



CVE Elementary School

Student/Parent Handbook 2025-2026

CVE Eagles are: Safe, Respectful, and Responsible!

This handbook is a summary of the general rules and regulations for student conduct at Coquille Valley Elementary (CVE). It is meant to explain and clarify school policies, procedures, and programs. While it doesn't cover every possible situation, it addresses most common areas. Parents and students should use it as a reference for questions about policy or expectations. If you have any further questions, please contact the office. Working together ensures a positive educational experience for everyone.

Coquille Valley Elementary General Information

- **School Phone:** 396-2914
- **Main Office Hours:** 7:30 am - 4:00 pm
- **School Day Hours:** Doors open at 7:45 am.
- **Daily Schedules:** Instruction begins at 8:20 and ends at 2:40 for 2nd-4th graders and 2:50 for 5th/6th, busses will arrive at 3 pm

CVE Staff

- **Principal:** Armando Ruiz
- **Vice Principal:** Angela Dixon
- **School Counselor:** Sonia Amlin
- **Secretaries:** Kaili Chavez, Holli Henthorn
- **Teachers (2nd Grade):** Tammy Clements, Amber Cannon, Emma Avina
- **Teachers (3rd Grade):** Betty McDaniel, Amy Huckins, Mandy Nichols
- **Teachers (4th Grade):** Joe Nichols, Jennifer Johnson, Alisha Wells
- **Teachers (5th Grade):** Airika Cagley (ELA/SS), Casey Peterson (Science), Cody Miller (Math)
- **Teachers (6th Grade):** Breanna Byers (ELA/SS), Kim Pugmire (Math), Neil Ekelund (Science)

- **Specialized Staff:** Danielle Ekelund (Intervention Teacher), Emma Rostykus (Music Teacher), Gary Connors-Nelson (P.E. Teacher), Jeri Ramsey (SPED Teacher - Resource), Greer Lally (SPED Teacher - Life Skills), Kathryn Wright (Speech/Language Pathologist)
- **Support Staff:** Cierra Felton, Heidi Haga, Tammy Godfrey, Alyssa Johnson, Allison Hubbell, Tanner Flood, Nicole Weeks, Mariah Royer, Sandra Gill, Erika Smith (Educational Assistants), Mary Craddock (Library Technician), Brandi Edwards (School Nurse), Halle Layton (Speech/Language Pathologist Asst.),
- **Administration/District Staff:** Jeff Philley (Special Programs Director), Tanya Sinko (ELL Director)
- **Custodial/Kitchen Staff:** Katelynn Standley (Custodian), Santo Liguori (Custodian), Eva Sampson (Head Cook), Amanda Freeman (Kitchen Staff)

Meal Programs Free breakfast and supper are available to all students. School lunches are also free. The lunch menu includes multiple entrees, milk, and a salad bar. Students can eat a school meal or bring their own lunch.

Cafeteria Procedures Students are asked to follow these expectations: Students will sit by classes during lunch.

- Use an inside voice.
- Clean up your table.
- Only save a place for yourself in line and at a table.
- Be respectful to cooks, helpers, and classmates.
- Inform the custodian of any spills.
- Remember your manners and good eating habits.
- All food and drinks must stay in the cafeteria.
- Soda, coffee, and energy drinks are not recommended or appropriate for school.
- Students are dismissed from the cafeteria by staff.

Closed Campus CVE operates as a closed campus. Once a student arrives, they must remain on campus until the end of the school day unless the office has received parental permission to do otherwise. This policy is for the safety and welfare of all students.

- To leave during the day, a student must bring a written note from a parent to the office in the morning.
- Students/parents must sign out in the office using the check-out book.
- When returning, the student must sign in at the office.
- Students can only eat off campus if a parent/guardian comes to school, signs them out, and accompanies them.

Custody Issues The school board encourages parent involvement. In cases of sole custody, the non-custodial parent still has the right to receive school records and consult with staff, and can authorize emergency medical care if the custodial parent is unavailable. The parent with sole custody is responsible for providing the school with any court orders that restrict the other parent's rights.

