CRATER HIGH SCHOOL

Pathways to Purpose

Student Handbook 2026-2027

Jackson County School District #6

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, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status.

Edited 4/17/26

Crater High School Student Handbook

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

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 Crater High School's 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 Crater High School must live with a parent or legal custodian who resides within the boundaries of School District 6. Crater students who reside outside the school district are admitted in order to take advantage of a Crater 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 High School provides full and equal opportunity to students as required by law.

An inter-district transfer may be revoked due to disciplinary issues and poor 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 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

24 credits are needed to meet graduation requirements. (Semester conversion beginning 2024-2025)

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 for credit to a Crater High 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/ guardian prior to the beginning of the course.

Physical education requirements may be waived, modified, or supplemented at the discretion of school administration when supported by a written recommendation from a licensed medical provider. To be considered, the waiver request must be submitted prior to the start of the academic term in which the PE course would normally be taken. The request must clearly indicate that the student is unable to participate in PE due to medical reasons and confirm that the student will be unable to complete the PE requirement in any future term during their high school enrollment. All waiver requests will be reviewed on a case-by-case basis to ensure alignment with graduation requirements and the student's overall educational plan.

2. GRADUATION CEREMONY

A. PARTICIPATION

Students must meet all requirements of graduation by 4pm of the final day for Seniors to be eligible for participation in the graduation ceremony. Participation in the Graduation Exercise (Ceremony) 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, and pass at least **two** classes on Campus the last semester of their senior year at Crater High School and during their last term before graduation.

We insist upon appropriate behavior in graduation practice and the ceremony itself, this includes following school and event dress code. 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.

C. Cords/Tassels

Cords and Tassels are given to graduates to wear during the ceremony. Only cords and tassels issued by Crater Administration can be worn in recognition of accomplishments in high school. Below is the list of cords and colors. These are given to students the week of graduation. **Please note:** Students cannot wear stoles, cords, or other adornments not listed below. With the exception afforded to students under HB 2052 (Tribal Regalia) This includes military stoles

Cord Designations		Additional Information
Purple & Gold	Seal of Bi-Literacy	
Purple & White	Completion of D6 Two-Way Immersion Program	
Orange	Athletics	
Light Blue	School Clubs	
Purple	Academics	
Green & Gold	Future Natural Resources	
Blue, Yellow & White	International Thespian Society	
Silver	Comet Cord (everyone)	
Red	Leadership ASB	
Gold	Top 5%	
Red & Black	SOU *	*Students can not wear at graduation
Blue	RCC/TRIO *	*Students can only wear for graduation if they completed Pathway or AAOT through RCC
Gold and Burgundy	KCC *	*Students can only wear if they completed a pathway or AAOT through KCC
Blue and Gold	FFA	
Silver and Burgundy	Speech and Debate	

Blue and White	DECA	
TASSELS		
Black & White	Crater High School	All students shall wear this tassel on their graduation cap
Gold	Honor Society	

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. RECOVER CREDIT

Fees will be assessed for specific courses and activities. Fees will be assessed for students who have failed a course and complete Credit Recovery. The cost for credit recovery is $50 for one course or $100 for two or more courses, per year. Occasionally a student may need to take an online original credit class through Crater One online original credit course is $50 and two or more courses are $100, per year.

AP courses that award college credit may require students to pay for those credits. The AP Exam also requires a fee. Students pay the bookkeeper to take the AP Exam, and pay the college directly for college credits.

C. STUDENT BODY ACTIVITIES FEE (OPTIONAL)

All students are given a student body card for identification. All students must have their picture taken to be issued a school ID. In addition, students may pay $10.00 to purchase an activity sticker that allows 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 (additional ticket costs not included). 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."

Crater High School will be open to students following the district calendar from 7:45 AM to 4:00 PM. Regular attendance is absolutely essential to learning and success in school. Crater High school strives 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. Crater High School has attendance policies that may result in disciplinary or other consequences for poor attendance or tardiness. Family vacations while school is in session are highly discouraged.

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 electronically**

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. Students who do not officially check out with the appropriate staff member will be considered truant. Freshman students are not allowed to leave campus at lunch and must be checked out to leave in advance.

C. **Freshman Closed Campus Policy**

Crater High School enforces a closed campus policy for all freshman students throughout the school year. Freshmen are not permitted to leave campus at any time during the school day, including lunch periods. Students will only be released during the school day if a parent, guardian, or emergency contact (with prior morning approval) makes the request the student will be released only to the family at the main office. Any freshman student who leaves campus without prior authorization will be subject to disciplinary action.

