

Coquille Junior High School Student Handbook, 2025-26 “Home of the Wildcats”

499 West Central Blvd.

Coquille, OR 97423



The Wildcat Way- Act Safely, Show Respect, and Be Responsible

Statement to Parents and Students

Regarding student education records, I understand that certain personally identifiable information about my 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. I have marked through those types of directory information listed above that I wish the district to withhold.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

The Wildcat Way- At Coquille Junior High we value and teach safe, respectful, and responsible behavior in all areas of the school. The Wildcat Way is a school-wide system designed to build positive relationships through promoting and recognizing appropriate behavior and developing career related learning skills.

Get Involved! Academic contests, school clubs, athletics, community service projects, and leadership are just a few ways to get involved in positive activities at school.

Guidelines to Career Related Learning Standards (CRLS)

Work Ethic

Seeks assistance when necessary - This skill addresses your ability to recognize when you do not understand a task or concept, and you seek out help from classmates, teachers, or other helpful persons.

Uses perseverance to complete difficult tasks – Students with high work ethic can push through difficult assignments without giving up. **Prepared and Organized**

Completes tasks and assignments on time and with care - This skill addresses your ability to complete assignments in a timely manner in order to be prepared for learning every day. Achievement in this area has a direct correlation to success in and out of the classroom by building important study habits and skills.

Uses time efficiently - This skill addresses your ability to work toward goals, show initiative, commitment and perseverance. This skill area looks at how well you manage your own learning process, prioritize the use of your time, and take advantage of the resources provided at your school.

Teamwork

Participates in and contributes to class and group activities - This skill addresses your ability to cooperate with teachers and peers and to be personally involved in classroom or group activities. This skill also addresses your ability to participate positively in a common activity and contribute to the discussion in an appropriate manner. Achievement in this area has a direct correlation with success when working independently or in groups.

Listen to understand others without interrupting others - This skill addresses your ability to actively listen to learn and understand others' ideas and diverse viewpoints without interrupting.

Citizenship

Accepts responsibility for own behavior - This skill addresses your ability to take ownership of your behavior, recognize when you have not acted responsibly, and do something to make the situation better or make sure you won't make the same mistake again. This skill addresses your ability to create and work toward goals; shows commitment and perseverance by sticking with problems until solved. This skill addresses your ability to take reasonable risks and challenge yourself by seeking new learning opportunities.

Follows routines and instructions without supervision - This skill addresses your ability to listen to instructions and directions and follow them independently (on your own) without reminders. You also remember what the school and classroom routines are and follow them consistently, even when not being monitored by adults.

Respects the ideas, opinions, and property of others - This skill addresses your ability to value the thinking, personal property and viewpoints of others. This skill focuses on your ability to respect others in the same way you would want to be respected.

Coquille Junior High School **General Information**

This student handbook is a summary of the general rules and regulations regarding student conduct that is in effect at Coquille Junior High School. This handbook has been prepared to explain and clarify policies, procedures, programs, and activities at CJHS. 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: 541-396-2163

School Day Hours:

Main Doors open at 7:30 AM: Breakfast in Cafeteria

Main office hours: 7:30 AM - 4:00 PM

Coquille Junior High School

7:45 to 8:01 AM ARRIVAL/JR. HIGH DOORS OPEN

8:05 AM - 8:55 AM FIRST PERIOD

8:06 AM *Students not present are marked tardy or absent*

8:59 AM - 9:49 AM SECOND PERIOD

9:53 AM - 10:43 AM THIRD PERIOD

10:47 AM - 11:09 AM ADVISORY PERIOD

11:09 AM - 11:39 AM LUNCH

11:43 AM - 12:33 PM FOURTH PERIOD

12:34 PM - 1:24 PM FIFTH PERIOD

1:28 PM - 2:18 PM SIXTH PERIOD

2:22 PM - 3:12 PM SEVENTH PERIOD

3:15-3:20 PM LOAD BUSES

3:15-4:00 PM SNACK/STUDENT SUPPORT

Meal Programs

Breakfast, lunch and after school snacks are free to all students in the Coquille School District. The school lunch menu includes the choices of several entrees, milk and salad bar from which students may choose a variety of salads, vegetables, fruit and breads.

