



# CRA TER HIGH SCHOOLS

Where tradition meets innovation



# Student Handbook 2023-2024

*The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on perceived or actual race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; veteran's status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*

# Crater Campus Student Handbook

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*Information contained in this handbook is subject to unilateral revision or eliminations from time to time without notice.*

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## Section I

### **SCHOOL ADMISSION**

#### **A. GENERAL ADMISSION**

A student seeking enrollment in District 6 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 a Crater Campus office for admission requirements.

District #6 shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of District 6 or who applies for admission to District 6 as a non-resident student.

#### **B. RESIDENCY REQUIREMENT**

All students who attend school on the Crater Campus must live with a parent or legal custodian who resides within the boundaries of School District 6. A few Crater Campus students who reside outside the school district are admitted in order to take advantage of a Crater Campus program that is not offered in another district. These students must have on record a current, approved (signed by both Districts) inter-district transfer application. Inter-district transfer applications are available online and at the district office of the school the legal custodian resides in.

Once the inter-district transfer is approved by both Districts, students and their parents must fill out the forms necessary for transferring records and credits from their previous school. Crater Campus schools provide full and equal opportunity to students as required by law.

An inter-district transfer may be revoked due to disciplinary issues, poor grades or attendance.

#### **C. STUDENTS EXPERIENCING HOMELESSNESS**

District #6 provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homeless situation or until the end of any academic year in which he/she moves to permanent housing.

#### **D. FAMILY MOVES**

If a student moves during the school year he/she must report changes in the mailing address and telephone number to the school's main office as soon as possible. An inter-district transfer may be necessary if a student moves out of the District 6 attendance area.

#### **E. EARLY CHECKOUT**

Because state law requires attendance for a specific number of hours in order to earn credit, students who check out prior to the end of the semester/trimester may have to take incompletes in their courses and make up work and tests when they return.

**Section II**  
**GRADUATION**

**1. GRADUATION REQUIREMENTS**

**A. CREDITS**

48 credits are needed to meet graduation requirements.

**B. REQUIRED COURSES**

Certain courses and standards are required of all students to fulfill graduation requirements. Each school's Curriculum Catalog has additional details.

**C. TRANSFER CREDITS**

School administrators evaluate transfer students' transcripts from accredited schools under the following guidelines:

- Credit values are translated to the school's system.
- Questions about transfer grades will be resolved by the Administration using available resources including parent and student interviews and contact with the previous school. Appeals may be filed with the Principal.

Only courses from an accredited school/institution will be transferred to a Crater Campus transcript.

**D. COURSE WAIVERS**

The Principal may waive certain course requirements for moral, political or religious reasons under Oregon Administrative Rule 581-22-415. Such a waiver should be requested in writing by the parent prior to the beginning of the course.

Physical education requirements can be waived, altered or supplemented at the discretion of the administration with a doctor's written request.

**2. GRADUATION CEREMONY**

**A. PARTICIPATION**

Participation in the Graduation Exercise is optional. However, students who wish to participate must attend all graduation practices, be on time, and stay until the end of the practice. Students who are not present and on time for the complete practices will not be allowed to go through the ceremony. The need to work will not be allowed as an excuse.

Students who have not met the requirements for a regular or modified high school diploma **by the required date set by the District** will not be permitted to take part in the district's graduation exercises.

Students must be enrolled in at least **two** classes their senior year on the Crater Campus during their last term before graduation (this may include approved concurrent enrollment).

We insist upon appropriate behavior in graduation practice and the ceremony itself. Misbehavior at either, may result in a student being unable to participate.

**B. EXCHANGE STUDENTS**

Exchange students, unless they have met all State of Oregon graduation requirements, are ineligible to participate in the graduation ceremony.

### **Section III**

#### **REGISTRATION COSTS & FEES**

##### **A. DEPOSIT AND FEES**

Every student is required to pay a \$20.00 deposit as a freshman, sophomore, junior and senior. At the end of one's senior year, the total deposits for the four years will be refunded, except for any charges a student may have accumulated.

##### **B. PAY TO PARTICIPATE**

Fees will be assessed for specific sports and activities.

##### **C. STUDENT BODY ACTIVITIES FEE (OPTIONAL)**

All students must have their picture taken to be issued a school ID. Students may pay \$10.00 to allow them free access to regular season Crater home games and to get student prices at away games. Students must also present their student body card in order to enter a dance. Most students purchase a student body card. Replacement fee for a lost student body card is \$5.00.

##### **D. SCHOOL ANNUAL**

The yearbook is published once a year and distributed at the end of the year. The cost of the yearbook increases after spring vacation; they are subject to availability.

### **Section IV**

#### **CRATER ATTENDANCE POLICY**

Oregon state law mandates regular school attendance by stating: "All students between the ages of 7 and 18, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law."

Regular attendance is absolutely essential to learning and success in school. Crater Campus schools strive to maintain high attendance rates by providing challenging schedules and rigorous curriculum to students. It should be recognized that every absence from class adversely affects a student's learning and growth that will impact his/her ability to pass a class. Student attendance, behavior and performance will be focused upon to determine a proper intervention. Each school on the Crater Campus has attendance policies that may result in disciplinary or other consequences for poor attendance.

##### **A. LEGITIMATE ABSENCES**

Oregon law (ORS 339.065) states:

"An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence."

**\*\*\*Parents should convey the reason for a student's absences by phone, email or signed note.**

**\*\*\*Signed notes are largely preferred when confirming a legitimate absence.**

**See each school's attendance policy for the timeline for reporting absences, and consequences for unexcused absences or tardies.**

**B. LEAVING SCHOOL DURING THE SCHOOL DAY (CHECKING OUT)**

Once a student has arrived at school, his/her attendance is required in all classes. If a student needs to leave for any reason, he/she must check out with the school's office.

**C. ABSENCES AND ATHLETIC ACTIVITIES**

Student athletes are required to attend at least half day and must have no unexcused absences for the day to be eligible for practice or to play in an athletic activity scheduled that day. If the day following an athletic activity is a scheduled school day, student athletes are required to be in attendance the full school day to be eligible to participate in the next scheduled athletic activity. **Student athletes, who have an unexcused absence from any class may not practice or participate on the day the information becomes available to the coach.** The principal or athletic director may excuse athletes when special circumstances impact attendance the day of or after an athletic activity.

**Section V**

**PARENTAL NOTIFICATION & GENERAL SUPERVISION**

**A. PARENTAL NOTIFICATION & CONSENT**

School District 6 shall make a reasonable and diligent effort to keep parents informed and offer means of communication between school officials and parents. It is the parent's responsibility to keep the school informed of changes in personal information.

The following items may be used to provide notification and/or obtain consent: student registration form, emergency contact form, parent/student handbooks, fieldtrip notices, newsletters, school web page, emergency closure form, radio/television notifications, and other items as necessary. In an emergency situation, if unable to contact parent and/or emergency contact, the school administrator may proceed as indicated on registration form.