D. TARDINESS

Tardies are defined as not in the classroom door when the bell rings and students should only be marked tardy if they arrive inside the classroom after the bell. Tardies may be excused with a verified/authorized pass. Unexcused or unauthorized tardies will be tracked each quarter and consequences will be assigned when a student reaches a total number of six. Disciplinary action will be taken for each three tardies after six.

*Outside of your initial arrival at school, a parent cannot excuse a tardy that occurs during the school day, unless approved by school administration.

E. ABSENCES AND ATHLETIC ACTIVITIES

Student-athletes are expected to attend at least half of their scheduled classes on the day of a practice or contest in order to be eligible to participate. Absences on these days must be pre-approved through the attendance office (e.g., medical or dental appointments).

If the school day following a contest is in session, student-athletes must also attend at least half of their scheduled classes to remain eligible for the next athletic event.

Any exceptions or special circumstances may be considered on a case-by-case basis and must be approved by the Athletic Director or Principal.

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, field trip notices, newsletters, school web page, emergency closure form, parent square, 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 the registration form.

B. GENERAL SUPERVISION

Supervision is provided for students during regular school hours. Supervision is also provided during school activities and lunch break (while on campus). ***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. Students can be asked to leave campus if outside of school time and supervision cannot be provided.

Section VI

CODE OF CONDUCT

Crater High School expects 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 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/her 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 counselor 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 administrator 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 spaces 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, 3rd Street, and railroad tracks) during the school day (this can include lunch time).

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 Crater High School. These apply to the school day and school events/activities (unless otherwise indicated-i.e. specific spirit day or formal dance). 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 that are safe for the school environment.
- Clothing must cover all areas from one armpit across to the other armpit. Shorts and or dresses must be down on the upper thighs. Tops must have shoulder straps. Shirts and dresses must have fabric in the front, back and on the sides. Fabric must cover the midriff. Straps or fabric must also go over the shoulders.
- 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. All see-through garments must be worn with appropriate coverage underneath that meet the minimum requirement of dress code.
- 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 is allowed.
- Specialized courses or field trips may require specialized or more restricted attire, such as sports uniforms or safety gear.

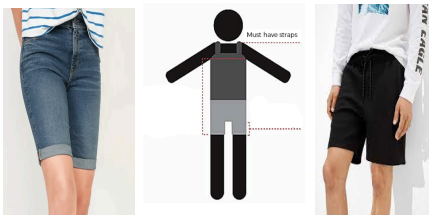
Non-Allowable Dress & Grooming

- Clothing and accessories may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances. This includes organizations that represent those above (examples; Cookies, Coors)
- Clothing and accessories may not depict pornography, Profanity, nudity, or sexual acts.
- Clothing advertising organizations or groups associated with pornography, nudity or sexual acts is not allowed.

- 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.
- Shoes with attached wheels (Example: “Heelys”) are not allowed at school.
- No costumes or items related (Face/Body paint), that can be disruptive 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.

Other

- Clothes worn for athletic events and practices may be excluded from dress code IF dress represents a practice or game uniform.

CHS Dress Code Policy Statement	Acceptable	Unacceptable
All clothing should cover undergarments, and private areas. See-through garments must be worn with appropriate coverage underneath that meet the minimum requirement of dress code.		
All students must wear shoes at all times and should be safe for the school environment. Shoes with attached wheels (Example: “Heelys”) are not allowed at school.		
Clothing must cover areas from one armpit across to the other armpit. Shorts/dresses must be down on the upper thighs.Tops must have shoulder straps.Shirts and dresses must have fabric in the front, back and on the sides. Fabric must cover the midriff. Straps or fabric must also go over the shoulders.		
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. Sunglasses may not be worn inside the building.		
Any disruptive or distracting mode of clothing or appearance that substantially and adversely impacts the educational process is not acceptable. This includes, but is not limited to, material relating to drugs, alcohol, profanity, obscenity, nudity, racism, violent or criminal themes and gang activity.		

* The administration reserves the right to determine what constitutes appropriate dress and determine appropriate health reasons. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

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 purchase a parking permit by showing 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 ($5-Financial waivers available), 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. Permits are good only for the school year.

