Coquille Junior/Senior High School

Student Handbook, 2026-27

Nondiscrimination Statement

Coquille School District does not discriminate and prohibits discrimination in any programs or activities on the basis of protected class, including age, citizenship status, color, disability, gender identity, immigration status, marital status, national origin, race, religion, sex, or sexual orientation. See Policy AC-Nondiscrimination and Policy, AC-AR Complaints and Procedure. Complaints and/or inquiries regarding discrimination based on any protected class listed here may be directed to the appropriate Coordinator specified below. Unresolved complaints may be appealed to the Oregon Department of Education. Complaints and/or inquiries regarding discrimination based on age, color, disability, national origin, race, and/or sex may be referred to the U.S. Department of Education Office for Civil Rights (OCR).

The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

504 Coordinator: Tanya May, tmay@coquille.k12.or.us, 541-824-6912, 970 N. Central Blvd., Coquille, OR 97423
ADA Coordinator: Rachel, rprice@coquille.k12.or.us, 541-824-6897, 970 N. Central Blvd., Coquille, OR 97423
Title IX Program Manager: Paige Yi, pyi@coquille.k12.or.us, 541-824-6895, 499 W. Central Blvd., Coquille, OR 97423
Civil Rights Coordinator: Tanya May, tmay@coquille.k12.or.us, 541-824-6912, 970 N. Central Blvd., Coquille, OR 97423

Mission and Philosophy

Coquille Junior Senior High School is committed to fostering a supportive, inclusive, and challenging learning environment. We empower students to achieve academic excellence, develop critical thinking skills, and cultivate a lifelong passion for learning. Through collaboration with families and the community, we nurture personal growth, character development, and leadership skills, preparing students to thrive in a diverse and evolving world.

Statement to Parents and Students

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

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

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

General Information and Expectations

Coquille Junior/Senior High School General Information

This student handbook is a summary of the general rules and regulations regarding student conduct that is in effect at Coquille Junior/Senior High School. This handbook has been prepared to explain and clarify policies, procedures, programs, and activities at CJSHS. While it is impossible to address every situation or circumstance that may occur in the school setting, this handbook covers most of the areas that require explanation. We hope that parents and students will use it as a reference when there is a question of policy or expectation. Please take the time to read this handbook. If you have any questions or concerns, please do not hesitate to contact the office to seek the answers. Working together ensures a more positive educational experience. JB Equal Education Opportunity

School Phone: 541-396-2163
School Address: 499 West Central Blvd.
Coquille, OR 97423

School Day Hours:
Main Doors open at 7:30 AM: Breakfast in Cafeteria
Main office hours: 7:30 AM - 4:00 PM

Coquille Junior/Senior High School Schedule

Junior High Schedule:
7:30 AM - 8:00 AM ARRIVAL/JR. HIGH DOORS OPEN *Junior High students are required to be in Junior High Hall or the Cafeteria after it opens at 7:45, until first period bell*
8:05 AM - 8:55 AM FIRST PERIOD
8:06 AM *Students not present are marked tardy or absent*
8:59 AM - 9:49 AM SECOND PERIOD
9:53 AM - 10:43 AM THIRD PERIOD
10:47 AM - 11:09 AM ADVISORY PERIOD
11:09 AM - 11:39 AM LUNCH *Junior High students eat lunch in the cafeteria (unless in disciplinary placement) and will then go to the track/football field, or remain in the cafeteria on days of inclement weather, for the remainder of the lunch period. Junior High students are not permitted anywhere else in the building during this time.
11:43 AM - 12:33 PM FOURTH PERIOD
12:37 PM - 1:27 PM FIFTH PERIOD
1:31 PM - 2:21 PM SIXTH PERIOD
2:25 PM - 3:15 PM SEVENTH PERIOD
3:15 PM - 3:20 PM LOAD BUSES
3:15 PM - 4:00 PM SNACK/STUDENT SUPPORT

