



CCHS
Parent / Student
Handbook
2020-21

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

ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic 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. CCSD Online Options;
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 80% 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.

ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT

Proposals from parents or student 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 principal or district office for additional information on submitting proposals, the evaluation and approval process.

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

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

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

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

ASSESSMENT PROGRAM

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

ATHLETICS

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.***

Attendance

Student athletes must attend school for at least one-half of the regular academic school day before they are allowed to practice or compete on that day. This includes excused absences! 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. Students placed in In-School or Out-of-School suspension will be considered ineligible for participation.

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 stricter 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 4.5 credits, incoming juniors must have 10 credits, and seniors must have earned 17 credits prior to the beginning of their senior year.**

Crook County High School will complete grade checks every three weeks. An athlete is ineligible if, upon grade checks, they are found to have one F or two D's. They will be ineligible until they can show necessary improvement.

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. This form is kept on file at CCHS.

All students are required to travel to 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 \$125.00 participation fee per sport; \$100.00 participation fee for Free/Reduced eligibility per sport; maximum for family \$750.00 per school year.
2. Fees must be paid in full or a payment plan must be worked out with the athletic secretary or 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.

ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law, under ORS 339.030. School staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in public school are required to attend regularly.

Any person 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 339.095.

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

1. The superintendent 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. The parent has the right to request:
 - a. An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
 - b. A review of the student's current IEP.
5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4 Above, if requested by the parent, has been completed.

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

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Absence and Excuses

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

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Fieldtrips and school-approved activities;
5. Medical or dental appointment. 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.

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

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

A student, who must leave school during the day, must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the main office.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent 3 or more days. Students have one more day than the number of days absent to complete and hand in make-up work for excused absences.

**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.*

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on the day or evening.

Suspension of Driving Privileges

Students who fail to maintain regular attendance/enrollment in school may have either their driving privileges, 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.

Tardiness

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

Tardiness to all classes will be accrued together to determine the appropriate discipline. Similar to unexcused absences, consequences for tardiness will be handled on a step basis. The more tardy occurrences a student accrues, 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 tardiness continues to be a problem, it may result in the next step in the building management plan.

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

Students who miss or are late for detention may be assigned additional time automatically. If detention is missed a second time, a referral may be submitted to an administrator for additional discipline.

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 tardiness 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. **Make-Up Work:** Parent/Student must contact teacher(s) to arrange make-up 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

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.

5. **Pre-Arranged Absences:** When a student will be missing school for a pre-arranged reason, 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.**
6. The automated dialer system delivers messages only; parents cannot call in and access attendance records. If you have questions about your student's attendance you may log on to our web site at www.crookcounty.k12.or.us - choose "schools", "high school", "academics", then input your student's I.D. # and PIN. Our attendance information is updated daily on the web. You may also call the attendance office (541) 416-6901.

CHEATING

Crook County High School strongly promotes academic honesty and integrity. 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, suspension, or expulsion 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).

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as part of the district's planned graduation program at the discretion of the principal. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule. See page 8 for chart.

CLOSED CAMPUS / OPEN 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 or 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 reason, 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, sophomores, 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 student 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 modular buildings on the east side of the school;
3. Softball fields and dugouts.

CLUBS AND ORGANIZATIONS

A strong, healthy program of clubs and other school-related organizations is one that represents the common interest 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.

Student clubs and performing groups such as the band, choir, cheer, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter 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. Students may forfeit office, honors and activities for violations of conduct.

Conduct

1. Students must dress and appear as stipulated by advisor;
2. Student must abide by expectations distributed by advisor.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse 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*, cholera, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu. Parents with questions should contact the school office.

COMPUTER, NETWORK AND INTERNET RESPONSIBLE USE

Overview

Crook County School District provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community. Some of the tools include Google Apps for Education (for more information on Google Apps, please visit bit.ly/CCSGAFE), learning management systems, and other online resources. With the privilege of access comes the responsibility to exercise personal responsibility in the use of these resources. School district policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. Crook County School District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The school district maintains a system of Internet content filtering on district provided devices at school and at home.

