

Coquille Valley Elementary School

CVE Eagles are:

Safe,

Respectful,

and Responsible!

**Student/Parent Handbook
2019-2020**

Coquille Valley Elementary **General Information**

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

School Phone: 396-2914

School Day Hours:

Doors open at 7:50 am! Please do not drop off your student before then!

Main office hours: 7:30 am-4:00 pm

CVE DAILY SCHEDULES

You will find the daily schedules in the back of the handbook.

CVE Staff:

Geoff Wetherell	Principal
Maureen March	Dean of Students
Tim Sweeney	Superintendent
Michelle Philley	Secretary
Vanessa Shelton	Secretary
Angela Dixon	2 nd Grade Teacher
Marsha Frost	2 nd Grade Teacher
Catherine Rose	2 nd Grade Teacher
Ellie Cook	3 rd Grade Teacher
Arlee Hall	3 rd Grade Teacher
Mandy Nichols	3 rd Grade Teacher
Albert Dixon	4 th Grade Teacher
Jenny Johnson	4 th Grade Teacher
Casey Peterson	4 th Grade Teacher
Alisha Wells	4 th Grade Teacher
Joe Nichols	5 th Grade Teacher
Lisa Palmer	5 th Grade Teacher
Taylor Ostle	5 th Grade Teacher
Breanna Byers	6 th Grade Teacher (ELA)
Kim Pugmire	6 th Grade Teacher (Math)
Julia Scolari	6 th Grade Teacher (Science/SS)
Michele Crook	Title I/Intervention Teacher
Danielle McKinley	Intervention Teacher
Jeri Ramsey	SPED Teacher (Life Skills)

Michelle Trowbridge	SPED Teacher (Resource)
Bethany Watts	SPED Teacher (Life Skills)
Pam Albertson	Educational Assistant
Michele Bullington	Educational Assistant
Tammy Clements	Educational Assistant
Laurel Dunn	Educational Assistant
Alyssa Johnson	Educational Assistant
Emma Trujillo-Avina	Educational Assistant
Michelle Jones	Educational Assistant
Mary Craddock	Library Technician
Peggy Davidson	School Nurse
Colleen Foltz	School Psychologist
Wendy Smith	Speech/Language Pathologist
Emma Dane	Occupational Therapist
Wayne Gallagher	Special Programs Director
Armando Ruiz	ELL Director
Brian Bergstedt	Head Custodian
Mindy Barklow	Custodian
Eva Sampson	Head Cook
Kiersten Bouska	Cook's Assistant
Melissa Huffman	Kitchen Staff

Meal Programs

Free breakfast is available to everyone in the morning before school, as is a free snack at the end of the day. School lunches are now free of charge for all students as well. The school lunch menu includes choices of several entrees, milk, and salad bar from which students may choose a variety of vegetables, fruits, and breads.

Cafeteria Procedures

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

- Use an inside voice.
- Clean up after yourself at your table.
- Only save a place for yourself in line and at a table.
- Always be respectful of your cooks, helpers, and classmates.
- Inform the custodian of any spills.
- Remember your manners and good eating habits at all times.
- All food and drinks are to stay in the cafeteria only.
- Bringing soda and coffee to school is not recommended. Energy drinks are not appropriate for school.

Closed Campus

CVE has a closed campus. This means that once a student has arrived at the campus he/she must stay at school until the end of the school day unless the office has received permission from parents explaining otherwise. We feel this is necessary for the

safety and welfare of all students. Students needing to leave during the school day will need to bring a written note from parents to the office in the morning to receive permission to leave the school grounds. Students/parents must check out in the office by signing the check-out book. When the student returns to school, he/she must sign in at the office. Students may eat off campus only when parents/guardians come to school, sign them out, and accompany them.

Custody Issues

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

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

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

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

Emergency Procedures

At least one fire drill will be conducted each month. One earthquake drill and two additional emergency drills will be conducted each year.

Coquille Valley Elementary School has adopted a strategy for emergency procedures known as **ALICE**. ALICE is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. The philosophy of ALICE is to use updated best practices and training in a way that staff and students can make informed decisions in a crisis. The goal is to remove as many people as possible from the danger zone, and to provide

realistic training so that those involved in a crisis have the best opportunity to remain safe.