**B. GENERAL SUPERVISION**

Supervision is provided for students during regular school hours. Supervision is also provided during school activities and lunch break. ***Students on the school grounds at any other times will be considered to be under the supervision of their parents unless specific arrangements have been made with a teacher, coach or administrator.***

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

**Section VI**

**CODE OF CONDUCT**

Crater schools expect student conduct to contribute to a productive learning climate. Students shall comply with the school's and district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school

officials and conduct themselves in an orderly manner during the school day and during school sponsored activities. This code of conduct also applies to students as pedestrians or bicyclists on their way to and from school, including the open campus lunch period.

## Section VII

### **STUDENT RIGHTS & RESPONSIBILITIES**

Students have certain rights guaranteed to them by the Constitution and by the civil laws of our society. While you are a student at Crater, your rights will be guaranteed at all times. Accompanying those rights, however, are some very important responsibilities. Most important of these responsibilities is the need to be accountable for your behavior. If you choose to break a school rule, you must accept the consequences of that act. A second important responsibility of each student is to be aware of all the school rules and procedures that have been established to help Crater schools' function smoothly for the benefit of all students and community members.

We treat each case of discipline as individually as possible. We will listen to a student's reason for his actions, and we will take into account the circumstances surrounding what happened. The consequence assigned will be appropriate to the situation. It is important for you to understand that you cannot break school rules without consequences.

It is important that you read this section of the handbook carefully. Be sure to talk with your advisor or administration if there are any parts you do not understand.

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

Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

#### **A. ASSEMBLY OF STUDENTS**

It is important to the orderly use of school facilities that use of all space should be planned in advance whenever possible. Students, faculty and administration are all in some measure responsible for the activities that are conducted in a school.

1. Students shall be permitted to hold student meetings and activities on school property. Students shall have the right to gather informally.
  - a. The meeting or activity should be scheduled in advance.
  - b. Normal class activities shall not be disrupted.
  - c. The meeting or activity shall not incite hazard to person or property.
  - d. The meeting or activity shall be sponsored by school officials or an official school club or organization with a faculty member in attendance.
  - e. No speaker who openly and knowingly advocated breaking the law shall be invited to speak. Invitations to speakers shall be approved by a principal or a designated representative.

- f. Students shall not gather informally in areas designated as “off limits” (i.e. faculty and student parking lots, 3<sup>rd</sup> Street, and railroad tracks) during the school day.
- g. Students gathered informally shall not disrupt the orderly operations of the educational process.
- h. Students gathered informally shall not infringe upon the rights of others to pursue their activities.

**B. DRESS AND GROOMING**

The high school dress code policy applies to all three schools and Headwaters on the Crater Campus. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

***Allowable Dress & Grooming***

- Students must wear clothing including both a shirt or top with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front, back and on the sides. Fabric must cover the majority of the midriff.
- Clothing must cover undergarments, this includes sports bras or body under armour half shirts; waistbands and bra straps are excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Clothing approved as part of a class performance, project, presentation or school themed/spirit day
- Specialized courses or field trips may require specialized or more restricted attire, such as sports uniforms or safety gear.

***Non-Allowable Dress & Grooming***

- Clothing and accessories may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing and accessories may not depict pornography, nudity, or sexual acts. Clothing advertising organizations or groups associated with pornography, nudity or sexual acts.
- Clothing and accessories may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. Depictions of swastikas, Confederate flags, and the noose are prohibited.
- No Costumes or items related, that are a disruption to the learning environment.
- Clothing must not threaten the health or safety of any other student or staff.
- If the students’ attire or grooming threatens the health or safety of any other person, students may be disciplined.
- Students shall not, in or about school or at any school activity wear, possess, use, distribute, display or sell clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of affiliation in any gang.

Students who come to school in such dress may face disciplinary action. Clothes worn for athletic events and practices may be excluded from dress code IF dress represents a practice or game uniform.

**C. MOTOR VEHICLES, CARS, MOTORCYCLES, MOPEDS/SCOOTERS, etc.**



Students are permitted to drive motor vehicles onto the campus and to use the parking spaces designated for students, as long as they observe all school rules. **Parking on district property** is a privilege. **Vehicles parked on district property** are under the jurisdiction of the district. Students are hereby 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.

The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, that 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 Vehicle Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

Students who drive motor vehicles on the campus have the following responsibilities:

- a. Students must have a Crater permit for the car they drive on the campus. This permit, obtainable for a fee from the bookkeeper, must be clearly displayed on the inside driver's side of the windshield. Students who park improperly or who do not have an authorized permit may be cited, and fined. Repeated violations may result in a vehicle being towed away at the owner's expense.
- b. Students must obey a **5-mph speed limit at all times while driving on campus.**
- c. There shall be no loud, careless or reckless driving by students on the campus.
- d. Students shall keep the volume of their music at an acceptable volume at all times while on campus.
- e. Students may not sit in motor vehicles during the school day or loiter in the student parking lot.
- f. Students may park only in the designated student lot. Students may not park in the faculty or visitor's lots.
- g. Students shall not bring to school or keep in their cars any type of drugs, weapons, or related paraphernalia; examples include: guns, paintball guns, airsoft guns, knives, mace, alcohol, tobacco, or drugs. Upon reasonable suspicion, the cars are liable to a search. Students who fail to comply with the above regulations may be suspended from school, or expelled, and referred to the police.

***The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.***

#### **D. BICYCLES**

Students may not ride their bicycles on campus. It is the student's responsibility to see that bicycles are locked in the rack at the north end of the gymnasium. The school is not responsible for theft or damage. Students under the age of 16 must wear a helmet as required by law.

#### **E. SKATEBOARDS**

Students may not ride skateboards onto school property at any time. They should be stored in lockers immediately upon arrival at school.

#### **F. LASER LIGHTS**

Students may not bring to school any form of laser lights.

**G. CELL PHONES**

Cell Phones are only allowed out and used during passing periods, before and after school, and at the request of the teacher. Cell phones must be turned off/silent during class time to avoid disruption, docked in a classroom dock or away in a backpack or bag. Students must not use phones in the hallways during instruction time (like leaving to use the bathroom). Students found in violation of this rule may have their phone confiscated by the instructor. With repeated or flagrant offenses of cell phone use, instructors may choose to release the cell phone to the student's parents, and/or receive a discipline referral. Because of photo technology, cell phone usage is banned in locker rooms and restrooms. We recognize that cell phones are personal property but may be taken and turned over to guardians if use is in violation of policy.

**H. RECORDING**

Video and audio recording should be aimed towards educational purposes and must have administrative approval.

**I. COMPUTER USE**

Students may be permitted to use the district's computers for instructional needs or to conduct research related to education or activities consistent with the district's mission or goals.

**J. SEARCH AND SEIZURE**

The School Board seeks to create a climate in the school which assures the safety and welfare of all. Equipment, such as lockers, belong to the school district, and students are allowed to use this equipment as a convenience. The school insists that lockers be properly cared for and not used for the storage of illegal items.

1. At the time of locker assignment or registration, students will be informed of the conditions of use governing the locker.
2. Students may be assured that individual rights shall always be balanced with the needs of the school. In search-and-seizure situations, the following procedures shall be followed:
  - a. A search of a student's personal possessions or locker should be limited to a situation where there is reasonable suspicion that the student is hiding evidence of an illegal act or school violation.
  - b. Illegal items (firearms, dangerous weapons, and related paraphernalia, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the safety or security of the possessor or others will be seized by school officials.
  - c. Items which may disrupt or interfere with the educational process may be temporarily removed from the student's possession. Upon repeated violation, the items may be permanently confiscated by the district.
  - d. From time to time, upon reasonable advance notice, a general inspection of school properties, including but not limited to lockers or desks may be conducted. Items belonging to the school may be seized.
  - e. All items seized will be made available for return to the true owner or proper authority when it is properly identified and a written request is made to the school office, except when permanently seized because of a reported violation.