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, bicycles, ebikes, and scooters

D. BICYCLES/E-BIKES/SCOOTERS

Students may not ride their bicycles, e-bikes, or scooters anywhere on campus. It is the student's responsibility to see that bicycles are locked in the rack at the north end of the gymnasium, or other designated area. 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, scooters, or bicycles onto school property at any time. Skateboards should be stored (in lockers) immediately upon arrival at school. They are only allowed to be carried to and from school to storage, not from class to class

F. LASER LIGHTS

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

G. CELL PHONES/EARPHONES/PERSONAL DEVICES

Crater High School maintains clear expectations around the use of personal electronic devices, including cell phones, smart watches, and earphones (Ear buds) with communication capabilities, in order to support a focused and respectful learning environment.

Personal devices must not be visible, audible, or in use during instructional time from bell to bell. Devices should be turned off or set to silent and stored out of sight, either in a designated classroom storage area or in a student's backpack or bag.

Cell phones may only be used before school, after school, during passing periods, and at lunch. Device use in hallways during instructional time, such as when leaving class to use the restroom or going to another area of campus, is not allowed.

Teachers and staff may allow the use of devices for specific instructional purposes or urgent communication needs at their discretion. If a student is found using a phone inappropriately, a staff member may confiscate the device. Repeated or significant violations may result in the device being returned only to a parent or guardian and/or a formal discipline referral.

Due to the photo and video capabilities of phones, their use is strictly prohibited in locker rooms and restrooms. Any violation of this expectation will result in disciplinary action. While Crater High School recognizes that cell phones and similar devices are personal property, their use must follow school policy. If a device is used in violation of expectations, it may be confiscated and only returned to a parent or guardian.

H. RECORDING

The use of video or audio recording devices by students during the school day is strictly limited to approved educational purposes. All recordings must receive prior authorization from a school administrator. Unauthorized recording, whether in classrooms, hallways, or other school settings, is prohibited and may result in disciplinary action.

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. Students will check out a

Chromebook and charger upon enrolling. They are expected to bring it to school each day ready for use in class. Students are responsible for the care and maintenance of their Chromebooks and charger. Fees will be assessed for lost items or damages (regardless of cause). Crater students are expected to follow the acceptable use guidelines at all times (https://www.district6.org/departments/information-technology/student-technology-use-guidelines).

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, Vape and vape products, lighters, matches, knives (any size), etc.

g. If a student refuses a search of their personal property, it is considered non-compliance and the appropriate consequences will be assigned.

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. Students 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, or violate school policy.

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, racist/sexist/disablist or homophobic statements, 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. Sounds or noises associated with gang affiliation may be sufficient cause for discipline.

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 all vape products- on Crater High 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. This includes all vape products.

N. EXTRA CURRICULAR ACTIVITY POLICY and ATHLETIC CODE OF CONDUCT

You are representing Crater High School 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. School rules and consequences apply while participating in extracurricular activities on or off campus, during or after school hours.

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**. <u>Definitions:</u>**

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 student's name, photograph, participation in officially recognized activities and sports, grade level, weight and height of members of athletic teams

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

Q. <u>PARENTAL RIGHTS</u>

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;
- Sexual 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 guardians 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 before/after school hours.

2.Restricted campus use: Assigned to stay on campus during lunch or restricted to an area as part of a Behavior Contract.

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 outlining the specific reasons for and the length of the suspension. The communication will also inform them that, if the suspension is extended, the administration may require a meeting with school authorities to discuss the situation and readmission. Parents do not need to arrange this conference, as it will be set up by the school administration if necessary.

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. 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 or designee 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 or designee, 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 High School 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 (Cheating, Plagiarism, and Academic dishonesty)
- 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. Dangerous weapons could include, but are not limited to: Guns, gun parts, pellet guns, bow/arrows knives, **including pocket knives**, any cutting instrument consisting of a sharp blade attached to a handle, any cutting edge, any blade or other sharpened or pointed instruments, bludgeons, brass knuckles, pepper sprays or other types of spray, including mace.

Firearm is defined under 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 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, PLAGIARISM, & ACADEMIC MISCONDUCT

- Cheating – Cheating on tests, quizzes, or other school work is dishonest. Crater High School expects 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 online encyclopedia for a science report is plagiarism.
- Internet Plagiarism – The purchase, and downloading of material that is submitted as your own work for credit is plagiarism. Use of online materials/sources without proper citations is also plagiarism.

- Cheating in Dual Credit/AP- Students found cheating in a dual credit course or an AP course will fall under the academic integrity policy of the college or University partner. This could affect a

failed grade on their college and high school transcript and loss of college credit option, even if the student is able to pass the high school course.

