

Student Handbook

2013~2014

Dear Parents & Students,

I am excited to welcome you to a new year at Crook County High School. The staff members at CCHS are highly qualified professionals dedicated to academic rigor and excellence. Our teachers have a passion to help every student succeed both academically and socially. Students graduating from Crook County High School will be prepared for success with their future endeavors in education and work.

I hope this handbook will help you with your planning and better understand our policies and procedures. Please feel free to contact me if you have any questions.

Sincerely,

Michelle Jonas
Principal

CROOK COUNTY HIGH SCHOOL MISSION STATEMENT

Crook County High School will work together with community, students, and families to continually improve the system of teaching and learning by:

- *Participation**
- *Respect**
- *Integrity**
- *Diversity**
- *Excellence**

Crook County School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation¹ or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

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

Jayel Hayden, Regional Human Resource Director
541-693-5601 or 541-447-5664, ext. 2685

OR

Dr. Duane Yecha, Superintendent
541-416-9962 or 541-447-5664, ext. 3002

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

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

¹ Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

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

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

**Crook County High School
1100 SE Lynn Blvd
Prineville, OR 97754
(541) 416-6900 Front Office
(541) 416-6901 Attendance Office
(541) 416-6979 Athletic Office
Internet www.crookcounty.k12.or.us
Front Office Fax (541) 416-6907**

Administrative Staff

Principal/Principal Pioneer

Michelle Jonas

Asst. Principal/Curriculum

Joel Hoff

Asst. Principal/Athletic Director

Rob Bonner



Crook County District Office

**471 NE Ochoco Plaza Dr
Prineville, OR 97754
(541) 447-5664
Fax (541) 447-3645**

District Administration

Superintendent

Duane Yecha

Board of Directors

Zone 1 – NW Area: Doug Smith

Zone 2 – NE Area: Scott Cooper

Zone 3 – SE Area: Patti Norris

Zone 4 – SW Area: Walt Wagner

At Large Position: Gwen Carr

BELL SCHEDULE 2012-13

REGULAR		CONNECTIONS	
7:00 – 7:50	Early Bird	7:00 – 7:50	Early Bird
8:00 – 8:50	Period 1	8:00 – 8:47	Period 1
8 :54 – 9:48	Period 2	8:51 – 9:44	Period 2
9:52 – 10:42	Period 3	9:48 – 10:08	Connections
10:46 – 11:36	Period 4	10:12 – 10:59	Period 3
11:40 – 12:10	Lunch	11:03 – 11:50	Period 4
12:14 – 1:04	Period 5	11:54 – 12:24	Lunch
1:08 – 1:58	Period 6	12:28 – 1:15	Period 5
2:02 – 2:52	Period 7	1:19 – 2:07	Period 6
2:56 – 3:15	Period 8	2:11 – 2:58	Period 7
		3:02 – 3:15	Period 8

2 HOUR DELAY		ASSEMBLY	
NO EARLY BIRD	Early Bird	7:00 – 7:50	Early Bird
10:00 – 10:36	Period 1	8:00 – 8:45	Period 1
10:40 – 11:16	Period 2	8:49 – 9:34	Period 2
11:20 – 11:50	Lunch	9:38 – 9:42	Connections
11:54 – 12:30	Period 3	9:46 – 10:14	Assembly
12:34 – 1:10	Period 4	10:18 – 11:03	Period 3
1:14 – 1:50	Period 5	11:07 – 11:52	Period 4
1:54 – 2:30	Period 6	11:56 – 12:26	Lunch
2:34 – 3:10	Period 7	12:30 – 1:15	Period 5
		1:19 – 2:04	Period 6
		2:08 – 2:53	Period 7
		2:57 – 3:15	Period 8

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 laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

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

ALTERNATIVE EDUCATION PROGRAMS**

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

The district will provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-District Alternative Education Programs

1. Pioneer High School
2. Tutorial instruction
3. On-line programs
4. Others as approved by the district.

Non-district Alternative Education Programs

1. COIC
2. Community college;
3. Others as approved by the district.

Pioneer High School: As an alternative placement option for students in grades 9-12, Pioneer High School offers a smaller setting (average of 50-60 students total) with an emphasis on independent work for credit recovery. Each Pioneer student is assigned to one of two teachers/advisors who assist the student with course selection and completion. Most courses are provided online, although teacher-led instruction is offered for English/Language Arts and some Math classes. Pioneer works particularly well for older, computer-literate students who are self-starters and committed to earning their diplomas. Students who choose to graduate from Pioneer High School may earn a diploma that meets the State of Oregon's minimum requirements for a high school diploma. Parents must complete an Alternative Placement Request form at Crook County High School for approval.

The district pays the alternative education program cost or an amount equal to 98% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

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

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

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

Proposals for alternative education programs shall include the following:

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

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

NOTIFICATION:

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

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct);
2. When attendance is so erratic the student is not benefitting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;*
4. When a student is expelled;*
5. When a student’s parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

ANIMAL DISSECTION

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

ASBESTOS

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

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

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

ASSEMBLIES

A program of school assemblies is provided with three basic objectives in mind:

1. To provide students with the opportunity to benefit educationally from programs which are informative or aesthetically worthwhile.
2. To provide an opportunity to recognize special contributions or accomplishments of members of our student body or staff.
3. To develop school spirit and unity.

Students are expected to attend assemblies unless excused by an administrator or counselor. Any student so excused will be expected to report to a supervised area designated by the Assistant Principal and remain there during the assembly program.

Assembly Behavior

Different types of assemblies require different behavior. Some assemblies are optional (a study hall is provided for those not attending), and some are mandatory--check to find out BEFORE you make your decision as to whether or not to attend.

- 1 Be seated promptly.
- 2 Be courteous to fellow classmates, teachers and guests.
- 3 Stop talking the moment someone appears at the microphone.
- 4 Talking, whispering or disruption of any kind will not be tolerated.
- 5 Booing, whistling and shouting are not appropriate.
- 6 Remain seated until dismissed.
- 7 Show appropriate appreciation to the assembly presenters.

Assemblies: During any assembly, good manners and common courtesy are expected. Students are expected to give all adult and peer presenters their respect.

Pep Assemblies: are for the purpose of generating pep, spirit and mass support, and spectator involvement. When someone steps up to the microphone, please be courteous to others.

ASSIGNMENT OF STUDENTS TO SCHOOLS

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

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

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

ACTIVITIES/ATHLETICS PROGRAM

The administration and staff of Crook County High School are committed to the value of student participation in school activities. Research has shown that students who have some involvement in activities make more satisfactory adjustments to school overall. Thus, the instructional and activity programs complement one another. ***The ideal activity program would be one in which each member of the student body becomes involved, and through that involvement, develops a greater sense of belonging to the school.***

Clubs and Organizations

A strong, healthy program of clubs and other school-related organizations is one that represents the common interests of a group of students and a staff member willing to serve as an advisor. There will be an opportunity for interested students to sign up for club participation.

School Dances

Dances are a privilege. In order to continue dances, students must follow the guidelines below:

- A valid Crook County student body card must be shown to gain admittance to all dances
- Students who leave the dance will not be re-admitted and may be asked to sign out when leaving before the end of the activity
- All school rules are enforced at dances and other after-school activities
- A student with a Step III violation within the last 10 school days may not attend
- Students with any major step violation within the last 5 school days may not attend
- Students must have all of their student body fees paid or have made arrangements with the office bookkeeper in order to attend a dance
- **Winter Formal and Prom:**
 - Dress code for Winter Formal is formal attire and the Junior/Senior Prom is formal/semi-formal attire
 - For Winter Formal, students may bring one guest 9th to 12th grade and no older than 19 years of age **if a guest pass has been approved by administration in the main office three school days prior to the dance.** Prom tickets may only be purchased by Juniors or Seniors. Freshmen and Sophomores may attend as a guest of an upperclassman.
- Guest passes will only be issued for the Winter Formal and Prom
- Guests will be expected to observe the same rules as students attending the events
- Students must dance appropriately or they will be asked to leave
- Breathalyzers may be used at extra-curricular activities

Athletics

Attendance:

Student athletes must be in attendance at school for at least one-half of the regular academic school day before they are allowed to practice or compete on that day. Excused absences included! Any unexcused absence automatically excludes a student from athletic participation in practice or competition during that day. If the unexcused absence occurs on Friday, the student will not be allowed to compete on the weekend. Attendance will be monitored daily by the Athletic Director and coaches. Those students who do not comply with the attendance policy will be immediately removed from practice or competition. There will be zero tolerance for attendance related issues.

Conduct:

All student athletes must:

1. Dress and appear as stipulated by the coach of each sport.
2. Abide by published expectations distributed by each coach.

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

Academic Eligibility:

In order to be OSAA eligible a student athlete must have passed 5 classes the previous semester and also be currently enrolled in and passing 5 classes. **OSAA now requires that all athletes are making satisfactory progress towards graduation by earning a minimum of the following quantity of credits: incoming sophomores must have 4 credits, incoming juniors must have 9.5 credits, and seniors must have earned 16 credits prior to the beginning of their senior year.**

Insurance:

Student athletes must show proof of medical insurance prior to athletic participation. School insurance is available if needed.

Medical:

Student athletes must pass an athletic physical examination every two years on the official OSAA Sports Examination Form for CCHS to keep on file.