Digital Citizenship

Crook County School District staff and students will use technology in meaningful, safe, and responsible ways while at school and at home.

Digital citizenship means:

1. Respect for one's self - users will nurture an appropriate and respectful online presence, and will purposefully consider information and images before and after posting online.
2. Respect for others - users will refrain from using technology to bully, tease, or harass other people.
3. Respect for Intellectual Property - users will suitably cite any and all use of websites, books, media, etc. while adhering to Fair Use practices.
4. Protect one's self and others - users will protect themselves and others by immediately reporting abuse and by not forwarding inappropriate materials or communications.
5. Protect personal data - users will not share personal log-ins and passwords and are urged to update passwords regularly. Users should not share personal information (name, address, phone number, etc.) in online forums or other electronic communications. Users will not share information belonging to other users.

Expectations

Responsible use of CCSD technology resources is to be ethical, respectful, academically honest, and supportive of the district's mission. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communication (including electronic mail) to ensure that users are using the system in accordance with school district policy. Users should not expect that files stored on district servers, within Google Drive, or on hard disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A; Access to Public Records and Meetings.

Some activities are expressly prohibited by law.

Users must abide by the generally accepted rules of network etiquette while at school and at home. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with Crook County School District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
3. Intentional or unintentional use of networked resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
4. Software and/or services may not be installed or downloaded on school devices without prior approval of the school's administration.
5. Use of computer resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
6. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, use accounts, hardware and/or unauthorized costs incurred.
7. Files stored on district-managed networks, Google Apps for Education accounts, or on district-assigned devices may be inspected at any time and should not be considered private.
8. Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Policy Violations

Crook County School District reserves the right to deny or limit access to technology and/or Internet to anyone. Violating any portion of this policy may result in disciplinary action, including a temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The school district may cooperate with law enforcement officers in investigations related illegal activities conducted through its network.

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.

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 people's views even if they differ from your own

Excellence – Always strive to do your very best

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

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

1. Assault;
2. Hazing, harassment*, intimidation*, bullying, menacing* or teen dating violence;
3. Coercion*;
4. Violent behavior or threats of violence or harm*;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*;
7. Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment;
9. Use of tobacco**, alcohol**, or drugs**, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Use or display of hate symbols, including the display of the Confederate flag, noose or swastika;
12. Disruption of the school environment, display of affection/kissing;

13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

"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; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decision regarding driving privileges under established due process procedures for suspensions and expulsions.

"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, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

"In accordance with Oregon law, any person under age 18 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 1677.400. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

"Dangerous weapon" is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

"Deadly weapon" is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

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

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

In accordance with the Federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 100- feet of school grounds.

Students Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination and the responsibility to not discriminate against others;
2. The right to attend free public schools and 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 the respect to suspension, expulsion and decisions which the student believes injure his/her rights;

4. The right to free inquiry and expression and the responsibility to observe reasonable rules regarding this right;
5. The right to assemble informally and the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. **The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.**

COUNSELING

Academic Counseling

Students are encouraged to talk with district counselors, 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 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.

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 noticed, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

DANCES / SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be re-admitted.

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

- Be a current CCHS or Pioneer student 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
- Students with any major step violation within the last 10 school days may not attend
- **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 and Prom, students may bring one 9th to 12th grade guest 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

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.

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 graduation requirements but are not eligible for the Oregon Promise. Advanced Diploma students can go to our local community college. 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.

OREGON PROMISE

The Oregon Promise provides grants to new high school graduates and GED recipients who will begin community college classes in Fall 2016. This grant program is administered by the Office of Student Access and Completion (OSAC) in Oregon’s Higher Education Coordinating Commission (HECC). Eligibility for the Oregon Promise is determined by the following criteria:

1. Graduate from an Oregon high school or complete a GED;
2. A 2.5 cumulative GPA or higher;
3. Enroll in an Oregon community college within 6 months of graduating high school/completing GED;
4. Be enrolled in an eligible program at least half time (6 or more credit hours) each term.