- f. Examples of items which shall **not** be brought to school are: water guns, or devices, drug paraphernalia, tobacco, weapons or weapon paraphernalia, lighters, matches, knives (any size), etc.
3. Students shall not bring to school firearms or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others.
4. Students shall not conceal evidence of an illegal act or school violation.

**K. FREEDOM OF EXPRESSION**

Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments of the U.S. Constitution. Students, as citizens, have the right to free expression and must bear the responsibility for the consequences of such expression.

1. Student are entitled to express their personal opinions in a reasonable manner.
2. Students are encouraged to express personal opinions in writing in school publications and participate in publishing school publications.
3. Under certain conditions, students may obtain school authorization to sell materials or engage in activities which solicit student financial contributions.
4. Students may wear certain distinctive insignias so long as they do not trespass on the rights of others or interfere with the orderly operation of the school program
5. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves. Students who edit, publish, post, or distribute printed, handwritten, or duplicated matter among their fellow students within the school are responsible for the content of such publications. Libelous statements, obscenity, profanity, personal attacks and encouragement of the violation of laws are prohibited. All such publications must identify the author, and/or editor and publisher and shall be submitted to the principal for his or her approval. Materials that meet the above requirements may be distributed on school premises only by students enrolled in such school when such distribution is with the approval of the principal and takes place prior to the commencement of classes each morning or after the conclusions of regular sessions of school each day. Conduct that interrupts school activities or intrudes on the lives of others is prohibited.
6. Willful disobedience, open defiance of a teacher's or school official's lawful authority, shall be sufficient cause for discipline.
7. Any publication sponsored or in any way funded by the school shall be known as a school publication, as opposed to a student publication. For example, a school newspaper should reflect the total life of a school community. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matter are prohibited from all school publications. The school's duty to maintain the student's right to free speech and its duty to educate pupils and protect the rights of all students need careful consideration when either duty tends to conflict with the other.

Therefore, when school officials or their representatives have reason to believe that students are unaware of the possible consequences of their expression, they may find it necessary to review publications and speeches to be given by students and to advise on matters of libel, slander, journalistic ethics and the probable effect of statements or writings on the orderly operation of the school.

8. Any profane or obscene oral language by students may be sufficient cause for discipline. Such language is offensive to many and inappropriate in the school setting.
9. Possession of images inappropriate to the educational setting, (including electronic images) may be sufficient cause for discipline.

#### **M. ALCOHOL, DRUGS, TOBACCO, VAPE PRODUCTS**

1. The possession or use of tobacco in any form- including vape products- on Crater Campus School grounds including your car is prohibited at all times.
2. Consumption, possession or sale of any alcoholic beverage on or about the school premises or at any school-sponsored activity is prohibited (ORS-471.410). This includes coming to school after consuming alcoholic beverages off campus. Violation of this regulation will result in suspension or expulsion. Violations occurring at times other than during school hours or school activities on school property may be referred to the proper law enforcement agencies.
3. The unlawful possession, use, sale, or supply of any narcotics or dangerous drug on or about the school premises or at any school-sponsored activity is prohibited. (Chapter 743, Oregon Laws of 1971, Article 31) Violations of this regulation may result in suspension and expulsion from school. Appropriate health and law enforcement agencies will be involved in at least a consultative and investigative capacity, and parents will be notified. Students who sell or provide drugs to other students on the campus will be subject to expulsion.
4. The possession of paraphernalia used for/or that could reasonably be construed to be used for the use of drugs is prohibited.

#### **N. EXTRA CURRICULAR ACTIVITY POLICY and ATHLETIC CODE OF CONDUCT**

You are representing Crater schools and the impression you leave on people will affect the school and other students. Copies of the [Athletic Code of Conduct](#) are available in the Athletic office. Coaches and advisors may add other expectations that may be specific to the sport or activity they supervise.

#### **O. NON-STUDENT LOITERING**

In order to help protect students and school property and to prevent disruptive activity, school officials must be promptly notified of the presence of any person inside the building or on the grounds who is not a member of the staff or student body. Detailed information related to visitors to district facilities can be found in school board policy KK.

1. Parent and/or legal guardian visitors are permitted on school premises so long as their presence is for constructive- not disruptive- purposes, and school officials are aware of their visit.
2. Visitors in the school building during a normal school day shall first come to the office and arrange to conduct their visit.
3. No individual may loiter in or near a school building or grounds. Loitering means not having any reason or relationship involving custody of or responsibility for a student, or upon inquiry not having a specific, legitimate reason for being there.
4. Contacts with students or staff by non-students may only be made after school hours.
5. Crater students are not allowed to loiter on any other school campus during school hours.

6. Students who are attending approved or district alternative programs or have a home period are not allowed to loiter on Crater campus during school hours.

**P. STUDENT RECORDS**

All public schools are required to keep certain records relating to their students. Local school board policies are required to control the use of such records in accordance with state and federal law. Progress records are required to be transferred to another educational institution upon notification of enrollment. Behavioral records may be transferred only upon request of the parent or guardian or eligible students.

**1. Definitions:**

- a. Student Records – include all records relating to students maintained by any school.
  - b. Student Behavioral Records – student records which include psychological tests, personality evaluations, records of conversations, and any written transcript of incidents relating specifically to student behavior.
2. All student records shall be confidential and shall be open for inspection only in accordance with the law and such rules adopted by the district school board. Personnel having access to student records shall not violate the confidentiality of those records.
  3. The local school board shall adopt rules and regulations to provide that all student records maintained by an elementary or secondary school in the district shall be available for inspection by any parent or legal guardian requesting to see such individual records. However, student behavioral records shall be released only in the presence of an individual qualified to explain or interpret the records.
  4. Release of student behavioral records for use in any proceedings, civil, or criminal, in any court in this state, will be made only by the superintendent or his designated representative, or with the consent of the student or juvenile to whom such records relate if the student is 18 years of age or over or otherwise eligible, or if the person is a minor, with the consent of the parent or legal guardian. Release shall be made only in the presence of an individual qualified to explain or interpret the records.
  5. Student progress records shall be available to all teaching staff with a demonstrated educational interest and to parents or legal guardians.
  6. Parents have the right to challenge the content of their student's records if they believe the record is inaccurate, inappropriate or misleading. Parents have a right to a hearing to raise objections concerning the content of the records.
  7. Parents or eligible students have a right to a copy of their records if they desire but may be required to pay the associated costs.
  8. Parents and students must be notified annually of their rights relating to student records.
  9. Regarding student education records, certain personally identifiable information about a student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

10. Copies of the district records should be readily available for examination by authorized parties.

**Q. 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:

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parents.

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, 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.

**R. DISCIPLINE, DETENTION, SUSPENSION, EXPULSION (ORS-339.240, ORS-061, AND OAR 581-21-065)**

The major objective of discipline is to promote behavior that will enable students to develop personal responsibility and self-discipline. School personnel will work with students and parents to develop the respect for the rights, dignity and safety of all individuals. Respect and understanding of laws, rules and regulations and respect for public and private property are also traits to be developed.