Activities:

Conduct

1. Students must dress and appear as stipulated by advisor.
2. Students must abide by expectations distributed by advisor.
 - Note: Students may forfeit office, honors and activities for violations of conduct.

Travel:

All students are required to travel to and from all athletic contests in school-sanctioned vehicles. Deviations from the above require prior approval of the school's athletic director.

Participation Fee:

Students who participate in the interscholastic athletic program shall pay a participation fee to partially defray expenses of the athletic programs. This fee does not influence the manner in which coaches select participants for events. The following rules and procedures will apply:

1. Students involved in any school-sponsored interscholastic sports will be assessed a \$200.00 participation fee per sport.
2. Fees must be paid in full or worked out with a payment plan with the office bookkeeper prior to the official first day of practice.

Miscellaneous:

1. All school athletic clothing is the property of the school district.
2. School athletic clothing is to be worn only when directed by the coach.

ATHLETICS/ACTIVITIES STAFF

GENERAL ACTIVITIES

Band Ken Chaney
 Cheerleaders Amy Connell
 Choir Hannah Moorman
 Dance Team Amanda Estes
 Drama Anita Hoffman
 Leadership Vicki Duncan
 Rodeo Karen Johnson
 Yearbook Staff Julie Swinehart

FALL ATHLETICS

Football Ryan Cochran
 Volleyball Rosie Honl
 Boys Soccer Joel Carrillo
 Girls Soccer Rich Abrams
 Cross Country Tracy Smith

WINTER ATHLETICS

Boys Basketball Darin Kessi
 Girls Basketball Mark Malott
 Wrestling Jake Huffman

SPRING ATHLETICS

Baseball Frank Martinez
 Softball Jessica Cross
 Track Ernie Brooks
 Boys Tennis Mike Boyd
 Girls Tennis Lloyd Rodgers
 Boys Golf Zach Lampert
 Girls Golf Grant Patterson

ASB EXECUTIVE OFFICERS

President: Shelby Duncan
Vice President: Emilee Harris
Secretary: Savannah Connell
Treasurer: Kaylee Grasle

Seniors

President Talia Radabaugh
V President Kelsee Martin
Secretary Kylie Swensen
Treasurer Brielle Worthing
Representative(s) Michael Shipman

Juniors

Anna Mollere
 Tiffani Soliz
 Ashley Elliott
 Alexandria Johnson
 N/A

Sophomores

President Justin Bozarth & Cora White
V President Josh Taynton
Secretary Braden Swensen
Treasurer Erin Bush
Representative(s) Blake Lopez, Marissa Luther
 & Tucker Harris

Freshmen

Matney Searcy
 Curtis Hollinger
 Maggie Kasberger
 Monica Lopez
 Hannah Shadle, Jordan Fleck
 & Baylee Rhinehart

CCHS CLUBS

Drama Club	Anita Hoffman	416-6900 #3132
FFA (Future Farmers of America)	Dan McNary	416-6900 #3151
Honor Society	Dave Mascall	416-6900 #3148
Key Club	Allen Beekman	416-6900 #3121
Link Crew	Jeff Lowenbach/Carrie Lowenbach	416-6900 #3145
NJROTC	Donny Jackson	416-6900 #3135
SADD	Heather Wiles	416-6900 #3136
Spanish Club	Kim Crofcheck	416-6900 #3127

ATTENDANCE POLICY

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

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

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

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

The written notification will be in the native language of the parent.

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

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

Suspension of Driving Privileges

Students who fail to maintain regular attendance/enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or Designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age.

Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absences; or
2. Fifteen school days total of unexcused absences during a semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

Absences and Excuses

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

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

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

Absences due to sleeping late, missing a bus or returning late from lunch (even if with a family member) are not routinely excused. Students are expected to be in their assigned class unless other arrangements are approved by the appropriate school employee (typically a teacher or administrator).

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.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Students should contact their teacher to make arrangements for missed assignments or homework. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Students are allowed one more than the number of days absent to complete and hand in any assigned make-up work for excused absences. Exams and long-range assignments, which students have been notified of in advance, must be taken or turned in immediately upon return. A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.

**Note: Students are responsible for contacting teachers for missed assignments. At the high school level, homework is not routinely gathered on behalf of absent students, especially for pre-arranged absences. Teachers' email addresses are available on the school website. If internet access is not available, a student or parent may call the school to find out the best time and phone number to reach a teacher. In the event of an emergency or illness involving three or more absent days in a row, homework may be requested through office staff.*

Truancy/Unexcused Absences (Skipping individual classes/all day skips)

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

Excessive truancy may result in loss of credit and removal from class.

1. **Automatic Dialer System:** Our automatic dialer system will call to inform parents about their students' absences and tardies daily (excluding school-related and/or pre-arranged absences). Parents are responsible for keeping contact information current in writing.
2. **Absence calls:** If the student is absent or tardy call the attendance office (541-416-6901) or send a note with your student within 48 hours so that the school will know why your student has missed.
3. Parent/Student must contact teacher/s to arrange makeup work. This can be done in person or through the Internet.
4. **Unexcused Absences:** All unexcused absences for all periods will be added together to determine the appropriate discipline step. If absences continue, the discipline step will be higher with more severe consequences. Discipline can range from automatic detention during lunch or after school, conferences with an administrator, additional or increased detention time, in-school suspension, warning letter(s) to parent(s) with a visit by a school or County official, or other actions deemed appropriate by administrators.

In addition, if a student continues to have unexcused absences, any or all of the following may occur:

- Follow-up with parents
- Loss of placement
- Change of placement
- Notification to the Juvenile Department
- Loss of driver's license or driver's permit
- Parent citation for \$180.00

5. At more than 5 absences, grades and/or credit may be jeopardized. A conference with the teacher should be scheduled to arrange for makeup work or other possible outcomes such as: a special contract with the teacher; an independent study plan; an incomplete grade to allow more time to complete the work; reduced credit. The students' counselor can assist in this process.
6. **Pre-Arranged Absences:** An absence call will not be generated by our automatic dialer system on pre-arranged absences. Students are to make arrangements regarding the work to be missed. *Note: even with pre-arranged absences, work will still be missed in the classroom and this may result in a decrease in performance by the student and could affect academic progress.*
7. The automated dialer system delivers messages only; parents cannot call in and access attendance records. If you have questions about your students attendance you may log on to our web site at www.crookcounty.k12.or.us, choose "schools", "high school", "academics", then input your students I.D. # and pin #. Our attendance on the web is updated daily. You may also call the attendance office 541-416-6901.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

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

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

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

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

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

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

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

ATTENDANCE IN A NUTSHELL

1. Student is absent, he/she brings a note to the attendance office or parents call the attendance office within **two school days** of absence at 541-416-6901. Absence cannot be excused after the **two school-day time period**.
2. Students should work directly with teachers regarding missed assignments and homework.
3. At 4 or more unexcused absences Parent(s)/Guardian(s) may be issued a school compulsory warning notice.
4. At 5 or more absences, grades and/or credit may be jeopardized.
5. Parent or student confers with teacher to decide plan of action.

***HOMEWORK CANNOT BE MADE UP FOR UNEXCUSED ABSENCES**

TARDY POLICY

Tardies

Students are considered tardy if they are not in the classroom seated before the tardy bell rings. Students who are more than ten minutes late to class will be considered absent.

CCHS TARDY POLICY

Tardy Policy

Tardies to all classes will be accrued together to determine the appropriate discipline. Similar to unexcused absences, consequences for tardies will be handled on a step basis. The more tardies a student has, the higher the discipline level. Consequences can range from automatic detention time at lunch or after school, to increased detention time or in-school suspension. If tardies continue to be a problem, it may result in the next step in the building management plan.

HOMEWORK POLICY

Homework is assigned to provide students an opportunity to practice independently for what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. Students have three school days from the due date of the assignment to turn in any late work for credit, unless other arrangements have been made with the teacher.

***No make-up opportunity will be afforded to students who are unexcused or deliberately truant from class. Students may receive a zero or F grade on assignments/exams for that day.**

CHEATING

Crook County High School strongly promotes academic honesty and integrity on the part of students. Cheating will not be tolerated. Any student caught cheating will receive a grade of zero on the assignment or exam, and may be removed from the class with loss of credit, suspended, or expelled from school.

Cheating includes all acts of academic dishonesty such as supplying or receiving information during a test, copying tests or homework, allowing others to copy your work, obtaining test answers or questions beforehand, using unauthorized materials during a test, using a project or paper in a second class without teacher permission, or using the ideas or writing of another as your own (plagiarism).

CLOSING OF SCHOOL

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

In the event that school is closed because of inclement weather, the following radio stations will begin announcing school closures by 6:30 a.m.: KRCO~AM (690), KRCO ~FM (96.5), THE PEAK~FM (104.1), KQAK~FM (105.7)

Please be aware that changes in weather and road conditions can result in bus pick-up and route times being late. We ask that you avoid calling the school, as phone lines are needed for emergency use. Please call the Transportation office at 447-7789.

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.

STUDENT 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 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.

CROOK COUNTY HIGH SCHOOL 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.

Participation - Come to class prepared and ready to participate. Be seated before the tardy bell.