- AI Cheating- The use of AI tools (e.g., ChatGPT, Bing Chat, Claude, Grammarly, etc.) or other online programs to generate, rephrase, or complete assignments, quizzes, tests, essays, etc., without the express permission of the teacher, is considered cheating. (See AI policy posted with internet use policy).
- AI Plagiarism - If the teacher specifically allows AI use, the student must award proper credit to the program used to generate, rephrase, or complete the task in order to avoid AI Plagiarism.
- Cheating in Online Courses or Platforms - Using online programs, AI, bots, etc. to skip videos, auto-answer questions, complete entire modules, mask engagement, etc. violates the cheating policy at Crater. This behavior bypasses the learning process and constitutes fraudulent completion of course requirements.

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. Artificial intelligence policy

When employing Generative AI tools to create or support creative works, students are expected to adhere to the following guidelines, in addition to any directives provided by their classroom instructors:

1. **Use AI responsibly**: Students must employ AI tools and techniques responsibly and ethically, refraining from using them for cheating, plagiarism, or gaining unfair advantages. Generative AI tools should only be utilized for school-related work with the approval or guidance of a teacher.
2. **Understand the limitations of AI, including potential biases**: Students should recognize AI's limitations and understand that it cannot replace critical thinking, creativity, or problem-solving skills.
3. **Maintain data privacy**: Students must use AI in a manner that safeguards personally identifiable information (PII), refraining from sharing any PII, whether their own or others', with AI technologies.
4. **Verify sources generated by AI**: Given AI's imperfections and susceptibility to creating inaccurate information, students should employ strategies like SIFT (Stop, Investigate the Source, Find Better Coverage & Trace to the Original Context) to ensure the accuracy of their research and independently verify AI-generated content.
5. **Provide attribution**: When utilizing AI tools and techniques, students must appropriately attribute and credit the source of the tool or technique.

6. **Seek guidance when uncertain:** If a teacher has yet to specify whether the use of Generative AI is recommended or permitted for a particular assignment or project, students should seek clarification before proceeding.

AI Levels

AI is not permitted on any assignments unless explicitly stated by the classroom teacher. Teachers may utilize these levels to communicate their expectations regarding students' use of AI in completing various creative assignments, both within and outside the classroom. If AI is allowed by the classroom teacher, it is only permitted under the following categories:

AI-Encouraged	AI-Permitted with instructor approval	AI-Restricted
Generative AI is recommended for use in completing this activity. Students should collaborate with their teacher on the use of Generative AI and how they will indicate their use on the final product. Properly cite any AI-generated work products.	Generative AI is permitted but not required to complete this activity. Students must obtain permission from their teacher before collaborating with Generative AI on this activity. The teacher must approve the parameters of use. Properly cite any AI-generated work products.	Generative AI use in completing this activity is restricted. Students are expected to complete the work using only their knowledge and skills.

Students should assume that all assignments, tasks, activities, tests, etc. are AI-Restricted unless otherwise directed by the teacher or instructor. ALL online assignments, quizzes, tests, exams, etc are AI-restricted.

V. 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 an activity sticker on their 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 High School students by school officials, student government leaders, etc. Scenic, Hanby, and other middle school students are not allowed to attend Crater dances. Students who leave the building during a dance will not be readmitted. No one is admitted 1 hour after the dance begins. Dances are over at 11:00 p.m. or one and one-half hours after they begin, whichever comes first. Dress for dances should be in the spirit of the school dress code and monitored by dance chaperones. Individuals attending Crater High School dances must not be older than 20 years of age.

If you wish to bring a guest to the dance, the guest must attend another high school or be a recent high school graduate and provide proof of attendance from school administration. Guest passes must be obtained from Crater's front office in advance and be signed by administration to purchase your guest a ticket to the dance. Guest passes & tickets will not be issued at the dance. The only dances that guests are able to attend are Homecoming, Winter Formal, and Prom (on approved guest passes). Home schooled students (those registered with the SO ESD) must have a way to verify their enrollment and must be briefly interviewed beforehand by an administrator or designee before a guest pass will be issued . Non-students must have graduated from their high school in good standing. For Prom, guests that attend Crater High School as a sophomore or freshman must be in good standing to attend.

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. School policies apply.

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 tips 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. If you are missing school because of an athletic club not specific to OSAA or a Crater affiliation, please disclose that to attendance when excusing the absence (Ski team, Hockey, etc)

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.

D. 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.

E. CHILDREN AND PETS

Students are not allowed to babysit children at school. If you bring a child to school with you, you will be sent home. Students are not allowed to bring pets or other animals unless approved by the administration.

