

Coquille High School Student Handbook, 2018/19



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.

ACADEMIC INTERVENTION REFERRALS

Besides disciplinary referrals, teachers can also refer students to the administration when they are not making academic progress, not using class time effectively or are otherwise in need of academic intervention. This process is not intended to be disciplinary, but rather to provide supports to the students. Persistent failure of the student to not comply with directions of the administration or teacher could lead to disciplinary action.

ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

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

ALTERNATIVE EDUCATION / HOMESCHOOL STUDENT CONCURRENT ENROLLMENT

Homeschool students who wish to attend classes at Coquille High School do so based on approval from the administration and availability of space in those classes.

Winter Lakes School students can enroll in one Coquille High School class dependent on available space and approval of the administration. Students must arrange for their own transportation to and from school. Students who do not maintain regular attendance will be removed from the Coquille High School class.

ASSEMBLIES

All students are required to attend assemblies; those who refuse should be sent to the office. 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

ATTENDANCE

Regular attendance in school is required of all students by Oregon Law until graduation or until the student reaches 18 years of age. If a student will be absent for more than 10 consecutive days, arrangements must be made through the counseling center in order to ensure the student does not get dropped from school.

Excused Absences

1. Attendance is excused for the following:

- a. Illness of student After 5 days of absence due to illness, a student may be required to present a doctor's note.
- b. Emergency situations that requires a student's absence if not excessive. The office staff or school administration will make a determination whether the situation is an emergency.
- c. Field trips and school-approved activities
- d. Medical and dental appointments The student may be required to present a medical note.

2. Procedure for an absence

- a. We expect that parents call and notify the school (541-396-2163, ext #1, for Attendance Secretary) before 8:30 a.m. on the day of their child's absence.
- b. If a call is not made, the student needs to bring a note from home within two days stating a reason for the absence, signed by the parent/guardian and dated. If the Attendance Office has not received a note within two days, the absence will be considered unexcused.
- c. Missed work is required to be made up and is the student's responsibility to contact teachers about their assignments.

Unexcused Absences

An unexcused absence is defined as a student's absence from class/school which is known and/or approved by parents or legal guardian but which cannot be classified as excused under definition of "excused absence" under ORS 339.065 or Coquille School District Attendance Policy JED.

Tuancy

Tuancy is defined as skipping or cutting class and school. It is an absence which could not have been excused under any legal circumstance. Students found to be out of regularly scheduled classes and truant will be dealt with in accordance with school disciplinary procedures. For every truancy, student(s) will serve detention and/or suspensions as determined by the Vice Principal. If truancy issues continue, parent(s) and student(s) may meet with the Vice Principal to discuss further consequences.

The district is required by law to drop a student after (10) consecutive days of absences. Students that are dropped by the school for non-attendance will be required to re-enroll when returning to school. Students under the age of 18 will be reported to the local authorities and juvenile department. Students who are 18 years of age and over are still accountable to Coquille High School's attendance policy. Thus an 18 year old will serve lunch detentions and/or suspensions for truanies.

Students Leaving School

ALL students (after arriving), REGARDLESS OF AGE, must do the following before legally leaving school.

1. Check out with the secretaries in the main office and have proper clearance
2. Have made a pre-arranged absence with the attendance office and sign out properly
3. Be personally checked out by the legal parent/guardian(s)
4. If ill, check out with the attendance office with parent/guardian contact

Once you have arrived at school, you are expected to return to school after the lunch period. If you do not return to 5th period you have either:

1. Skipped school (Tuancy) as determined by the Vice Principal or
2. You failed to follow proper checkout procedures

Either of these actions makes the student subject to school discipline.

Open/closed campus

The campus is only open during the lunch period. At all other times during the school day the campus is closed.

Absences and Activities

Students must be in attendance at school the full day if they wish to practice, play, or participate in any activity, performance, or game.

Students who have been absent for one or more class periods may not practice for, nor participate in any activity, performance, or game. For this rule, a student will be considered absent from class if they are tardy more than 15 minutes. Every class counts. It doesn't matter if your work is completed that day, or if you are a TA, or if your SWOCC class is on break, or if there is a substitute, or any other reason. You have to be in every class you are scheduled in or you can't participate that day.

Exceptions-

1. A dental or doctor's appointment (providing the student is pronounced physically fit to participate) with an accompanying note from a dental or doctor's office. A note from a parent will not suffice. Without a note, the player cannot participate in the activity.
2. Certain extenuating circumstances approved by the principal, vice principal or athletic director.

A violation of this rule will result in suspension of the student in the next scheduled practice, contest or activity following discovery of the violation.

ANNOUNCEMENTS, BULLETIN, SIGNS and POSTERS

Announcements, which are to be published in the daily bulletin, must be signed by a faculty advisor before submitting to the main office by 8:30 a.m. **Bulletin board notices, signs or posters must be cleared by the administration before posting.**

AUTOMOBILES AND OTHER VEHICLES

Driving

Oregon State traffic laws are applicable on the property of School District #8. Students will drive in a reasonable manner. There is to be NO speeding, reckless or dangerous driving, squirreling, sliding, squealing tires or unnecessary horn honking. Students are to park their vehicles when they come on the lot and not drive around the school grounds. The parking lot is not a car/motorcycle playground. No vehicle driven by a student will be permitted to leave the school grounds during the hours in which classes are in session unless with permission.