Respect - Treat others as you expect to be treated

Integrity - Complete all assignments with honesty and integrity

Diversity - Be accepting of other peoples views even if they differ from your own

Excellence - Always strive to do your very best

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

1. Assault*;
2. Hazing, harassment*, intimidation*, bullying, cyberbullying or menacing* (as prohibited by Board policy JFCF/GBNA – Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulation);
3. Coercion*;
4. Violent behavior or threats of violence or harm* (as prohibited by Board policy JFCM – Threats of Violence);
5. Disorderly conduct, including disruption of the school environment, videoing a fight;
6. Bringing, possessing, concealing, or using a weapon – this includes knives*** or any tool with a knife blade or sharp object (as prohibited by Board policy JFCJ-Weapons In the Schools);
7. Vandalism, Malicious Mischief/Theft (as prohibited by Board policies ECAB-Vandalism/Malicious Mischief/Theft and JFCB-Care of District Property by Students including willful damage or injury to district property*; or to private property on district premises or at school –sponsored activities);
8. Sexual Harassment – includes sexting (as prohibited by Board policy JBA/GBN-Sexual Harassment and accompanying administrative regulation);
9. Use of tobacco**, alcohol or drugs**, including drug paraphernalia (as prohibited by Board policy(ies) JFCC/JFCH/JFCI-Use of Tobacco, Alcohol or Drugs) (JFCG-Tobacco Use by Students, JFCH-Alcohol and JFCI-Substance/Drug Abuse);
10. Use or display of profane or obscene language;
11. Inappropriate displays of affection and/or kissing;
12. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rule;
14. Violation of law, board policy, administrative regulation, school or classroom rules.

Breathalyzers may be used at extra-curricular activities

- * 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 a subsequent violation may result in suspension of driving privileges of the student, 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 ODOT.

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

- ** 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.

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

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance, 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.

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

Damage to District Property

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

DIRECTORY INFORMATION

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

1. Student's name
2. Photograph
3. Date of birth
4. Participation in officially recognized sports and activities
5. Weight and height of athletic team members
6. Dates of attendance
7. Degrees or awards received

Directory information shall not include a student's address, telephone number; the name of the student's parent or other family member; the student's place of birth; and a personal identifier such as the student's social security number or student number. CCHS may post pictures of students on our district website. These might be classroom photos, sports pictures, assembly pictures etc. If you do not want your student's photo placed on our website you need to indicate this in writing.

Public Notice

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

Exclusions

Exclusions from any or all categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released. Information will not be given over the telephone except in health and safety emergencies.

DISCIPLINE/DUE PROCESS

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.

Student Behavior Consequences

Any student who violates any item in the student code of conduct will/may receive one or more of the following consequences:

1. Lunch detention
2. After- school detention
3. Suspension
4. Change of educational placement
5. Expulsion
6. Other as assigned by school administrator

Possible consequences for major violations:

- 1st 1 day suspension
- 2nd 2 day suspension with mandatory re-entry meeting
- 3rd 3 day suspension with mandatory re-entry meeting
- 4th possible change of placement and/or suspension pending expulsion

*** Severe Clause: Severe violations of Code of Conduct may result in disciplinary consequences up to an immediate 10-day suspension, change of placement or expulsion.**

Detention

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

Suspension

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

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

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

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

In School Suspension

1. Quiet place to study and do homework 2. Read 3. Pick up garbage on campus 4. No cell phones or electronic devices.

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

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

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed

The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior, which is a manifestation of the disability.

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

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 non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review. 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 or board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

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.

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; within three days in considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS CODE POLICY

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

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

The following general guidelines are designed broadly enough to allow individual expression:

1. **Underwear shouldn't show.** This means that pants should be high enough that boxers don't show. It also means that shoulder straps and armholes can't reveal undergarments.
2. **See-through clothes aren't appropriate.** Mesh shirts, gauzy blouses, and contrasting underwear warrant too much attention for school attire.
3. **Bare skin should be limited.** Strapless tops, low-cut t-shirts, cropped blouses, short shorts, and hip hugger pants aren't acceptable dress if they reveal midriffs, bare backs, navels, cleavage, or buttocks. Tops must have straps on both sides of the shoulder. A good guideline for straps is that they should be at least one inch in width.
4. **Slogans on shirts can't contradict our educational mission.** T-shirts that glorify drugs, alcohol, tobacco, physical brutality, promiscuous sex, or vulgarity don't belong at school.
5. **Hats and sunglasses should be off from 7:30 am to 3:10 pm.**

When dress or grooming clearly disrupts learning or presents a health or safety hazard, the student will be asked to change. Students refusing to change their attire will be considered defiant and appropriate consequences will be administered.

CELL PHONE/ELECTRONIC DEVICES POLICY

A student's high school experience should have a balance between gaining an excellent education with having an enjoyable and fun time. It is also a time to prepare for becoming a successful member of the work force.

Our cell phone/electronic devices policy will be guided by expectations of a reasonable employer in a job setting. Electronic devices include, but are not limited to, iPods, MP3 players, PDAs, and game systems.

During class time or assemblies:

1. Cell phones and electronic devices should be turned off, on silent or vibrate
2. Cell phones and electronic devices should remain in a student's pocket or purse
3. No text messaging
4. All iPods should be turned off and earphones out of ears during class time

Any cell phone or electronic device used during this time may be confiscated and kept until the end of the next day

Non-class time, passing time or lunch time:

Cell phones may be used during non-class time. All cell phone use must be reasonable, respectful and responsible.

DRILLS – FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

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

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

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

SCHEDULING, CREDITS & POLICIES

SCHEDULE CHANGES

Students will be allowed to add or drop classes during the first 6 days of each semester without grade and/or credit penalties. Parent signatures must be obtained for dropping academic classes. A teacher's signature must be obtained to add a class after the 6-day grace period, and the student MAY receive reduced credit for the course. Students are encouraged to make their schedule changes in advance to allow sufficient time for their changes to be made and avoid missing the 6-day deadline. During the 6-day grace period students cannot miss class time in order to make schedule changes.

Students who drop a class after 10 days will receive an "F" for that class.

Ninth, tenth and eleventh grade students are expected to carry a full schedule and must add a course in place of each one dropped.

Retaking a Course: A student may repeat any course in order to improve his/her knowledge and skills of the content in that course when a grade of B, C, D or F has been earned. Any letter grade, whether B, C, D or F indicating the course has been completed, will be recorded on the transcript, and will be used in the GPA calculation. If a course is retaken, the student can choose between: 1. Replace the original grade with a NG (No Grade) or 2. Have the higher grade earned count for required credit on the transcript and the lower grade count as elective credit on the transcript.

AP CLASSES

College Credit/Advanced Placement (AP) classes are college-level courses that you can earn college credit through dual enrollment and/or the AP Exam. Students are eligible to take an AP Exam in a specific subject area. A student who earns the required score on an AP Exam may be granted the equivalent of credit for a one-year college course when they enter college. **All AP courses are graded on a 5.0 scale.** The granting college or university determines the amount of college credit granted. The exam is developed by the College Board and is given nationally.

EARN COLLEGE CREDIT

CCHS offers college courses during the year in which students can earn both high school and college credit. The classes are articulated with Central Oregon Community College, Oregon Institute of Technology and Eastern Oregon University. Students may earn college credit by earning a grade of C or higher and paying tuition at a discounted price. These classes are taught by CCHS staff and COCC faculty, and the credits earned in these classes can be applied toward degree or certificate programs and may transfer to four-year colleges (some transfer as elective credit).

*AP Courses have the possibility for dual enrollment for college credit

Oregon University System Colleges and Accredited Community Colleges Formula:

- A 3 or 4 college credit class = .5 high school credit
- A 5 or 6 college credit class = 1.0 high school credit

CONFERENCES

Regular conferences are scheduled annually in the fall and spring to review student progress. CCHS will require all students with a D or F on their progress report to attend school during conference time.

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

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

Credit by Examination

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified standards (knowledge and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

Credit for Proficiency

In addition to credit by completing classroom or equivalent work as in a course of at least 130 clock hours, a student may receive credit toward a diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence and/or;
4. Providing documentation of prior learning experiences.

COUNSELING

Academic Counseling

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. A complete curriculum guide may be obtained in the Counseling Center. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

FEES

**ALL FEES PAYABLE AT
REGISTRATION**

Make checks payable to:

CROOK COUNTY HIGH SCHOOL

Separate checks for various fees are not necessary

It is the philosophy and policy of the Crook County School District Board of Education that no student is denied the opportunity to participate in any phase of the curriculum because of financial hardship. The district will provide necessary materials free of charge to any student whose parents indicate that the costs entailed would represent a financial hardship to the family. Arrangements should be worked out through a counselor or administrator, rather than the teacher

2013-2014 Fees

Band Fee (contest entrance fees & transportation)	\$ 10.00
Baking (food – per semester)	\$ 15.00
Culinary Arts (food – per semester)	\$ 15.00
First Response (certification – per semester)	\$ 3.00
Foods (food – per semester)	\$ 15.00
PE Fee (per semester)	\$ 5.00
Senior Fee (graduation activities, supplies, i.e. diplomas)	\$ 20.00
Sports Medicine (tape, pre-wrap, medical supplies, etc. – per semester)	\$ 25.00
Sports Participation (per sport)	\$ 200.00
Student Body Card w/ASB sticker (free admittance to games, discount to dances)	\$ 25.00
Student Body Card w/out ASB sticker (no discount to games or dances)	\$ 5.00
Welding (consumables, i.e. rods, gloves & glasses) <i>*Student responsible for cost of project materials in addition to class fees</i>	\$ 20.00
Yearbook	\$ 50.00

Optional Fees

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

No refunds will be issued for class and/or school fees or ASB stickers.

