are good for two calendar years. Physicals are available through local doctors offices during the month of August for a nominal fee.

### **FEES:**

All student fees and/or fines must be paid in full in order to participate in school sponsored athletic programs. Students with outstanding fees and/or fines due to compelling hardship circumstances should consult with the Principal or Athletic Director to arrange a payment schedule that satisfies the outstanding obligation within the first 4 weeks of the athletic program. Students who default on the payment schedule may be suspended from participation without a refund of fees paid until all fees and/or fines are satisfied.

### **Participation Fees**

Are due in full before the team begins regularly scheduled practices. Student will not be allowed to participate in practices until the fee is paid in full. Refunds will be based on the following guidelines:

~**No refunds** will be processed for any student who quits the team/activity voluntarily.

~ **A student who is cut** from the team/activity will be entitled to a full refund ONLY if there is no other team (JV etc)

~ **A student who is injured** within the first four (4) weeks of the season (commencing from the first day of practice) shall be entitled to a refund equal to 50% of the participation fee. No refunds will be issued for injuries incurred after the fourth (4th) week. However, the District will honor the pro-rated amount of the fee as a Tax Deductible donation upon formal request by the parent or guardian of the injured student.

~ **Refund requests** due to family relocation (student withdrawal from CCSD) will be processed in the same manner as an injury, i.e., 50% of the fee will be refunded within the first four (4) weeks of the season

~ **No refunds** will be processed at any time when a Student is removed from the team/activity for disciplinary reasons.

### **Emergency Medical Card**

The Emergency Medical Card must be filled out and given to the coach prior to participation.

### **Academic Requirements**

Student Athletes are ineligible if they have any F's or more than one D in either academics or citizenship. Grades are checked on a weekly basis for all sports. Ineligible athletes will have an opportunity to raise their grades while not participating in any contests as long as they are ineligible (they are expected to practice.) Athletes will be allowed 1 week of grace before becoming ineligible.

### **Athlete Behavior**

Any school discipline action which results in suspension shall affect the athlete in the following manner:

**First suspension** - non participation in the next contest

**Second suspension** - removal from the team

**All sports suspensions may be appealed to the appeal board within 5 working days.**

### **Attendance**

Student athletes must attend all classes the day of a contest. Absences for appointments that can not be rescheduled may be excused if they are prearranged with an administrator or through the CCMS attendance office.

### **Parent/Coach Relationship**

Both Parenting and coaching are extremely difficult vocations. By establishing and understanding of each position, we are better able to accept the actions of the other and provide greater benefit to

students. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **Communications You Should Expect From Your Child's Coach**

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the team.
3. Location and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, required paperwork, etc.
5. Procedure, should your child be injured during participation.
6. Discipline that results in the denial of your child's participation.

### **Communication Coaches Expect From Parents**

1. Concerns expressed directly to the coach
2. Notification of any schedule change well in advance. (unless it is an emergency change)
3. Specific concern in regard to a coach's philosophy and/or expectations.

As students become involved in the athletic programs at Crook County Middle School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

### **Appropriate Concerns To Discuss with Coaches**

1. The treatment of your child, mentally and physically
2. Ways to help your child improve

### **Concerns about your child's behavior**

It is very difficult to accept your child's behavior when it is inappropriate. It is very difficult to accept your child not playing as much as you may hope. Coaches are human beings. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed below must be left to the discretion of the coach:

### **Issues Not Appropriate to Discuss With Coaches**

1. Playing Time
2. Team Strategy
3. Play Calling
4. Other Student-Athletes
5. Position Assignment

There are situations that may require a conference between the coach and parent. These are to be encouraged. It is important that each party involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

**If you have a Concern to Discuss With a Coach, The Procedure You Should Follow:**

1. Call the school office to set up an appointment with the coach (541-447-6283)
2. If the coach can not be reached, call the Athletic Director, he will set up a meeting for you.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both parent and coach. Meetings of this nature usually do not promote a resolution.

### **The Next Step**

What A Parent Can Do if the Meeting With The Coach Did Not Provide A Satisfactory Resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates that a student involved in co-curricular activities has greater chance of success during adulthood, these programs have been established. Many of the character traits required to be successful participants are exactly those that will promote a successful life after high school. We hope the information provided here makes your child's experience with the CCMS Athletic Program less stressful and more enjoyable.

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