Cafeteria Procedures

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

- Behave in a quiet manner at all times
- Clean up after yourself at your table

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

Closed Campus

CJHS 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. This is our School Board Policy. 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. 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.

Emergency Procedures

The law requires students to receive instruction on fire and earthquake dangers and drills for at least 30 minutes each school month. At least one fire drill will be conducted each month. At least two drills on earthquakes will be conducted each year. We will also conduct three ALICE, school safety drills, during the year.

Directory Information

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

Emergency School Closure

Throughout the year, there may be times in both the morning and afternoon when weather and/or road conditions become too hazardous for travel. Weather and road conditions may vary dramatically throughout the school district. The district encourages all parents to assess the conditions at your

location. If parents feel that weather or road conditions are unsafe, they may make the personal decision to keep students home until it is safe to travel.

If the school or district makes the decision to close schools for a day(s), delay the start of school or dismiss early an announcement will be made through the Alert Now system. This system will place a telephone call to all parents and staff of the school or the school district. The Alert Now system will call the current primary telephone number that is on file at the school or district. It is important that phone numbers are updated as soon as possible to make sure that all affected parties are notified. The district may also contact local TV and radio news stations and provide them with the current information regarding the closure. If you have any questions regarding the closure, delayed start or early release: please call the Coquille School District at 541.396.2181, or Coquille High School at 541.396.2163.

In-District Field Trips

From time to time we have special programs at other locations within the district. 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.

Medication Administered at School

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

School Security

For security reasons, all visitors must first report to the main office to sign-in and obtain a visitor's pass upon entering the building. Parents are always welcome at our school. Urge your parents to come and visit whenever they like. They will enjoy your assemblies and parties, as well as your class activities. If a parent would like to visit classrooms and school for the day please notify the administration in advance. The practice of bringing school age friends to visit during regular school hours is discouraged. Unusual cases may be considered.

School Resource Deputy

The role of the school resource deputy is three-fold: 1) Law enforcement Officer, 2) Public Safety Educator, and 3) Informal counselor/mentor.

In regards to law enforcement officers, Deputy Owens will be on all Coquille School District campuses for the safety of the students and staff. As an educator, Deputy Owens will provide teachings on public safety topics when asked by teachers. And as an informal counselor/mentor, Deputy Owens will have an open-door policy to any student that may have a concern(s), a question, or who is seeking advice or wants to give me some advice on a life topic.

Telephone Use/Cell Phones, Personal Electronic Devices (PED), Earbuds

Purpose

To support student learning, mental health, and well-being, Coquille School District is committed to providing a focused, engaging, and distraction-free educational environment. Consistent with Executive Order No. 25-09 issued by the Governor of Oregon, this policy limits student use of personal electronic devices (PEDs), including cell phones, during the school day.

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 7:45 – 3:15. Cell phones must be put away in one's locker immediately upon entering school.** Choosing to use cell phones in violation of school policy will subject students to confiscation, student reprimand, detention, in-school suspension or losing the privilege to bring the phone on campus. Students with continuing problems with cell phones may result in requiring a parent to pick up the cell phone in person from the office. Further violation during the year may result in losing the privilege to bring the cell phone on campus. **Cell phone use of any kind, including pictures, is never allowed inside the building.**

Smartwatches: Must be set to "School Time," "Theater Mode," or an equivalent function that disables all notifications and communication features. Using a smartwatch to send/receive messages or access apps during class is a violation of this policy.

Earbuds are not permitted to be worn during regular hours of 7:45 AM-3:15 PM. Students may use Earbuds for a medical necessity as documented by a licensed medical provider for ongoing health needs, Individualized Education Plan (IEP) or Section 504 Plan (use must align with specific accommodations as outlined), or approved exemption by the school administration, based on individual circumstances and/or specific educational needs or outcomes.

Chromebook Use and Responsibility Policy

Purpose

Coquille Junior/Senior High School can provide each student with a school-issued Chromebook to support and enhance learning in and out of the classroom. This device is an important educational tool. Its use is a privilege that comes with the responsibility to care for the equipment and use it in a way that is respectful, appropriate, and in line with school policies.