School disciplinary actions are a civil, not a criminal matter. Therefore, the usual court procedures, the power to subpoena witnesses and trial by jury do not apply. Rather, due process in schools must clarify rights and procedures that assure fair treatment for each student in a learning environment. If laws have been broken, a reasonable effort will be made to notify parents or guardian at which time all information will be turned over to the police to conduct an investigation.

In order to promote a safe and effective learning environment, school officials may find it necessary to discipline a student or to remove the student from the learning environment for a period of time.

**1. Detention:** Assignment to a designated area before, during lunch, or after school hours.

**2.Restricted campus use:** Assigned to stay on campus during lunch or restricted to an area as part of a Cease and Desist

**3.Suspension:** Suspension temporarily denies the student the privilege of attending school, attending school activities or being on school premises. A suspension will not exceed ten school days, unless an expulsion proceeding is pending. Suspensions are made by the principal or designee.

- a. The student is informed of the suspension. At this time the reason (or reasons) for the action and the length and beginning time of the suspension will be explained to him/her.
- b. Parents are notified by phone (if possible) of the suspension and reasons for the action.
- c. Contact will be made with the parents or guardian stating the specific reasons for and the length of the suspension. The contact will also request the parents to contact the school for an appointment for a readmission conference with the school authorities.
- d. The student's records will be reviewed during the conference in an effort to determine guidelines that will insure success for the student's readmission.
- e. In all suspensions ordered by the executive officer of the school district or designee, the district school board shall have the right of final review.

**4. Expulsion:** Expulsion denies the student the privilege of attending school, of attending school activities, or being on school premises for the remainder of the current semester or school year. Expulsions are made by School Board action. School District 6 may for the remaining period of an expulsion, deny admission to the student who is expelled from another school district. The principal may recommend the expulsion of a student and the following procedure will be used:

- a. The student is suspended pending investigation for possible expulsion.
- b. All procedures for suspension will be followed, and, in addition, a letter to the parents will also state that expulsion is being considered.
- c. If the recommendation of the principal to the superintendent is expulsion, the parents and student will be notified by either a registered or hand delivered letter stating the reason for the intended action and indicating education alternatives. The letter will state that the parents or student may apply for an expulsion review hearing with the district superintendent or his/her designee as hearing officer. Requests for a hearing must be made to the superintendent within five days after the receipt of the expulsion letter.
- d. The superintendent will, within five working days after the review hearing, inform the parents and principal in writing of the results.
- e. The parent or student may, within five days after receipt of the decision by the superintendent, request a review of the decision by the Board of Directors.
- f. Expulsion becomes a part of the student's permanent record.
- g. A student may be expelled for severe or repeated violation of the Student Code of Conduct.

**5. Hearing Procedures:**

- a. The superintendent or his designated representative shall act as the hearing or review officer and shall maintain control over and conduct the hearing or review.

- b. The student shall be permitted to inspect in advance of such hearing any affidavits or exhibits which the school intends to submit at the hearing.
- c. The student shall be permitted to have counsel present at the hearing to advise him. The counsel may be an attorney, parent or guardian.
- d. The student shall be afforded the right to present his version as to charges and to make such showing by way of affidavits or exhibits.
- e. The student shall be permitted to hear the evidence presented against him.
- f. The hearing officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the student.
- g. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
- h. The hearing officer, or the accused, may make a record of the hearing.
- i. Upon parent request the Board of Directors may review the decision of the hearing officer and may affirm, modify, or reverse the decision.

5. Oregon School Law (ORS-339.250) states that public school pupils shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teacher's authority. Willful disobedience, open defiance of a teacher's authority or the use of profane or obscene language is sufficient cause for punishment, suspension, or expulsion. Therefore, the following types of conduct shall make the student liable for discipline, detention, suspension or expulsion. Discipline may include removal from class with loss of credit.

- Disruption of school – Any conduct that substantially disrupts a school function, or disrupts the orderly classroom procedure, or refusal to attempt successful pursuit of the prescribed course of study is forbidden.
- Disruptive conduct – Disruptive or abusive conduct that deprives other students of their right to learn is prohibited.
- Fighting – All forms of fighting are prohibited. Violators will be subject to suspension for fighting in the school building, on buses or at school sponsored activities.
- Thefts – Any pupil who commits or attempts to commit an act of theft against a fellow pupil, the school district or any other party will be subject to suspension, possible expulsion, and referral to the appropriate law enforcement agency. Students are urged not to bring valuables or large amounts of money to school. The school is not responsible for thefts.
- Bus Conduct – All students who ride buses must observe rules posted within each bus and all other regulations of the district while on the bus. The privilege of riding a school bus may be revoked for cause at any time by Crater Campus administrative staff.
- Arson – (Intentional setting of fire.) Parents and/or students will be held financially responsible for damage.
- Assault – (Intentional physical threats or violence.) Students will be held financially responsible for damage.
- Burglary – (Breaking and entering with intent to commit a crime.)
- Bomb Threats – (Verbal or written threats of bombing.)



- Extortion, blackmail, or unlawful coercion – (Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force or by threatening to accuse another of a crime.)
- Larceny – (Theft.)
- Malicious mischief/vandalism – (Damage to buildings, fences, trees, or other parts of school property, including cutting, marking, or defacing in any manner.) Students who are guilty of vandalism will be held financially responsible for the damage.
- Robbery – (Stealing from individuals by force or threat of force.)
- Trespass – (Being present in an unauthorized place or refusing to leave when ordered to do so by duly constituted authority.)
- Unlawful interference with school authorities – (Interfering with administrators or teachers by intimidation with threat of force or violence, or any unlawful coercion.)
- Defiance of staff authority – Refusal to comply with any reasonable request of a staff member will be considered grounds for immediate suspension.
- Violation of the student Code of Conduct
- Profanity Use of profane (cuss) language
- Bringing, possessing, concealing, or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430

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

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

Destructive device is defined as any device with an explosive, incendiary, or poison gas component, or any combination of parts either designed or intended for use in converting any device into any destructive device or from with 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.

\* The district may **not** provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

\* By law, the district's weapons policy shall allow an exception for courses, programs, and activities approved by the district that are conducted on district property.

## **S. CHEATING AND PLAGIARISM**

- Cheating – Cheating on tests, quizzes, or other school work is dishonest. Crater schools expect all students to be responsible for their own learning and not to resort to cheating. Students who allow other students to use their work or to cheat “off them” during a test are also cheating.
- Plagiarism – Using other people's ideas and writing without giving credit is dishonest. For example: Taking sentences or phrases off the back of a paperback and using them in a book report is plagiarism, or copying a paragraph about an animal from an encyclopedia for a science report is plagiarism.

- Internet Plagiarism – The purchase and downloading of pre-written material and submitting it as your own work for credit is plagiarism.

#### **T. CONSEQUENCES FOR CHEATING AND/OR PLAGIARISM**

1. For a first offense, at any time during your four years of high school, the teacher may give a grade of zero for the assignment.
2. For a second offense, at any time during your four years of high school, the teacher may give a grade of zero for the assignment and lower the semester grade one letter grade.
3. For a third offense, at any time during your four years of high school, may result in consequences up to and including removal from class and loss of credit.