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

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

FIELD TRIPS

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

FOREIGN EXCHANGE STUDENTS

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded [an honorary high school diploma] upon satisfactory completion of the school’s prescribed course of study.

FUNDRAISING

Student organizations, clubs, or classes, athletic teams, outside organizations, and/or parent groups may be permitted to conduct fundraising drives. An application for permission must be made to the facilities coordinator at least 10 days before the event.

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

GANGS

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

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

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

Students in violation of the district’s gang policy will be subject to discipline in accordance with the district’s Student Code of Conduct.

According to district policies, a gang is a group of two or more persons whose purpose is to commit illegal acts or whose activities can cause a substantial disruption with school or school activities. The question of items related with gangs or subversive groups will be identified by school administrators in conjunction with local law enforcement agencies and communicated to parents and students in the school newsletters and in announcements.

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

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

GRADE CLASSIFICATION

Units of Credit Earned	Grade Placement
6	(incoming) 10 Sophomore
12	(incoming) 11 Junior
18	(incoming) 12 Senior
24	To graduate

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability, or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises.

Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules. Any violation resulting in a suspension during the window of time in which graduation exercises occur, may result in students being denied the opportunity to walk at graduation. All coursework/requirements for graduation must be completed (this includes all on-line courses & college courses with official transcript showing completion) and all fees/fines must be paid and books turned in by 3:30 p.m. the Friday before graduation to receive their diploma and walk at graduation.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

GRADUATION CREDIT REQUIREMENTS

SUBJECT AREA	2014 GRADUATE	2015 GRADUATE	2016 GRADUATE	2017 GRADUATE
English	4	4	4	4
Mathematics	3 – Algebra 1 and above			
Science	3	3	3	3
Social Sciences				
World Cultures	1	1	1	1
US History	1	1	1	1
Government	.5	.5	.5	.5
Personal Finance	.5	.5	.5	.5
Physical Education	1	1	1	1
Health	1	1	1	1
Second Language, The Arts, Career & Technical Education	3*	3*	3*	3*
Career Exploration	.5	.5	.5	.5
Electives	5.5	5.5	5.5	5.5
Total Credits	24	24	24	24
Essential Skills	Reading Writing Math	Reading Writing Math	Reading Writing Math	Reading Writing Math

*In any combination

**Reading and Math Essential Skills can be met by minimum scores on the following test options: OAKS, ACT, PLAN, Work Keys, Compass, ASSET, SAT or PSAT. Essential Skill requirements may also be met using work samples scored with the official state scoring guides.

Colleges and universities may have specific admissions requirements. It is your responsibility to check college entrance requirements

Oregon University System Colleges and Accredited Community Colleges Formula:

A 3 or 4 college credit class = .5 high school credit

A 5 or 6 college credit class = 1.0 high school credit

Valedictorian – Students must earn an Honors Diploma to be eligible for Valedictorian beginning in 2014.

Top 10% - is figured by students accumulating points for every grade earned from 9th grade through the 1st semester of their 12th grade year. A's earn 4 points, B's earn 3 points, C's earn 2 points, and D's earn 1 point. A student will get an extra point for every honors, college and advanced class they pass through the first semester of their senior year. The total of all of these points is then divided by the total number of classes completed.

Early Graduates: Any student intending on graduating a year early must complete the Early Graduation Request Form which may be obtained from the Counseling Center. This form must be submitted and early graduation approved no later than October 1. This process must be followed for participation in Graduation and senior events.

DIPLOMA OPTIONS

Students will work toward two different types of diplomas – the Standard Diploma and the Honors Diploma. Students wishing to earn an Honors Diploma may obtain information in the Counseling Center.

Starting with the graduating class 2014 students must earn an Honors Diploma to be eligible for Valedictorian.

Standard Diploma: This diploma is awarded to students who successfully meet the high school graduation requirements of Crook County High School. The majority of students who attend Crook County High School will receive this diploma. When students earn this diploma they will be prepared to enter a community college. With this diploma, a student could also be eligible for four year colleges or universities if they take two consecutive years of foreign language as part of the coursework at CCHS.

Honors Diploma: Students who complete this diploma will complete the graduation requirements for Crook County School District and complete additional Math, Science, Foreign Language, and 6 Capstone class credit requirements. These additional requirements will provide greater preparation for four year colleges and universities.

ADVANCED DIPLOMA

The Advanced Diploma is a 5th year diploma program that is available for students who have met the Standard or Honors Diploma requirements. Advanced Diploma students can go to our local community college or a community college in Oregon that CCHS has an agreement/contract with for earning an Advanced Diploma. Students earning an Advanced Diploma will be dually enrolled at CCHS and the community college and take a minimum of 9 credits or maximum of 12 credits per term. This is a one year program (Fall, Winter, and Spring).

Please see the ASPIRE coordinators in the CCHS Future Center for more information.

	Standard Diploma	Honors Diploma
Eligible Students	All	All
Required Content Area Credits	<p>24 Total Credits 4.0 English 3.0 Math* 3.0 Science 3.0 Social Studies 1.0 PE 1.0 Health 3.0 Second Language, Arts and/or Tech Ed 0.5 Careers 5.5 Other/Electives</p> <p>*3.0 credits at or above Algebra 1 starting with Class of 2014</p>	<p>26 Total Credits 4.0 English 4.0 Math 4.0 Science 3.0 Social Studies 1.0 PE 1.0 Health 2.0 Second Language 1.0 Arts and/or Tech Ed 0.5 Careers 5.5 Electives</p> <p>*Must include 6 Capstone Class Credits(semester class=.5 credit). Student must maintain a cumulative GPA of 3.5 or higher. Students must earn an Honors Diploma to be considered for Valedictorian status starting with class of 2014</p>
Essential Skills Proficiencies	<p>Class of 2014+ - Reading, Writing, Math To Be Determined: Speaking, Critical Thinking, Technology Use, Civic & Community Engagement, Global Literacy, Teamwork, Personal Management</p>	<p>Class of 2014+ - Reading, Writing, Math To Be Determined: Speaking, Critical Thinking, Technology use, Civic & Community Engagement, Global Literacy, Teamwork, Personal Management</p>
Special Education Services	No special education services are provided by the school district beyond high school	No special education services are provided by the school district beyond high school
Community College	Accepted	Accepted
4-year Colleges and Universities	Accepted with 2 years of Foreign Language; Not accepted without 2 years of a Foreign Language, but appeals may be considered	Accepted
Federal Student Aid	Meets Eligibility	Meets Eligibility
Military	May qualify to enlist in any branch of military with qualifying ASVAB score	May qualify to enlist in any branch of military with qualifying ASVAB score

AP Human Geography

AP US History

Pre-Calculus/Math 111,112

AP Calculus

AP Statistics

Physics

Advanced Biology

AP Chemistry

Anatomy & Physiology

Forest Management

Wilderness Management

Wildland Fire & Plants

English 11 Honors/AP Prep

Writing 121,122

AP Literature & Composition

English College Lit

Spanish 3

Spanish 101,102

***Students who are unable to satisfy diploma requirements may qualify for Alternative Certificate according to the policies & procedures of the Crook County School District.

SENIOR TRIP GUIDELINES

- All fees must be paid in order to attend senior trip
- All seniors must be in good standing; any major violations within the last 10 school days, or during the window of time in which senior events occur, may result in students being denied the opportunity to participate.
- Breathalyzers may be used at extra-curricular activities

HAZING/HARASSMENT/INTIMIDATION/BULLYING/ CYBERBULLYING/MENACING

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

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

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

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

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

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

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

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

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

“Retaliation” means hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

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

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

- Step I Any hazing, harassment, intimidation or bullying or menacing acts of cyberbullying information (complaints, rumors, etc.) shall be presented to an administrator. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- Step II The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant’s appeal within 10 working days.
- Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Documentation related to the incident may be maintained as a part of the student’s education records

HOMELESS STUDENTS

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence, or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of the academic year in which he/she moved to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations, or assistance in accessing transportation services, contact Dennis Kostelecky at 447-3030, the district's liaison for homeless students.

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.

INFECTION/DISEASE INSTRUCTION

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.

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV, and HCV 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, HBV, and HCV health education program should contact Stacy Smith (Curriculum – 447-3030).

INSURANCE

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

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

INTERNET ACCESS OF STUDENT RECORDS

Parents and students now have Internet access to some student records here at Crook County High School. The following items are now available:

1) Attendance 2) Grades 3) Student Schedule

To access your students records please go to: www.crookcounty.k12.or.us

1. Choose "schools"
2. Choose "high school"
3. Choose "academics"
4. Enter student's ID# and Pin# on left side menu bar

You may obtain student I.D number and Pin number from the attendance office at 416-6901.

We are excited about the ability to improve communication with our parents and students. For any questions regarding access to your student's records through the Crook County Internet website please contact the CCHS office at (541) 416-6900.

STUDENT COMPUTER USE

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

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

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

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

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

With this educational opportunity also comes responsibility. It is important that your child follow district policy for the use of the Internet. Among other responsibilities in the district policy some user responsibilities are as follows:

1. The system shall be used only for educational purposes. Commercial and/or personal use of the district's system is prohibited.
2. Users shall not knowingly submit, publish, or display inaccurate and/or objectionable material.
3. System users shall not promote any activity prohibited by district policy, state or federal law.
4. Attempts by a student to log on to the district's system as a district employee will result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
5. Any system user identified as a security risk or having a history of violations of district and/or building computer use guidelines may be denied access to the district's system.