High School Schedule:
7:30 AM - 8:00 AM ARRIVAL/JR. HIGH DOORS OPEN *High School students are required to be in the Main High School Hall or the Cafeteria after it opens at 7:45, until first period bell*
8:05 AM - 8:55 AM FIRST PERIOD
8:06 AM *Students not present are marked tardy or absent*
8:59 AM - 9:49 AM SECOND PERIOD
9:53 AM - 10:43 AM THIRD PERIOD
10:47 AM - 11:09 AM ADVISORY PERIOD
11:13 AM - 12:03 PM FOURTH PERIOD
12:03 AM - 12:33 PM LUNCH *High School students are allowed to leave campus (unless in disciplinary placement), eat lunch in the cafeteria or courtyard, or they can go to the library (no food or drink allowed in library).
12:37 PM - 1:27 PM FIFTH PERIOD
1:31 PM - 2:21 PM SIXTH PERIOD
2:25 PM - 3:15 PM SEVENTH PERIOD
3:15 PM - 3:20 PM LOAD BUSES
3:15 PM - 4:00 PM SNACK/STUDENT SUPPORT

ATTENDANCE

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

Excused Absences

1. Attendance is excused for the following:
a. Illness of student: After 5 days of absence due to illness, a student may be required to present a doctor's note.
b. Emergency situations that require a student's absence, if not excessive. The office staff or school administration will make a determination whether the situation is an emergency.
c. Field trips and school-approved activities
d. Medical and dental appointments: The student may be required to present a medical note.
2. Procedure to Excuse Absence
a. We expect that parents call and notify the school (541-396-2163, ext #1, for Attendance Secretary) before 8:30 a.m. on the day of their child's absence.
b. If a phone call is not made, the student must bring a written note from home within **two days** of the absence. The note must include the **reason for the absence**, be **signed by a parent/guardian**, and be **dated**. Parents/guardians may also report the absence on the **same day** using **ParentVUE** through the **Synergy Student Information System (SIS)**. This option is only available on the **day of the absence**. If the Attendance Office does **not** receive a phone call, a ParentVUE entry, or a written note within two days, the absence will be marked **unexcused**.
c. Missed work is required to be made up and is the student's responsibility to contact teachers about their assignments.
JED Student Absences, Excuses and Truancy

PREARRANGED ABSENCES

Parents should send a written note stating a specific length of time for a specific purpose to the office 24 hours in advance of the absence for the student to arrange for collection of homework assignments. The parent or guardian should make the request in writing or in person. These absences will be limited to five days per semester. Absences over 5 days must be cleared through administration. The school administration may approve or disapprove prearranged absences based on the student's past attendance and behavior patterns. Additionally, the student's teachers will be notified of the request and provide information on the student classroom status. JED Student Absences, Excuses and Truancy

Unexcused Absences

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

Truancy

Truancy is defined as skipping or cutting class or school. It is an absence which could not have been excused under any legal circumstance. Students found to be out of regularly scheduled classes and truants will be dealt with in accordance with school disciplinary procedures.

1. For every truancy, students will serve detention and/or suspensions as determined by the Principal or Vice-Principal.
2. If truancy issues continue, parents and students may meet with the Principal or Vice-Principal to discuss further consequences.

JEDA Student Absences, Excuses and Truancy V2

State of Oregon 10-day Drop Rule

The district is required by law to drop a student after ten (10) consecutive days of absences. Students who are dropped by the school for non-attendance will be required to re-enroll when returning to school. Students under the age of 18 will be reported to the local authorities and juvenile department. Students who are 18-years-of-age and over are still accountable to Coquille High School's attendance policy. Thus an 18-year-old will serve lunch detentions and/or suspensions for truancies. JEA Compulsory Attendance**

Students Leaving School

ALL students (after arriving), REGARDLESS OF AGE, must do the following before legally leaving school.
1. Check out with the secretaries in the main office and have proper clearance.
2. Have made a pre-arranged absence with the attendance office and sign out properly.
3. Be personally checked out by the legal parent/guardian(s).
4. If ill, check out of the attendance office with parent/guardian contact.