Reunification Process Parents entering the building will be required to sign in. Staff will check identification (using the emergency information provided by parents at the beginning of the school year) to identify parents and other people authorized by the parents to pick up their children. Parents will proceed to the Multi-Purpose Room, where they will wait for staff to retrieve students and release them to their parents or other authorized adults.

Directory Information

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

Emergency School Closure

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

If the school or district makes the decision to close schools for a day(s), delay the start of school, or dismiss early, an announcement will be made through the Blackboard system. This system will place a telephone call to all parents and staff of the school or the school district. The Blackboard 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: call the Coquille School District at 541-396-2181, or Coquille Valley Elementary School at 541-396-2914.

In-District Field Trips

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

Medication Administered at School

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

School Boundaries

For health and safety reasons the following areas are considered the boundary lines for all school students during the school hours of 8:00 am to 2:45 pm except when given special permission from staff. The areas include:

- Outside the fences around the upper and lower playgrounds.
- The sidewalk in front of the school and bus loading area.
- The wooded area, north parking lot, and the parking lot in front of the school is off-limits for safety reasons.
- The creek and path leading to the softball field along the lower field is off-limits at all times during school hours.

School Security

For security reasons, **all** visitors must first report to the office and sign-in upon entering the building. In the appropriate circumstances, the school will give them a visitor's pass and directions to a specific classroom or activity. Parents are always welcome at our school. Urge your parents to come and visit whenever they like. They will enjoy your assemblies and parties, as well as your class activities. The practice of bringing school age friends to visit during regular school hours is not permitted and requests will be refused. Unusual cases may be considered.

Telephone Use

Students who need to contact a parent/guardian will need permission from a staff member to use the office phone during school hours. Personal cell phone use by students is not permitted during the regular school hours of 8:00 am to 3:00 pm, and cannot be used inside the building until after 3:15 pm. Cell phones also may not be used while attending the PLUS program. Choosing to use cell phones in violation of

school policy will subject students to confiscation of said phone, a call home, and/or student discipline. Pictures taken at school by students with cell phones are also prohibited.

Student Attendance

Absences

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

All students between ages 7-18, who have not completed the twelfth grade, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. By law, we are required to inform parents in writing of excessive tardiness and absenteeism. District policy also requires that we inform the Coquille Police Department of excessive absences. Any parent/guardian who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district's attendance officer for the student's failure to attend school.

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

- illness of the student.
- illness or death of an immediate family member when the student's presence at home is necessary.
- emergency situations that require the student's absence.
- medical or dental appointments; confirmation of appointments may be required on a case by case basis.
- field trips and school-approved activities.
- other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence; pre-arranged excused absences for vacations will be

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

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

Tardies

At as young of an age as we can, we try to instill positive work ethics and habits. This begins with arriving to school on time. When students are late getting to school after 8:15 am they must check in with the office, at which time office personnel will determine whether the tardy is excused or unexcused. The tardy student must receive an admit slip to class to present to his/her teacher. All tardies except those of an emergency nature are unexcused. Three tardies within a trimester may result in disciplinary action, as may each tardy for the remainder of the term.

Student Code of Conduct

CVE Eagle School-Wide Expectations *Be Safe, Be Respectful, and Be Responsible!*

Coquille Valley Elementary is a PBIS School. Positive incentives for good behavior are an integral part of our disciplinary philosophy and greatly encouraged throughout Coquille Valley Elementary. The teacher may reward the individual student in the classroom through avenues such as positive comments and stickers, by sending home notes, phone calls of commendation, or other positive ways. As a part of the nationally recognized Positive Behavior Intervention System, students are taught that being safe, respectful, and responsible in all situations will result in successful experiences in school and in life. To encourage this practice, teachers often reward positive behaviors with “Eagle Eggs” and “Eagle Wings” that are entered into a raffle for drawings at our assemblies. Students whose ticket is chosen get their choice of a variety of rewards.

Tips for Students Seeking Success:

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

- Keep a positive attitude!
- Good manners are welcome and appreciated everywhere!
- Stay to the right-hand side of the hallways whenever possible to avoid traffic problems!
- Ask your teacher when you need help with class work!