DISCIPLINE / DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, 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.

<u>Student Behavior Consequence</u>
1. Lunch detention
2. After school detention
3. Suspension
4. Change of educational placement
5. Expulsion
6. Other as assigned by school administrator

<u>Possible Consequences for Major Violations</u>
1st violation: 1day suspension
2nd violation: 2 days suspension with mandatory re-entry meeting
3rd violation: 3 days suspension with mandatory re-entry meeting
4th violation: 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 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.

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. A student with an IEP will not be suspended for more than 10 days, expelled or have educational services terminated by the district for any behavior that 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 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.

Expulsion

Students may be expelled for any of the following circumstances:

- a) When a student’s conduct poses a threat to the health or safety of students or employees;
- b) When other strategies to change the student’s behavior have been ineffective, except that expulsion may not be used to address truancy;
- c) When required by law.

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, whether 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.

Suspension

A student whose conduct or condition is seriously detrimental to the school’s best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons:

- a) Willful violation of Board policies, administrative regulations or school rules;
- b) Willful conduct which materially and substantially disrupts the right of other to an education;
- c) Willful conduct which endangers the student, other students or staff members; or
- d) Willful conduct which damages or injures district property.

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.

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

DISTRIBUTION OF MATERIALS

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

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

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

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

If materials are not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

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

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

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. **Sunglasses should not be worn in the building.**
6. **Shoes with soles must be worn at all times.**

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.

EMERGENCY DRILLS – FIRE, EARTHQUAKE, SAFETY THREATS 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, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

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.

EMERGENCY MEDICAL TREATMENT

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

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

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

EMERGENCY SCHOOL CLOSING INFORMATION

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

In the event school is closed due to 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), and KTVZ TV. As closure information becomes available, the district website will be updated and automated calls and texts will be sent.

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 541-447-7789.

FEES, FINES AND CHARGES

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

1. Club dues;
2. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
3. Athletic equipment and apparel;
4. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
5. Student accident insurance and insurance on school-owned equipment;
6. Lock replacement fee;
7. NJROTC uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Field trips considered optional to the district's regular school program;
11. Admission fees for certain extracurricular activities;
12. Participation fees.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

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

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

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

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

FIELD TRIPS

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

FUNDRAISING

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

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

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. A gang is also defined as any group that identifies itself with 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. 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.

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

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act of violation of district policies.

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

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

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

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.

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.

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 and college courses with official transcript showing completion), all fees/fines must be paid, and books turned in by 3:30 p.m. the Friday before 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. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal.

HAZING / HARASSMENT / INTIMIDATION / BULLYING / CYBERBULLYING / MENACING

Hazing, harassment, intimidation, menacing, cyberbullying or bullying, or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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 the 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. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“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.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age;

“Domestic violence” means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic 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 or bullying, menacing, teen dating violence 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 or bullying, menacing, teen dating violence and act of cyberbullying or retaliation.

The principal will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal 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 or bullied, menaced, a victim of teen dating violence and act of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal 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.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

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

- Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the principal. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 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, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the complainant’s appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

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

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 of admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to a 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 right of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district office.

HOMEWORK POLICY

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

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. Students who have been absent from school have one more day than the number of days absent to complete and hand in any assigned make-up work for excused absences.

***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.**

HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district’s health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

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 student's records please go to: www.crookcounty.k12.or.us

1. Choose "ParentVUE"
2. Enter login and password information

You may obtain parent login and/or access code information from the front office at (541) 416-6900. 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 School District website, please contact the CCHS office at (541) 416-6900.

IMMUNIZATIONS

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 or parents with questions about the district's AIDS, HIV, HBV, and HCV health education program should contact Stacy Smith (Curriculum – 541-447-3030).

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 either:

1. Purchased the student accident insurance;
2. Shown proof of insurance;
3. Signed a form rejecting the insurance offer.

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 computer 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 of \$.05 each day per item. Replacement cost of books not returned will be charged to student accounts.

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. Students should not share lockers.