Student Responsibilities Students are expected to adhere to the following guidelines for Chromebook use and care:

- **Bring Your Device Daily:** The Chromebook must be brought to school every day in a fully charged condition.
- **Educational Use:** The Chromebook is provided for educational purposes. All students must follow the Coquille School District's technology and acceptable internet use policies.
- **Proper Care:** Students must handle the device with care. Food and drinks should be kept away from the Chromebook at all times.
- **Safe Storage:** The Chromebook should be kept in a safe and secure location. It should never be left in a vehicle, outdoors, or in any unsupervised, unsafe location.

Financial Responsibility for Damage or Loss Students and their parents/guardians are financially responsible for the Chromebook and charger assigned to them for the school year.

- **Fees:** Repair or replacement fees will be assessed for any damage to or loss of the Chromebook and/or its charger. These costs may include, but are not limited to, the actual cost for screen or keyboard replacement, the replacement cost of the charger, or the full replacement cost of the Chromebook itself.
- **Negligence:** Intentional misuse, vandalism, or negligence resulting in damage to the device will require the student/family to cover the full cost of repair or replacement.

Device Return

The Chromebook and charger must be returned to the school in good working condition at the end of the academic year or upon the student's withdrawal from Coquille Junior Senior High School.

Failure to return the Chromebook and charger or to pay any outstanding fees for damages will result in a hold being placed on the student's records. The school may also pursue additional collection processes as allowed by law.

Student Attendance

Regular attendance in school is required of all students by Oregon Law until graduation or until the student reaches eighteen years of age. If a student will be absent for more than 10 consecutive days, arrangements must be made through the attendance secretary in order to ensure the student does not get dropped from school as required by Oregon's 10-day Drop Rule.

Excused Absences

1. Attendance is excused for the following:

- Illness of student:** After 5 days of absence due to illness, a student may be required to present a doctor's note.
- Emergency situations** that require a student's absence, if not excessive. The office staff or school administration will make a determination whether the situation is an emergency.
- Field trips and school-approved activities**
- Medical and dental appointments:** The student may be required to present a medical note. .

2. Procedure to Excuse Absence

- We expect that parents call and notify the school (541-396-2163, ext #1, for Attendance Secretary) before 8:30 a.m. on the day of their child's absence.
- If a phone call is not made, the student must bring a written note from home within **two days** of the absence. The note must include the **reason for the absence**, be **signed by a parent/guardian**, and be **dated**. Parents/guardians may also report the absence on the **same day** using **ParentVUE** through the **Synergy Student Information System (SIS)**. This option is only available on the **day of the absence**. If the Attendance Office does **not** receive a phone call, a ParentVUE entry, or a written note within two days, the absence will be marked **unexcused**.
- Missed work is required to be made up and is the student's responsibility to contact teachers about their assignments.

Unexcused Absences

An unexcused absence is defined as a student's absence from class/school which is known and/or approved by parents or legal guardian but which cannot be classified as excused under definition of "excused absence" under ORS 339.065 or Coquille School District attendance Policy JED.

Tardies

At CJHS we try to instill positive work ethics and habits. This begins with arriving at your classes on time. **Please make every effort to have your child at school no later than 8:05 am.** When students are late getting to school, they 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. Five tardies within a semester will result in a detention slip as will each tardy for the remainder of the term.

State of Oregon 10-day Drop Rule

The district is required by law to drop a student after ten (10) consecutive days of absences.

Students who are dropped by the school for non-attendance will be required to re-enroll when returning to school. Students under the age of 18 will be reported to the local authorities and juvenile department. Students who are 18-years-of-age and over are still accountable to Coquille High School's attendance policy. Thus an 18-year-old will serve lunch detentions and/or suspensions for trancies.

Hall Pass

The goal at CJSHS is to maximize instructional time students receive while at school and minimize the time out of the classroom. We will be utilizing Smart Pass to facilitate student transitions to bathroom, fountain, and other rooms throughout the building during academic times of the schedule. Students will receive an allotted amount of passes for the term that are set by administration. **No student will be denied a pass for restroom or fountain**, but if they exceed their allotment administration will be made aware. Students will not need a Hall Pass during passing periods and lunch time. Discipline progression for violations will adhere to the same policy for attendance violations.