- 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 a non-custodial parent without written permission from the parent with sole custody.
- In joint custody cases, the district will follow all court-ordered conditions. The district may request written clarification on special requests.

Emergency Procedures

- One fire drill is held each month.
- One earthquake drill and three other emergency drills are conducted each year.
- Coquille Valley Elementary uses the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) strategy for emergency procedures.
- The goal of ALICE is to train staff and students to make informed decisions and safely remove as many people as possible from a danger zone during a crisis.

Reunification Process In the event of an emergency, parents will be required to sign in at the building. Staff will check identification against emergency information to confirm parents or authorized individuals. Parents will wait in the Multi-Purpose Room for staff to retrieve and release their children.

Directory Information The district may release "directory information" (names, addresses, phone numbers, and photos) to outside sources like newspapers. If you do not want this information released, you must inform the school in writing.

Emergency School Closure

- If the school decides to close, delay, or dismiss early due to weather, an announcement will be made via the Blackboard telephone system. This system will call the primary number on file, so it is important to keep your phone number updated.
- The district may also contact local TV and radio news stations.
- Parents are encouraged to assess local conditions and can make the personal decision to keep students home if they feel travel is unsafe.
- For questions, you can call the Coquille School District at 541-396-2181 or Coquille Valley Elementary at 541-396-2914.

In-District Field Trips A signed form is required to transport students to special programs within the district. Notices for these events are typically sent home in newsletters and field trip notices. Supervision will be arranged for students who do not attend.

Medication Administered at School

- If a student needs medication at school, a parent/guardian must bring it in and fill out a written authorization form.
- All medication must be kept locked in the school office in its original container.
- Asthmatic students may carry their inhalers with written permission from parents and notification to the school nurse and administration.
- The school cannot provide aspirin or other medication.
- Even over-the-counter medication should be checked in at the office, and students cannot keep medicine in their lockers without permission.

School Boundaries For safety reasons, certain areas are off-limits for all students during school hours (8:00 am to 2:45 pm) unless they have special permission. These areas include:

- Outside the fences of the playgrounds.
- The sidewalk in front of the school and the bus loading area.
- The wooded area, north parking lot, and the parking lot in front of the school.
- The creek and path leading to the softball field.

School Security

- All visitors must report to the office, sign in, and receive a visitor's pass.
- Parents are welcome to visit.
- Bringing friends to visit during school hours is not permitted, with rare exceptions.

Telephone Use and Cell Phones

- Students needing to contact a parent must get permission from a staff member to use the office phone.
- Student use of cell phones and personal electronic devices is not allowed during the school day, including lunch and passing periods.
- Phones must be turned off and kept in backpacks.
- Violations will be addressed with age-appropriate disciplinary procedures, but will not include suspension, expulsion, or removal from class.
- Taking pictures with cell phones or cameras at school is prohibited.

Student Attendance

Absences An absence can be excused for a student's sickness, the sickness of a family member, or in an emergency. Absences can also be excused for other reasons if arrangements are made in advance. Students may be excused for up to 10 days in a school year.

- School staff monitors and reports attendance violations.
- The district is required by law to inform parents in writing of excessive tardiness and absenteeism.
- Parents who fail to send a student to school after being notified may be issued a citation.
- Within three days of an absence, a student must bring a signed note from a parent explaining the reason.
- Excused absences include: student illness, illness or death of an immediate family member, emergency situations, medical or dental appointments (confirmation may be required), and school-approved activities.
- Pre-arranged excused absences for vacations are a maximum of five days and require a parent note.
- A parent note is required for a student to leave school during the day for an appointment.

Tardies Arriving at school on time is a positive work ethic.

- Students arriving after 8:20 am must check in at the office to get an admit slip.
- Only tardies due to an emergency are excused.
- Five tardies in a semester may result in disciplinary action.

Student Code of Conduct

CVE Eagle School-Wide Expectations: Be Safe, Be Respectful, and Be Responsible!