#### **U. EMERGENCY AND SAFETY**

Students will be provided instruction in general safety and accident prevention procedures as applicable to classroom and laboratory environments. Instruction on basic emergency procedures will include identification of common physical, chemical and electrical hazards.

#### **Safety Programs Requirements:**

In order to meet state requirements and promote good health, students will be expected to participate cooperatively in:

- Classroom safety programs including tests and signatures when required.
- Emergency drills.
- Protection and proper use of safety equipment.
- Reducing the chance of physical harm to other students and staff.
- Promptly reporting accidents or dangers to appropriate staff members.

Fire Drills: We are required by law to have periodic fire drills. When the siren sounds, students should remain in class until receiving instructions over the intercom system or from their teacher UNLESS they see/smell smoke or flames. When instructed to evacuate, students should move to one of the rally points and stand quietly until the bell signals them to return.

#### **V. OTHER RESPONSIBILITIES**

1. **Assemblies:** A number of pep assemblies, entertainment assemblies, and other types are scheduled throughout the year. All students attend assemblies. Students may not leave the campus during assemblies.
2. **Dances:** Dances are typically held in the Student Center. School rules are in effect during dances. Students with a student body card will be admitted to dances at a reduced rate. Students without a student body card will be admitted at an increased price, if they can be identified as being Crater Campus students by school officials, student government leaders, etc. Students who leave the building during a dance will not be readmitted. Scenic and Hanby students are not allowed to attend Crater dances. If you wish to bring a guest to the dance, the guest must attend another high school and provide proof of attendance. Guest passes must be obtained from your school office in advance. Guest passes will not be issued at the dance. No one is admitted 45 minutes after the dance begins. Dances are over at 11:00 p.m. or one- and one-half hours after they begin, whichever comes first. The only dances that guests are able to attend are Winter Formal and Prom (on approved guest passes). Home schooled

students will be briefly interviewed by SSC or principal beforehand. Non-students must have left their high school in good standing.

Dress for dances should be in the spirit of the school dress code and monitored by dance chaperones.

Individuals attending Crater Campus dances must not be older than 20 years of age.

3. **Student Trips:** Students are often involved in field trips or out-of-town trips. We have definite procedures that we follow for such trips.

a. **Field Trips** – A class field trip may be arranged by one of your teachers. You will be automatically excused from any other classes you may miss during the field trip by a list your teacher will send to other staff members. You are, however, expected to make up any work you miss in other classes. We expect you to represent Crater proudly during field trips and to do everything possible to take advantage of the learning experience you are having.

b. **Activity or Athletic Trips** – If your team or club is taking a trip out-of-town, special arrangements must be made. In the case of athletic teams who will be missing some classes, your coach will have you automatically excused by distributing a list. You will be expected to make up any work in classes missed. In the case of teams, at the beginning of a season your coach will send a letter and permission slip home to your parents explaining the behavior expected of traveling students. Your coach will also give you a list of rules and a description of the behavior expected of you. The same procedure will be followed for each trip that other groups of students make. Please abide by all the rules and procedures that are described to you. Good citizenship of students on these trips will insure that other students in the future will have the same opportunities. Students who are involved in inappropriate behavior will be subject to discipline, suspension or expulsion, and may be dropped from their related activity or class with a grade of “N” and loss of credit.

c. **Student drivers**-Students may not drive or ride with others to and from school sponsored activities unless the driver is a parent and permission has been obtained in advance.

4. **Building Use:** If you wish to use any building space for any purpose outside your regular classes you must schedule your activity with school administrators.

5. **Fundraising:** Clubs or groups that want to earn money to support their activities must clear their activity through the school administrators and must have written authorization. All money which is earned must be turned in immediately to the bookkeeper for deposit in the club account. Students must not spend any of the money raised without an official purchase order.

6. **Release from School:** Students who are leaving Crater permanently must check out officially. You can obtain a check-out form from your school’s office. If you are under eighteen and do not plan to attend another school, you must have a “Release from Compulsory Attendance” form filled out by you and your parents and signed by the Principal.

7. **Display of Affection:** Overt public displays of affection (PDA’s) are inappropriate at school. In general, holding hands, engaging in a brief embrace or hug would be an example of appropriate forms of affection. Failure to follow this rule may result in disciplinary actions.

### **Section VIII**

#### **ROUTINE MATTERS**

In order to help you get the most out of school and to keep Crater functioning smoothly, there are some routine procedures that you should be familiar with and follow.

**A. ADDRESS AND TELEPHONE NUMBER CHANGES**

It is extremely important that, if your address or telephone number changes, you notify the office immediately. Our records are computerized, and it is essential that all information be kept up to date.

**B. PASSES**

You should never be anywhere on campus during class time without an official pass. Do not leave a classroom unless you have been given a pass by the teacher, a pass from the office requesting you, or unless you are in the company of that teacher. Students who violate this rule will be subject to disciplinary action.

**C. MESSAGES TO STUDENTS**

Telephone messages to students will be taken only from parents or employers in an emergency situation. You should take care of personal business outside the school day.

**D. CHILDREN AND PETS**

Students are not allowed to babysit children in school. If you bring a child to school with you, you will be sent home. Students are not allowed to bring pets to school.

**E. LOST AND FOUND**

If you have lost some personal property, you may check with your school's main office. Articles not claimed within two months will be disposed of. You must empty your locker on the final day of school.

**F. VALUABLE PERSONAL PROPERTY**

Please do not bring large sums of money or other valuable items to school. Be certain that your locker is always locked, especially in the P.E. locker room. Don't share your combination with anyone else. Report all thefts immediately to school administration. You must remember that the school is not responsible for your personal property.

**G. END OF DAY DEPARTURE**

When you have finished your scheduled classes, you must leave the campus unless you have a scheduled and supervised activity. Students may not loiter in the halls, on the campus, or in the parking lot. Because of State Law and Liability problems students must be supervised at all times in classes and other activities. You must leave the building and grounds immediately after your last class. Please do not plan an after-school activity unless you have arranged to have a staff member present.

**H. MAINTAINING OUR FACILITY**

A great deal of time, money and effort, including a lot of work by students, has gone into making our campus attractive. You can help keep it that way by observing the following:

- Walk on the sidewalks; please do not cut across grass areas or gardens.
- Do not pick any flowers; they are intended for everyone's enjoyment.
- Place litter in receptacles; don't be afraid to reach down and pick up someone else's litter.

**I. REGULATIONS FOR POSTING SIGNS**

1. Students or groups wishing to put up signs posted on campus by students or groups must be stamped with administrative approval prior to posting signs.
2. Signs should be neatly printed or illustrated with correct spelling. Signs should be in good taste.
3. The name of the group responsible for putting the sign up should be listed somewhere on the sign.
4. The number of signs will be limited, depending on size, etc. We do not expect to have a mass "posting" of signs.
5. Signs may be stapled or taped to designated areas provided by the administrator . Signs are not to be posted on walls, paneling, paint surfaces, or glass.
6. Signs not adhering to these regulations will be removed.
7. Groups or individuals responsible for putting signs up are also responsible for removing them after the event is over or after the allotted time has passed.