Parking

Student parking is on the large blacktop area. Cars are not to block driveway or exits and parking is to be in an orderly manner, no sideways parking between lines. Motorcycles park along the north side of the band building.

Off limit parking area for students are:

Staff parking area; Visitors parking area; Handicap or fire lane areas; any of the lower level.

Consequences: Discipline Progression Chart

BICYCLES

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

BREAKFAST/LUNCH/SUPPER PROGRAMS

The district participates in the CEP, Community Eligibility Provision, which provides free meals for our students. Breakfast, lunch and after school meals are free for students.

CHEATING/ PLAGIARISM/ SUBMISSION OF ANOTHER STUDENT'S WORK

Students who cheat, plagiarize or submit other student's work as their own will be required to redo the assignment under the conditions of the teacher.

Students will also receive a behavioral consequence listed in the discipline progression chart.

CLASS CHANGES

Students may request schedule changes through the first week of each trimester. Requests will not be honored after that date, unless there are individual extenuating circumstances approved by the administration. Only those requests that are educationally sound will be granted by administration.

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of Board policy, administrative regulation or school rule.

CLASSROOM CONDUCT

The teacher has authority in the classroom. The judgment of the teacher shall not be questioned. However, students with concerns may make an appointment to meet with the teacher one-on-one and/or with the Vice Principal.

Classroom rules established by each teacher will include the following:

- Follow directions the first time the teacher gives them
- Keep hands, feet, and objects to themselves
- Raise hands and be recognized before speaking

- Stay in seat or designated area; leave class in an orderly manner
- No inappropriate language
- Be prepared for class with required materials
- Report to class on time, and be in seat ready to work
- Students will make an appointment with teachers for matters not a concern of the entire class

Consequences: See Discipline Progression Chart.

Coquille High School practices progressive discipline; repeat offenses will result in tougher consequences.

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.

COMPUTER USE

Students may be permitted to use the district's system as related to education consistent with the district's mission or goals. 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. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. 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;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. 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 regulation, 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.

SEE BOARD POLICY HBGA-AR AT THE END OF THE STUDENT HANDBOOK.

Consequences: See Discipline Progression Chart.

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

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

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

- * Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a fire arm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

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

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

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

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

CONFERENCES

Regular conferences will be scheduled in the fall and spring to review student progress. Details will be included in a newsletter sent to the parents. At Coquille High School we work in partnership with parents, so open communication is very important to us all. We hope that you will call and schedule conferences when you need more information or are concerned about a problem your student is having. We will also schedule conferences with you if we have concerns or need to share information.

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.

COURSE REQUIREMENTS

The New Oregon Diploma, enacted in 2007, requires increases in curriculum and performance standards over the next four years.

Please visit the Counseling Office for specific graduation requirements for Coquille High School.

You can also visit www.getreadyoregon.org/newrequirements for more information.

CYBERBULLYING

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying", by staff, students or third parties is prohibited and will not be tolerated in the ESD (Educational Service District). 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.

Any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or ESD property to harass or stalk another. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The ESD may also report individuals to law enforcement. *See Policy GBNA/JFCFA - Cyberbullying*

DANCES

Dances are put on for the benefit of Coquille High School students; therefore, entry to dances will be regulated. The following may be admitted to a CHS dance.

Students of Coquille High School,

Dates of CHS students with guest passes approved by the administration. These passes must be obtained in the office, and they are only for high school students.

Students from the other school must present a valid student body card at the door prior to admittance.

Rules Regarding Dances:

- Any person who does not behave in an acceptable manner will be asked to leave the school premises and may be excluded from dances for the remainder of the year. Students bringing guests to the dance are held responsible for the behavior of their guests.
- Dances will end at 11:00 p.m. after football and basketball games.
- There will be no smoking, use of illegal drugs or drinking of alcoholic beverages on school premises. Violators will be turned over to the police and liable for school disciplinary sanctions.

- School authorities reserve the right to refuse admission to any student or guest.
- No visitor under high school age will be allowed to attend CHS dances.

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 driving privileges and loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Detention

When a student is not meeting behavior expectations from a staff member a discipline referral can be written to document the behavior. This may result in a lunch detention. The detention period lasts from 12:15 to 12:30. The door is locked promptly at 12:15 and if a student misses, is late for or is removed from detention the student may receive a day of ISS or OSS at the discretion of the Principal or Vice Principal.

Suspension (OSS)

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

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

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

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 Disabled Students

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a 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 disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an interim alternative setting for up to 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

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 bongs, 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 Detention (ISD), 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 Detention (ISD), 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.

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.

C.R. vs Eugene SD 2015

Driving and Parking Violations:

Consequences:

Driving Sanctions:

First offense: One to three weeks suspension of driving or parking on the school grounds
 Second offense: Three to five weeks suspension for driving and parking on school grounds
 Third offense: Analysis of problem could lead to permanent ban from use of parking lot

Parking Sanctions:

First offense: Warning to student and cooperation asked with the parking rules
 Second offense: One week suspension of driving or parking on the school grounds
 Third offense: Two weeks suspension of driving or parking on the school grounds
 Fourth offense: Driving and parking suspended for the remainder of the trimester

Refusal to obey the sanctions, or serious offenses, can result in discretionary suspension or expulsion of the students and/or referral to law enforcement authorities.

Transportation Violations:

Consequences:

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

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the year: The student receives a five to ten-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

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

Additional School Wide Rules

These apply in and outside of class, in the halls, yards, grounds, Library etc.