F. 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.

G. 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.

H. EMERGENCY CONTACTS

In accordance with District 6 procedures and applicable student privacy regulations, current District 6 students may not be designated as emergency contacts, may not be authorized to pick up or be released to other students, and do not hold any educational rights regarding other students.

An exception may apply only in cases where the enrolled student is legally recognized as a sibling of the other student and is of sufficient age and legal capacity to assume such responsibilities. All such cases require prior administrative review and approval, and must comply with applicable district policies and legal standards, including parental consent and custodial documentation if relevant.

I. 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.

J. 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.

J. 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. Removing signs without permission may be subject to disciplinary action.

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 at 8 am, during lunch, and after school until 4 pm. Books, magazines, and other materials 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. During classtime, students with a pass from their classroom teacher can be sent to the library. Students who do not have a class can also work in the library during their free period. However, all students must sign in on the computer upon arrival and then sign out when they leave. If the library is being used by a classroom teacher for instruction purposes or for a presentation, the library may be closed during specified periods on a given day. The library may be temporarily closed on certain days or during specified times if it is reserved by a classroom teacher for instructional use or a presentation. 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 freshmen when they enter Crater. For 10th through 12th grade students, lockers are available if you would like to request one for use. You are responsible for the proper care and contents of your locker. If you encounter a problem with your locker, 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. Students must ride their assigned bus unless they have a bus pass from the Attendance Office to ride a different bus for the day. 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 and not the health center. All students who are vomiting or have fevers will be sent home.

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. Course Materials

You will be provided with textbooks and other class materials necessary to your core courses free of charge or deposit. Some electives require students to pay additional fees for materials. Those must be paid within the first ten days of the course.

G. Office Hours

Students have available office hours during each school day to meet with a classroom teacher. For Sophomore-Seniors this is at the end of the lunch period. For freshmen it is the end of first period.

H. BREAKFAST AND LUNCH PROGRAM

We provide breakfast and lunches at minimal cost in the Student Center. Depending on the year, Crater may qualify for free breakfast and lunch. 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 Breakfast and 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.

I. TRANSCRIPTS

Transcript requests are done through our Parchment Portal, which is located on the Crater High School website. 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 can be charged for each transcript you request.

J. CRATER FOUNDATION

A number of college scholarships and other kinds of college financial assistance are available through the Crater Foundation. 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 student's counselor. 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. All senior students are encouraged to apply for a scholarship.

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 human needs. We would like every student to excel in some way and be honored in one or more of the ways listed below. Senior awards and recognitions are determined at the end of quarter three, including valedictorian and salutatorian.

Section III. Events

A. Top 5% Recognition Event

Each spring, Crater High School hosts the Top 5% Recognition Event to honor the academic excellence of our highest-achieving seniors. This celebration recognizes students who rank in the top 5% of their

graduating class based on cumulative GPA. In the case of a tie at the 5% cutoff, all students sharing the qualifying GPA will be included and honored.

As part of the event, each student selects a District 6 staff member who has made a meaningful impact on their educational journey. That staff member, along with their family, is invited to attend the event. During the ceremony, students deliver a short speech expressing their gratitude and sharing the influence this individual has had on their success. This tradition highlights the power of mentorship, connection, and academic dedication at Crater High School.

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 points for grades: A=5, B=4, C=3, D=2, F=0.

B. Underclassmen Honors Night

The Underclassmen Honors Night is a semi-formal event held annually to celebrate the academic achievements of students in grades 9–11. Students who receive an invitation may be recognized for earning subject-specific or grade-level awards, or for receiving the **Principal's Gold Award**, which honors students with a cumulative GPA of 4.0 or higher.

Invitations are distributed approximately two weeks prior to the event. This special evening highlights the dedication and success of our underclassmen and encourages continued academic excellence throughout their high school journey.

D. Senior Honors Night

Senior Honors Night is a semi-formal, invitation-only event that marks the culmination of a student's academic journey at Crater High School. This special evening recognizes outstanding members of the senior class for their achievements in academics, athletics, and extracurricular involvement.

Honorees include subject-level **Students of the Year** selected by teaching staff, as well as recipients of awards in athletics, clubs, and community leadership. Special distinctions include the **Rotary Student of the Year** and **Principal's Student of the Year** awards. In addition, all seniors with a cumulative GPA of **3.75 or higher** are recognized for their academic excellence.

