



# Coquille Valley Middle School

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Wildcats are...

Safe

Respectful

and Responsible

**Student Handbook**  
**2010-11**

## Coquille Valley Middle School

This student handbook is a summary of the general rules and regulations regarding student conduct that is in effect at Coquille Valley Middle 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  
**Mascot:** Wildcat  
**Colors:** Red and White

**School Day Hours:**  
Main office hours: 7:30-4:00  
Doors open at 8:00  
Lunch and Noon Recess: 12:26-1:01  
School Ends: 3:03  
Buses run: 3:10

**Bell Schedule:**  
Doors Open: 8:15  
Breakfast/Channel 1 8:15-8:30  
Period 1 8:30-9:26  
Period 2 9:30-10:26  
Period 3 10:30-11:26  
Period 4 11:30-12:26  
Lunch 12:26-1:01  
Period 5 1:06-2:02  
Period 6 2:07-3:03  
Afterschool Snack 3:03-3:10

### **CVMS 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
Gerrie Lewis	Library Technician
Pam Albertson	Educational Assistant
Mark Allen	Educational Assistant
Becca Fisher	Educational Assistant
Alyssa Johnson	Educational Assistant
David Oliver	Educational Assistant
Roberta Reeder	Educational Assistant
Vanessa Shelton	Educational Assistant
Roxanne Arnot	ESL
John Bealey	Art
Neil Ekelund	Science
Nancy Galbraith	Math
Dan Hampton	Social Studies
Kari Leffler	Teen Survival Skills
Forest Martin	Science/Math
Caron Newman	Language Arts
Elaine Nickerson	Learning Strategies
Alea Nortness	Language Arts
Larry Osburn	Yearbook
Chris Schlievert	Band / Chorus / PE
Jamie Shely	PE
Laurie Wilson	Indian Ed Coordinator
Elizabeth Wyatt	Social Studies

### General Information

#### **Athletics**

All middle school students are encouraged to try out for all sports. CVS sports are regulated by the district extracurricular activities policy. All student-athletes are given a copy of the policy during the first week of practice. All student-athletes must meet eligibility standards. There is also a mandatory \$50.00 sports fee that is assessed for each sport. Payment is expected before the first competitive game. Sports seasons for both 7th and 8th grade boys and girls include: Football, Volleyball, Cross Country, Soccer, Basketball, Wrestling, and Track.

## **Cafeteria Procedures**

Students have the option of eating school lunches or bringing a lunch from home. While in the cafeteria, students are reminded of the following rules:

- 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 newspaper. If the release of this information is unwanted, please inform us in writing.

## **Drills; Fire, Earthquake and other Emergency Drills**

Instruction on fire and earthquake dangers and drills for students shall be conducted at least once a month. 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. Students doing otherwise will be reprimanded. Additionally, the district will instruct students on response procedures for emergencies which may require lockdowns or students to be sheltered in place.

## **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.

## **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.

### **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. An 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.

### **Meals Programs**

Free breakfast is available to everyone during homeroom. Free afternoon snacks are also available to students in the cafeteria from 3:03-3:10. 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. *Economically disadvantaged parents and students are encouraged to apply through the district for free and reduced cost meals.*

### **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 must 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- 3:15 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**

Parents are always welcome at our school. For security reasons, all visitors must first report to the office and sign-in upon entering the building so that we may get acquainted with them. We will give them a visitor's pass and directions to your class or activity.

### **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 – 3:03 and then only outside the building. Violation of this school policy may subject the student to confiscation of phone and release to parent on the first offense. Subsequent violations may result in a permanent ban on possession and use of cell phone as well as a reprimand, detention, or possibly in-school suspension.

## **Curriculum and Academic Standards**

### **Highly Qualified Staff**

The staff of Coquille Valley School is committed to continually seeking to improve the education of your students. We hope that as a parent, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher(s) and class routines and expectations.