- Follow directions and instructions
- No inappropriate clothing, pins, buttons, etc.,
- No littering. Clean area around locker daily
- No yelling or screaming in the halls, extreme horseplay, running or vulgar language permitted
- Do not write on, deface, or vandalize school property. Pictures in locker or around the school that are sexual or drug/alcohol related are not permitted
- Excessive displays of affection are inappropriate in the school setting (PDA)
- No sunglasses in the building
- Revealing clothing is inappropriate in the school setting.
- Students will keep hands, feet and objects to themselves
- No headphones in the classroom unless approved by the teacher.
- Students are not allowed to leave the classroom to obtain food and/or drink

Consequences:

- **Teacher will correct the behavior and/or write up a detention**

Student Athlete Discipline at Coquille High School

There are two types of suspensions at CHS. They are ISS (In-school suspension) and OSS (Out-of-school suspension).

A student that is serving OSS will not be allowed on campus. They will not be allowed to participate in practices, contests, or other extra-curricular activities. When a student is sent home for the day for disciplinary reasons it will be classified as OSS.

A student athlete that is serving ISS will be allowed to practice. If they are in ISS during the entire school day they will not be allowed to participate in a contest.

A second skipped detention will result in a full day of ISS. This will result in the student athlete missing the contest that day. They will only be allowed to practice that day.

No student shall participate in any athletic event, practice, or other activity unless he/she has been in school for full the day immediately preceding that event. This excludes a dental or doctor appointment (providing the student is physically fit to participate) and certain extenuating circumstances approved by the administration. A violation of this rule will result in suspension of the student in the next scheduled practice, contest, or activity following the discovery of the violation.

*Being a student athlete and participating in extra-curricular activities is a privilege and each circumstance will be handled on a case by case basis. Students may be prohibited from participating in extra-curricular activities based on behavior both during school and for crimes committed during non-school times. Additional consequences will be left to the discretion of the CSD Administration team or Athletic Director.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

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

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

DRESS AND GROOMING

Responsibility for personal dress and grooming rests primarily with students and their parents. However, the school sets standards for dress, grooming, and appearance in the following ways:

1. Dress and grooming shall be clean, and in keeping with health, sanitary, and safety practices both during the school day and in extra-curricular or special activities. Students must wear footwear.
2. Clothing cannot have suggestive pictures, swear words, racial, cultural or other vulgar language that aren't acceptable in an educational setting at the discretion of the Principal.
3. Students who are registered in such classes as woods, metals, science and home economics must meet State safety standards regarding acceptable clothing and the wearing of protective eye covering.
4. Students representing Coquille High School in school-sponsored activities such as athletic events, concerts, plays, etc., shall obey the rules for dress and grooming set by the coach, director, or advisor of the group.

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

DRUG, ALCOHOL, TOBACCO/NICOTINE PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco and nicotine is 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. Students 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.

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

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 Alert Now 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 the Coquille School District at 541.396.2181, or Coquille High School at 541.396.2163.

FIELD TRIPS

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

supervisor. Students need to give their teacher a signed permission slip before leaving on the field trip. The teacher will provide this form.

Conduct on Field Trips and Overnight Trips

- Whenever possible, students will be transported by busses provided by the school district
- In those isolated cases when a private vehicle must transport students, a properly licensed adult must drive, preferably a parent or faculty member over 21 years old.
- Private vehicles used for District 8 activities must be cleared by the administration. Vehicles must be properly registered and covered by the individual's insurance policy. Private cars are not covered under the school district insurance policy. There must be a seat belt for each passenger.
- When students stay overnight at an activity, whether sponsored by this district or another, students must be housed in accommodations arranged for by District 8 certified personnel. Accommodations may be either public, such as a motel, or in private homes if cooperatively arranged for by District 8 certified personnel and certified personnel of the out of town district. A third alternative for housing on overnight trips is to provide dormitory or bunkhouse type accommodations. Each student would be required to bring a sleeping bag and students would sleep on the floor of the school building, properly chaperoned, boys and girls in separate areas.
- When staying in private homes, students must remain at the home of the sponsoring parent or must be accompanied by the supervising parent or at a properly chaperoned activity. If transportation is provided, a licensed adult driver must drive the vehicle.
- No student will be allowed outside of the sponsoring parent's home or yard after 10:30 p.m.
- Students must stay in the homes where they have been assigned.
- These regulations also apply to students visiting school District 8 and participating in our other activities.
- The school rules on conduct and behavior are always in force on trips.

FUNDRAISING

An application for permission to conduct a fundraiser must be collected 10 days prior to the event. All funds raised or collected will be receipted, deposited and accounted for in accordance with Oregon law and district policy. All funds will be expended for the purpose of supporting the school's extracurricular activities program.

FINAL EXAMS

Final exams are a worthwhile educational activity with a variety of benefits for all students. They not only assist the teacher in measuring student learning, they also provide opportunities to acquire test taking skills in academic settings and vocational settings, such as civil service exams. They provide some preparation for the testing situations students will encounter in collegiate life.

GRADUATION EXERCISES

Students who have not met the requirements for a regular or modified high school diploma will not be permitted to take part in the district's graduation exercises.

Graduation programs may be planned by the Principal on the date selected by Coquille School District. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

GRADUATION REQUIREMENTS (Including policy)

Credit Requirements:

Seventy-two credits are required for graduation from Coquille High School. A complete list of courses offered, credits per course and graduation requirements are available in the counseling office. Students must have all credits

including correspondence courses and outside course work submitted to the counseling office before they may participate in graduation exercises. For more details on specific graduation requirements, please see the current Curriculum Guide.