LOST AND FOUND

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

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 and provide written notification of such to the CCHS office.

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

MEDICINE AT SCHOOL

Students may be permitted to take prescription or non-prescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities.

District-Administered Medication

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent.

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, method of administration, frequency of administration and any special instructions. A prescription prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions, with permission of the parent, which includes the information above are required for all requests to administer non-prescription 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.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

Premeasured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises, who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Self-Medication

Students in grades K-12 are permitted to self-medicate prescription and non-prescription 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 non-prescription 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.

PARENTAL INVOLVEMENT

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The CCHS newsletter published monthly, conferences, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the main office;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

PARENTAL RIGHTS

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

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

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

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

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may possess personal electronic devices in district facilities during the school day.

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities.

The district will not be liable for personal electronic devices brought to district property. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities.

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

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

Personal electronic devices shall not be used in restrooms or locker rooms.

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

PHYSICAL EXAMINATIONS (Athletics)

Students in grades 6 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

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

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

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

POSTERS

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

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

RELEASE OF STUDENTS FROM SCHOOL

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

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 class picture times. **Replacement cards will be available during the year in the office at a cost of \$5.00.**

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.

SCHEDULING, CREDITS & POLICIES

Schedule Changes

Students will be allowed to add or drop classes during the first 10 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 10-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 10-day deadline. During the 10-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 unless transferring into an equivalent 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 A, 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. 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 in the spring.

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 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. In addition to parent teacher conferences, CCHS will be requiring all students with a D or F to attend school during the conference days for extra help. More detailed information and specific times will be announced.

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 outside of district conferences 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 working 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 experience.

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 (SBHC). If a student is 15 years or older, student can access care without a consent from their parent.

- If a student has a clinic appointment and/or becomes ill at school, the 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 SEARCHES

Searches

District officials may search the student, his/her personal property and property assigned by the district for the student's use, at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, and maturity of the student and the nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

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. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, tests, 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 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 of Students

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

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

SENIOR TRIPS

All fees must be paid in order to attend the senior trip.

To attend the senior trip, all seniors must be in good standing. Any major violation within the last 10 school days, or during the window of time in which senior events occur, may result in the student being denied the opportunity to participate.

Breathalyzers may be used at extra-curricular activities.

SPECIAL PROGRAMS

Bilingual Students (English Language Learners)

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

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

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

Students with Disabilities

The school provides programs and services for student with disabilities. A student or parent with questions should contact the Special Education Director, Mona Boyd, 541-447-5664.

Title I Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organization, ongoing planning, review and improvement of the school's Title I program efforts.

Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact the principal or counselor.

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

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

Additionally, the school will provide parents with:

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

STUDENT / PARENT COMPLAINTS

Public 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 10 working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint, within 10 working days, with the superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, the complainant may appeal to the Board in care of the superintendent within 10 working days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within 5 working days of the receiving the superintendent's decision, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The Board shall inform the complainant of the Board's decision within 15 working days from hearing of the appeal. The Board's decision is final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board, as whole or individual Board members, should be made to the Board chair on behalf of the Board.

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact the principal.

Education Standards Complaints

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

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

After exhausting local procedures or if the district has not resolved the complaint within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction,

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation 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.

Placement/Enrollment of Homeless Student 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 student in homeless situations: Malea Horn, 541-416-4150.

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, Mona Boyd, 541-416-9976.

Students with Sexual Harassment Complaints

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

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or create 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 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, the compliance officer and the superintendent have the responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the 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 2 The district official receiving the information or complaint shall promptly initiate an investigation. The district official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 5 working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 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 4 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 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.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the 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.

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

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their right, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Permanent records are maintained in minimum one-hour fire-safe place in the high school counseling 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 aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records provided. They are in the sole possession of the maker.

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 years of age, 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 years of age or older), may inspect and review the student's 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 Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S., Department of Education, Washington D.C., 20202.

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.

Transfer of Education Records

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

STUDENT 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.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

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

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Smarter Balanced or other state-adopted assessments.

