

# **Coquille Junior High School Student Handbook, 2018/19**

## **"Home of the Wildcats"**

499 West Central Blvd.

Coquille, OR 97423



### **The Wildcat Way- Act Safely, Show Respect, and Be Responsible**

#### **Statement to Parents and Students**

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

**The Wildcat Way-** At Coquille Junior High we value and teach safe, respectful, and responsible behavior in all areas of the school. The Wildcat Way is a school-wide system designed to build positive relationships through promoting and recognizing appropriate behavior and developing career related learning skills.

**Get Involved!** Academic contests, school clubs, athletics, community service projects, and leadership are just a few ways to get involved in positive activities at school.

## **Guidelines to Career Related Learning Standards (CRLS)**

### **Work Ethic**

Seeks assistance when necessary - This skill addresses your ability to recognize when you do not understand a task or concept, and you seek out help from classmates, teachers, or other helpful persons.

Uses perseverance to complete difficult tasks - Students with high work ethic can push through difficult assignments without giving up.

### **Prepared and Organized**

Completes tasks and assignments on time and with care - This skill addresses your ability to complete assignments in a timely manner in order to be prepared for learning every day. Achievement in this area has a direct correlation to success in and out of the classroom by building important study habits and skills.

Uses time efficiently - This skill addresses your ability to work toward goals, show initiative, commitment and perseverance. This skill area looks at how well you manage your own learning process, prioritize the use of your time, and take advantage of the resources provided at your school.

### **Teamwork**

Participates in and contributes to class and group activities - This skill addresses your ability to cooperate with teachers and peers and to be personally involved in classroom or group activities. This skill also addresses your ability to participate positively in a common activity and contribute to the discussion in an appropriate manner. Achievement in this area has a direct correlation with success when working independently or in groups

Listen to understand others without interrupting others - This skill addresses your ability to actively listen to learn and understand others' ideas and diverse viewpoints without interrupting.

### **Citizenship**

Accepts responsibility for own behavior - This skill addresses your ability to take ownership of your behavior, recognize when you have not acted responsibly, and do something to make the situation better or make sure you won't make the same mistake again. This skill addresses your ability to create and work toward goals; shows commitment and perseverance by sticking with problems until solved. This skill addresses your ability to take reasonable risks and challenge yourself by seeking new learning opportunities.

Follows routines and instructions without supervision - This skill addresses your ability to listen to instructions and directions and follow them independently (on your own) without reminders. You also remember what the school and classroom routines are and follow them consistently, even when not being monitored by adults.

Respects the ideas, opinions, and property of others - This skill addresses your ability to value the thinking, personal property and viewpoints of others. This skill focuses on your ability to respect others in the same way you would want to be respected.

We have discussed and reviewed these guidelines and also reviewed the Coquille Junior High Student Handbook.

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**Student Signature**

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**Parent Signature**

**Coquille Junior High School**  
**General Information**

This student handbook is a summary of the general rules and regulations regarding student conduct that is in effect at Coquille Junior High School. This handbook has been prepared to explain and clarify policies, procedures, programs, and activities at CJHS. While it is impossible to address every situation or circumstance that may occur in the school setting, this handbook covers most of the areas that require explanation. We hope that parents and students will use it as a reference when there is a question of policy or expectation. Please take the time to read this handbook. If you have any questions or concerns, please do not hesitate to contact the office to seek the answers. Working together ensures a more positive educational experience.

**School Phone: 396-2163**

**School Day Hours:**

Doors open at 7:45

Main office hours: 7:30-4:00

**Coquille Junior High School**

|                      |                                       |
|----------------------|---------------------------------------|
| 7:45 to 8:02 am      | Arrival/open Jr. High doors           |
| 8:06 am              | *Students are marked tardy or absent* |
| 8:02 am to 8:24 am   | Breakfast/ Homeroom                   |
| 8:28 am to 9:18 am   | FIRST PERIOD                          |
| 9:22 am to 10:12 am  | SECOND PERIOD                         |
| 10:16 am to 11:06 am | THIRD PERIOD                          |
| 11:06 am to 11:36 am | LUNCH                                 |
| 11:40 am to 12:30 pm | FOURTH PERIOD                         |
| 12:34 pm to 1:24 pm  | FIFTH PERIOD                          |
| 1:28 pm to 2:18 pm   | SIXTH PERIOD                          |
| 2:22 pm to 3:12 pm   | SEVENTH PERIOD                        |
| 3:12-3:20            | LOAD BUSES                            |
| 3:12-4:00            | Classrooms open for extra help        |

## **Meal Programs**

Breakfast, lunch and after school snack are free to all students in the Coquille School District. The school lunch menu includes the choices of several entrees, milk and salad bar from which students may choose a variety of salads, vegetables, fruit and breads.