Student Code of Conduct

Wildcat School-Wide Expectations

Act Safely, Show Respect, and Be Responsible!

Positive incentives for good behavior are an integral part of our discipline philosophy and are greatly encouraged throughout Coquille Junior High School. The teacher may reward the individual student in the classroom through positive comments, by sending home notes or phone calls of commendation, or other positive ways. As part of The Wildcat Way, students are taught that being safe, responsible, and respectful in all situations will result in successful experiences in school and in life.

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!
- Continually strive to demonstrate outstanding work ethic, teamwork, organization and citizenship.

- 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 parents, teacher, coach, 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 expectations at the school.

CLASSROOM CONDUCT

The teacher has authority in the classroom. The judgment of the teacher shall not be questioned. However, students with concerns may make an appointment to meet with the teacher one-on-one and/or with the Vice Principal.

Classroom rules established by each teacher will include the following:

- Follow directions the first time the teacher gives them
- Keep hands, feet, and objects to themselves
- Raise hands and be recognized before speaking
- Stay in seat or designated area; leave class in an orderly manner

- Students are expected to use language that is positive, respectful, and appropriate for a school environment in all conversations and assignments.
- Be prepared for class with required materials
- Report to class on time, and be in seat ready to work
- Students will make an appointment with teachers for matters not a concern of the entire class

Consequences: See Discipline Progression Chart

Coquille High School practices progressive discipline; repeat offenses will result in tougher consequences.

Copying, Plagiarism, and Cheating

Students who engage in academic dishonesty, which includes cheating, plagiarism, submitting another student's work, **or the unauthorized use of artificial intelligence (AI) to generate work that is submitted as their own**, may be required to redo the assignment under the conditions of the teacher.

Using AI for brainstorming or research may be permitted by the teacher, but submitting AI-generated text, ideas, or solutions as original work is a violation of this policy.

Students will also receive a behavioral consequence listed in the discipline progression chart.

AI In the Classroom

Using Artificial Intelligence (AI) in our schools is meant to enhance learning, give teachers new tools to help students, and prepare students for future technology. It's important that AI is used in a responsible and ethical way that matches the school district's goals.

Each school in our district may have guidelines and rules about how AI can be used. Each teacher will outline acceptable use of AI within their class syllabus. It's the responsibility of parents and students to read these rules every year and follow them.

The district reserves the right to monitor the use of AI technologies on its networks and premises. The use of AI technologies to cheat or plagiarize is strictly prohibited. AI tools must not be used to create or send harmful, discriminatory, or inappropriate content.

Any violation of this policy may result in disciplinary action, which could include suspension of technology privileges, academic penalties, or other appropriate consequences as determined by school administration.

Personal Displays of Affection

The school is a workplace and place of learning for our students. Students must refrain from displays of affection that are not appropriate in a workplace environment.

Citizenship

The "Wildcat Way" is our citizenship program that is a positive approach to school discipline. There are three basic behavioral expectations that apply no matter where you are in our school including the classrooms, hallways, library, gym, bathrooms, cafeteria, upper and lower fields, bus area, and drop-off area. These expectations are that the student behaves safe, responsible and respectful. The discipline administered at CJHS is designed to produce behavior changes that will enable students to function successfully in their educational and social environment. It is also our philosophy that the parents and the school work closely together when promoting positive student behaviors and attitudes.

Coquille Junior High Dress Code

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Students have a right to expect a productive school environment. Students also have a right to expect that environment to be healthy and safe. Students who wear clothing that does meet the dress code will be asked to "fix" it.

The total general appearance shall contribute to a well-groomed look. Dress and grooming shall not be a disturbing influence to classes or the education process.

Clothing will be worn as intended by the manufacturer.

All students will wear shoes at all times (shoes found to be leaving marks on floors will be prohibited.)

Hoods shall not be worn in the building. If hats become a nuisance item at any time, the student will need to leave their hat in their lockers all day.