HEALTH SERVICES

In emergency situations, parents will be contacted, whenever possible. If not possible then, the student will be transported to the Coquille Valley Hospital. The school will not administer any medication, including aspirin, unless written consent signed by parent or doctor is on file in the office.

HONOR ROLL

The Coquille High School requirements for student to be placed on the honor roll are as follows:

- Straight "A's" 4.0
- Honor Roll 3.0 – 3.99

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 the exclusion. A hearing will be afforded upon request.

INFECTION CONTROL/HIV, HBV AND AIDS

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

Since any such risk is serious, 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.

Infection/Disease Instruction

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

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 Health Division 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 Superintendent.

*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome

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.

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.

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.

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 requirement 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.

Self-Medication

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited. 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.

Contact the school office for additional information.

NOON OPEN CAMPUS

The high school functions as an open campus for students during the lunch period. Students may not leave the school grounds without permission at other times during the school day. If a student leaves campus at noon he/she is assuming total liability for his/her actions and is responsible to ensure that he/she returns to school after lunch. A student who does not return to school after lunch, and has not been prearranged to be absent is in violation of attendance policies and will be subject to discipline.

PARENTAL INVOLVEMENT

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

1. Encourage their student 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. On the district website: www.coquille.k12.or.us
3. Become a district volunteer. For further information contact the principal.
4. Participate in district parent organizations.

PERSONAL ELECTRONIC DEVICES

Any personal electronic device can be any device that emits an audible signal, vibrates, displays a message, plays music or games or otherwise summons or delivers electronic media to the possessor. Students may possess cell phones, iPods, Laptops, I-Pads, Kindles, etc. or other personal electronic devices as authorized by the administration.

Electronic devices can be very expensive. There are inherent risks to electronic devices in the school setting, including damage to the item from weather conditions, theft of the item from other students in the school setting and computer worms and viruses from electronic devices communicating with other electronic media in the school. Students bring electronic devices to school at their own risk. The school is not responsible for damage or theft of electronic devices. The school will continue to work with the local police agencies regarding theft of electronic devices.

Students permitted to possess a personal electronic device can use these devices at the discretion of the classroom teacher. The use and possession of such devices at school-sponsored activities or at other times during the school day is permissible only as authorized by the building principal.

Students found in violation of the personal electronic device use and possession prohibitions of this 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.

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 Athletic Director and will be kept on file and reviewed by the coach prior to the start of any sport season. Students shall not participate without a completed school sports pre-participation examination form on file with the district.

PREARRANGED ABSENCES

Parents should send a written note stating a specific length of time for a specific purpose to the office 24 hours in advance of the absence for the student to arrange for collection of homework assignments. The parent or guardian should make the request in writing or in person. These absences will be limited to three days per trimester. Absences over 3 days must be cleared through administration. The school administration may approve or disapprove prearranged absences based on the student's past attendance and behavior patterns. Additionally, the student's teachers will be notified of the request and provide information on the student classroom status.

PROGRAM EXEMPTIONS

At Coquille High School staff and administration practices sensitivity toward the needs and interests of all students. If personal needs or beliefs require that a student not attend a school program or learning activity, please provide the office with a request for alternative placement or assignment so that staff can better provide an equal educational opportunity. If the primary activity has credit attached to it, the student will have an opportunity to complete an alternative assignment for credit.

RELEASE OF DIRECTORY INFORMATION

The Federal Family Education Rights and Privacy act of 1974 permits the school district to release certain information, known as "directory information", to certain people or institutions, unless parents or guardians request, in writing, that such information not be released. Parents will be notified annually of this policy.

Directory Information may include:

- Student name, address, and phone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Height and weight of athletic team members
- Dates of attendance
- Courses in which enrolled
- Class in school
- Honor roll information
- The most recent educational agency or institution attended by the student
- Photographs
- Other similar information

Schools will not release any directory information for commercial or other purposes not related to school business.

A parent may notify the school in writing he/she does not want the above directory information released. The school will respond to a written parent request within ten (10) days and will honor that request until the end of the school year. No other information will be released unless a release form is signed by the parents, legal guardian or by the student, if 18 years of age.

SEARCHES AND QUESTIONING

Student: Right to Privacy

Each student shall have the privacy at school with respect to his/her person that is accorded public school students by law. Under the law, each student's conduct is necessarily limited by the school's need to protect its educational climate from disruption by the presence of weapons, explosives, drugs, or other dangerous or prohibited items.

Possession of Prohibited Items

To protect the educational climate and the health and safety of persons and property on the school grounds and at school functions, the following items are prohibited:

- Dangerous or deadly weapons including, but not limited to firearms, knives, metal knuckles, straight razors, ninja weapons, air soft guns and other instruments capable of inflicting injury to persons or property
- Explosives
- Noxious, irritating, or poisoning gases
- Poisons

- Intoxicants and drugs (except medicines prescribed by a physician for the student and it must be in the original labeled container)
- Paraphernalia used in the transporting, sale or use of illegal drugs
- Stolen property
- Materials or devices that endanger the physical safety of persons or property
- Gang member identifying markings or paraphernalia
- Materials, devices, identifying markings or paraphernalia that are patently racially, religiously or sexually offensive including those associated with clubs, sects or groups avowing or practicing discrimination against persons on the basis of race, religion, national origin, or gender.
- Other items or material prohibited by law, policies, regulations, or school rules
- **Lighters of any kind**, i.e.: Propane, Butane, Lighter fluid, etc.