## **Cafeteria Procedures**

Students have the option eating a school meal or bringing their own lunch from home. Everyone is asked to obey the rules below which are posted in the cafeteria:

- Behave in a quiet manner at all times
- Clean up after yourself at your table
- Only save a place for yourself in line and at a table
- Always be respectful to the cooks, helpers, and classmates
- Be courteous to visiting adults
- Remember your manners and good eating habits at all times
- All food and drinks are to stay in the cafeteria only

## **Closed Campus**

CJHS has a closed campus. This means that once a student has arrived at the campus he/she must stay at school until the office has received permission from parents explaining otherwise. This is our School Board Policy. Students needing to leave during the school day will need to bring a written note from parents to the office in the morning to receive permission to leave the school grounds. The student must check out in the office by signing the check-out book. When the student returns to school, he/she must sign in at the office. Students will not be allowed to go to a friend's house for lunch. Students may eat off campus only when parents come to school and sign them out.

## **Custody Issues**

The Board encourages parents to be involved in their student's school affairs and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

- Receiving and inspecting school records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
- Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment or any other time a court order is issued. A parent with sole custody shall be requested to provide the district with written instructions regarding particular rights or privileges granted to the non-custodial parent.

Non-custodial parents will not be granted visitation or telephone access to the student during the school day. The student will not be released to the non-custodial parent without written permission of the parent with sole custody. In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

## **Emergency Procedures**

The law requires students to receive instruction on fire and earthquake dangers and drills for at least 30 minutes each school month. At least one fire drill will be conducted each month. At least two drills on earthquakes will be conducted each year. We will also conduct three ALICE, school safety drills, during the year.

## **Directory Information**

The district may, by law, release "directory information" including names, addresses, phone numbers, and photographs to outside sources such as the newspapers. If the release of this information is unwanted, please inform us in writing.

## **Emergency School Closure**

Throughout the year, there may be times in both the morning and afternoon when weather and/or road conditions become too hazardous for travel. Weather and road conditions may vary dramatically throughout the school district. The district encourages all parents to assess the conditions at your location. If parents feel that weather or road conditions are unsafe, they may make the personal decision to keep students home until it is safe to travel.

If the school or district makes the decision to close schools for a day(s), delay the start of school or dismiss early an announcement will be made through the Blackboard system. This system will place a telephone call to all parents and staff of the school or the school district. The Alert Now system will call the current primary telephone number that is on file at the school or district. It is important that phone numbers are updated as soon as possible to make sure that all affected parties are notified. The district may also contact local TV and radio news stations and provide them with the current information regarding closure. If you have any questions

regarding closure, delayed start, or early release, please call Coquille School District at 541-396-2181, or Coquille Junior High School at 541-396-2163.

### **In-District Field Trips**

From time to time we have special programs at other locations within the district. A signed form allowing us to transport students to these special events is required. Notices of these special events are usually placed in newsletters and field trip notices taken home by students. Supervision arrangements will be made for students not attending these events.

### **Medication Administered at School**

If you need to take medication while at school, your parent must bring in the medication and fill out the required written authorization form. All medication will be kept locked in the school office in its original container and dispensed in accordance with parent and/or physician instructions. Asthmatic students will be allowed to keep and carry their prescribed inhalers with written permission from parents along with notification to the school nurse and administration. State of Oregon regulations forbid the school from supplying aspirin or other medication to the students; parents must take care of those health needs. Even over-the-counter medication should be checked in at the office so that the staff is aware of the specific health issues of students; students cannot keep medicine in their lockers without permission from the office staff.

### **School Security**

For security reasons, all visitors must first report to the main office and sign-in upon entering the building. We will give them a visitor's pass and directions to your class or activity. Parents are always welcome at our school. Urge your parents to come and visit whenever they like. They will enjoy your assemblies and parties, as well as your class activities. The practice of bringing school age friends to visit during regular school hours is discouraged. Unusual cases may be considered.