An instructor may require modification of dress and/or grooming if a safety factor in the course of an activity is involved.

The Principal shall have the prerogative of prohibiting specific items of clothing which, in his or her judgment, distract from the educational process.

Students will be prohibited from carrying or wearing material, devices, identifying markings or paraphernalia that may indicate membership or support for gangs. These regulations apply to students while attending school during the regular day, and while attending school activities designated by school administrators.

Backpacks, purses, book bags, hats, etc. will need to be kept in your student locker and not taken to class with you unless specifically approved by the teacher.

No writing on hands, arms, face or clothing.

Pop/Drinks, and Food/Candy/Gum

Pop/drinks and food/candy are to be consumed ONLY in the cafeteria during the lunch hour.

Gum is not allowed during the school day. Energy drinks are not allowed. Eating and drinking outside of the cafeteria will result in a noon detention; so do not eat/drink at your locker, in the halls, or outside on campus. Sack lunches need to be eaten in the cafeteria AND only during the lunch hour. Violations of this housekeeping policy may result in a noon detention.

Some teachers may allow snacks to be eaten in their classrooms at various times. Teachers will explain the expectations for their classrooms to the students.

Students cannot bring homemade snacks to distribute for birthday parties or other celebrations because the school cannot ensure the safety of homemade items.

Personal Items & School Disruptions Policy

To help maintain a focused and respectful learning environment, **please leave the following items at home**, as they are not permitted for use at school between **7:45 AM and 3:15 PM**:

- Handheld games
- Toys or stuffed animals
- Music speakers
- Laser pointers

- Water toys or balloons
- Sharpies or permanent markers
- Any other items that may disrupt learning

Bringing these **nuisance items** to school may result in them being **confiscated by staff** and turned over to the administration. If this occurs, **a parent or guardian will be required to come to school to retrieve the item**. Bringing disruptive items may also lead to **detention or in-school suspension**.

Important Health Notice:

Aerosol spray cans (such as deodorant, perfume, cologne, or body spray) are **strictly prohibited** on campus. These products contain substances that can trigger **respiratory issues** and pose health risks to others.

Thank you for helping us keep our school safe and focused on learning.

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. There is a bike rack to the East of the main Jr. High entrance. Please remember to store your helmet in your locker, not on your bike. Do not ride them on campus!

Building Zones

The school has designated separate high school and junior high zones. Junior high students shall remain in their appropriately designated areas. Junior high students shall not travel in or enter high school designated zones as identified by administration.

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 the 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 doing so 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.

Discipline Procedures and Consequences for Severely Inappropriate Behaviors

Following any serious offenses or repeated rule violations, the student will be sent to the Principal or 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 the evidence against the student.
- Opportunity for the student to present his/her view of the alleged misconduct.

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

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

DISCIPLINE PROGRESSION CHART

Group A

1. Lighting fires.
2. Use or possession of weapons, explosives, or dangerous instruments, such as guns, or replicas, offensive sprays and chemicals, knives, brass knuckles, or any material that could result in injury or death, etc.
3. Any attempt or threat to assault a school employee or other persons.
4. Furnishing or sale of, or attempting to furnish or sell, drugs or narcotics, or controlled

substances. **Consequence:** Possible recommendation for expulsion (see Board Policy

JG).

Group B

- 1.) Interference with or intimidation of school authorities.
- 2.) False fire alarm.
- 3.) Theft of school or personal property, over \$50.00 value.
- 4.) Intentional or malicious destruction of, or damage to, school or personal property.
- 5.) Evidence of drinking, or possession of, or furnishing or attempting to furnish, alcoholic beverages at school or at a school-sponsored activity.
- 6.) Use, possession, or being under the influence of drugs.
- 7.) Possession on school grounds or at a school-sponsored activity of any illegal drug or paraphernalia, such as bong, pot pipes, or other items that are drug related, or for drug use.
- 8.) Intimidation of fellow students, harassment, or sexual harassment.
- 9.) Gang-related behaviors.