We are proud of the professional qualifications of our teaching and paraprofessional staff. We will furnish to you, upon request, the professional qualifications of any of your student's classroom teachers and support staff. This includes information concerning the grade levels and content areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

### **Class Schedules**

The Principal and Student Services Secretary oversee class and student scheduling. If class schedule changes are requested, a review of the proposed change will take place with the teachers, parents, and student to determine the necessity or the educational advantages of a change. Student schedules will only be changed with all parties in agreement.

## **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; 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. Teachers are available after school and by arrangement to offer assistance.

## **Student Work Standards**

Students are expected to bring book, paper, pencil and/or pen, student daily planner, and any other required material to class everyday. All papers and assignments that are to be handed in to a teacher will use a uniform heading: In the upper right corner—first and last name; subject and period; date in that order. We expect all work to be neat and legible. In order to receive the most of your education, you are encouraged to make your best effort at all times in each subject area. Work will be graded down, returned for improvements, or rejected if it is not neat and legible.

## **Student Daily Planners**

It is the expectation of this school that all students bring to class their student planners on a daily basis unless told otherwise by the teacher. Students will use their planners as each teacher expects within the guidelines of their classroom expectations.

## **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 before classes start. Do not use regular class times for personal make up issues unless the teacher initiates it. 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 Assistant Principal. *Students caught cheating and plagiarizing will automatically serve a one-day in-school suspension.* Further cheating and plagiarism will be referred to the Assistant Principal and result in severe disciplinary action involving additional suspension time.

## **Academic Standards and Accountability**

The most important job a student has while at school is to get the best education he or she possibly can. This means that all students are expected to work and study well enough to earn passing grades for the grading period (report card). Any student who fails to meet this academic standard will be placed on Academic Probation. The Assistant Principal will notify parents/guardians and monitor all students on Academic Probation for the following six-week grading period. After school Homework Club and/or mandatory study time will be arranged by teacher/parent/ counselor/administrator conference.

## **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 and maintain regular attendance 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/middle 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.

### **Truancy**

Truancy is the legal term describing 'skipping'. 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 or suspension and will be ineligible to participate in athletics or other activities on the day of the truancy.

### **School Attendance/Extracurricular Activities**

We believe it is a privilege to be a member of an extracurricular activity and acceptance of this privilege obligates the individual to a high standard of citizenship and attendance. All coaches will be notified of any student athlete who receives a detention on game day. Receiving a detention on game day reflects negatively, not only on the student-athlete but also on the whole team. It is within the

coach's discretion to enforce fair and consistent punitive sanctions on those who receive a detention on game days. Students who are absent from school for more than half of their classes, for reasons other than appointments, will not normally be allowed to participate in sports or school activities on that same day.

## **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. The Wildcat Excellent Citizen Award is rewarded every six weeks to those students who have continued to show the character traits of trustworthiness, respect, responsible, caring, fairness, good citizenship, perfect attendance, academic achievement, and moral courage to do what's right.

### **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.

### **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 cause the majority of problems. The responsibility for determining dress, grooming, and personal hygiene of CVS students ultimately rests with the parents. With that said, CVS has established a dress code to minimize disruptions to the learning environment, ensure student safety, and encourage clothing that fully allows participation in learning activities.

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. Hopefully, bad hair days only happen on the weekends!
- *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 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 detention.

### **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 3:03:

*Cell phones, electronic devices including mp3 players, CD/tape players, game boys, toys, stuffed animals, pagers, 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. Heelies must have the wheels removed on campus. 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. Remember safe, responsible, and respectful behaviors in all settings.

### **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.

### **Lockers**

Each student at Coquille Valley School will have an assigned locker. These lockers are the property of the school district and not the student's personal property. Authorized district personnel may inspect lockers at any time to search for missing books, remove health hazards, and maintain sanitary control, to check the physical condition of lockers for damage and needed repairs and to handle emergency situations, such as suspicion of alcohol, drugs, and/or weapons. The student will generally be permitted to be present during the inspection. The following rules apply to lockers:

- A student need not be notified in advance of any check of the assigned student storage.