### **Telephone Use/Cell Phones**

Students who need to contact a parent/guardian will need permission from a staff member to use the office phone during school hours. **Personal cell phone use is not permitted during regular school hours of 7:45 – 3:12.** Cell phones must be put away in one's locker immediately upon entering school. Choosing to use cell phones in violation of school policy will subject students to confiscation, student reprimand, detention, in-school suspension or losing the privilege to bring the phone on campus. Generally, the second cell phone violation will require a parent to pick up the cell phone in person from the office. A third violation during the year may result in

losing the privilege to bring the cell phone on campus. Cell phone use of any kind, including pictures, is never allowed inside the building.

## **Student Attendance**

### **Absences**

ORS-339.065 (2) states: No absence shall be excused by any principal or teacher unless such absence was caused by the pupil's sickness, by the sickness of some member of the pupil's family, or in the case of emergency; providing, the principal or teacher may excuse absences for other reasons where satisfactory arrangements are made in advance. (3) Any pupil may be excused from attendance...for a period not to exceed five days in a term of three months or not to exceed ten days in any term of at least six months.

All students between ages 6-18, who have not completed the twelfth grade, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. By law, we are required to inform parents in writing of excessive tardiness and absenteeism. District policy also requires that we inform the District attendance officer of excessive absences. Any parent/guardian 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.

Within three days upon returning to school after an absence, you must bring a note signed by your parent that describes the reason for the absence. **School board policy stipulates that the only excusable absences are those caused by:**

- Illness of the student;
- Illness or death of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Medical or dental appointments; Confirmation of appointments may be required on a case by case situation;
- Field trips and school-approved activities;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence; Pre arranged excused absences for vacations will be

for a maximum of five days and also require a parent note.

- A student who must leave school during the day for appointments must bring a parent note to the office.

### **Tardies**

At CJHS we try to instill positive work ethics and habits. This begins with arriving to (your classes) on time. **Please make every effort to have your child at school no later than 8:02 am.** When students are late getting to school and are less than 20 minutes tardy to first period, they will report to their respective class, at which time the teacher will determine whether the tardy is excused or unexcused. Students who arrive tardy to school with more than 20 minutes into the class period will need to sign in at the main office, present the excuse for tardiness and receive an admit slip to class. All tardies except those of an emergency nature are unexcused unless the student presents a late slip signed by another teacher, by office personnel or presents a reasonable excuse signed by a parent. Three tardies within a trimester will result in a detention slip as will each tardy for that class for the remainder of the term.

## **Student Code of Conduct**

### **Wildcat School-Wide Expectations *Act Safely, Show Respect, and Be Responsible!***

Positive incentives for good behavior are an integral part of our discipline philosophy and greatly encouraged throughout Coquille Junior High School. The teacher may reward the individual student in the classroom through positive comments, by sending home notes or phone calls of commendation, or other positive ways. As part of The Wildcat Way, students are taught that being safe, responsible, and respectful in all situations will result in successful experiences in school and in life. To encourage this practice, teachers often reward positive behaviors with "Wildcash" that are entered into a raffle for a drawing at our assemblies. Students whose ticket is chosen get their choice of a variety of rewards. There are additional classroom incentives as well.

### **Tips for Students Seeking Success:**

The following important information can help you become a better student and valued citizen. Enjoy your time as a WILDCAT!

- Keep a positive attitude!
- Continually strive to demonstrate outstanding work ethic, teamwork, organization and citizenship.

- Good manners are welcome and appreciated everywhere!
- Stay to the right-hand side of the hallways whenever possible to avoid traffic problems!
- Ask your teacher when you need help with class work!
- Talk to your parent, teacher, coach, or administrator if you have a personal or school related problem. Try to resolve it early!
- Create a reputation of being an honest, hard worker!
- Get your body to class on time and your mind in a mode for learning!
- Do your homework promptly and use your class time well!

Continue to build a good reputation for yourself. Be sure to include the character traits of trustworthiness, respect, responsibility, caring, fairness, and good citizenship!

### **Student Rights and Responsibilities**

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

- Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
- 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;
- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
- The right to free inquiry and expression (at appropriate times), the responsibility to observe reasonable rules regarding these rights;
- The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;

- The right to privacy, which includes privacy in respect to the student's education records;
- The right to know the behavior expectations at the school.

### **Copying, Plagiarism, and Cheating**

Students are expected to do their own work on daily assignments, tests, essays, reports, and projects. Copying others' homework, cheating on tests, and plagiarizing will be subject to disciplinary consequences. Students may receive a failing grade on the assignment, and the teacher will notify the parents/guardians. A referral will be made to the principal. Students caught cheating and plagiarizing will automatically serve a one-day in-school suspension. Further cheating and plagiarizing will be referred to the Principal or Vice Principal and result in severe disciplinary action involving additional suspension time.