Consequences:

First Offense:

Three-to ten-day Out-of-School suspension. Restitution for theft and damage to property. A flagrant first offense may result in a recommendation for expulsion. These infractions will not result in ISS

Second Offense:

Seven-to ten-day suspension or discretionary recommendation for expulsion. Restitution for theft and damage to property.

Group C

- 1.) Excessive number of office referrals, disrespect or refusal to follow directions. Each subsequent office referral is a group C violation.
- 2.) Smoking, chewing, use, or possession of tobacco/nicotine/lighters on school grounds or at a school sponsored activity.
- 3.) Willful disobedience or disrespect of school staff; willful disrespect of students.
- 4.) Refusal to identify oneself to school staff or giving false identification when on school grounds or at a school-sponsored activity.
- 5.) Fighting/harsh physical contact on school grounds or at a school-sponsored activity.
- 6.) Fight promotion (talk or actions that may or may not be intended to encourage a fight). Any action, language, or behavior that would encourage or lead to a fight.
- 7.) Minor theft (less than \$50.00 value) of school or personal property.
- 8.) Being in an unauthorized area.
- 9.) Use of or display of profane, obscene, abusive language or material toward staff/students.
- 10.) Lighting fireworks on school grounds.
- 11.) Forgery of notes or signatures.
- 12.) Violations of the dress code (dangling chains, clothing issues) SEE DRESS AND GROOMING
- 13.) Academic dishonesty (see Cheating, Plagiarism and Submitting another's work as your own), including OAKS/SBAC test improprieties
- 14.) Skipping class/school

Consequences: First Offense

One to five-day In-School Suspension (ISS), One to five day Out of School Suspension (OSS), and /or Restitution for theft. An alternative consequence may be determined by the administration in cooperation with the parent/guardian.

Second Offense

One to five-day In-School Suspension (ISS), One to five day Out of School Suspension (OSS), and /or Restitution for theft.

Third Offense:

Three to Seven day Out-of-School suspension or discretionary recommendation for expulsion. Restitution for theft.

The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. If it is the determination of the administration that a student will be suspended from classes or school the parents will 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.

Off Campus Discipline

Student behavior and/or speech off campus can have a significant impact on students and/or staff at school and may be a substantial disruption of the school environment and general welfare of its students. We have the educational interest in the emotional stability of our students which can be impacted by events that happen off campus. The administration will determine if these incidents rise to the level of having a significant or substantial disruption to the students and/or school environment.

C.R. vs Eugene SD 2015

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. 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 will prohibit district personnel from contacting parents.

In-School Suspension

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

Out-of-School Suspension

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

Expulsion

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

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, nicotine delivery devices, 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 nicotine delivery devices or using tobacco will receive consequences through the juvenile justice system. School consequences will also be issued.

Every Student Belongs Rule

The Oregon Department of Education recognizes that student health and safety are the cornerstone of education and that all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, and without fear or hatred, racism or violence. All staff and leaders are also entitled to work in environments that are free from discrimination or harassment, and visitors should be able to participate in school activities without fear for their safety. The Every Student Belongs rule is an important step in creating safe and inclusive school climates where all who participate in our school communities feel welcome.

The Every Student Belongs rule prohibits hate symbols, specifically three of the most recognizable symbols of hate in the U.S.—the swastika (outside of a religious context), the Confederate flag, and the noose. The temporary rule takes effect on September 18, 2020. It requires districts to adopt and implement policies and procedures that prohibit the use or display of the noose, swastika, or confederate flag in any program or school-sponsored activity except where used in teaching curricula that are aligned with the Oregon State Standards by January 1, 2021.

Harassment, Bullying, Cyberbullying, Hazing, and Intimidation of Students

Harassment in the eyes of this school district and the law also refers to acts of bullying, cyberbullying, hazing, intimidation, and/or sexual harassment. Harassment of 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. Instances of harassment may be referred to law enforcement as well.

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

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

Students who feel that they have been harassed should:

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

- How the harasser responded.

Formal Complaint Procedure:

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

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

District Policies:

Coquille School District policies can be obtained from the district office or found on the district website (www.coquille.k12.or.us).

Nondiscrimination Statement

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment, including but not limited to, in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and accommodating the public at public meetings.