



Coquille Valley Intermediate School

Wildcats are...

Safe

Respectful

and Responsible

Student Handbook

2010-11

Coquille Valley Intermediate School General Information

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

School Phone: 396-2914

School Day Hours:

Doors open at 8:00

Buses run: 3:10

Main office hours: 7:30-4:00

Bell Schedule:

Doors Open:	8:00
Breakfast	8:15-8:30
Math	8:30-9:45
Recess	9:45-10:00
Reading/LA	10:00-11:30
Lunch	11:30-12:00
Social Studies	12:05-12:55
Science	12:55-1:45
Recess	1:45-2:00
ALPHA	2:00-2:55
Snack	2:55-3:05
Buses Arrive	3:10

CVIS Staff:

Tim Sweeney	Superintendent
Mark Nortness	Principal
Jeff Philley	Vice Principal / Title
Coordinator	
Terrie MacQuarrie	Secretary
Teresa Backman	Secretary
David Londagin	Custodian
Patty Chambers	Custodian
Pam Albertson	Educational Assistant
Mark Allen	Educational Assistant
Angela Dixon	Educational Assistant
Alyssa Johnson	Educational Assistant
Vanessa Shelton	Educational Assistant
Laurie Wilson	Indian Ed Coordinator
Gerrie Lewis	Library Technician
Jeri Ramsey	Special Education
Kayla Reents	3 rd Grade
Lynda Hartley	3 rd Grade
Jackie Ekelund	4 th Grade
Jeff Foster	4 th /5 th Grade
Armando Ruiz	5 th Grade
Jennifer Sproul	5 th Grade
Roxanne Arnot	ESL
Danielle McKinley	Title I / Reading
Larry Osburn	Yearbook
Janet Tilton	Title I / Math

Cafeteria Procedures

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

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

Closed Campus

CVS has a closed campus. This means that once a student has arrived at the campus he/she must stay at school until the office has received permission from parents explaining otherwise. We feel this is

necessary for the safety and welfare of all students. Students needing to leave during the school day will need to bring a written note from parents to the office in the morning to receive permission to leave the school grounds. The student must check out in the office by signing the check-out book. When the student returns to school, he/she must sign in at the office. For safety reasons, students will not be allowed to go to a friend's house for lunch. Students may eat off campus only when parents come to school and sign them out.

Custody Issues

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

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

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

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

Directory Information

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

Emergency School Closure

Throughout the year, there may be times in both the morning and afternoon when weather and/or road conditions become too hazardous for travel. Weather and road conditions may vary dramatically

throughout the school district. The district encourages all parents to assess the conditions at your location. If parents feel that weather or road conditions are unsafe, they may make the personal decision to keep students home until it is safe to travel.

If the school or district makes the decision to close schools for a day(s), delay the start of school or dismiss early an announcement will be made through the Alert Now system. This system will place a telephone call to all parents and staff of the school or the school district. The Alert Now system will call the current primary telephone number that is on file at the school or district. It is important that phone numbers are updated as soon as possible to make sure that all affected parties are notified. The district may also contact local TV and radio news stations and provide them with the current information regarding closure. If you have any questions regarding closure, delayed start or early release: please call the Coquille School District at 541-396-2181, or Coquille Valley School at 541-396-2914.

In-District Field Trips

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

Illness or Accidents at School

If you become ill or get hurt during the day, you must check in with the office in order to go home. Either the school nurse or office secretary will call to inform your parent that you are ill or injured. You will not be excused to go home unless your parents are notified. We have a health room for you to lie down in while you wait for a parent, guardian, or emergency contact person to come and sign you out of school to take you home. Coquille School District policy stipulates that all students with head lice will be excluded from school until they have been treated.

Meal Program

Free breakfast is available to everyone during homeroom. The school lunch menu includes the choice of several entrees, milk, and a salad bar from which students may choose a variety of salads, vegetables, fruit and breads. The meal program is computerized and assigns each student a 4-digit number for an account into which money is deposited. Students must deposit school meal money in the morning at the main office. Students without money in their account will not be allowed an emergency charge however; we will not allow a student to go hungry.

Medication Administered at School

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

School Boundaries

For health and safety reasons the following areas are considered the boundary lines for all school students during the school hours of 8:00- 3:00 except when given special permission from staff:

- Outside the fences around the upper and lower playgrounds.
- The driveway leading to the upper playground.
- The sidewalk in front of the school and bus loading area.
- The wooded area, north parking lot and the parking lot in front of the school is off-limits for safety reasons.
- The creek along the lower field is off-limits at all times.
- The PE lower field is to be used only for PE classes and noon intramural games only.

School Security

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

Telephone Use

Students who need to contact a parent/guardian will need permission from a staff member to use the office phone during school hours. Personal cell phone use is not permitted during regular school hours of 8:00 –

3:00. Choosing to use cell phones in violation of school policy will subject students to confiscation, reprimand, detention, or possibly in-school suspension.