### **Section IX**

#### **STUDENT SERVICES**

Crater has established a number of services for the convenience of students. These services are privileges which may be revoked if abused by students. Be sure to familiarize yourself with everything that is available to you.

##### **A. LIBRARY**

The Crater library is open to students before school, during the noon hour, and after school. Books, pamphlets, and magazines may be checked out for home use. If you don't find what you need or want, the media assistant will be glad to assist you. With a proper pass from a classroom teacher, a student is admitted during class time. When the library is used by a classroom teacher for instruction purposes, the library may be closed during specified periods on a given day. Get acquainted with your library. Use it for research, serious study, reading, viewing and listening pleasure.

##### **B. LOCKERS**

A hall locker will be assigned to all freshman when you enter Crater. You are responsible for the proper care and contents of your locker. If you have a problem with it, report it to the Bookkeeper. Do not mark or deface your locker, and, if it sticks, please don't kick it or force it. Keep your combination to yourself to avoid problems. Remember, you are not allowed to have any illegal material in your locker. Your locker will be inspected again at the end of the year and you will be charged for any damage or extensive cleaning which may be necessary.

##### **C. BUSES**

Many students who reside within the district are provided with bus service. You are expected to conduct yourself courteously and quietly on the bus and to follow the instructions of the bus driver at all times. Since you are technically under the supervision of the school at bus stops, you are expected to conduct yourself properly there also. All school rules apply to students riding the bus. Any misconduct may result in a student losing his/her privilege to ride the bus.

Rooter Buses: Buses to games will be provided if enough students sign up. A small fee is charged, depending on the distance being traveled.

#### **D. HEALTH SERVICES**

Crater currently has the services of a School Based Health Center. If you need medical attention, you may visit the center or make an appointment, provided you have turned in a signed parental permission slip.

If you feel sick, you should report to your school's office.

Medicine at School: Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

Self-Medication: Students in grades (9-12) are permitted to self-medicate prescription and non-prescription medication upon written request of the parent. 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. 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 your school office for additional information and forms.

#### **E. INJURIES**

All injuries must be reported immediately to the teacher or supervising adult. An accident report form, available in your school's office, should be completed within 24 hours. The school is not responsible for injuries sustained at school.

#### **F. TEXTBOOKS**

You will be provided the textbooks necessary to your courses free of charge. You are responsible for keeping these books in good condition. Any damage to or loss of a textbook will result in a fee, which will be deducted from your deposit.

#### **G. LUNCH PROGRAM**

We provide lunches at minimal cost in the Student Center. Several lunch options are available each day. We expect excellent student conduct in the cafeteria. Please do not make messes or disturb other students' meals by disruptive behavior. Please return your tray and clean up any trash. Do not leave the cafeteria with a lunch tray

Free and Reduced-Price Lunch: Students may qualify for free lunches or reduced lunch prices if family income is limited, or if they are in foster care. See the bookkeeper in the main office for the form or have your parents call the school's office if you believe you qualify.

#### **H. TRANSCRIPTS**

You may have a transcript mailed from your school's office. However, an official transcript will not be forwarded until all charges and fees have been cleared with the bookkeeper (ORS-339.260). Make your requests to your school's office. After a year beyond your graduation you will be charged for each transcript you request.

## **I. SCHOLARSHIPS**

A number of college scholarships and other kinds of college financial assistance are available through Crater Schools. Seniors will be given information late in the fall describing these scholarships and the procedures for application. Questions about scholarships should be directed to your school's administrators. Since high school grades are very important to scholarship consideration, you should be working from the beginning of your freshman year to achieve the highest possible grades.

Advanced placement classes are weighted in regard to grades received for the purpose of Top 5% selection and determining the Valedictorian and Salutatorian. By this system, students will receive the following point for grades: A=5, B=4, C=3, D=2, F=0.

### **Section X**

#### **SUPPORTIVE & ALTERNATIVE PROGRAMS**

A number of programs to help support student efforts in school or to take the place of school programs are available at Crater. Each of these programs is designed to serve special student needs, including those students who do not graduate with their regular graduating class. For information and descriptions of specific programs, please see your advisor or school administrator. Parents may request additional in-district alternative education programs by submitting requests to school or district administration.

### **Section XI**

#### **CLUBS & ACTIVITIES**

There are many ways for students to be actively involved in school life at Crater. Students who participate fully in school activities promote their own personal growth and contribute positively to Crater's image. You are urged to find at least one sport, club or activity that you can participate in.

Detailed information associated with student organizations at Crater can be found in school board policy IGDA-AR.

### **Section XII**

#### **STUDENT RECOGNITION**

Students are recognized for their achievements in many ways at Crater. Recognition for accomplishment is one of the most important of human needs. We would like every student to excel in some way and be honored in one or more of the ways listed below.

##### **A. HONOR ROLL**

Students who achieve a GPA of 3.5 or higher during any semester will have their names placed on the Honor Roll.

##### **B. HONOR SOCIETY**

The Honor Society is a national honorary organization for sophomores, juniors, and seniors who are outstanding in scholarship, citizenship and service. Membership in this society is one of the highest honors a Crater student can attain.

##### **C. ROTARY STUDENT OF THE MONTH**

Each month a Crater student is selected as the Central Point Rotary Club “Student of the Month”. This student is a guest of the Rotary Club at their weekly luncheons. Qualities necessary for selection are scholarship, leadership, service, and citizenship.

**D. TOP FIVE PERCENT**

The seniors whose GPA’s rank them academically in the top five percent of their class based upon a weighted GPA (Advanced Placement courses are weighted) are honored at an event in the spring and also at graduation. Juniors who graduate early are not eligible for Top Five Percent honors. All schools will be represented if a school does not have a student in the top 5% of the student body, their Valedictorian and Salutatorian will be honored.

**E. PRINCIPAL’S AWARD**

Awarded annually to students who have a 3.75 cumulative GPA.

**F. HONORS NIGHT**

Held in the spring, it honors all students who have excelled in both academic and vocational areas during the year. Numerous individual faculty awards are given during this evening.

**G. VALEDICTORIAN – SALUTATORIAN**

Each year the senior with the highest weighted grade point averages in each Crater Campus School will be selected as valedictorians. The senior with the second highest weighted GPA is selected as salutatorian. In computing the GPA advanced placement classes will be weighted so that an (A) in an AP class will count 5 points, a (B) 4 points and so on. Juniors who graduate early are not eligible for valedictorian or salutatorian honors. If one or more schools ends up with multiple valedictorians, a panel will determine which valedictorian will speak at graduation.

**H. ATHLETIC, ACTIVITY & CLUB AWARDS**

Individual sports teams, activity groups and clubs offer recognition for accomplishments within their own organizations.

**Section XIII**

**AFFIRMATIVE ACTION**

**NOTIFICATION STATEMENT:** Jackson County School District 6 is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, color, age, national origin, disability, or marital status in employment practices or educational programs.

**POLICY:** Pupil Personnel (or Instruction)

**Equal Education Opportunity**

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, marital status, linguistic background, culture, capability, or geographic location.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.



The school district staff is directed to make continuous efforts to provide equal educational opportunities for students and to eliminate those conditions which may cause discrimination.