Inappropriate system use will result in the loss of the privilege to use this educational tool. The entire policy is available from the school or district office.

The district uses an Internet filter system designed to eliminate objectionable materials, but please be aware that your child may, although it is unlikely, find material that is objectionable to some.

LIBRARY/MEDIA CENTER/COMPUTER LAB

The media center is a resource for all students. Students may use the media center for study and research purposes. Expected behavior by students is basic respect of property and others working in the library. **No food or drink is allowed in the media center or lab.**

In order to check out any materials students must present their current student body card. Materials not returned on the date due are subject to late fees. Fines for overdue materials will accrue a charge each day per item.

Students without a class who wish to use the computer lab must obtain a pass from the administrative office.

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.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

LUNCH/BREAKFAST PROGRAM

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need.

Additional information can be obtained in the office.

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.

MEDICATIONS

District-Administered Medication

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

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

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

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

Self-Medication

Students in grades K-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 or other licensed health care provider 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. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. 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 and forms.

NCAA / NAIA REQUIREMENTS

Families and students are responsible for knowing the NCAA and/or NAIA requirements and deadlines. Students who have the potential of participating in athletics at the NCAA or NAIA level need to log on to the appropriate website to find out what the academic eligibility requirements are to be certified by the NCAA or NAIA. If students choose courses that do not meet the requirements, they could be risking eligibility. Additional information can be found on the NCAA website at www.eligibilitycenter.org and the NAIA website at www.playnaia.org.

The NCAA does not begin the clearinghouse eligibility process until a student's junior year. The student needs to send SAT/ACT scores directly to NCAA.

11th grade: Contact NCAA – apply online. Take SAT/ACT Spring (request to send scores directly to NCAA – Code 9999. Sign up in the Counseling Center to have transcript sent to NCAA.

12th grade: Take or re-take SAT/ACT if necessary. Work with high school coaches, talk with colleges, sign letter of intent. Request final transcript to be sent to the selected college.

Students need to request transcripts to be sent from the Counseling Center at the end of their last semester of their junior year.

To confirm eligibility, a final transcript showing proof and date of graduation needs to be sent to NCAA Clearinghouse.

NCAA ELIGIBILITY

Core Courses

- NCAA Division I requires 16 core courses. See the chart below for the breakdown of this 16 core-course requirement.
- NCAA Division II currently requires 14 core courses. Division II will require 16 core courses for students enrolling on or after August 1, 2013. See the breakdown of core-course requirements below.

Test Scores

- Division I uses a sliding scale to match test scores and core grade-point averages.
- Division II requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, Mathematics, Reading and Science.
- When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. **Test scores that appear on transcripts will not be used.**

Grade-Point Average

- Be sure to look at your high school's list of NCAA Courses on the NCAA Eligibility Center's website www.eligibilitycenter.org. Use the list as a guide.
- Only courses that appear on your school's list of NCAA Courses will be used in the calculation of the core grade-point average. Use the list as a guide.
- Division I core grade-point average requirements are listed on the sliding scale.
- The Division II core grade-point average requirement is a minimum of 2.000.
- Remember, the NCAA grade-point average is calculated using NCAA core courses only.

**DIVISION I
16 Core Courses**

4 years of English
3 years of mathematics (Algebra I or higher)
2 years of natural/physical science (1 year of lab if offered by high school)
1 year of additional English, mathematics or natural/physical science
2 years of social science
4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)

**DIVISION II
14 Core Courses**

3 years of English
2 years of mathematics (Algebra I or higher)
2 years of natural/physical science (1 year of lab if offered by high school)
2 years of additional English, mathematics or natural/physical science
2 years of social science
3 years of additional courses (from any area above, foreign language or comparative religion/philosophy)

**DIVISION II
16 Core Courses
(2013 and After)**

3 years of English
2 years of mathematics (Algebra I or higher)
2 years of natural/physical science (1 year of lab if offered by high school)
3 years of additional English, mathematics or natural/physical science
2 years of social science
4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)

PARENTAL RIGHTS

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PARENT/VISITOR GUIDELINES

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

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

Public Conduct on School Property

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

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

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

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

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

Conduct Prohibited on School Property

No person shall:

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

Violation of the Code of Conduct

The authorization of a visitor to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises if a violation occurs. The parent may also be asked to remain off school grounds until the situation is resolved. If they refuse to leave, they shall be subject to a police citation for trespassing. The district reserves its right to pursue a civil or criminal legal action against any person violating these guidelines.

POSTERS

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

PROGRAM EXEMPTIONS

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

PROGRESS REPORTS

Written reports of student grades, mid-term reports and absences shall be issued to parents throughout the school year. Parents will be notified of student benchmarks. Letter grades will be used. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

A "progress report" with your student's teacher(s) can be made at any time during the school year. Students may pick up a progress report form in the front office or counseling center.

Parents may also contact their student's counselor and arrange for a progress report from student's teachers as well. This usually takes two days and can be summarized over the telephone by the counselor if parents find difficulty in coming to campus. Parents may also view student progress and grades through the Internet.

SAFETY & SECURITY

I.D. CARDS

All students are expected to carry a school I.D. card for identification purposes. In addition to serving as an activity card, it is used for checking materials out of the library. I.D. pictures will be taken and cards issued during the registration process at no cost. **Replacement cards will be available during the year in the ROTC office at a cost of \$5.00.*

Students should carry their I.D. cards at all times and always present them to staff members (any adult district employee) upon request.

CLOSED CAMPUS

Students shall not leave any school campus without a legitimate reason once they have arrived on the school grounds. Said legitimate reason is to be established under the supervision of the principal together with the student and his/her parents. Personal contact with parent/guardian or their designee is required.

Parental permission is not required for sophomores, juniors and seniors to leave campus during their regularly scheduled lunch period.

Off-campus privileges are granted to students in good standing as determined by the principal. For sufficient reasons, the principal may revoke the off-campus privilege for any and all students.

*Sophomores, juniors and seniors are permitted to leave during the lunch period only; however, sophomore, juniors and seniors who transport freshmen off campus will be subject to disciplinary action, including loss of off campus privilege.

**Freshmen are expected to remain on campus during the lunch period. Failure to observe the policy will result in disciplinary action.

OFF LIMITS

The following areas are off limits to students during the school day, including lunch and class breaks:

1. All parking lots (except with pass from staff)
2. The areas around and between the shops, greenhouse and modulars on the east side of the school.
3. Softball fields and dugouts

Students located in any of these areas during class time could result in disciplinary action.

VALUABLE PERSONAL PROPERTY

Unfortunately, there are students in every school who will steal if given the opportunity. *Please do not bring large sums of money or other valuable items to school.* If it is necessary, these items may be left in the main office to be secured in the safe. **P.E. students should turn in money and other valuables to the teacher during the class period.** Do not share locker combinations or lockers! Students should keep all personal property locked up. Report all thefts to the campus security immediately. The school cannot be responsible for loss of personal items, including shop projects, in the building and in the parking lot. Be sure to always turn the dial to secure your locker.

SEARCH AND SEIZURE

Searches

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

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time, with or without the assistance of a K-9 dog. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

Questioning

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

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

SCHOOL BASED HEALTH CENTER

Front office staff will receive a roster of students, to be updated monthly, who have written consent to access care at the School Based Health Center. If a student is 15 years or older, student can access care without a consent from parent.

- If a student has a clinic appointment and/or becomes ill at school, student will be allowed to access care at SBHC.
- Student will obtain a hall pass from teacher to office.
- Office will check student out with "SBHC pass" with dismissal time to clinic.
- Clinic staff will sign "SBHC pass" arrival time and departure time.
- Student will check back into school at front office with "SBHC pass" and receive a hall pass back to class.

STUDENT/PARENT COMPLAINTS**

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within [five calendar] days. If the outcome of this conference is not satisfactory, the student or parent may file a formal complaint following board policy.

Discrimination on the Basis of Sex Complaints

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

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

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

Instructional Material Complaints

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

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

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

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

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director.

Placement/Enrollment of Homeless Students Complaints

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

Students with Sexual Harassment Complaints

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

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Principals, compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

Any documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other

affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

Staff Sexual Conduct with Students

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

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

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

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

STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district’s annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records.

Education records are those records related to a student maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in minimum one-hour fire-safe place in the high school front office. Permanent records shall include

1. Full legal name of student
2. Name and address of educational agency or institution
3. Student birth date and place of birth
4. Name of parent/guardian

5. Date of entry into school
6. Name of school previously attended
7. Course of study and marks received
8. Data documenting a student's progress toward graduation
9. Credits earned
10. Attendance
11. Date of withdrawal from school

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

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records, or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

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

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

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

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

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

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENT RESTRAINT AND SECLUSION

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

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

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

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

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

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

TELEPHONE USE AND UPDATING STUDENT NUMBERS

It is required that the attendance office be notified immediately in the case of changes in telephone, address, or emergency information. Our ability to contact parents in case of emergency depends on the accuracy of this information. *Current information helps to insure efficient communication from CCHS to parents.*

Student Messages

We need the cooperation of both students and parents in minimizing messages to students during the school day. Getting messages to students interrupts class and ties up office personnel.