Checks of Assigned Student Storage Areas

- Lockers, desks and other storage areas assigned to a particular student(s) (hereinafter called “student storage”) remain in the possession and control of the school when they are made available (assigned) for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities only. No other purpose is permitted. Students shall expect the school to check student storage from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items will be removed and held by the school.
- If there is reasonable suspicion that an immediate danger to persons or property exists, the administration may conduct an emergency search of a student’s storage.
- Students shall be particularly warned that food must be fresh and tightly packaged and that expensive items invite theft and are discouraged.
- Use of detection methods: Any detection method, including search dogs, may be used if the administration deems such to be necessary to conduct an appropriate search.
- A student need not be notified in advance of any check of the assigned student storage. Following any student storage check, if anything was removed, the administration shall, in writing, notify the student that the assigned student storage has been checked, the time of the check, the persons present, the items which were taken from the student storage, and when and where returnable items will be available for the student or the student’s parents.
- From time to time, the administration may set aside a time period during which all students shall clean the assigned student storage.
- Items found in student storage which are not permitted shall be removed and held for the student except that prohibited items may be released to the student’s parents; contraband will be destroyed or held for police as evidence, and stolen items will be returned to the owner or the police.

Limitations of Checks

Checks of the student storage are only permitted on a random basis for the purpose of encouraging compliance by the students with the school rules and shall not be used by the school to focus on a particular student by searching an assigned student storage area. However, if the administration has a reasonable suspicion that evidence of a prohibited item would be found in a particular student storage, the procedures set out below shall be followed.

Searches

If the administration has a reasonable suspicion that a prohibited item is on a student’s person or in a particular student’s storage area or vehicle, the following procedure shall apply:

Authorization to Search

- The administration is authorized to conduct a search and will be in charge of such search. Such other school employees shall assist them, as they shall designate unless an emergency prevents this. (Definition of “Administration” – shall include, in high schools, the principal, vice principal, or in their absence, any other person temporarily designated by the principal.)

Persons Present at Search

- A student may, if convenient, be present at any search of their storage, possessions, or vehicle unless the student will, in the judgment of the administration, use physical force against the person conducting the search or disrupt the school.

Searches of a Student's Person

- If the need to search a student arises, the student will be asked to give his/her consent to the search. If the student is unwilling to give free and voluntary consent, the administration may order the student to submit to a search. If a student refuses to obey the order, the administration may bring insubordination charges against the student according to the student conduct code. If it appears necessary to search beyond the outer clothing, the police will be contacted for assistance.

Searches Pursuant to Warrant

- Police in accordance with law pursuant to a valid warrant may also conduct a search of student's person, storage, possessions, or vehicle. The use of a warrant protects the privacy of the student and also helps assure that evidence seized is admissible in subsequent justice proceedings. The school administration shall be present at any such search.

Report of Searches

Following each search the administration shall submit a Report of Search to the Office of the Superintendent. The report shall include the identity of the person or student storage; the time of the search; whether the search was under warrant or by administrative procedure; the identity of the persons conducting the search; the persons present; the items, if any, taken; and if known the intended disposition of these items. A copy of each Report of Search shall be kept on file at the school under "Student Discipline and Police Referral". Any student found to be in violation of this policy shall be subject to the discipline procedures in the Student Conduct Code and will also be referred to the proper police authorities in any criminal violation.

STUDENTS ATTENDING PRIVATE SCHOOLS

Limitation on Services: Children who are enrolled by their parents in private schools may participate in publicly funded special education and related services. Federal law allows school districts to limit the amount they spend for these services. If your child is to receive special education services under this provision, the school district will meet with you to develop a service plan describing the services to be provided to your child. Services may be provided on-site at the private school or at a public school. If the services are offered at a public school, the district must offer transportation for the child to access these services.

STUDENT/PARENT COMPLAINTS

Any member of the public who has a complaint or concern should discuss the matter with the school employee involved. It is the intent of the district to solve problems and address all complaints as close as possible to their origination. If the matter is not resolved, the complainant may file a signed written complaint with the building administrator clearly stating the nature of the complaint and suggested remedy. If the complaint is not resolved at step two, either party may appeal to the superintendent. If either party is dissatisfied with the superintendent's findings and conclusion, either may appeal the decision to the School Board. If resolution is not reached after completing step four and if the complaint is an alleged violation of an Oregon Administrative Rule Chapter 581, Division 22, then the complainant may direct an appeal to the State Superintendent of Public Instruction in accordance with OAR 581-22-805.

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 complaint, a "Reconsideration Request for Re-evaluation of Instruction Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All 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 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.

Student with Disabilities Complaint

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

Students with Harassment Complaints

Students' conduct in School District No. 8 shall be based on respect and consideration of human rights. Therefore all students are required to behave in a socially acceptable manner, which includes treating other people fairly, respecting personal and public property, avoiding the use of obscene or profane language, refraining from racial or sexual harassment or discrimination by words or actions or placing another person or person's property in reasonable fear of harm, and refraining from physical aggression.

Students who violate these requirements will be subject to the enforcement of consequences necessary to develop or maintain the expected behavior or be liable for expulsion from school. Before any consequences for unacceptable conduct are enforced, the student shall be informed of the offense, which has brought about the consequences, and the student shall be given an opportunity to explain his or her conduct.