- Talk to your parent, teacher, or principal if you have a personal or school related problem. Try to resolve it early!
- Create a reputation of being an honest, hard worker!
- Get to school on time and your mind in a mode for learning!
- Do your assigned work promptly and with your best effort. Use your class time well!

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

Student Rights and Responsibilities

The district has authority and control over a student while at school during the regular school day and at any school-related activity, regardless of time or location, and while participating in district-provided transportation. Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. Among these student rights and responsibilities are the following:

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

Copying, Plagiarism, and Cheating

Students are expected to do their own work on daily assignments, homework, tests, assessments, essays, reports, and projects. Copying others' homework, cheating on tests, and plagiarizing will be subject to

disciplinary consequences. The teacher will notify the parents/guardians. A referral will be made to the principal. Further cheating and plagiarism will be referred to the principal or their designee and result in severe disciplinary action which could involve suspension time.

Citizenship

There are three basic behavioral expectations that apply no matter where you are in our school including the hallways, library, gym, playground, bus stop, alcove by the front doors, and flagpole area. These expectations are that the student behaves safely, responsibly, and respectfully. The discipline administered at CVE is designed to support students in making positive choices that will enable students to function successfully in their educational and social environment. It is also our philosophy that the parents and the school work closely together when promoting positive student behaviors and attitudes.

CVE Dress Code

The CVE dress code is designed to minimize disruptions to the learning environment, ensure student safety, and encourage clothing that fully allows participation in learning activities. With that in mind, PLEASE remember the following clothing regulations or the student may be sent to the office to make needed adjustments or be sent home to change.

- Hats, caps, bandanas, and other headgear are not allowed to be worn once you are in the building.
- Pants should be without ragged holes, fit securely at the waist and should not drag on the floor. Belts must be of an appropriate length and not hang down.
- Shorts, skirts, dresses need to be at finger-tip length when your arms hang down at your sides. NO cut-offs.
- Shirts and tops need to cover both the midriff and back; NO bare-back or bare belly shirts.
- NO 'spaghetti' strap tops or tank tops. Halter-tops or sheer see-through shirts/blouses are not acceptable at school.
- Tank tops, shirts with large arm openings, or shirts with the sleeves removed need to be worn either as undergarments or with a T-shirt underneath.
- Clothing and other items should not have inappropriate language/pictures, be gang or sex related, or reference alcohol, drug or tobacco products.
- Basically, NO bare backs, stomachs, bras, underwear or buttocks should ever show at school. If it does, you will be told to fix the problem or change.
- Shoes must be worn at all times.

- Backpacks, purses, book bags, hats, etc. will need to be kept in your student locker or on your personal hook and should not be carried with you throughout the day. Hats may be worn outside the building, at recess. Exceptions will be considered.
- No writing on hands, arms, face or clothing.
- No cell phones allowed in class. If a cell phone causes a disruption in school, it will be confiscated and given to the office to be claimed at a later time.

Gum, Pop/Drinks, and Food/Candy

CVE is a gum free school; please NO GUM on campus, even at lunch time! Pop/drinks and food/candy are to be consumed ONLY in the cafeteria during lunch, or during teacher designated eating time in the classroom. Eating and drinking outside of the cafeteria/classroom could result in discipline, so please do not eat/drink at your locker, in the halls, or outside on campus. Teachers may allow snacks to be eaten in class but care should be taken to not create messes. Sack lunches need to be eaten in the cafeteria. Violations of these expectations may result in loss of recess time. Energy drinks are not allowed.

Other "Nuisance" Items

We ask that you leave items at home that would disrupt the educational environment. These items are not to be used during school or in the building: handheld electronic games, toys (like fidget spinners), stuffed animals, other electronic devices, cell phones, ipods, ipads, radios, laser pointers, Pokemon/trading cards, CO2 cartridges, water toys/balloons, etc. If you bring a nuisance item to school, understand that it will likely be taken by a staff member and given to the office staff. If that happens, your parents will have to come to school to get it.

Absolutely NO aerosol spray cans of deodorant, perfume, cologne, hairspray, essential oils, or body spray will be allowed to be brought to school. They contain substances known to cause respiratory problems. If needed, deodorant can be accessed at the nurse's office.