Curriculum and Academic Standards

Curriculum and Course Offerings

All students at Coquille Valley School will receive a sequenced core curriculum consisting of reading, language arts, math, social studies, science, physical education and health.

Grading System

Grades will be based on many factors including assignments, both oral and written; chapter and unit tests; class participation; special assignments; research activities and projects; and other identified criteria. Parents will be notified in writing through a mid-term progress report, prior to all report cards, if there is a possibility for failure. If a teacher uses a Pass/Fail option that means the letter grade P is a passing grade based on achieving 70% or better. Official grading periods occur every six weeks to determine academic/athletic eligibility. All reports cards are mailed home to parents.

Homework Policy

Teachers may assign homework as a meaningful part of the educational process. Students will usually have the opportunity to begin their homework in class. This will allow the teacher to provide guided practice and answer student questions.

Completion of Assignment Policy

It is the responsibility of the student to ask the teacher for any missing assignments to be completed for credit. Upon returning from an absence, it is a good practice to talk with your teachers during the morning, before classes start. If the absence was due to illness, a death in the family, a family crisis, or a medical or legal appointment, the student may have one day for every day absent to make up work missed. If a student is absent for other reasons, he/she must work with the teacher for an extension on the assignment for full or partial credit at the teacher's discretion. Student work is due at the time of class for all other absences, including field trips and sports events.

Copying, Plagiarism, and Cheating

Students are expected to do their own work on daily assignments, tests, essays, reports, and projects. Copying others' homework, cheating on tests, and plagiarizing will be subject to disciplinary consequences. Students will receive a failing grade on the assignment, and the teacher will notify the

parents/guardians. A referral will be made to the Principal. Students caught cheating and plagiarizing will automatically serve a one-day in-school suspension. Further cheating and plagiarism will be referred to the Principal or their designee and result in severe disciplinary action involving additional suspension time.

Student Attendance

Absences

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

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

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

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

have been made in advance of the absence; Pre-arranged excused absences for vacations will be for a maximum of five days and also require a parent note.

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

Tardies

During the intermediate school years, we try to instill positive work ethics and habits. This begins with arriving to 'work' (your classes) on time. When students are late getting to school and are less than 20 minutes tardy to first period, they will report to their respective class, at which time the teacher will determine whether the tardy is excused or unexcused. Students who arrive tardy to school with more than 20 minutes into the class period will need to sign in at the main office, present the excuse for tardiness and receive an admit slip to class. All tardies except those of an emergency nature are unexcused unless the student presents a late slip signed by another teacher, by office personnel or presents a reasonable excuse signed by a parent. Three tardies within a trimester will result in a detention slip as will each tardy for that class for the remainder of the term.

Student Code of Conduct

Wildcat School-Wide Expectations

Do it the Wildcat Way...Be Safe, Be Respectful, and Be Responsible!

Positive rewards for good behavior are an integral part of our discipline philosophy and greatly encouraged throughout Coquille Valley School. The teacher may reward the individual student in the classroom through positive comments and stickers, by sending home notes or phone calls of commendation, or other positive ways. The teacher may also reward the entire class. This is left to the discretion of each teacher. Students will also be rewarded for proper behavior outside the classroom.

Tips for Students Seeking Success:

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

- Keep a positive attitude!
- Good manners are welcome and appreciated everywhere!
- Stay to the right-hand side of the hallways whenever possible to avoid traffic problems!

- Ask your teacher when you need help with class work!
- Talk to your parent, teacher, coach, counselor, or administrator if you have a personal or school related problem. Try to resolve it early!
- Create a reputation of being an honest, hard worker!
- Get your body to class on time and your mind in a mode for learning!
- Do your homework promptly and use your class time well!

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

Student Rights and Responsibilities

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

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

Citizenship

The "Wildcat Way" is our citizenship program that is a positive approach to school discipline. There are three basic behavioral expectations that apply no matter where you are in our school including the hallways, library, gym, playground, bus stop, alcove by the front doors, and flagpole area. These expectations are that the student behaves safe, responsible and respectful. The discipline administered at CVS is designed to produce behavior changes that will enable students to function successfully in their educational and social environment. It is also our philosophy that the parents and the school work closely together when promoting positive student behaviors and attitudes.

Wildcat Fashion Tips for Dress and Grooming

It is often very important to wear the latest styles to 'fit in' however; school is also your work place. Good taste and decency will be expected as it reflects the good taste and judgment of your parents. Clothes that reveal 'too much bare skin' or writing that is deemed offensive usually causes the majority of problems.

CVS Dress Code

The CVS dress code is designed to minimize disruptions to the learning environment, ensure student safety, and encourage clothing that fully allows participation in learning activities.