Except in cases of emergency, students will be informed at the end of a class period and asked to return the call.

Students found in violation of the personal communication 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.

TEXTBOOKS

The district does not charge a rental fee to students for textbooks. In all cases, however, students are responsible for textbooks checked out to them and are expected to exercise care and responsibility in the treatment of the books. Students are required to pay for lost or damaged books, which will be inspected when they are turned in. Charges will be based on the replacement cost of the book, which is lost or damaged. Students accepting damaged books will be held responsible for the damage. Please check all books carefully when they are initially issued to you. All textbooks will be checked out through the library computer system.

THREATS

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

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

TOBACCO-FREE ENVIRONMENT

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

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

TRANSCRIPTS

Transcripts will be provided at all times as needed free of charge. Transcripts can be obtained from the student records secretary in the counseling center.

Retaking a Course: A student may repeat any course in order to improve his/her knowledge and skills of the content in that course when a grade of B, C, D or F has been earned. Any letter grade, whether B, C, D or F indicating the course has been completed, will be recorded on the transcript, and will be used in the GPA calculation. If a course is retaken, the student can choose between: 1. Replace the original grade with a NG (No Grade) or 2. Have the higher grade earned count for required credit on the transcript and the lower grade count as elective credit on the transcript.

TRANSFER OF STUDENTS

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

TRANSPORTATION

CROOK COUNTY SCHOOL DISTRICT DISCIPLINE PROCEDURES FOR DISTRICT-APPROVED STUDENT TRANSPORTATION

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct. Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or others may result in the loss of district-approved transportation services. The following procedures address:

1. Safety instructions;
2. Code of conduct;
3. Violations;
4. Suspension;
5. Expulsion;
6. Right of appeal;
7. Reinstatement;
8. Education;
9. Special education students.

Safety Instructions

1. Each September and January the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
 - a. Safe school bus riding procedures, including but not limited to loading, unloading, crossing, etc;
 - b. Use of emergency exits; and
 - c. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.
2. Each September and January the transportation supervisor will direct all bus drivers to conduct a safety review with all other students.
 - a. The drivers shall review safe bus riding procedures.
 - b. The drivers shall review use of emergency exits.
3. The transportation supervisor will record dates and content of safety instructions by each driver. Such information shall be kept as a part of the district's records.

Code of Conduct

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

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

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;

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

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

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

I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct.

Parent

Student

Violations

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

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

DISCIPLINARY PROCEDURES FOR VIOLATIONS

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 phone conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal or designee. The transportation supervisor will also e-mail the building principal.
3. Third Citation* of the year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal or designee. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
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 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal or designee.
5. In all instances, the appeal process may be used if the student and/or parent desires.

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

APPEAL PROCEDURE

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

STEP I The student or his/her representative will discuss the issue with the transportation supervisor and principal.

STEP II If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal (or designee) and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, transportation supervisor, principal (or designee) conference with the goal of resolving the issue.

STEP III Within five school days, the principal (or designee) is to communicate, in writing, the decision to the student and the student's parents.

STEP IV If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.

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

Please return this signed form to the driver on or before the second day of school.

I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

Student's Name _____	Parent's Signature _____	Date _____
Bus Route # _____	Phone Numbers: (Home) _____	(Work) _____
School _____		

Suspension Procedures

Due process procedures used by the district governing student behavior shall be applied. Normally the suspension process shall be in accordance with the following procedures:

1. Suspension hearings shall be conducted in private, and will be more informal than is the case of an expulsion hearing. The hearing will be conducted by the superintendent or designated representative. The procedure should be more of a conversation between the two parties than a formal hearing;
2. The student will be informed of the violation(s) and given the opportunity to be heard and present his/her view of the occurrence;
3. If suspension is to follow, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement;
4. If possible, parents will be notified immediately by telephone of the suspension and given reasons for the action. The parents will be encouraged to conference with the building administrator. Arrangement should be made for the student's transportation to and from school;
5. A written communication will be mailed to the student and parents within one workday restating the reasons for the action(s), the duration of the suspension and procedure for arranging a mutually satisfactory time for a conference for possible re-admittance;
6. The written communication shall state that the parent may appeal the reason for suspension and the duration of suspension to the appropriate administrator;
7. In special or emergency circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, incarceration by court action or if there is a serious risk that substantial harm will occur if the suspension is terminated pending an intended expulsion.

SCHOOL BUS INCIDENT REPORT (Sample)

Date: _____ Route: _____ AM _____ PM _____

Dear Parents:

This report is to inform you of disciplinary action taken as a result of your student's actions which jeopardized the safety and well-being of all students on the bus. We urge you to support this corrective action by impressing upon your student the need for safety on our school buses. _____ has been cited for an infraction of the rules listed below:

Description of incident:

- *Failed to obey driver.
- *Threw an object(s).
- *Possessed a weapon or other dangerous object(s).
- *Fought, wrestled, scuffled.
- *Stood/Changed seat with bus moving.
- *Extended from bus door/window.
- *Possessed matches, incendiaries, etc.
- *Used emergency exit.
- *Vandalism of property.
- *Threatened/Harmed driver/rider.

- *Bullying/Harassment.
- *Disruption: Driver stopped bus.
- *Disrespectful and/or obscene statements.
- *Possessed alcohol, tobacco, unlawful drugs.
- Eating or chewing gum (unless approved by the driver).
- Possessed glass container or object.
- Impeded movement of bus.
- Brought animal on bus (other than approved assistance guide animals)

* An asterisk may result in loss of transportation service with no warning citation.

- () Warning
- () Second Citation: may suspend until conference
- () Third Citation: 5-10 day suspension
- () SEVERE INFRACTION: 10-day suspension to 1-year expulsion

Route Number: _____ Driver Signature: _____

Student Phone Number: _____ Parent Signature: _____

District Representative: _____

CITATIONS MUST BE SIGNED BY PARENT

Expulsion Procedures

Due process procedures used by the district governing student behavior shall be applied. Students will not be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least five school days prior to the scheduled hearing. Notice will include:
 - a. The specific charge or charges;
 - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation;
 - c. A recommendation for expulsion;
 - d. The student's right to a hearing;
 - e. When and where the hearing will take place; and
 - f. The right to representation.
2. The superintendent or designee will act as hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will conduct the hearing and will not be associated with the initial actions of the building administrators;
3. In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
4. The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney and/or parent. The school district's attorney may be present;
5. The student will be afforded the right to present his/her version of the charge(s) and to introduce evidence by testimony, writings or other exhibits;
6. The student will be permitted to be present and to hear the evidence presented by the district;
7. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents at the same time;
8. The hearings officer or the student may make a record of the hearing;
9. The hearings officer's decision is final. However, this decision may be appealed to the Board. At its next regular meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents or students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision;
10. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:

- a. The name of the minor student;
- b. The issues involved;
- c. The discussion;
- d. The vote of Board members, which may be taken in executive session.

Right of Appeal

1. At each step of the discipline procedures used in district-approved transportation services, parents, students and/or a representative have a right to appeal.
2. All appeals must be in writing.
3. Appeals are to be made to the responsible person at the level of appeal.
4. Final appeal may be made to the Board.
5. Board decisions are final.

Reinstatement

A conference to discuss reinstatement shall be conducted under the following guidelines:

1. When deemed necessary, parent(s) and student shall be present at the conference;
2. The principal shall fully explain matters and permit the parties involved to fully explain their positions;
3. The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

Education

1. Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements shall be confined to district-approved transportation services. Therefore, students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.
2. Students' academic grades will reflect academic achievement. Therefore, misconduct or absenteeism shall not be a sole criterion for grade reduction. Students will be expected to continue to meet the district's attendance and educational requirements.
3. Makeup work may be provided: If makeup work is needed, the district's policy and procedures will be followed.
4. Alternative education may be provided:

If alternative education is needed, the district's policy and procedures will be followed.

Special Education Students

Special education students will be disciplined in accordance with Board policy JGDA/JGEA – Discipline of Disabled Students and accompanying administrative regulation.

Definitions

1. The district applies the following definitions when considering disciplinary action:
 - a. "Behavioral intervention plan" means an individualized plan, including positive interventions, designed to assist a student to decrease inappropriate behavior and increase or teach an alternative appropriate behavior;
 - b. "Current educational placement" means the type of educational placement of the student as described in the student's "annual determination of placement" document at the time of the disciplinary removal. It does not mean the specific location or school but the types of placement on the continuum of placement options;
 - c. "Disciplinary removal" means suspension, expulsion or other removal from school for disciplinary reasons, including removals pending completion of a risk assessment. It does not include:
 - (1) Removals by other agencies;
 - (2) Removals for public health reasons (e.g., head lice, immunizations, communicable diseases, etc.);
 - (3) In-school suspensions if the student continues to have access to the general curriculum and to special education and related services as described in the student's individualized education program (IEP), and continues to participate with nondisabled students to the extent they would in their current placement; or
 - (4) Bus suspensions, unless the student's IEP includes transportation as a related service, the district makes no alternative transportation arrangements for the student and the student does not attend school as a result of the bus suspension.

- d. “Functional behavioral assessment” means an individualized assessment of the student that results in a team hypothesis about the function of a student’s behavior and, as appropriate, recommendations for a behavior intervention plan;
- e. “Suspension” means any disciplinary removal other than expulsion.