This celebration serves as a meaningful send-off, honoring the dedication, talent, and contributions of Crater's graduating class.

E. Honor Roll

The Crater High School Honor Roll recognizes students who achieve academic excellence during each quarter grading period. Students who earn a **GPA of 3.75 or higher** for that semester will be included on the Honor Roll.

Honor Roll lists are based on semester GPA only and do **not** reflect cumulative GPA. The list is shared with all families at the conclusion of each semester grading period to celebrate students' hard work and success throughout the year.

F. Principal's Students of the Month

Each month, two students are selected by Crater High School staff as **Principal's Students of the Month** for their outstanding performance in academics, citizenship, and overall contribution to the school community. Honorees are recognized in the monthly school newsletter and invited to a celebratory lunch with administrative staff. Students selected throughout the year become candidates for **Grade-Level Student of the Year** awards presented at the end of the school year.

G. Rotary Students of the Month

The **Rotary Student of the Month** program recognizes senior students who have demonstrated excellence in academics, leadership, athletics or clubs, and community service. These students attend weekly Central Point Rotary Club meetings, present at a school board meeting, and deliver a speech reflecting on their experiences at the end of their designated month. Rotary Students of the Month are selected at the end of their junior year and become eligible for multiple scholarships awarded by Central Point Rotary in May.

H. VALEDICTORIAN – SALUTATORIAN

Each year, the senior with the highest weighted grade point averages at Crater High School will be selected as valedictorian. The senior with the second-highest weighted GPA is selected as a salutatorian. In computing the GPA, advanced placement classes will be weighted so that an (A) in an AP class will count as 5 points, a (B) 4 points, and so on. To be eligible for either honor, students MUST take 5 in person classes in both first and second semester. Juniors who graduate early are not eligible for valedictorian or salutatorian honors. If the school ends up with multiple valedictorians, a panel will determine which valedictorian will speak at graduation.

I. LEARNING PATHWAY CERTIFICATES

Students who finish their senior year meeting the following criteria will receive a Learning Pathways Certificate at Graduation.

Class of 2027

- The student will successfully complete 6 courses under a qualified Learning Pathway category.
- A student can receive one Learning Pathway Certificate of student choice
- Student completes at least one 9-week work or internship in chosen Pathway

Class of 2028-Beyond

- The student will successfully complete 8 courses under a qualified Learning Pathway category*
- A student can receive one Learning Pathway Certificate of students choice
- Student completes one 9 week work or internship in chosen Pathway
- Student may be required to complete a Senior project/paper in their Pathway during their graduation year

*Based on an 8 period class schedule

i. 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: 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, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status.

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 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.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 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, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status.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 contact Central Point School District Human Resources Director, Tom Rambo at 541-494-6232.

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 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.

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 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.; 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 High School has 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

Crater High School 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

- Crater High School uses 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 non-core 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 quarter. If a student withdraws from a class, an “WF” 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 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 (e.g. transfers to Crater midway through the term), the teacher can give partial credit with a grade with administrator approval.

DROPPING A CLASS

- Students may withdraw from a class within the first 10 school days of the semester (date set by district) without penalty or notation on the transcript. Both the family and the teacher / counselor (or administrator) must approve the change.
- 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.
- 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/RF

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.
- A RF is given when a student is replacing an original course but failed

REPEATED COURSES

- A student may receive credit for repeating an original course with building administrator approval. When a course is repeated, the original grade for the course is changed to an R (no credit awarded, no impact to GPA). The original course must remain noted on the transcript even

though it will no longer be factored into the GPA. Repeated courses must be on-campus in person courses or from a sponsored vendor (BYU)**.**

- With prior admin approval, students are permitted to retake a course to improve a previous grade; however, the course must be completed with a Crater instructor or through an approved off-campus/non-D6 online program for original credit. Students must retake the **same term** of the course they are attempting to replace (e.g., Quarter 2 must be replaced with a new Quarter 2). If a student originally took the course in a trimester schedule, they must retake the equivalent amount (or higher) when retaking the course. .

- Students cannot earn credit twice for the same core class. If you are approved to retake a **Quarter 2 or Quarter 4** course we recommend that you enroll in an **Academic Lab during Quarter 1 or Quarter 3**, respectively. This Academic Lab will serve as a preparatory period to help the student review material and prepare for a successful transition into the targeted quarter of instruction. If you choose to retake the entire semester course, both original quarter grades will be replaced with R notations.

- Students can request admin approval to retake original core courses they earn a WF (withdraw/fail) grade in. They cannot do credit recovery for these courses.