Students may face disciplinary consequences for conduct that occurs off the school premises:

- At school-related or supervised functions
- At a bus stop
- While traveling to and from school
- If behavior has a threatening effect on student safety or physical or mental health
- If the behavior would otherwise tend to disrupt the educational process or the operation of the school or district

Consequences for unacceptable behavior will be appropriate to the student's age, physical condition, and the nature of the misconduct. Psychologically hurtful consequences such as ostracism, ridicule, rejection, or corporal punishment will not be used. Suspension or expulsion may be implemented.

A complaint regarding harassment should be filed with the principal. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature made by a member of the staff to a student or by a student to another student.

The administration will investigate the complaint and respond to the complainant by scheduling a conference within five days. If the reply is not acceptable to the complainant he/she may file a formal complaint according to the steps below.

- When a formal complaint is filed, a conference will be held with the complainant within five days whereby a written response shall be issued.
- If the complainant is not satisfied with the decision of the administration he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten days.
- If the complainant is not satisfied with the decision of the superintendent he/she may submit a written appeal to the school board. This appeal should be filed within five school days of the superintendent's decision.
- If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, US Department of Education, Office of Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA. 98174-1099

Changes in the above procedure may be made if an administrator is named in the complaint. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of good faith reporting charges of harassment. Student and parent complaints not covered by this handbook should contact the principal.

IN-SCHOOL SUSPENSION: (ISS)

Students may be assigned in-school suspension when the administration deems this consequence appropriate. Students who do not appear or are released from in-school suspension for disciplinary reasons will be suspended out of school for three days.

OUT OF SCHOOL: (OSS)

The student may be suspended from school in accordance with the Student Code of Conduct, including conduct that materially and substantially disrupts the rights of other students to an education, and endangers the student, other students, or district property.

A student serving OSS may not be on district property during the length of the suspension.

TALENTED AND GIFTED STUDENTS

In order to serve academically talented and intellectually gifted students in grades 9-12, including talented and gifted students from such special populations as the culturally and ethnically diverse, economically disadvantaged, academically challenged, and learning disabled, the district will identify students based on:

- Behavior, learning and/or performance indicators
- A nationally standardized mental ability test for assistance in identifying academically talented students
- A nationally standardized academic achievement test for assistance in identifying academically talented students

Students shall score at or above 97th percentile on standardized test of achievement and/or mental ability and have documented support from behavior, learning and/or performance indicators. The building TAG committee will make identification decisions.

Students identified as Talented and Gifted can take advantage of advance placement in honors, advanced placement, college prep, and approved college classes. The Talented and Gifted program is designed specifically to involve students in the planning of their own education, giving them a chance to make decisions and take responsibility for their future. It is recommended that parents and students meet with the Talented and Gifted advisor and counselor during the freshman year to develop a 4-year plan.

TARDIES

Tardies will be determined by the teacher as being either excused or unexcused. The third unexcused tardy in a class will result in a detention as will all subsequent tardies for the balance of the trimester.

TRANSFER STUDENTS

Non-resident students may be accepted for attendance at Coquille High School according to State Law and School Board. Parents must complete an agreement between the residing district and the attending district. Inter-district transfer forms may be obtained at the school district office.

TRANSPORTATION OF STUDENTS

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

TRANSPORTATION RULES

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

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

TRESPASSING

Conditions:

- To help protect students and school property and to prevent disruptive or illegal activity, school officials must know if non-students are in the buildings or on the school grounds. Coquille schools and the grounds surrounding them are owned by School District No. 8 and are open to the public for legitimate business only.

Rights:

- Visitors with legitimate business are welcome as long as they report to the office and secure administrative permission.

Responsibilities:

- Visitors with legitimate business in the school or on the grounds during the school day are expected to come first to the administrative office and arrange for the conduct of their business.

No individual may trespass in or near a school building or grounds. Trespassing means not having any reason or relationship involving custody of or responsibility for a student, or upon inquiry, not having a specific, legitimate reason for being there.

Consequences:

- Violators may be removed from the premises and/or prosecuted to the full extent of the law.

TRUANCY

A student who is absent from school or any class without permission will be considered truant. Truancy is an unexcused absence; students will be subject to disciplinary action including suspension, expulsion and/or ineligibility to participate in athletics or other activities.

Consequences: See Discipline Progression Chart.

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. The principal/designee will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal/designee.

WIRELESS USAGE

Regarding the Material Contained in the Student Handbook

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

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

Electronic Communications System

The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The district's system will be used to provide statewide, national and global communications opportunities for staff and students.

The superintendent will establish administrative regulations for the use of the district's system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Monitoring the online activities of minors;
3. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
4. Ensuring the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors on-line;
6. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
7. Installing measures designed to restrict minors' access to materials harmful to minors.

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Government Standards and Practices Commission and will include a complaint procedure for reporting violations.

The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.