### **Process for Resolving Complaints of Discrimination**

Federal and state laws prohibit discrimination on the basis of race, national origin, religion, color, sex, age, disability, or marital status, in instructional programs, extra-curricular activities and employment. The school district has adopted the following process to be used by persons who wish to file complaints relating to discrimination. Complaint forms are available in school offices and at the Central Administration office located at 300 Ash Street, Central Point, Oregon.

#### **STEP I. Informal Resolution**

Any person who feels discriminated against in violation of law is encouraged to discuss the matter with the individual alleged to have caused the discrimination or with the principal of the school if the incident occurred in a specific building. This must be done within two weeks of learning of the possible discrimination.

#### **STEP II. Complaint**

If the complainant is dissatisfied with the results under Step I, a formal complaint may be filed with the Superintendent within two weeks after termination of efforts in Step I. The complaint will be in writing and should contain specific details covering the incident and the desired remedy. The complaint form should be taken or mailed to the Superintendent, School District 6, 300 Ash Street, Central Point, Oregon 97502. On receipt of the complaint, the district will respond in writing to the complainant. The response shall state whether or not the district believes discrimination has occurred and what steps might be undertaken to resolve the problem if it exists.

#### **STEP III. Appeal**

If the complainant is not satisfied with the disposition of the complaint at Step II, a written appeal may be filed with the Board of Education within two weeks of the response determined in Step II. The Board shall determine whether to review the case based upon the written appeal. An informal hearing, if held, must be provided within 15 days of receipt of the appeal. If the Board decides to hold a hearing, a decision must be reached, placed in writing and sent to the complainant within 25 calendar days of receipt of the appeal.

### **Section XIV**

#### **HARASSMENT POLICY AND PROCEDURE**

Harassment of any kind will not be tolerated. It is considered to be a major offense. Harassment is behavior which causes the victim or victims to feel pestered, tormented, or persecuted. Harassment includes verbal, electronic, or telephonic communication, as well as physical misconduct, particularly when the action is based on race, sex, national origin, color, religion, age or disability.

Any harassment during school or at any school sponsored activity, or harassment outside of school hours on or off campus that results in a detrimental effect on the educational atmosphere or safety and good order of the school can result in disciplinary action against the offender. Offenders may be referred to law enforcement.

Sexual harassment includes solicitation of a sexual nature, inappropriate physical contact, sexual insults, and unwelcome sexual jokes, sounds or action.

### Definition of Sexual Harassment:

Sexual harassment is unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or other conduct or communication of a sexual nature. Prohibited sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of admission to the school;
- Submission to or rejection of sexual demands is the basis of academic or other school-related decision affecting the student; or
- Unwelcome sexual or other gender-based conduct interferes with a student's performance or creates an intimidating, hostile or offensive school environment. This conduct can be on the part of a teacher, administrator, school person, or another student.

### Definition of Cyber Bullying:

Cyberbullying is using any electronic communication device to harass, intimidate, or bully.

### Complaint Procedure:

Any student who believes she or he has been harassed is encouraged to use either a formal or informal complaint procedure. A student may contact their advisor, a teacher, or a member of the administrative team about this process. The school complaint team will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

### Hazing:

Crater Schools have a strict anti-hazing policy that will be enforced to the fullest extent for student safety. Hazing is defined as: "any action taken or situation created, intentionally, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment, or "ridicule". Hazing could include, but is not limited to the following: paddling in any form; physical and psychological shocks; wearing of apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; taping, roping, or hog-tying; choking out; etc. Things to keep in mind concerning hazing:

- If you have to ask if it's hazing, it is.
- If in doubt, talk with your advisor/coach/front office.
- If you allow hazing to occur, you are a "hazing enabler."
- Hazing of students could result in legal action, expulsion or both.

## **Section XV**

### **Campus Grading Policies**

It is a teacher's role to establish grading criteria and implement a policy that is clear and fair in accordance with district approved policies and procedures. Grading practices need to be predetermined before the course is offered, written in the course syllabus and clearly communicated to families and students. To that end, Oregon Department of Education (ODE) regulations require all courses that award

credit to have a syllabus available for families and students to view. After approval by the school administrator, the syllabus is posted on-line for students and parents to view.

## **GRADING**

- All CPSD6 Crater Campus high schools use an A-F or proficiency system for recording grades. The option of using a Pass / No Pass (P / NP) substitute for a letter grade may be available to students for some courses.

### **Grade Notations and Guidelines**

- A letter grade of A, B, C, or D is passing and indicates a level of achievement.
- Although a letter grade of D is figured into a student's GPA (D = 1 point) a letter grade of D may indicate that the student has not demonstrated adequate proficiency to move on to the next level.
- Even though CPSD6 awards credit for a letter grade of D, the Oregon University System and the NCAA may determine that a student earning a D in any core class does not meet their requirements.
- A grade of F or WF (Withdraw / Fail) indicates that performance in a class was not at a level sufficient to earn credit toward graduation. An F / WF grade is averaged into a student's cumulative GPA.
- Three weeks prior to the end of the semester / two weeks prior to the end of the trimester: If a student withdraws from a class, an "F" is recorded on the transcript. No exceptions.

## **INCOMPLETE**

- A notation of Incomplete indicates that the student did not submit sufficient evidence to meet course requirements or demonstrate proficiency within the grading period.
- An Incomplete (I) notation should rarely be used, based on unforeseen circumstances beyond the student's control and accompanied by a written plan. The plan should include a timeline for completion, requirements to complete the course and obtain a passing grade and current grade earned. An "I" grade requires prior building administrator approval.
- If there is an agreement between the teacher, and the family, and the building administrator approves:
  - The student has up to 10-school days from the date a grade is issued to complete the work, and obtain a new grade. Otherwise the "I" will revert to an "F".
  - A detailed, written plan using a district form will be provided at the end of the grading period to ensure that the student and family understand the requirements needed to replace the "I" with a grade.
  - If an Incomplete is given at the end of the second semester/third trimester in June, the 10-school days time period to replace the "I" begins with the start of school the following academic year.

## **PASS / NO PASS**

A Pass / No Pass Option is not available for core courses required for graduation. However, credits earned from secondary schools outside of the US will be transcribed as P / NP.

- In courses fulfilling elective credit or under special circumstances, students may request within the first 10 days of each trimester to take a course pass / no pass.

- After this time period (see above) and under extenuating circumstances, only a building administrator can initiate a Pass / No Pass option.
- The Pass / No Pass option is:
  - Written in the course syllabus
  - Clearly communicated to students and families
  - Chosen by a student as a grading option within the timeline mentioned above.
- To receive a “Pass”, a student must meet minimum course requirements that would earn a credit in the course. A “No Pass” is given to a student who does not meet minimum course requirements to earn credit. See specific course grading criteria for more information.
- GPA: Neither a Pass or a No Pass grade is calculated in the student's GPA.
- Pass/No Pass will be used for all Credit Recovery courses indicated with CR\_(Course Title) on the student transcript.
- A Non-Standard Diploma exception may be made by the IEP team for a student on an IEP.