CREDIT RECOVERY

- CPSD6 offers credit recovery through online computer-based and/or in-person courses for some required core and elective courses.
- All credit recovery courses require students pay a fee ($50 for one course or $100 for two or more courses). The fee will be charged to the student's school account, and all fees must be paid prior to graduation to be eligible to walk in the ceremony.
- Students must have failed the course (earned an F) before they will qualify for credit recovery. In other words, students cannot begin credit recovery for a course until the term ends.
- Students working to recover credits are limited to two (2) courses per quarter unless they have prior administrative approval.
- Students removed from a course with a WX (withdrawal no grade), WF (withdrawal fail grade), or WN (withdrawal no pass grade) cannot do credit recovery for that course. The course requirements were not fulfilled; therefore, the student must retake an original credit course.
- Pass/No Pass grades will be awarded for all Credit Recovery courses indicated with CR Course Title on the student's 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 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 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 four-weeks notice prior to giving a final 'F' the last term of the year. Specifically, an "F" on the progress report in May and a Senior Warning Letter would be expected. If a final 'F' is awarded and no warning is given within the four-weeks prior, the Principal will be consulted by the student's counselor about whether or not there should be a change of grade. Seniors who are at risk of failing a course required for graduation **and** who receive a failing grade on the final exam **will fail the course** and will **not be eligible to participate in the graduation ceremony**. Parents or guardians must be notified **prior to the final exam** if their student is in jeopardy of failing the course.

AP AND DUAL-CREDIT COURSES

Crater's Advanced Placement classes are offered in partnership with CollegeBoard and a local community college or four-year university and are open to all Crater students who meet the prerequisites for the course. Advanced Placement classes contain a higher level of rigor and workload. In return, students receive a weighted GPA for the first semester of the course Students who take an AP course can sign up for college credits and/or take the AP exam and earn a high enough score to receive four-year university credits from their chosen college. Please note: each university has a different policy regarding the score needed to earn credit.
Crater High School students must complete an AP Course Contract to enroll in the course, which will include the following requirements:

- Students who would like to take three or more AP courses must complete the AP Overload Form and meet with the Principal to discuss the heavy workload the student will be taking on.
- All students who take three or more AP courses will be assigned an Academic Lab course as part of their schedule.
- Students must remain enrolled in their AP course for the whole school year.
- Some AP courses require summer work. Students who have not completed the work by the first day of class may be removed from the course during the first week of school and placed in an alternative class. Students added to the course after school starts will have the first quarter to complete the summer assignment.
- Students who drop the course (against our recommendation) will earn a Withdrawal-Fail (WF) grade on their transcript for the length of the semester course, which impacts their high school GPA.

- Students who fail an AP course in semester one may be removed from the course for semester two.
    - Students must finish semester one in the AP course. At the end of S1, the course title will be amended to the non-AP course title, and a D (passing) grade will be assigned. The student will be withdrawn from the AP class for the second semester. Example: AP Biology is changed to Biology on the transcript for the semester or term.
- Students who earn a D or F in an AP class may not be able to register for additional AP classes the following year or the following grading term without meeting with the Principal to discuss.

Failing and/or Dropping an AP Course Can Impact Your College Transcript, GPA, Etc.

Colleges/universities follow a different academic calendar than Crater. Students who drop after the first ten days of the Crater course may be past the deadline to drop at the college without penalty. Even if a student has permission from a parent/guardian, the student **could face a variety of penalties from the participating college, including:**

- **Transcript Notation**: The dropped course may appear on the college transcript with a "Withdraw" (W/WD) mark. Some schools may record the course as "Withdraw/Fail" (WF) if the student is failing at the time of withdrawal—the date of the drop factors in the college's decision.
- **Impact on GPA**: A "Withdraw" generally does not affect the GPA, but a "Withdraw/Fail" might, depending on college policy. It depends on the date you withdraw by.
- **Impact on Scholarships**: A withdrawal from an AP class may appear to the college as a student's inability to handle a college class; scholarships may reflect this belief.
- **Academic Penalties or Restrictions**: Schools may restrict students from enrolling in future AP courses if they drop another AP class mid-term, as this is often seen as a lack of commitment to rigorous coursework.
- **College Admissions Implications**: College admissions officers may take note of course withdrawals, particularly if it's a pattern, as AP courses are considered college-preparatory.
- **Refund Policies**: For some AP courses with associated fees, the school (or CollegeBoard) may not refund the AP exam fee or other course fees if a student drops out after the registration period.
- **It is important to consult with the academic counselor, as policies can differ significantly between colleges.**