### **Personal Displays of Affection**

The school is a workplace and place of learning for our students. Students must refrain from displays of affection that are not appropriate in a workplace environment.

### **Citizenship**

The "Wildcat Way" is our citizenship program that is a positive approach to school discipline. There are three basic behavioral expectations that apply no matter where you are in our school including the classrooms, hallways, library, gym, bathrooms, cafeteria, upper and lower fields, bus area, and drop-off area. These expectations are that the student behaves safe, responsible and respectful. The discipline administered at CJHS is designed to produce behavior changes that will enable students to function successfully in their educational and social environment. It is also our philosophy that the parents and the school work closely together when promoting positive student behaviors and attitudes.

### **Coquille Junior High Dress Code**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Students have a right to expect a productive school environment. Students also have a right to expect that environment to be healthy and safe. Students who wear clothing that does meet the dress code will be asked to "fix" it.

The total general appearance shall contribute to a well-groomed look. Dress and grooming shall not be a disturbing influence to classes or the education process.

Clothing will be clean, neatly worn, and worn as intended by the manufacturer.

All students will wear shoes at all times (shoes found to be leaving marks on floors will be prohibited.)

Hats or caps and other head coverings shall not be worn in the building. Hats can often become a nuisance item during the outdoor recess. In this case we will ask the student to leave their hat in their lockers all day.

An instructor may require modification of dress and/or grooming if a safety factor in the course of an activity is involved.

The Principal shall have the prerogative of prohibiting specific items of clothing which, in his or her judgment, distract from the educational process.

Students will be prohibited from carrying or wearing material, devices, identifying markings or paraphernalia that may indicate membership or support for gangs. These regulations apply to student while attending school during the regular day, and while attending school activities designated by school administrators.

Backpacks, purses, book bags, hats, etc. will need to be kept in your student locker and not taken to class with you unless specifically approved by the teacher.

No writing on hands, arms, face or clothing.

### **Gum, Pop/Drinks, and Food/Candy**

CJHS is a gum free school; please NO GUM, even at lunch time! Pop/drinks and food/candy are to be consumed ONLY in the cafeteria during the lunch hour. Energy drinks are not allowed. Eating and drinking outside of the cafeteria will result in a noon detention; so do not eat/drink at your locker, in the halls, or outside on campus. Sack lunches need to be eaten in the cafeteria AND only during the lunch hour. Violations of this housekeeping policy may result in a noon detention.

Some teachers allow healthy snacks to be eaten in their classrooms at various times. Teachers will explain their rules to those students.

Students cannot bring homemade snacks to distribute for birthday parties or other celebrations because the school cannot ensure the safety of homemade items.

### **Other “Nuisance” Items**

We ask that you leave items at home that would disrupt the educational environment. These items are not to be used at school between the hours of 7:45 and 3:12: game boys, toys, stuffed animals, radios, laser pointers, water toys/balloons, etc. Please avoid a possible detention or in-school suspension. If you risk bringing a nuisance item to school understand that it will most likely be taken from you by a staff member and given to the administration. If that happens, your parents will have to come to school to get it.

Absolutely NO aerosol spray cans of deodorant, perfume, cologne, or body spray will be allowed to be used at school. They contain substances known to cause respiratory problems.

### **Bicycles, Scooters, Skateboards, and Rollerblades**

All bicycles and scooters are to be parked and securely locked in the bike rack upon arrival at school and they are to remain there until school is dismissed. There is a bike rack to the East of the main Jr High entrance. Please remember to store your helmet in your locker, not on your bike. Do not ride them on campus!

## **Student Discipline**

### **Oregon State Law Pertaining to Student Conduct and Discipline**

ORS 339.250: Public school students shall comply with rules for the government of such school, pursue the prescribed course of study, use the prescribed textbook and submit to teacher's authority. The district school board may authorize the discipline, suspension, or expulsion of any refractory pupil. Willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school.

ORS 339.260: No pupil shall willfully damage or injure any school property or threaten or willfully injure any fellow pupil or faculty member. Any pupil so doing may be disciplined, suspended, or expelled. In general, Oregon law authorizes the school to make rules and to discipline, suspend, or expel students who violate those rules. A student's due process rights will be observed in all such instances, including the right to appeal the disciplinary decision of the staff and the administration. All discipline decisions will be based upon careful investigation of the facts and the consistent applications of rules and regulations of the students. It is the responsibility of each student to comply with the rules and regulations of our school. School rules are in effect while students are in school and at all extracurricular activities for

Coquille School District regardless of the time or day of the week.