Failure to abide by district policy and administrative regulations governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion. Staff violations will also result in discipline up to and including dismissal. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

Legal Reference(s):

[ORS 30.765](#)[ORS 133.739](#)[ORS 163.435](#)[ORS 164.345](#)[ORS 164.365](#)[ORS 167.060](#)[ORS 167.065](#)[ORS 167.070](#)
[ORS 167.080](#)[ORS 167.087](#)[ORS 167.090](#)[ORS 167.095](#)[ORS Chapter 192](#)[ORS 332.107](#)[ORS 336.222](#)
[ORS 339.250](#)[ORS 339.260](#)[ORS 339.270](#)[OAR 581-021-0050](#)[OAR 581-021-0055](#)[OAR 584-020-0040](#)[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C. Sections 254 (h) and (l); 47 CFR Section 54.520 (2001).
Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2000).
Oregon Attorney General's Public Records and Meetings Manual, pp. 24-26, Appendix H, Department of Justice (2001).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. Sections 7101-7117.
Drug-Free Workplace Act of 1988, 41 U.S.C. Sections 701-707; 34 CFR Part 85, Subpart F.
Controlled Substances Act, 21 U.S.C. Section 812, schedules I through V, 21 CFR 1308.11-1308.15 (2000).
Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226, 103 Stat. 1928.
Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).
Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).
No Child Left Behind Act of 2001, P.L. 107-110, Title II, Section 2441.

Rules for Student Participation in All Extracurricular Activities

It is the philosophy of Coquille School District #8 that participation in extracurricular activities is an integral part of a student’s total educational experience. Our extracurricular program will teach our students an understanding of sportsmanship, leadership, self-discipline, emotional control, physical well-being and teamwork. We believe it is a privilege to be a member of an extracurricular activity and acceptance of this privilege obligates the individual to a high standard of citizenship.

Each student participating in athletics is expected to uphold the philosophy of competitive athletics which must deal with the concept of winning, for by definition, competition implies winning. Competitive athletics by their very nature require that winning be a prime goal, for without all contestants striving to win and placing great effort on doing so, competition would not exist. Therefore, we feel that winning must be emphasized to give validity to the concept of competitive athletics. Each student-athlete will be subject to district extracurricular guidelines.

The following rules and regulations are set down to be followed by all students of Coquille schools who may try out for or become a member of any extracurricular activity or sport. This policy applies to all students at any time during the school year or when the season officially begins under the Oregon School Activities Association (OSAA) guidelines.

Extracurricular activities regulated by the following guidelines include, but are not limited to:

AFS	Dance Team	Golf	Student Council Officers
Baseball	Drill/Flag Teams	Jazz Band	Softball
Basketball	Equestrian	Key Club	Track
Cheerleaders	Soccer	NHS	Volleyball
Cross Country	Football	Wrestling	OSAA Band Competitions

1. Students shall meet all OSAA and Coquille School District requirements for participation.
2. Students shall not:
 - a. Illegally partake of, possess or sell any alcoholic beverages, marijuana or any form of narcotics or drugs not prescribed by a licensed physician;
 - b. Have in their possession on school grounds or at a school-sponsored activity any illegal drug paraphernalia, such as bong, pot pipes or other items that are drug related or for drug use;
 - c. Be in attendance at any activity where the illegal use of any alcoholic beverages, marijuana or any other form of narcotics or drugs not prescribed by a licensed physician takes place;
 - d. Smoke, chew or possess tobacco;
 - e. Commit an offense deemed a crime;
 - f. Shoplift.
3. Information on any of the above infractions will result in an investigation. The investigation will be conducted by the chief disciplinary officer of the school or his/her designee. Duration of the investigation will be limited to 10 school attendance days from the time the school officials first learned of the infraction. In case of criminal offenses, the chief disciplinary officer may wait until after a legal decision is rendered to proceed with steps 4. and 5. below.
4. If the chief disciplinary officer determines reasonable cause exists that the student has violated any of these provisions, he/she will be temporarily suspended from all extracurricular activities. The chief disciplinary officer will give written notification to the student and parents of a date and time to appear before him/her and show cause, if any, why the student should not be disciplined, as provided herein. The student may present evidence at such hearing or be represented by counsel. The officer shall make known his/her findings, but need not divulge student sources or call witnesses unless he/she chooses to do so.
5. If the chief disciplinary officer determines reasonable cause exists that an offense has been committed, the student will be suspended for a period of nine weeks from the date of the decision. Based on a recommendation from the coach or the adviser of the activity, the individual may be permitted to practice with the squad or organization after the end of the second week of suspension. After the fifth week of suspension, the case may be reopened for review by written request from the student. This chief disciplinary officer will conduct this review. Based on conduct of the student during the first five weeks, he/she may be reinstated on probation for the remainder of the grading period.

When the offense involves the use, possession or distribution of illegal drugs, alcohol or tobacco, the student may be reinstated after five weeks provided he/she agrees to:

- A. Complete a drug/alcohol assessment and subsequent follow up or be subject to suspension for the remainder of the school year.
- B. Sign a release of information allowing the assessor and the school official to exchange information regarding student behavior;
- C. Work in cooperation with the school to follow through with the recommendations of the assessment;
- D. Enroll in an educational class on substance use and abuse.

The cost of the assessment, counseling class and any follow up is the responsibility of the student and parent.

A second infraction of the code of conduct during the school year will result in the student losing all extracurricular participation privileges for the remainder of the school year.