- Coquille Valley Elementary is a PBIS (Positive Behavior Intervention System) school.
- Positive incentives for good behavior are an integral part of the school's disciplinary philosophy.
- Students can be rewarded with "Eagle Wings" which are entered into a raffle at assemblies for a variety of prizes.

Tips for Students Seeking Success

- Maintain a positive attitude.
- Use good manners.
- Stay to the right in hallways.
- Ask your teacher for help with classwork.
- Talk to a parent, teacher, or principal about problems and try to resolve them early.
- Be honest and a hard worker.
- Arrive on time and ready to learn.
- Do your work promptly and with your best effort.
- Be trustworthy, respectful, responsible, caring, fair, and a good citizen.

Student Rights and Responsibilities The district has authority over students on school property, during school-related activities, and on district-provided transportation. Students must conduct themselves properly. The district provides students with rights guaranteed by federal and state laws. These rights and responsibilities include:

- **Civil Rights:** Equal opportunity and freedom from discrimination, and the responsibility not to discriminate against others.
- **Attendance:** The right to attend free public school, and the responsibility to attend regularly and follow school rules.
- **Due Process:** The right to due process for suspension, expulsion, and other decisions.
- **Expression:** The right to free inquiry and expression (at appropriate times), and the responsibility to follow reasonable rules.
- **Assembly:** The right to assemble informally, and the responsibility not to disrupt the educational process or infringe on others' rights.
- **Privacy:** The right to privacy regarding educational records.
- **Behavior Expectations:** The right to know the school's behavior expectations.

Copying, Plagiarism, and Cheating Students are expected to do their own work. Copying, cheating, and plagiarizing will result in disciplinary consequences. The teacher will notify parents and make a referral to the principal. Further offenses may lead to severe disciplinary action, including suspension.

Artificial Intelligence (AI): Here are some important things to remember when you use AI at school

In school, we use all kinds of tools to help us learn and create—from pencils and paper to computers and the internet. Now there is a new kind of tool called Artificial Intelligence, or AI. AI is a computer program that can help us with our schoolwork, like writing stories, making pictures, and answering questions. Just like with any tool, we have to learn how to use AI the right way. This section of the handbook will help you understand how to use AI in a way that is safe, honest, and helpful for your learning.

1. Ask Your Teacher First

Always ask your teacher if you can use an AI tool for a project or assignment. Your teacher will tell you when it's okay to use AI and how it should be used. Sometimes, a project is about showing what you can do all on your own, without help from a computer.

2. AI is a Helper, Not a Cheater

You should use AI to help you learn and get new ideas. It's like a super smart assistant! Do not use AI to do your work for you. For example, it's not okay to have AI write a whole story or essay and then turn it in as your own work. That's called plagiarism, and it's a form of cheating. Your work should always be your own, with your own thoughts and ideas.

3. Be a Fact-Checker

AI tools can sometimes make mistakes or give you wrong information. It's your job to double-check what the AI tells you. You can use books, other websites, or ask your teacher to make sure the information is correct. Don't just copy and paste what the AI says without thinking about it!

4. Be Honest and Give Credit

When you use an AI tool, you must be honest about it. If your teacher says it's okay to use AI, you should tell them exactly how you used it. For example, "I used AI to help me brainstorm ideas for my science project," or "I used an AI to create a picture for my report."

5. Keep It Safe and Kind

Just like when you talk to people, you should be respectful when you use AI tools. Never use AI to create mean or hurtful things. Do not put any private or personal information about yourself or others into an AI program, like your full name, address, or phone number.

The Golden Rule of AI

Think of AI as a bicycle. It can help you get where you're going faster, but you still have to do the pedaling and steer. AI is a great tool, but it doesn't replace your brain! Your creativity, critical thinking, and hard work are what make your learning special.

Citizenship The three basic behavioral expectations throughout the school (hallways, library, gym, playground, bus stop) are to be safe, responsible, and respectful. School discipline aims to help students make positive choices. The school and parents are expected to work together to promote positive behavior and attitudes.