Bicycles, Scooters, Skateboards, Etc.

All bicycles and scooters are to be parked and securely locked in the bike rack upon arrival at school and they are to remain there until school is dismissed. Skateboards are not to be brought to school unless students check them in at the office. Do not bring them into the school and store them in your locker or classroom. Please remember to store your helmet in your locker or on your hook, not on your bike. **Do not ride them on campus at any time!**

Student Discipline

Oregon State Law Pertaining to Student Conduct and Discipline

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

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

Discipline Procedures and Consequences for Severely Inappropriate Behaviors

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

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

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

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

- Use or possession of weapons, explosives, deadly or dangerous knives, or any material that could result in injury or death
- False fire alarms

- Interference with or intimidation of school authorities
- Use, possession, or delivery of tobacco, alcoholic beverages, or illegal drugs
- Physical altercations or provoking a fight
- Threats of violence towards staff and/or students
- Defiance, willful disobedience, disrespect, or profanity to a staff member
- Sexual harassment, harassment, bullying, menacing, or intimidating another person
- Vandalism and/or theft of school property or the personal property of others
- Repeatedly stopping a class from functioning and/or a pattern of misbehavior.
- References to drug use or weapons through drawings, symbols, or words
- Skipping school or leaving the school grounds without permission
- Being in a known unauthorized area
- Possession of and/or use of squirt guns, water balloons, shaving cream, firecrackers, lighters/matches or nuisance items of this type
- Intentionally refusing to follow reasonable adult directions that cause risk to the safety of self or others
- Other items or materials prohibited by law, district policies, regulations, or school rules.

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

Searching and Questioning by Law Enforcement Officials

District officials may search the student, his/her personal property, and property assigned by the school for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe there has been a violation of a law, board policy, administrative regulations, or the Student Code of Conduct. Searches will not be excessively intrusive in light of the age, gender, maturity of the student, and nature of the infraction. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. The district prohibits strip searches.

Items found during the search which are evidence of a violation of law, policy, or the Student Code of Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate. Should law enforcement officials find it necessary to question students during the school day

or during periods of extra-curricular activities, the principal or district designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and will prohibit district personnel from contacting parents.

Disciplinary Action

Coquille Valley Elementary is a PBIS (Positive Behavior Intervention) school. As such, behavior management is focused on consistently rewarding students for safe, respectful, and responsible behavior. There may be times, however, that a student will need a consequence for a bad choice. Typically, a student in this situation may miss recess, or have to spend time in the office. Communication home from the teacher or the principal may follow.

Out-of-School Suspension

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

Expulsion

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

Expulsion denies the privilege of attendance at school or school activities at any district school for the remainder of the current trimester unless a longer term is determined to be appropriate by the district superintendent.

Drug, Alcohol, Tobacco Policy

We believe all students have a right to attend school in a safe and healthy environment conducive to learning. Drugs, alcohol, vaping, or tobacco possession or use is prohibited for students **and adults** on campus at all times. They interfere with both effective learning and the healthy development of children. The school, therefore, has a fundamental, legal and ethical obligation to prevent its use and to maintain a drug-free environment.

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

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

Harassment, Bullying, Hazing, and Intimidation of Students

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

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, gender, gender identification, national origin, lifestyle choice, disability, marital status or age. Harassment is conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, or disturb students/staff. Harassment can be verbal, physical or written. Repeated remarks of a demeaning nature (put-downs), and demeaning jokes, stories, or activities directed at the student is harassment. Bullying, menacing, or intimidating is also considered harassment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Students who feel that they have been harassed should:

1. Communicate to the person that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher or principal to help. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
2. Tell a teacher, principal, or school employee;
3. Write down exactly what happened, keep a copy, and give another copy to the teacher, principal, or school employee. Try to include:

- What, when, and where it happened;
- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt;
- How the harasser responded when told to stop.

Formal Complaint Procedure:

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

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

District Policies:

Coquille School District policies can be obtained from the district office or found on the district website at: www.coquille.k12.or.us

The staff at Coquille Valley Elementary School thanks you for allowing us to spend time with your fantastic children. We take the responsibility extremely seriously and pledge to do our best to improve the academic and social skills of our students, as well as to provide them with positive memories.