Identified students shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals

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

Informal Process

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

Formal Process

1. Parent(s) shall submit a written request for reconsideration for the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within 5 working days and shall forward copies of the request and acknowledgement to the TAG coordinator/teacher.

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

Programs and Services

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

Program and Services Complaints

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

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

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

TEXTBOOKS

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; all books will be inspected when they are turned in. For books lost or damaged, charges will be assigned based on the replacement cost of the book. 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.

TREATS

Student conduct that tends to threaten or intimidate and disrupts the educational environment 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 PRODUCTS AND INHALANT DELIVERY SYSTEMS

Student possession, use, sale, or distribution, including smoking of any tobacco product or inhalant delivery system is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form. This does not include USDA approved tobacco products or other therapy products used for the purpose of cessation.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

TRAFFIC SAFETY EDUCATION

Traffic safety education is provided to all eligible resident students (and nonresident students upon application to the district and as resources permit). Instruction is divided into three components, in-class, behind-the-wheel instruction and observation. In-class time consists of 30 hours taught after school. Behind-the wheel instruction consists of six hours of practice driving and is scheduled by the instructor. The third component consists of six hours of observation. An entry shall be made on the permanent record of each student who completes the course, including the dates the course was taken and the final grade achieved. A tuition rate has been established by HDES. No student will be denied enrollment based solely on the ability to pay tuition. Eligible students may contact the office for additional application or waiver or reduction of fee information.

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 A, 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.

TRANSCRIPT EVALUATION

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

TRANSFER OF STUDENTS

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

TRANSPORTATION OF STUDENTS

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

1. Students will obey the driver at all times;
2. Students will not throw objects;
3. Students will not have weapons in their possession as defined by Board Policy JFCJ- Weapons in the Schools*;
4. Students will not fight, wrestle or scuffle*;
5. Students will not stand up and/or move from seats while the bus is in motion*;
6. Students will not extend hands, head, feet or objects from windows or doors*;
7. Students will not possess matches or other incendiaries and concussion devices*;
8. Students will use emergency exits only as directed by the driver*;
9. Students will not damage school property or the personal property of others*;
10. Students will not threaten or physically harm the driver or others riders*;
11. Students will not engage in disruptive activity which might cause the driver to stop in order to reestablish order*;
12. Students will not make disrespectful or obscene statements*;
13. Students will not possess and/or use tobacco, alcohol or illegal drugs*;
14. Students will not have food or beverages except water in an approved container;
15. Students will not carry glass containers or other glass objects;
16. Students will not take skateboards or other large objects onto the bus which might pose safety risks or barriers to safe entry and exit from the bus;
17. Students will accept assigned seats;

18. Students will stay away from the bus when it is moving;
19. Students will be at the bus stop five minutes before the scheduled pick up time;
20. Students will not bring animals, except approved assistance guide animals, on the bus;
21. Students will 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.

Disciplinary Procedures for Violations of Transportation Rules

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

1. First Citation – Warning:
The driver verbally restates behavior expectations and issues a written warning citation.
2. Second Citation:
The student is suspended from District transportation services for 3 days, including bus service to and from school.
3. Third Citation of the Year:
The student receives a 5-to 10-day suspension from District transportation services. 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.
5. In all instances, the appeal process may be used if the student and/or parent desires.

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

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 a 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.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

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 liability for loss or damage to vehicle or bicycles.

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 visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

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.

GRADUATION CREDIT REQUIREMENTS

	Standard Diploma	Honors Diploma
Eligible Students	All	All
Required Content Area Credits	24 Total Credits 4.0 English 3.0 Math – Algebra I and above 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	26 Total Credits 4.0 English 4.0 Math – Algebra 1 and above 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 *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.
Essential Skills Proficiencies	Reading, Writing, Math Reading and Math Essential Skills can be met by minimum scores on the following test options: Smarter Balance, 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.	Reading, Writing, Math Reading and Math Essential Skills can be met by minimum scores on the following test options: Smarter Balance, 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.
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

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.

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

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.