### **Discipline Procedures and Consequences for Severely Inappropriate Behaviors**

Following any serious offenses or repeated rule violations, the student will be sent to the Vice Principal. The following **due process** procedures will occur:

- Data gathering (i.e. who did what, where, when, how, why?)
- Prior notice of the rules
- Discussion about appropriate behavior
- Specification of charges and explanation of evidence against the student.
- Opportunity for the student to present his/her view of the alleged misconduct.

Consequences will vary based on the severity of the offense and the number of occurrences.

Consequences to any student found guilty of committing a serious offense may result in immediate suspension from class or school, removal from extracurricular activities or the possibility of expulsion. These include, but are not limited to:

### **DISCIPLINE PROGRESSION CHART**

#### **Group A**

1. Lighting fires.
2. Use or possession of weapons, explosives, or dangerous instruments, such as guns, or replicas, offensive sprays and chemicals, knives, brass knuckles, or any material that could result in injury or death, etc.
3. Any attempt or threat to assault a school employee or other persons.
4. Furnishing or sale of, or attempting to furnish or sell, drugs or narcotics, or controlled substances.

**Consequence:** Possible recommendation for expulsion (see Board Policy JG).

#### **Group B**

- 1.) Interference with or intimidation of school authorities.
- 2.) False fire alarm.
- 3.) Theft of school or personal property, over \$50.00 value.
- 4.) Intentional or malicious destruction of, or damage to, school or personal property.
- 5.) Evidence of drinking, or possession of, or furnishing or attempting to furnish, alcoholic beverages at school, or at a school-sponsored activity.

- 6.) Use, possession, or being under influence of drugs.
- 7.) Possession on school grounds or at a school-sponsored activity of any illegal drug or paraphernalia, such as bong, pot pipes, or other items that are drug related, or for drug use.
- 8.) Intimidation of fellow students, harassment, or sexual harassment.
- 9.) Gang-related behaviors.

**Consequences:**

**First Offense:**

Three-to ten-day Out-of-School suspension. Restitution for theft and damage to property. A flagrant first offense may result in a recommendation for expulsion. These infractions will not result in ISS

**Second Offense:**

Seven-to ten-day suspension or discretionary recommendation for expulsion. Restitution for theft and damage to property.

**Group C**

- 1.) Excessive number of office referrals, disrespect or refusal to follow directions. Each subsequent office referral is a group C violation.
- 2.) Smoking, chewing, use, or possession of tobacco/nicotine/lighters on school grounds or at a school-sponsored activity.
- 3.) Willful disobedience or disrespect of school staff; willful disrespect of students.
- 4.) Refusal to identify oneself to school staff or giving false identification when on school grounds or at a school-sponsored activity.
- 5.) Fighting/harsh physical contact on school grounds or at a school-sponsored activity.
- 6.) Fight promotion (talk or actions that may or may not be intended to encourage a fight). Any action, language, or behavior that would encourage or lead to a fight.
- 7.) Minor theft (less than \$50.00 value) of school or personal property.
- 8.) Being in an unauthorized area.
- 9.) Use of or display of profane, obscene, abusive language or material toward staff/students.
- 10.) Lighting fireworks on school grounds.
- 11.) Forgery of notes or signatures.
- 12.) Violations of the dress code (dangling chains, clothing issues) SEE DRESS AND GROOMING
- 13.) Academic dishonesty (see Cheating, Plagiarism and Submitting another's work as your own), including OAKS/SBAC test impropriates
- 14.) Skipping class/school

**Consequences: First Offense**

One to five-day In-School Suspension (ISS), One to five day Out of School Suspension (OSS), and /or Restitution for theft. An alternative consequence may be determined by the administration in cooperation with the parent/guardian.

**Second Offense**

One to five-day In-School Suspension (ISS), One to five day Out of School Suspension (OSS), and /or Restitution for theft.

**Third Offense:**

Three to Seven day Out-of-School suspension or discretionary recommendation for expulsion. Restitution for theft.