Policy on High School Credit for Middle School Coursework

Students who complete an approved high school-level course at a District 6 middle school prior to enrolling at Crater High School may receive up to three (3) credits toward high school graduation. These credits will be reviewed upon enrollment to determine whether they satisfy graduation requirements and will not be factored into the student's high school GPA. Approved courses must meet high school academic standards and be taught by appropriately licensed teachers. Upon verification of successful course completion, the credits will be added to the student's high school transcript. This policy is designed to support academic acceleration while maintaining consistency in GPA calculations for all

students. Credit determinations made at the time of enrollment are final and will not be subject to further review.

TRANSCRIPT DETAILS

1. Any student registering at a Crater 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 High 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. Grades will be assigned as pass/no pass.
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. Approved AP courses will be awarded weighted GPA points.
8. Pre-ninth grade high school credit may be earned. Students entering high school with credits already earned on 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.

CERTIFICATION OF COURSES

The district administration is annually responsible to verify and update the school's official approved course list for the NCAA. NCAA requires all high school student athletes to complete 16 approved core classes. To be eligible for D1 or D2 athletics, high school students must earn a minimum core GPA of 2.3 in those 16 approved courses. NAIA requires students to graduate in the top 50% of their class. Please check the NCAA and NAIA websites for more information. We highly recommend you schedule a meeting with your counselor to discuss your eligibility.

Nondiscrimination Statement

Central Point School District is committed to providing an environment free from discrimination and harassment. 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, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status.

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

Telephone access numbers for hearing and/or visually impaired individuals:
http://www.oregonrelay.com/tty

Nondiscrimination Policy
Sexual Harassment Policy

If you or anyone you know has experienced sexual assault or harassment, you may seek assistance through local law enforcement or through one of the district/school Title IX coordinators. The Central Point School District Title IX Coordinator is Tom Rambo and can be reached at 541.494.6232 or Tom.Rambo@District6.org.

Sexual conduct, harassment or Title IX issue:
Tom Rambo- Director of Human Resources tom.rambo@district6.org - (541) 494-6232

To report a Civil Rights violation:
Tom Rambo- Director of Human Resources tom.rambo@district6.org - (541) 494-6232

SPED or Title II- Americans with Disabilities Act:
Ryan Munn- Director of Student Services ryan.munn@district6.org - (541) 494-6231

504, TAG, ELD:
Christine Beck- Director of Education Christine.beck@district6.org - (541) 494-6224

Declaración de no discriminación

El Distrito Escolar de Central Point se compromete a proporcionar un ambiente libre de discriminación y acoso. El distrito prohíbe la discriminación y el acoso por cualquier motivo protegido por la ley, incluidos, entre otros, la raza, el color, la religión, el sexo, la orientación sexual, la identidad de género, el origen nacional o étnico, el estado civil, la edad, la discapacidad mental o física, el embarazo, el estado familiar, el estado económico o el estado de los veteranos.

El distrito prohíbe la discriminación y el acoso en, entre otros, el empleo, la asignación y la promoción del personal; oportunidades educativas y servicios ofrecidos a los estudiantes; asignación de estudiantes

a escuelas y clases; disciplina estudiantil; ubicación y uso de las instalaciones; ofertas y materiales educativos; y acomodar al público en las reuniones públicas.

Números de acceso telefónico para personas con discapacidad auditiva y/o visual: http://www.oregonrelay.com/tty

Política de No
Discriminación Política de Acoso Sexual

Si usted o alguien que conoce ha experimentado agresión o acoso sexual, puede buscar ayuda a través de la policía local o a través de uno de los coordinadores del Título IX del distrito/escuela. El Coordinador del Título IX del Distrito Escolar de Central Point es Tom Rambo y puede ser contactado al 541.494.6232 o Tom.Rambo@District6.org.

Conducta sexual, acoso o problema del Título IX:Tom Rambo- Director de Recursos Humanos tom.rambo@district6.org - (541) 494-6232

Para denunciar una violación de los Derechos Civiles:Tom Rambo- Director de Recursos Humanos tom.rambo@district6.org - (541) 494-6232

SPED o Título II- Ley de Estadounidenses con Discapacidades: Ryan Munn- Director de Servicios Estudiantiles ryan.munn@district6.org - (541) 494-6231

504, TAG, ELD: Christine Beck- Directora de Educación Christine.beck@district6.org - (541) 494-6224