6. In case of suspension for any of the above reasons, the student and parents retain the right to appeal to the superintendent in writing for a review of the case, stating why the lower decision was erroneous. This appeal shall be limited to the written record of the case.
7. Three unexcused absences from meetings or practices are cause for dismissal. One unexcused absence from a scheduled game, meet, contest or special activity is cause for dismissal from the squad or team for the remainder of the season.
8. A student suspended from riding the school bus will not be allowed to travel or participate in any activities which require busing during the length of the suspension:
 - Three bus violations may result in a one-week suspension;
 - Four bus violations may result in a two-week suspension;
 - Further bus violations may result in a five-week expulsion.
9. Coaches and advisers have permission to formulate reasonable, additional rules for their particular sport or activity with prior approval from the administration.
10. Transportation to and from activities and games:
 - a. All members of activities including athletic players and managers will ride to events in transportation provided for or arranged by the school and will return home by the same means. A student may be permitted to ride home with his/her parents or guardians provided that the parents or guardians accept responsibility in person for their child as soon as the activity or athletic event is over;
 - b. If a member of an activity, player or manager wishes to stay overnight, proceed to a different destination or return home by means other than school-arranged transportation, the parents or guardians must write a note and/or see the coach or adviser personally in advance of the event. The note should specify that the parents are accepting responsibility for their child as soon as the activity or athletic event is over.
11. No student shall participate in any athletic event, practice or other activity unless he/she has been in school for the full day immediately preceding that event. This excludes a dental or doctor appointment (providing the student is pronounced physically fit to participate) and certain extenuating circumstances approved by the principal or A.D./dean. A violation of this rule will result in suspension of the student in the next scheduled practice, contest or activity following discovery of the violation.
12. Areas of specific conduct and/or personal appearance and grooming unique to each organization will be determined by those organizations and presented to their membership. Generally speaking, any behavior that is deemed unacceptable by the coach, sponsor and/or chaperon may result in disciplinary action.
13. Each student participating in interscholastic activities will be required to have on file a statement from a doctor specifying his/her physical fitness.
14. Insurance will be made available at the school. This insurance is voluntary. Students participating in sports must carry insurance or the school must receive a statement from the parents/guardians that the participants are otherwise covered and the parents/guardians assume full responsibility.
15. The above policy is to be read to each organization annually at the beginning of the activity and will be conspicuously posted in areas frequented by students in these activities. It shall be the responsibility of each student who participates in any extracurricular activity to be familiar with the policy.

16. When any student is disciplined for violations of this policy, section 2, the student will be excluded from the following list of activities during the period of suspension:
17. **Student athletes once they have started competition are required to pay a \$75 participation fee, no return of fees will occur for athletes quitting during the season.**

Athletics

1. Participation in any extracurricular activities for;
2. Wearing of the team uniform;
3. Sitting on the bench with the team;
4. Travel with the team;
5. Keeping stats records, etc.
6. Eligibility for end of the season honors including:
 - a. Public recognition on Senior Night;
 - b. Selection to special team honors or awards;
 - c. Nomination to league all-star awards;
 - d. Granting of athletic letters.
7. Practice with team for first two weeks of suspension.

Other Student Body Activities

1. Performance of duties of any office the student may hold;
2. Participation in any special group activity;
3. Recognition for any singular honor;
4. Other specific sanctions that any organization identifies in their rules.

Adopted: 5/14/2007

Athletic Academic Eligibility Requirements

It is the intent of the Coquille School District that each of its students earns and receives a high school diploma. While our District does provide an athletic program, our foremost mission is to educate our students. Academics must come before athletics. After all, the participants are “student athletes”.

Therefore, to be eligible to participate in the athletic program of the Coquille School District, each student shall meet the following requirements:

1. To graduate, each student must have 72 credits. On the trimester schedule, to stay on track for graduation, each student must pass six classes. A “D” is a passing grade. To be eligible for athletics, each student must pass a minimum of six classes each trimester. For those students who have earned more credits than necessary to graduate and are taking six or less classes a trimester, the student may participate if the student meets OSAA standards.
2. If the student does not meet standards for paragraph 1, the student may be allowed to participate under conditional eligibility.

To obtain conditional eligibility the student must apply each week of the following trimester for such eligibility. Eligibility will be granted for a seven day period (Wednesday to Wednesday). On each Wednesday at or before 4 PM, the student may apply for another seven day period of eligibility. If the student fails to timely apply, the student will be denied eligibility for the next seven day period. Upon application, the athletic director will review the student’s grades and verified study hours to determine eligibility for the following seven day period. The process will continue for the trimester in question.

In order to remain eligible, the student must meet the following conditions during each seven day period the student is seeking conditional eligibility.

1. The students current grades meet the District’s standards set forth above in # 1; and
2. The student has spent three verified hours in study time during the seven day period immediately prior to the application being submitted.

In order to remain eligible during winter or spring breaks, the student athletes must meet the

District's requirements on the Wednesday prior to the break. The application for eligibility will include submission of current progress/PASS report and verification of study hours.

3. As OSAA standards do not apply to middle school sports, each middle school student athlete will be required to pass all classes each trimester. The student may seek conditional eligibility if the middle school student fails one or more classes.
4. Successfully completed summer classes or recognized correspondence courses (as set forth in the Correspondence Course Policy of the District) may be used for reinstatement.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#) ORS 339.240

ORS.339.250 [OAR 581-021](#)-0050 to 0075

[OAR 581-022](#)-1680

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).

Bethel School District No. 403 v Fraser, 478 U.S. 675 (1986).

Havercamp v. Unified School District No. 380, 689 F Supp. 1055 (D. Kan. 1986); aff'd _F.2d_(10th Cir. 1987).

Westside Community Board of Education v. Mergens, 496 U.S. 226 (1990).

Equal Access Act, 20 U.S.C. Sections 4071-4074.

Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Par 106 (2000).