The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. If it is the determination of the administration that a student will be suspended from classes or school the parents will be notified by telephone (if possible) of the suspension. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

**Off Campus Discipline**

Student behavior and/or speech off campus can have a significant impact on students and/or staff at school and may be a substantial disruption of the school environment and general welfare of its students. We have the educational interest in the emotional stability of our students which can be impacted by events that happen off campus. The administration will determine if these incidents rise to the level of having a significant or substantial disruption to the students and/or school environment.

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**Searching and Questioning by Law Enforcement Officials**

District officials may search the student, his/her personal property and property assigned by the school 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 regulations, or the Student Code of Conduct. Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. The district prohibits strip searches.

Items found during the search which are evidence of a violation of law, policy, or the Student Code of Conduct may be seized and turned over to law

enforcement or returned to its rightful owner, as appropriate. Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or assistant principal will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and will prohibit district personnel from contacting parents.

### **In-School Suspension**

In-school suspension is assigned when the administration deems this consequence is appropriate. All students will receive assistance when needed and are expected to do their class assignments during the suspension. Students will report to the Principal or their designee promptly at 8:00 a.m. the morning of the assigned in-school day. An assignment sheet will be given to the student to make contact with his/her teachers for work they can do for credit on assignments while in in-school.

### **Out-of-School Suspension**

Out-of-school suspension denies the student the privilege of attending school, attending any school district activities, or being on school premises. Ordinarily, a suspension generally will not exceed three to five school days, but special circumstances may extend the suspension for a period of time, not to exceed ten (10) days.

### **Expulsion**

Students may be expelled from school as a last resort in cases of repeated or extreme misbehavior. Oregon law (OAR 581-21-070) sets the guidelines used for expulsion. It is the law and the policy of the Coquille School District that no student is to have in his/her possession any gun, illegal knife, explosives or dangerous device, sale or possession of drugs or alcohol. Any student caught violating this policy will be subject to expulsion.

### **Drug, Alcohol, Tobacco Policy**

We believe all students have a right to attend school in a safe and healthy environment conducive to learning. Since drugs, alcohol, or tobacco possession or use is illegal and interferes with both effective learning and the healthy development of adolescents, the school has a fundamental legal and ethical obligation to prevent its use and to maintain a drug-free environment.

The possession, delivery and/or use of illegal and harmful drugs and/or alcohol are strictly prohibited.

Students found to be in possession, delivery and/or use at school during the regular school day and/or at any district related activity, regardless of time or location and while being transported in district-provided transportation will face serious disciplinary action including the involvement of law enforcement agencies. Therefore, if a student uses, possesses or delivers alcohol, or any controlled substances, or drug paraphernalia on or about the school grounds, or at any school sponsored activities, a referral will be made to legal authorities and an expulsion from school will result for the first offense. Students found possessing or using tobacco will receive consequences through the juvenile justice system. School consequences will also be issued.

### **Harassment, Bullying, Cyberbullying, Hazing, and Intimidation of Students**

Harassment in the eyes of this school district and the law also refers to acts of bullying, cyberbullying, hazing, intimidation, and/or sexual harassment. Harassment to students by a member of the staff, by a student to another student or by a student to a district staff member, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. Instances of harassment may be referred to law enforcement as well.

#### **Harassment may include, but is not limited to, the following:**

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, sex, national origin, disability, marital status or age. Harassment is conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students. Harassment can be verbal, physical or written. Repeated remarks of a demeaning nature (put-downs) demeaning jokes, stories or activities directed at the student; bullying, menacing or intimidating is harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

**Students who feel that they have been harassed should:**

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher or principal to help. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  2. Tell a teacher, counselor, or principal;
  3. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal, including:
    - What, when and where it happened;
    - Who was involved?
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt;
    - How the harasser responded.

**Formal Complaint Procedure:**

Any student who has knowledge of or feels he/she is a victim of harassment or sexual harassment should immediately report his/her concerns to the building principal or vice principal. The same applies to anyone who has either witnessed an incident of harassment or knows of an individual who is the victim of harassment, yet is too afraid to tell an adult. This administration encourages everyone to have the courage and strength to make a report to school authority or another trusting adult who will inform the school administration.

Harassment of any kind is in violation of district policy and regulations and may also be a violation of criminal or other laws. Retaliation against a student because the student has filed a harassment complaint or assisted in a harassment investigation is also prohibited. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including suspension and expulsion. The district will promptly and reasonably investigate allegations of harassment or sexual harassment.

**District Policies:**

Coquille School District policies can be obtained from the district office or found on the district website ([www.coquille.k12.or.us](http://www.coquille.k12.or.us)).

**Nondiscrimination Statement**

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