CVE Dress Code The dress code is designed to minimize disruptions, ensure safety, and allow for full participation in activities. Students may be sent to the office to make adjustments or be sent home to change if they are not in compliance.

- Hats, caps, bandanas, and other headgear are not allowed inside the building, but hats may be worn outside at recess. Exceptions may be considered.
- Pants should not have ragged holes, must fit securely at the waist, and should not drag on the floor.
- Belts should be an appropriate length and not hang down.
- Shorts, skirts, and dresses must be an appropriate length.
- Shirts and tops must cover the midriff and back; no bare-back or bare belly shirts.
- No "spaghetti" strap or tank tops, halter-tops, or sheer see-through shirts.
- Tank tops or shirts with large arm openings must be worn as undergarments or with a T-shirt underneath.
- Clothing and other items should not have inappropriate language/pictures, or reference gangs, sex, alcohol, drugs, or tobacco.
- Bare backs, stomachs, bras, underwear, or buttocks should never show.
- Shoes must be worn at all times, no flip flops allowed.
- Backpacks, purses, and other bags must be kept in your locker or on a hook.
- No writing on hands, arms, face, or clothing.
- Cell phones are not allowed in class. A disruptive phone will be confiscated and given to the office for parents to retrieve later.

Gum, Pop/Drinks, and Food/Candy

- CVE is a gum-free school; no gum is allowed on campus.
- Pop/drinks and food/candy are to be consumed only in the cafeteria during lunch, or during teacher-designated eating time in the classroom.
- Eating or drinking in the halls, at lockers, or outside on campus may result in discipline.
- Teachers may allow snacks in class, but students should be careful not to make messes.
- Sack lunches must be eaten in the cafeteria.
- Violations may result in loss of recess time.
- Energy drinks are not allowed.

Other "Nuisance" Items that disrupt the educational environment should be left at home. This includes handheld electronic games, toys (like fidget spinners), stuffed animals, I-pads, radios, laser pointers, and trading cards.

- If a nuisance item is brought to school, a staff member will likely take it and give it to the office for parents to pick up.
- Aerosol spray cans of deodorant, perfume, cologne, hairspray, essential oils, or body spray are not allowed because they can cause respiratory problems. Deodorant can be accessed at the nurse's office if needed.

Bicycles, Scooters, Skateboards, Etc.

- Bicycles and scooters must be parked and locked in the bike rack upon arrival and remain there until school is dismissed.
- Skateboards must be checked in at the office; do not store them in your locker or classroom.
- Helmets should be stored in your locker or on your hook.
- Students are not to ride these items on campus at any time.

Student Discipline

Oregon State Law Pertaining to Student Conduct and Discipline

- ORS 339.250 requires students to comply with school rules, pursue their course of study, and submit to a teacher's authority.
- Willful disobedience, open defiance of a teacher, or using profane language are sufficient causes for discipline, suspension, or expulsion.
- ORS 339.260 states that no student shall willfully damage school property or injure another student or staff member.
- Students who do so may be disciplined, suspended, or expelled.
- In all disciplinary instances, a student's due process rights, including the right to appeal, will be observed.
- Discipline decisions will be based on a careful investigation and consistent application of rules.
- School rules are in effect during school and at all extra-curricular activities, regardless of the time or day.

Discipline Procedures and Consequences for Severely Inappropriate Behaviors Following a serious offense or repeated rule violations, a student will be sent to the principal. Due process procedures will include:

- Prior notice of the rules.
 - Data gathering (who, what, where, when, how, why).
 - Discussion about appropriate behavior.
 - Explanation of the charges and evidence.
 - An opportunity for the student to present their view of the misconduct.
- Consequences will vary based on the severity and number of occurrences. A serious offense may result in immediate suspension with the possibility of expulsion. Serious offenses include but are not limited to:
- Possession or use of weapons, explosives, or dangerous knives.
 - False fire alarms.
 - Intimidation of school authorities.
 - Use or possession of tobacco, alcohol, or illegal drugs.
 - Physical fights or provoking a fight.
 - Threats of violence towards staff or students.
 - Defiance, disobedience, disrespect, or profanity towards a staff member.
 - Sexual harassment, harassment, bullying, menacing, or intimidating another person.
 - Vandalism or theft of school or personal property.
 - Repeatedly disrupting a class or a pattern of misbehavior.
 - References to drugs or weapons in drawings, symbols, or words.
 - Skipping school or leaving without permission.
 - Being in an unauthorized area.
 - Possession or use of squirt guns, water balloons, lighters, or other nuisance items.
 - Intentionally refusing to follow reasonable adult directions that risk safety.
 - Other items prohibited by law, district policies, or school rules.

The age and past behavior of a student will be considered before any suspension or expulsion. If a student is suspended, parents will be notified. Every effort will be made to promptly notify parents.

Searching and Questioning by Law Enforcement Officials District officials may search a student, their personal property, or assigned school property if there is a reasonable suspicion of a violation of law, policy, or the Student Code of Conduct. Searches will not be excessively intrusive. The district prohibits strip searches. Items found that are evidence of a violation may be seized and given to law enforcement or returned to the owner.

- If law enforcement needs to question a student, the principal or a district designee will be present if possible, and an effort will be made to notify the parent.
- In suspected child abuse cases, the Oregon Department of Human Services or law enforcement may exclude district personnel from the investigation and prohibit them from contacting parents.

Disciplinary Action As a PBIS school, behavior management is focused on consistently rewarding students for safe, respectful, and responsible behavior. When a consequence is needed for a bad choice, a student may miss recess or spend time in the office. Communication with parents may follow.

Out-of-School Suspension An out-of-school suspension denies a student the privilege of attending school, school activities, or being on school premises. A suspension will typically not exceed three to five days, but can be extended up to ten days under special circumstances.

Expulsion Expulsion is a last resort for repeated or extreme misbehavior. Oregon law sets the guidelines for expulsion.

- It is against the law and district policy for a student to possess a gun, illegal knife, lighters, explosives, or dangerous devices, or to sell or possess drugs or alcohol. Violating this policy can result in expulsion.
- Expulsion denies attendance at school or school activities for the remainder of the current trimester, or longer if determined by the superintendent.

Drug, Alcohol, Tobacco Policy The school believes students have a right to a safe, healthy, and drug-free environment.

- Possession or use of drugs, alcohol, vaping, or tobacco is prohibited for students and adults on campus at all times.
- Violations will result in serious disciplinary action, including the involvement of law enforcement.
- For a first offense involving alcohol or controlled substances, a referral to legal authorities will be made and expulsion may result.
- Students found with tobacco/vaping will face consequences through the juvenile justice system and the school.

Harassment, Bullying, Hazing, and Intimidation of Students Harassment is defined as bullying, hazing, intimidation, and/or sexual harassment. It is strictly prohibited. Instances of harassment may be referred to law enforcement. Harassment includes conduct based on race, color, religion, gender, disability, marital status, or age, and can be verbal, physical, or written. Sexual harassment involves unwelcome sexual advances or conduct.

- Students who feel they have been harassed should tell the person to stop if they are comfortable doing so. If assistance is needed, a teacher or principal should be asked to help.
- If the harassment doesn't stop or a student is uncomfortable confronting the person, they should tell a teacher, principal, or school employee.
- Students should write down what happened, including who was involved, what was said or done, witnesses, and how they felt.

Formal Complaint Procedure Any student who knows of or is a victim of harassment should immediately report their concerns to a building administrator, teacher, or staff member. The administration encourages everyone to report harassment. Harassment is a violation of district policy and may also be a criminal offense. Retaliation for filing a complaint is also prohibited. The district will promptly investigate all allegations, which may lead to discipline, suspension, or expulsion, and a referral to law enforcement.

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

The staff at Coquille Valley Elementary thanks you for allowing them to spend time with your children and pledges to do their best to improve students' academic and social skills, as well as provide positive memories.