With that in mind, PLEASE remember the following clothing regulations or risk being sent to the office to 'fix it' or be sent home to change. Choosing to violate this dress code may result in a reprimand, detention, or in-school suspension:

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

school. If it does, you will be told to fix the problem, cover-up, or change.

- Shoes and appropriate footwear must be worn at all times; NO flip-flops or slippers.
- Backpacks, purses, book bags, etc. will need to be kept in your student locker and not taken to class with you.
- Wallet chains are not permitted to be used during school hours.
- No writing on hands, arms, face or clothing. It's not cool for school!

Gum, Pop/Drinks, and Food/Candy

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

Other “Nuisance” Items

We ask that you leave items at home that would disrupt the educational environment. These items are not to be used at school between the hours of 8:00 and 3:00 MP3 players, game boys, toys, stuffed animals, electronic devices, pagers, cell phones, walkmans, radios, laser pointers, CO2 cartridges, water toys/balloons, etc. Please avoid a possible detention or in-school suspension. If you risk bringing a nuisance item to school understand that it will most likely be taken from you by a staff member and given to the administration. If that happens, your parents will have to come to school to get it. Absolutely NO aerosol spray cans of deodorant, perfume, cologne, or body spray will be allowed to be used at school. They contain substances known to cause respiratory problems.

Bicycles, Scooters, Skateboards, and Rollerblades

All bicycles and scooters are to be parked and securely locked in the bike rack upon arrival at school and they are to remain there until school is dismissed. Skateboards are not to be brought to school unless you leave them in the bike rack or check them in at the office storage space. DO NOT BRING THEM INTO THE SCHOOL AND STORE THEM IN YOUR LOCKER. Rollerblades are to be exchanged for shoes before entering the schoolhouse. Please remember to store your helmet in your locker, not on your bike.

Halls, Library, Cafeteria, Playground, Gym, Bus Stop, and Assembly Rules

The staff at CVS has the responsibility of making our expectations clear and following through in a firm, kind, consistent manner. It is only then that you, the student, will have the best opportunity to choose how you will behave. With this philosophy in mind, we have posted throughout the school the established specific rules of proper behavior for when you are in the halls, library, cafeteria, gym, assemblies, on the playground, and at the bus stop. Generally, school-wide rules are in effect wherever you go because you are a positive role model and an excellent Wildcat citizen! Consequences of violating any of these posted rules will result in a possible detention, suspension, and referral to the Principal.

Student Right to Privacy

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

Student Discipline

Oregon State Law Pertaining to Student Conduct and Discipline

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

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

Classroom Rules and Procedures

Discipline as administered at CVS is designed to produce behavior changes that will enable students to function successfully in their educational and social environment. It is also our philosophy that the parents and the school work closely together in this area.

Discipline Procedures and Consequences for Severely Inappropriate Behaviors

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

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

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

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

- Use or possession of weapons, explosives, deadly or dangerous knives, or any material that could result in injury or death
- False fire alarms
- Interference with or intimidation of school authorities
- Use, possession, or delivery of tobacco, alcoholic beverages or illegal drugs
- Fighting or provoking a fight
- Threats of violence towards staff and/or students
- Defiance, willful disobedience, disrespect or profanity to a staff member
- Sexual harassment; harassment; bullying, menacing or intimidating another person
- Vandalism and/or theft of school property or the personal property of others
- Stopping a class from functioning and/or repeated misbehaviors
- References to drug use through drawings, symbols, or words
- Skipping class or leaving the school grounds without permission
- Being in a known unauthorized area
- Possession of and/or use of squirt guns, water balloons, shaving cream, firecrackers, lighters/matches or nuisance items of this type

- Intentionally skipping or refusing to serve a detention

Other items or materials prohibited by law, policies, regulations or school rules.

The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. If it is the determination of the administration that a student will be suspended from classes or school the parents will immediately be notified by telephone (if possible) of the suspension. Every reasonable and prompt effort will be made to notify the parents of a suspended student. A letter will also be mailed to the parents, stating the time, date and specific reason for the suspension. It will also include the conditions for reinstatement of the suspended student.

Searching and Questioning by Law Enforcement Officials

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

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

In-School Suspension

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

work they can do for credit on assignments while in in-school.

Out-of-School Suspension

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

Expulsion

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

Expulsion denies the privilege of attendance at school or school activities to a student at any district school for the remainder of the current trimester unless such trimester ends within a short period of time that the expulsion would be too short to be effective.

Drug, Alcohol, Tobacco Policy

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

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

Harassment, Bullying, Hazing, and Intimidation of Students

Harassment in the eyes of this school district and the law also refers to acts of bullying, hazing,

intimidation, and/or sexual harassment. Harassment to students by a member of the staff, by a student to another student or by a student to a district staff member, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district.

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

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

Students who feel that they have been harassed should:

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

Formal Complaint Procedure:

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

authority or another trusting adult who will inform the school administration.

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