Disciplinary Removals for up to 10 School Days

1. The district may suspend students with disabilities from their current educational placement for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities. These removals are not considered a change in placement.
2. During disciplinary removals for up to 10 school days:
 - a. The district is not required to provide access to special education and the general curriculum unless students without disabilities are provided access during this time;
 - b. The district is not required to determine whether the student’s behavior resulting in the disciplinary removal is a manifestation of the student’s disability;
 - c. The district counts days of suspension as follows:
 - (1) Suspensions of a half day or less will be counted as a half day; and
 - (2) Suspensions of more than a half day will be counted as a whole day;
 - (3) If a student moves from another school district in Oregon, any days of suspension from the former district apply, unless the district does not have knowledge of previous suspensions.
3. If a parent disagrees with a suspension and requests a due process hearing:
 - a. The district may require the student to complete the suspension before returning to his/her current educational placement;
 - b. The student will return to the current educational placement after the suspension unless the student is removed to an interim alternative educational setting, or if the parent and district agree to another placement pending the hearing.

Additional Disciplinary Removals of up to 10 School Days When There is No Pattern of Removal

1. The district may suspend students with disabilities from their current educational placement for additional periods of up to 10 days in a school year to the same extent, and with the same notice, as for students without disabilities, if the removals do not constitute a pattern. These removals do not constitute a change in placement.
2. In determining whether removals of additional periods of up to 10 school days constitute a pattern of removals, school personnel will consider:
 - a. The length of each removal;
 - b. The total time of removals; and
 - c. The proximity of the removals to one another.
3. During removals of additional periods of up to 10 school days in a school year that do not constitute a pattern, the district will provide services that are necessary to enable the student to:
 - a. Appropriately progress in the general curriculum;
 - b. Appropriately advance toward achieving the goals in the student’s IEP; and
 - c. The services and location for delivery of services in this section will be determined by school personnel, in consultation with the student’s special education teacher, or by the student’s IEP team.
4. Within 10 business days of the first removal for additional periods of up to 10 school days in a school year that do not constitute a pattern, the district will:
 - a. Hold an IEP meeting to develop a plan for conducting a functional behavioral assessment unless a functional behavioral assessment has been completed on the behavior that resulted in the removal; or
 - b. If there is a behavioral intervention plan in place, review the plan if one or more team members believe that revisions are needed.
5. As soon as practicable after developing a plan for conducting a functional behavioral assessment and completing the assessments required by the plan, the district will hold an IEP meeting to develop appropriate interventions to address the behavior and shall implement those interventions.
6. The district is not required to determine whether the behavior resulting in the disciplinary removal is a manifestation of the student’s disability.
7. Upon subsequent removals of up to 10 school days that are not a pattern, the IEP team shall review the behavior intervention plan and its implementation to determine if modifications are necessary.
8. If a parent disagrees with the suspension and requests a due process hearing:
 - a. The district may require the student to complete the suspension before returning to his/her current educational placement;
 - b. The student will return to the current educational placement after the suspension unless the student is removed to an interim alternative educational setting or the parent and district agree to another placement pending the hearing.

Disciplinary Removals of More than 10 School Days (Pattern or Consecutive)

1. When a student is removed for disciplinary reasons for more than 10 school days, it is considered
 - a. Change in the student's educational placement if:
 - b. The removal is for more than 10 consecutive school days; or
 - c. The removal is for more than 10 cumulative school days, and it constitutes a pattern of removals.
2. In initiating this type of removal, the district will:
 - a. Immediately schedule an IEP meeting for the purpose of addressing the student's behavior;
 - b. Not later than the date on which the decision to remove a student under 1. is made:
 - (1) Provide notice of disciplinary action for an expulsion; and
 - (2) Provide Notice of Procedural Safeguards to the parent.
3. Within 10 school days of any decision to change the student's placement because of a violation of a code of student conduct, the district, parent, and relevant members of the IEP team shall review all relevant information to determine:
 - a. If the conduct was caused by or had a direct and substantial relationship to the student's disability; or
 - b. If the conduct was the direct result of the district's failure to implement the IEP. If the district, parent and relevant members of the IEP team conclude that either of the above two is applicable to the student, the conduct shall be determined to be a manifestation of the child's disability.
4. If the district, parent and relevant members of the IEP team conclude the misconduct is a manifestation of the student's disability, the IEP team shall:
 - a. Conduct a functional behavioral assessment, and implement a behavior intervention plan for the student (provided that the district had not conducted such assessment prior to such determination before the behavior that resulted in the change of placement);
 - b. When a behavioral intervention plan has been developed, review and modify the plan as necessary to address the behavior; and
 - c. Return the student to the placement form which the student was removed unless the parent and district agree to change the placement as part of the behavioral intervention plan.
5. If the IEP team determines that the student's behavior is not a manifestation of the student's disability, the district may proceed with disciplinary action as it would for a nondisabled student. In taking this action, the district will:
 - a. Ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the school personnel making the final determination regarding the disciplinary action; and
 - b. Provide the services, determined by the IEP team, that are necessary to enable the student to:
 - (1) Appropriately progress in the general curriculum; and
 - (2) Appropriately advance toward achieving the goals in the student's IEP.
 - c. As soon as practicable after developing a plan for conducting a functional behavioral assessment and completing the assessments required by the plan, the district will hold an IEP meeting to develop appropriate behavioral interventions to address the behavior and shall implement those interventions;
 - d. If a student's educational placement changes as a result of the IEP/placement reviews, the district will provide prior written notice of change in placement.
6. If a parent disagrees with the manifestation determination or any decision about placement related to the disciplinary removal, and requests a due process hearing, the student will remain in the current educational placement unless the student is removed to an interim alternative educational setting or unless the parent and district agree to another placement pending the hearing.

Manifestation Determination

1. The district will complete a manifestation determination before a student is removed for disciplinary reasons for more than 10 school days if the removal constitutes a change in the students' educational placement. A change in placement is:
 - a. A removal for more than 10 cumulative days that constitutes a pattern;
 - b. A removal for more than 10 consecutive days; or
 - c. A removal to an interim alternative educational setting.
2. The manifestation determination will be conducted by the district, parent and relevant members of the IEP team and, as appropriate, other qualified personnel. All relevant information related to the behavior subject to disciplinary action will be considered, including:
 - a. Evaluation and diagnostic results, including information from the parents;
 - b. Observations of the child; and
 - c. The student's IEP and placement.
3. The IEP team will determine that the student's behavior is not a manifestation of the student's disability only if:
 - a. The student's IEP and placement were appropriate in relationship to the behavior subject to the disciplinary action;
 - b. The special education services, supplementary aids and services and behavior intervention strategies were provided consistent with the child's IEP and placement;
 - c. The student's disability did not impair the ability of the student to understand the impact and consequences of the behavior subject to disciplinary action; and
 - d. The student's disability did not impair the ability of the student to control the behavior subject to disciplinary action.
4. The IEP team and other qualified personnel will determine that the student's behavior is a manifestation of the student's disability if:

- a. The student's IEP and placement were found to be inappropriate in relationship to the behavior subject to the disciplinary action; or
 - b. The special education services, supplementary aids and services and behavior intervention strategies were provided inconsistently with the student's IEP and placement; or
 - c. The student's disability impaired the ability of the student to understand the impact and consequences of the behavior subject to disciplinary action.
 - d. The student's disability impaired the ability of the student to control the behavior subject to disciplinary action.
 - e. If the conduct was the direct result of the district's failure to implement the IEP.
5. If, in conducting the manifestation determination review, deficiencies in the student's IEP, placement or implementation are identified, the district will take immediate steps to remedy those deficiencies.

Removal to an Interim Alternative Educational Setting by School District (Drugs and Weapons)

1. A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation or if the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or district. This removal is a change in placement.
2. For the purpose of determining a drug or weapon violation, the district will apply the definitions in Board policy JGDA/JGEA - Discipline of Disabled Students.
3. If a student is removed for a drug or weapon violation as defined above, the district will:
 - a. Immediately schedule an IEP meeting (which will be convened within 10 business days of the disciplinary action);
 - b. Not later than the date on which the decision to take action is made, provide the parent with notice of disciplinary action for a suspension or expulsion, and notice of the decision to remove the student to an interim alternative educational setting; and
 - c. Provide Notice of Procedural Safeguards to the parent.
4. Immediately or within 10 business days, the district will convene an IEP meeting to:
 - a. Develop a functional behavioral assessment plan; or
 - b. If a functional behavioral assessment has already been completed on the behavior that resulted in the removal, the IEP team will review the plan and revise it as needed; and
 - c. Determine whether the student's behavior is a manifestation of the student's disability;
 - d. Review the student's IEP, and revise as appropriate; e. Determine the specific interim alternative educational setting which will enable the student to continue to:
 - (1) Progress in the general curriculum, although in another setting;
 - (2) Receive special education services and modifications described in the student's IEP that will enable the student to meet IEP goals; and
 - (3) Include services and modification that address the misconduct and are designed to prevent the misconduct from recurring.
5. If the IEP team determines that the student's behavior is a manifestation of the disability, the district will not proceed with this disciplinary action, but may:
 - a. Continue the student's placement in the interim alternative educational setting until the end of the 45-day period;
 - b. Review and revise the student's IEP and placement; and
 - c. Seek a hearings officer's removal for injurious behavior.
6. If the IEP team determines that the student's behavior is not a manifestation of his/her disability, the district may proceed with disciplinary action applicable to students without disabilities, in the same manner in which it would apply to students without disabilities. If proceeding with this disciplinary action, the district will:
 - a. Ensure that the special education and disciplinary records of the student are given to school personnel for consideration in making the final determination regarding the disciplinary action;
 - b. Provide the services, determined by the IEP team, that are necessary to enable the student to appropriately progress in the general curriculum and to appropriately advance toward achieving the goals in the student's IEP.
7. If the student's educational placement changes as a result of the IEP/placement reviews, the district will provide the parent with prior written notice of change in placement.
8. As soon as practicable after developing a plan for conducting a functional behavioral assessment and completing the assessments required by the plan, the district will hold an IEP meeting to develop appropriate behavior interventions to address the behavior and shall implement those interventions.
9. If the parent(s) of the student requests a due process hearing because he/she disagrees with the manifestation determination, the removal to the interim alternative educational setting or any decision about placement related to a disciplinary removal:

The student will remain in the interim alternative educational setting pending the decision of the hearings officer or for 45 calendar days, whichever occurs first; unless:

 - a. The parent and school district agree otherwise; or
 - b. The student is removed for injurious behavior to an interim alternative educational setting by a hearings officer.