- Lockers must be kept neat and sanitary. Food and drink containers need to be thrown away daily. Unannounced locker checks will be made periodically throughout the school year.
- Decals or other types of adhesive backed locker decorations are NOT to be stuck on either the interior or the exterior.
- No writing on the lockers; fines will be imposed for permanent markings that need to be painted over.
- No kicking, slamming or damaging lockers in any way.
- Stay out of other people's lockers and DO NOT allow others to know your combination.
- Stay in the locker you were assigned. Students will not change lockers without first receiving permission from the office.
- Inappropriate items found in student storage which are not permitted shall be removed and held for the student except that prohibited items may be released to the student's parents; contraband will be destroyed or held for police as evidence and stolen items will be returned to the owner by the police.
- Drug-detecting dogs may be used on a random, unannounced basis to check student storage spaces and lockers for contraband.

## **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 CVMS 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. A copy of each teacher's classroom rules, policies, and procedures are posted in the classroom, given to each student along with the course syllabus and filed in the main office. Teachers generally follow the following steps for most minor violations resulting in classroom discipline:

- |              |  |
|--------------|--|
| 1st Offense- | Verbal or written warning to stop the misbehavior immediately; teacher redirection for appropriate behavior. At their discretion, teachers may notify parents about a problem.   |
| 2nd Offense- | Behavior failed to change resulting in a detention being assigned; Teacher refers the student to the office where the incident report will be reviewed by the administration and parents are notified of pending detention.          |
| 3rd Offense- | Second detention assigned and teacher notifies parent and office   |
| 4th Offense- | Student is sent to the Principal or their designee for committing the same offense. The student will remain out of that teacher's class until a parent conference is held. Principal or his designee notifies parent of the problem. |

If a student is involved in the same discipline behavior three times in a row, the teacher will analyze the situation and conduct a conference with the student, parent, and Vice Principal. A recommended procedural change may take place with all parties notified of the change.

## Noon Detention

The philosophy behind noon detention is based on the belief that a student who received a classroom detention violated the classroom teaching and learning environment taking away from his/her own learning, the learning of other classmates, and valuable teaching time from the teacher. The same could be said for violating any school-wide rule. Students who are assigned a detention during periods 1-4 will serve detention at 12:30-1:01 that day. Students assigned to detention periods 5 or 6 will serve detention the following day from 12:30-1:01.

Failure to serve a detention on time after being notified will result in a referral to the Vice Principal. All students who have earned a detention will:

- Report to the designated lobby bench no later than 12:30
- Be quietly waiting on the lobby bench to check in with the supervising adult
- Enter the room quietly and remain silent throughout the detention time
- Follow the posted detention room rules throughout at all times
- Spend detention time thinking about not becoming a repeat offender
- Wait to be dismissed by the supervising adult. Exit the detention room in a quiet and orderly manner

If a student is removed from detention for misbehavior, he/she will immediately be sent to in-school suspension for the remainder of detention. The supervising adult will give a report to the Vice Principal and a conference with the student will take place prior to parent notification. The action taken will be additional days of detention or a full day of in-school suspension. The administration reserves the right to modify consequences depending on the severity of the offense.

## Discipline Procedures and Consequences for Severely Inappropriate Behaviors

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.

Following any serious offenses or repeated rule violations, the student will be sent to the Vice 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. Additionally, the age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. If it is the determination by 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.

**In-School Suspension Room Rules-** Students must report quietly to the in-school suspension room, with paper, pen/pencil, books, and anything else needed during a regular school day. Students must remain seated at all times and raise their hand for assistance. No talking is allowed. All other school rules remain in force during suspensions.

### **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 means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature (put-downs)
- Demeaning jokes, stories or activities directed at the student;
- Bullying, menacing, or intimidating, either verbally or physically.

### **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, counselor, or principal to help;

2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - Tell a teacher, counselor, or principal;
  - 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.