#### **NO GRADE (NG) OR PARTIAL CREDIT EARNED**

- When a student enrolls in the school more than halfway through a grading period, with no transfer grades, and there is insufficient time to assess the student prior to the end of the grading period, a “No Grade (NG)” may be given. This option requires prior administrator approval.
- If the student has demonstrated partial mastery/learning in the shortened course time, the teacher can give partial credit with a grade with administrator approval.

#### **DROPPING A CLASS**

- It is the role of teachers and counselors to support improved performance rather than to counsel students to drop a class. If a student has truly been misplaced in a class, it is appropriate to assist them in changing to a more appropriate level course.
- Students may withdraw from a class within the first 10 school days of the trimester (date set by district) without penalty or notation on the transcript. Both the family and the teacher / counselor (or administrator) must approve the change.
- After the withdrawal period has expired, students shall NOT be allowed to drop a class without a transcript notation of “WF” (Withdraw / Fail) as the final grade UNLESS the building administrator grants an exception based on extreme and / or extenuating, documented circumstances. A level change within the same subject (ie a change from calculus into pre-calculus) would not be subject to this practice. A building administrator must sign all approved requests.

#### **GUIDELINES FOR USING NOTATIONS: WF / WN / WX**

After the 10-day period for dropping a class has passed, a student will receive one of the following notations on their transcript if student drops a class:

- Withdraw Fail ( WF ): Student withdraws and is not passing the course at the time of withdrawal or the student withdraws from a course after the 10-day withdrawal period.
- A “WF” is factored into the student's GPA.
- Withdraw No Pass ( WN ): Student withdraws in a Pass / No Pass system and is not passing the course at the time of withdrawal.
- A “WN” is not factored into the student's GPA.
- Withdraw No Grade ( WX ): A WX notation is given only in rare and unusual circumstances, (ie, those which are out of the control of the student such as extended

illness, death of a family member, etc.) and must be approved by the building administrator. In each extenuating circumstance, written documentation such as grades, attendance, evidence of extenuating circumstances, and record of a parent / teacher / counselor / student / administrator meeting will be kept on file. A “WX” is not factored into the student's GPA.

### **REPEATED COURSES**

- A student may receive credit for an original course with building administrator approval. Repeated courses taken to pass a course or improve a grade are recorded on the transcript with a notation of "R" with the credit for the lower grade deleted . The original course must remain noted on the transcript even though it will no longer be factored into the GPA.

### **CREDIT RECOVERY**

- CPSD6 offers credit recovery through online computer-based and/or in-person courses for some required and elective courses.
- Students must have failed the course before they will qualify for credit recovery. Students working to recover credits are limited to two (2) courses per trimester unless they have prior administrative approval. Students attending summer school courses may be charged a non-refundable fee.
- Students removed from courses for discipline and/or attendance reasons will not be permitted to begin credit recovery until the conclusion of the trimester or term unless they have received prior administrative approval.
- Pass/No Pass will be used for all Credit Recovery courses indicated with CR\_(Course Title) on the student transcript.

### **GRADE CHANGES**

- The student has up to 10-school days from the date a grade is issued to complete the work, and obtain a new grade. Otherwise the original posted grade will remain on the transcript.
- A detailed, written plan using a district form will be provided at the end of the grading period to ensure that the student and family understand the requirements needed for a grade change.
- If an Incomplete is given at the end of the second semester/third trimester in June, the 10-school days time period to replace the grade begins with the start of school the following academic year.
- Only an administrator / designee may enter a grade change into the Student Information System.
- For protection of counselors and teachers, no counselor or teacher should have access to Synergy to make grade changes on their own.

### **CHALLENGING GRADES**

The Central Point School District 6 contract with the district provides that the teacher shall maintain the right and responsibility to determine grades and do the evaluation of students. No grade or evaluation shall be changed without consultation with a representative of the Council and the teacher, providing the teacher is available. If the District changes any student's grade, it shall accept full responsibility and the teacher shall not be responsible for such action. If the teacher is retired or resigned, every effort will

be made to contact the teacher to verify the grade. If the teacher cannot be contacted, the principal may authorize a change of grade.

If a student receives an 'NP' or 'F' and makes an individual contract with a teacher to change that grade by completing certain projects / assignments, upon completion of the contract, the involved teacher will submit a 'change of grade form' to the building administrator indicating what class and grade is to be changed.

In the case of a senior who plans to graduate, teachers are obligated to give six-week notice prior to giving a final 'F' the last term of the year. Specifically, a progress report in May 'F' and a Senior Warning Letter would be expected. If a final 'F' is coming and no warning is within the six-weeks prior, the Student Services Coordinator will consult with the principal about whether or not there should be a change of grade.

#### **AP AND DUAL-CREDIT COURSES**

- AP courses taught on campus are weighted in the calculation for weighted GPA and class ranking on the transcript. This means that an "A" in an AP course earns a 5 in the weighted GPA. The grades are weighted only in the calculation of weighted class ranking and weighted GPA, and not on the report card.
- AP courses through other campuses or online programs will only be weighted in the calculation if the student has taken and passed the AP Exam.
- Both weighted and unweighted calculations are recorded on the transcript.
- AP courses and dual-credit courses are not eligible for Pass/No Pass Grading.

#### **TRANSCRIPT DETAILS**

1. Any student registering at a Crater Campus high school with previous high school credits should provide an official / unofficial transcript from that accredited high school to be enrolled accurately. If the student is enrolling from another US high school, official transcripts must be sent directly to the Crater Campus school.
2. If a student has no transcript or has not attended an accredited school, they may be enrolled but must meet CPSD6 graduation requirements in order to graduate.
3. Parents / guardians will be asked to provide information so that an official transcript may be obtained from the previous school.
4. Counselors will compile a CPSD6 transcript based on this documentation.
5. International transcripts may be forwarded to the School Registrar for verification and translation.
6. It is the school's responsibility to review transcripts for the following:
  - Reviewing progress towards graduation
  - For accurate GPA calculation, grade reporting
  - To support-post secondary planning
7. AP, Honors (H), and IB courses should be designated in the course title. Advanced courses may also be designated in the title.
8. Students participating in athletics can twice during their 4 years at Crater receive PE credit for their participation in a sport if they participate more than 60 hours. These credits CANNOT make a student eligible for athletics during or for a future trimester.
8. Pre-ninth grade high school credit may be earned. Students entering high school with credits already earned on a another high school transcript from another institution must request the original school that issued the credit on the transcript to be removed.

9. Home school: Unless a 'home school' program is accredited, and the CPSD6 high school receives an official transcript, home school coursework will not count toward CPSD6 high school graduation requirements. Students may elect to take credit by exam courses from an accredited institution (for a fee) to receive credit on their CPSD6 transcript when available.

10. Proficiency: It is possible to note a student's proficiency in a subject area without the student earning credit. Proficiency must be certified by a licensed instructor at an accredited institution. It is also possible to earn credit by showing proficiency in a specified curriculum area. The student must demonstrate the required knowledge of the subject by meeting the required standards of the course as validated and recorded by a licensed instructor or other district designee.

### **CERTIFICATION OF COURSES**

The district administration is annually responsible to verify and update the school's official approved course list for the NCAA.

### **TOP Senior Scholars**

Top Scholars Students with a weighted 4.0 GPA or higher at the end of the 7th semester/11<sup>th</sup> Trimester are named as the school's Top Scholars. Top Scholars are honored at each schools awards nights.