10. In reviewing a decision to place the student in an interim alternative educational setting for a drug and weapons violation, the hearings officer shall apply the standards in OAR 581-015-0556 (3).

Removal to an Interim Alternative Educational Setting by Hearings Officer (Injurious Behavior)

1. The district may request an expedited due process hearing to obtain a hearings 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.
2. District personnel will determine the specific alternative educational setting in consultation with the student's special education teacher(s) or with the IEP team.
3. If a student is removed to an interim alternative educational setting by a hearings officer for injurious behavior, the district will:
 - a. Immediately schedule an IEP meeting (which will be convened within 10 business days of the disciplinary action);
 - b. Not later than the date on which the decision to take action is made:
 - (1) Provide the parent with notice of any suspension or expulsion, if applicable, and notice of the decision to remove the student to an interim alternative educational setting; and
 - (2) Provide the parent with Notice of Procedural Safeguards.
4. If the district initiates a disciplinary removal to an interim alternative educational setting, the district will, immediately or within 10 business days, convene an IEP meeting to:
 - a. Develop a functional behavioral assessment plan; or
 - b. If a functional behavioral assessment has already been completed on the behavior that resulted in the removal or, if there is a behavioral intervention plan in place, the IEP team will review the plan and revise it as needed; and
 - c. Determine whether the student's behavior is a manifestation of his/her disability;
 - d. Review the student's IEP, and revise it, as appropriate;
 - e. Determine the specific interim alternative educational setting which will enable the student to continue to:
 - (1) Progress in the general curriculum, although in another setting;
 - (2) Receive special education services and modifications described in the student's IEP that will enable the student to meet IEP goals;
 - (3) Include services and modifications that address the misconduct and are designed to prevent the misconduct from recurring.
5. If the IEP team determines that the student's behavior is a manifestation of his/her disability the district will not proceed with the disciplinary action, but may:
 - a. Continue the student's placement in the interim alternative educational setting until the end of the 45-day period;
 - b. Review and revise the student's IEP and placement; or
 - c. Seek another up to 45-day removal for injurious behavior from the hearings officer.
6. If the IEP team determines that the student's behavior is not a manifestation of his/her disability, the district may proceed with disciplinary action applicable to students without disabilities, in the same manner in which it would apply to students without disabilities. In taking this disciplinary action, the district will:
 - a. Ensure that the special education and disciplinary records of the student are given over for consideration to the school personnel making the final determination regarding the disciplinary action; and
 - b. Provide the services, determined by the IEP team, that are necessary to enable the student to appropriately progress in the general curriculum and to appropriately advance toward achieving the goals in the student's IEP.
7. If the student's educational placement changes as a result of the IEP/placement reviews, the district will provide prior written notice of change in placement.
8. As soon as practicable after developing a plan for conducting a functional behavioral assessment and completing the assessments required by the plan, the district will hold an IEP meeting to develop appropriate behavior interventions to address the behavior and shall implement those interventions.
9. If the parent(s) of the student requests a due process hearing because he/she disagrees with the manifestation determination, the removal to the interim alternative educational setting or any decision about placement related to a disciplinary removal:

The student will remain in the interim alternative educational setting pending the decision of the hearings officer or for 45 calendar days, whichever occurs first; unless:

The parent and school district agree otherwise; or, the student is removed by a hearings officer= for additional 45-day period(s) for injurious behavior.
10. The district may seek a court order to remove a student from his/her current educational placement to another placement if the district believes that maintaining the student in the current educational placement is substantially likely to result in injurious behavior.

Interim Alternative Educational Setting

The district will ensure that an interim alternative educational setting:

1. Enables the student to continue to progress in the general curriculum, although in another setting;
2. Ensures that the student receives special education services described in the student's IEP that will enable the student to meet IEP goals; and
3. Includes services and modifications that address the misconduct, and are designed to prevent the misconduct from recurring.

Protections for Children not yet Eligible for Special Education

1. The district will apply these protections to students not yet identified as students with a disability if the district had knowledge that the student was a student with a disability. The district has such knowledge if:
 - a. A parent has expressed a concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to school personnel that his/her student is in need of special education and related services;
 - b. The behavior or performance of a student demonstrates the need for special education and related services in relation to state eligibility criteria for disabilities;
 - c. The parent of a student has requested a special education evaluation of his/her child; or
 - d. The teacher of the student has, or other school personnel, expressed a concern about the behavior or performance of the student to the district's special education representative in accordance with the district's special education referral system.
2. The district will not be considered to have knowledge of a disability if the district:
 - a. Conducted a special education evaluation in accordance with state eligibility criteria for disabilities and determined that the student was not eligible, and gave the parent prior written notice of that determination; or
 - b. Determined that there was no suspicion of a disability, and gave the parent prior written notice of the refusal to evaluate.
3. If the district did not have knowledge, it may take the same disciplinary actions as applied to students without disabilities who engaged in comparable behavior. However:
 - a. If a special education evaluation is requested, or if the district initiates a special education evaluation, the evaluation will be conducted in an expedited manner;
 - b. Until the evaluation is completed, the student will remain in the educational placement determined by school personnel, which can include suspension, expulsion or placement in alternative education;
 - c. Upon completion of the evaluation, if the student is determined to be a student with a disability, the district will conduct an IEP meeting to develop an IEP and determine placement and shall provide special education and related services;
 - d. The district will apply the discipline provisions beginning on the date of the eligibility determination.

VEHICLES ON CAMPUS

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

In applying for parking permit students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

1. **Students will be required to have a parking permit registering their vehicles with Crook County High School.** Vehicles not properly registered and displaying an appropriate parking sticker may be subject to disciplinary procedures, which may include loss of driving privileges. Parking permit applications may be picked up in the main office.
2. Student parking is designated only in the parking lot located on the Northwest end of the campus. Students are not to park in **any other parking lots, driveways, or along curbs.** This includes the east parking lot behind the school, Southwest parking area, visitor, handicap and Fire Zones.
3. Students with parking permits, who allow other students to use their permit (e.g. loan/sell their permit), will lose their parking privilege indefinitely.
4. Students who speed or drive recklessly on the school grounds are subject to disciplinary action and loss of driving privileges. **The speed limit on school grounds is 10 m.p.h.**
5. The parking lot is off-limits during the school day. Any student in the parking lot without written authorization from a staff member may receive a disciplinary referral.
6. The school is not responsible for property damage or theft in the parking lot. Cars should be locked; leaving items of personal property in view within the car should be avoided. Cars with expensive accessories and paint jobs should be left at home.
7. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. *The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

Failure to comply with campus regulations for student drivers can be considered defiance and appropriate disciplinary action will follow.

VIDEO SURVEILLANCE AT SCHOOL

In the interest of maintaining and improving a safe environment for students and district staff at Crook County High School, video cameras may be used to monitor student behavior.

Taped violations of district conduct rules shall be subject to disciplinary action in accordance with established policy and regulations governing student conduct and discipline.

VISITORS

Parents and other adults are always welcome in the building. We do ask that they inform the main office upon arrival and allow us to meet them and determine if we can be of any assistance. As a courtesy to staff, we ask that parents give us some notification if they wish to visit classes. As a matter of building security, teachers are asked not to allow visitors into the classroom unless they have first made their visit known to the administration and have signed in at the front office. Please also see parent/visitor guidelines on pages 23-24.

We do not allow student visitors during the school day.

VOLUNTEER STUDENT TRANSPORTATION

All who transport students must adhere to the procedures set forth by the District Transportation Center. Transportation forms are available in the administrative office.

WITHDRAWAL FROM SCHOOL

Whenever a student plans to withdraw from school for any reason, the following steps must be taken:

1. The parent or guardian is asked to contact the school either personally, by telephone, or in writing to authorize the withdrawal.
2. The student will first be expected to pick up a withdrawal form from the counseling secretary, which is then cleared with an assistant principal, teachers, librarian, cafeteria and bookkeeper. Teachers will indicate the student's grade at the time of transfer, while the librarian, cafeteria and bookkeeper will confirm any outstanding debts.
3. It is important that students go through the proper withdrawal procedures. Otherwise, refunds will be delayed and students may have difficulty obtaining records as needed for employment, the armed services, or further schooling.