Once you have arrived at school, you are expected to return to school after the lunch period. If you do not return to 5th period you have either:

1. Skipped school (Truancy) as determined by the Principal or Vice Principal *OR…*
2. You failed to follow proper checkout procedures

Students who leave campus for any reason (with the exception of open campus period) before the end of their school day without checking out with the office are considered truant. *The parent/guardian may not excuse a student leaving campus after the fact.*

JEDA Student Absences, Excuses and Truancy V2

ADMISSION

A student seeking enrollment in the district 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 the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. JECA Admission of Resident Students

ALTERNATIVE EDUCATION / HOMESCHOOL STUDENT CONCURRENT ENROLLMENT

Homeschool students who wish to attend classes at Coquille High School do so based on approval from the administration and availability of space in those classes.

Winter Lakes School students can enroll in one Coquille High School class dependent on available space and approval of the administration. Students must arrange for their own transportation to and from school. Students who do not maintain regular attendance will be removed from the Coquille High School class.

ASSEMBLIES

All students are required to attend assemblies; those who refuse will be sent to the office. A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.
Either of these actions makes the student subject to school discipline.

Open/Closed Campus

Junior High:
Coquille Junior/Senior High School has a **closed** campus for **Junior High** students. This means that once a student has arrived at the campus, he/she must stay at school until the office has received permission from parents explaining otherwise. This is our School Board Policy. Students needing to leave during the school day will need to bring a written note from parents to the office in the morning to receive permission to leave the school grounds. The student must check out in the office by signing the check-out book. When the student returns to school, he/she must sign in at the office. Students will not be allowed to go to a friend's house for lunch. Students may eat off campus only when parents come to school and sign them out. JEFA Closed Campus**

High School:
The CJSHS campus is only **open** during the lunch period for **High School** students. At all other times during the school day the campus is closed. If a student leaves campus at noon he/she is assuming total liability for his/her actions and is responsible to ensure that he/she returns to school after lunch. A student who does not return to school after lunch, and has not been pre arranged to be absent is in violation of attendance policies and will be subject to discipline. JEFA Closed Campus**

Absences and Activities

Students must be in attendance at school the full day if they wish to practice, play, or participate in any activity, performance, or game.
Students who have been absent for one or more class periods may not practice for, nor participate in any activity, performance, or game. For this rule, a student will be considered absent from class if they are tardy for more than 15 minutes. Every class counts. It doesn't matter if your work is completed that day, or if you are a TA, or if your SWOCC class is on break, or if there is a substitute, or any other reason. You have to be in every class you are scheduled in or you can't participate that day. JED Student Absences, Excuses and Truancy

Exceptions-

1. A dental or doctor's appointment (providing the student is pronounced physically fit to participate) with an accompanying note from a dental or doctor's office. A note from a parent will not suffice. Without a note, the player cannot participate in the activity.

2. Certain extenuating circumstances approved by the principal, vice principal or athletic director.
A violation of this rule will result in suspension of the student in the next scheduled practice, contest or activity following discovery of the violation.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. JFC Student Conduct and Discipline

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.

JF/JFA Student Rights and Responsibilities

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, loss of awards and honors and/or referral to law enforcement officials for the following, including but not limited to:

1. 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;
2. Substance abuse or any possession, use, distribution or sale of tobacco, nicotine delivery devices, alcohol, or unlawful drugs including drug paraphernalia;
3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the Student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
4. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee;
5. Willful damage or destruction of district property;
6. Willful damage or destruction of private property on district premises or during district activities;
7. Open defiance of a teacher's authority;
8. Theft;
9. Use or display of profane, obscene language or sexually explicit material;
10. Violations of district transportation rules;
11. Hazing;
12. Harassment-Sexual harassment;
13. Disruption of the school environment;
14. Persistent failure to comply with rules under the lawful directions of staff or district officials;
15. Bullying and/or Cyberbullying;
16. Fighting/physical altercations with another student.

* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, $100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

A firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

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

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine of up to $100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than $100 and not exceeding $600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, $300,000 fine or both as provided by ORS 475.999.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such a request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions. JFC Student Conduct and Discipline

SCHOOL RESOURCE DEPUTY

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

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

AUTOMOBILES AND OTHER VEHICLES

Driving
Oregon State traffic laws are applicable on the property of School District #8. Students will drive in a reasonable manner. **There is to be NO speeding, reckless or dangerous driving, squirreling, sliding, squealing tires, revving engines or unnecessary horn honking.** Students are to park their vehicles when they come on the lot and not drive around the school grounds. The parking lot is not a car/motorcycle playground. No vehicle driven by a student will be permitted to leave the school grounds during the hours in which classes are in session unless with permission.

Parking
Student parking is on the blacktop area of the upper lot. Cars are not to block driveway or exits and parking is to be in an orderly manner, no sideways parking between lines. Motorcycles park along the north side of the band building. Only students who are Seniors shall park in the Senior designated parking spots.

Off limit parking areas for students are:
Staff parking area, Visitors parking area, Handicap or Fire Lane areas, and any other areas deemed off-limits.

Consequences: Discipline Progression Chart JFC Student Conduct and Discipline

BICYCLES

All bicycles, E-bikes, and motorized skateboards brought to school by students must be parked in designated areas and should be securely locked. For safety, students must walk their bikes or E-bikes at all times while on school grounds to and from the designated parking area; riding through any parking lot is strictly prohibited, and no bike traffic is permitted in the lower parking area at any time. As required by law, students under the age of 16 must wear a helmet. The school district assumes no responsibility or liability for loss or damage to any vehicles, bicycles, or E-bikes.

BUILDING ZONES

The school has designated separate high school and junior high zones. High school students shall remain in their appropriately designated areas. High school students shall not travel in or enter junior high designated zones as identified by administration.
Consequences: See Discipline Progression Chart JFC Student Conduct and Discipline

CLASSROOM CONDUCT

The teacher has authority in the classroom. The judgment of the teacher shall not be questioned. However, students with concerns may make an appointment to meet with the teacher one-on-one and/or with the Vice Principal.
Classroom rules established by each teacher will include the following:

- Follow directions the first time the teacher gives them
- Keep hands, feet, and objects to themselves
- Raise hands and be recognized before speaking
- Stay in seat or designated area; leave class in an orderly manner
- Students are expected to use language that is positive, respectful, and appropriate for a school environment in all conversations and assignments.
- Be prepared for class with required materials
- Report to class on time, and be in seat ready to work
- Students will make an appointment with teachers for matters not a concern of the entire class

Consequences: See Discipline Progression Chart
Coquille High School practices progressive discipline; repeat offenses will result in tougher consequences. JFC Student Conduct and Discipline

CHEATING/ PLAGIARISM/ SUBMISSION OF ANOTHER STUDENT'S WORK

Students who engage in academic dishonesty, which includes cheating, plagiarism, submitting another student's work, **or the unauthorized use of artificial intelligence (AI) to generate work that is submitted as their own**, may be required to redo the assignment under the conditions of the teacher. **Using AI for brainstorming or research may be permitted by the teacher, but submitting AI-generated text, ideas, or solutions as original work is a violation of this policy.** Students will also receive a behavioral consequence listed in the discipline progression chart. JFC Student Conduct and Discipline

AI In the Classroom

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

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

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

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

EVERY STUDENT BELONGS RULE

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

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

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

Harassment in the eyes of this school district and the law also refers to acts of bullying, cyberbullying, hazing, intimidation, and/or sexual harassment. Harassment of students by a member of the staff, by a student to another student or by a student to a district staff member, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. Instances of harassment may be referred to law enforcement as well. JFCF Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence – Student

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

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

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with

the harasser, the student should ask a teacher or principal to help. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

2. Tell a teacher, counselor, or principal;
3. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal, including:

· What, when and where it happened;
· Who was involved?
· Exactly what was said or what the harasser did;
· Witnesses to the harassment;
· What the student said or did, either at the time or later;
· How the student felt;
· How the harasser responded.

Formal Complaint Procedure:

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

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

CYBERBULLYING

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying", by staff, students or third parties is prohibited and will not be tolerated in the CSD. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.

Any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or CSD property to harass or stalk another. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The CSD may also report individuals to law enforcement.

JFCFHazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence – Student

COMPUTER USE

Students may be permitted to use the district's system as related to education consistent with the district's mission or goals.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned E-mail systems.

Students who violate Board policy, administrative regulation, including general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials. IIBGA Electronic Communication System

Chromebook Check-Out Use and Responsibility Policy

Purpose

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

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

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

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

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

DAMAGE/LOSS FEE LIST*:*

For Chromebooks that: "can be repaired" here are the associated fees (subject to availability)

1. **replacement keyboard - $50.00**
2. **replacement screen - $100.00**
3. **replacement bezel - $25.00**
4. **replacement charger- $30.00**

Broken non-repairable fee calculation – MSRP $300.00

First Calculate Value -

☐ Device is less than 1 year old → Value = 100% of original cost.

☐ Device is 1 year old or more, but less than 2 years old → Value = 75% of original cost.

☐ Device is 2 years old or more, but less than 3 years old → Value = 50% of original cost.

☐ Device is 3 years old or older → Value = 25% of original cost.

Next -

The IT department will determine value in remaining salvageable parts.

To be calculated by repair technician based on current market value of replacement parts.

Once Value and Salvage figures have been established then we utilize this equation to generate Broken Chromebook Fee.

Value – Salvage = Fee

Device Return

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

Failure to return the Chromebook and charger or to pay any outstanding fees for damages will result in a hold being placed on the student's records. The school may also pursue additional collection processes as allowed by law. IIBGA Electronic Communication System JN Student Fees, Fines and Charges**

DANCES

Dances are put on for the benefit of Coquille High School students; therefore, entry to dances will be regulated. The following may be admitted to a CHS dance:

High School:

Students of Coquille High School, dates of CHS students with guest passes approved by the administration. These passes must be obtained in the office, and they are only for high school students. Students from the other school must present a valid student body card at the door prior to admittance. Guests must arrive with the student.

Rules Regarding Dances

High School:

- Any person who does not behave in an acceptable manner will be asked to leave the school premises and may be excluded from dances for the remainder of the year. Students bringing guests to the dance are held responsible for the behavior of their guests.
- Dances will end by 11:00 p.m
- There will be no smoking, use of illegal drugs or drinking of alcoholic beverages on school premises. Violators will be turned over to the police and liable for school disciplinary sanctions.

- School authorities reserve the right to refuse admission to any student or guest.
- No visitor under high school age will be allowed to attend CHS dances.
- Once you enter the dance, you are to stay, if you exit the dance, you will be denied re-entry.

Junior High:

- Only Coquille Junior High students are allowed at Junior High dances. No guests.
- Any person who does not behave in an acceptable manner will be asked to leave the school premises and may be excluded from dances for the remainder of the year.
- Dances will end by 9:00 p.m
- There will be no smoking, use of illegal drugs or drinking of alcoholic beverages on school premises. Violators will be turned over to the police and liable for school disciplinary sanctions.
- School authorities reserve the right to refuse admission to any student.
- Once you enter the dance, you are to stay, if you exit the dance, you will be denied re-entry.

DRESS AND GROOMING

Responsibility for personal dress and grooming rests primarily with students and their parents. However, the school sets standards for dress, grooming, and appearance in the following ways:

1. Dress and grooming shall be clean, and in keeping with health, sanitary, and safety practices both during the school day and in extra-curricular or special activities. Students must wear footwear.
2. Clothing cannot have suggestive pictures, swear words, racial, cultural or other vulgar language that aren't acceptable in an educational setting at the discretion of the Principal.
3. Students who are registered in such classes as woods, metals, science and home economics must meet State safety standards regarding acceptable clothing and the wearing of protective eye covering.
4. Students representing Coquille High School in school-sponsored activities such as athletic events, concerts, plays, etc., shall obey the rules for dress and grooming set by the coach, director, or advisor of the group.
5. Hoods shall not be worn in the building. If hats become a nuisance item at any time, the student will need to leave their hat in their lockers all day.

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

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials including advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint. KJA Material Distribution**

DRUG, ALCOHOL, TOBACCO/NICOTINE PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco and nicotine is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol, nicotine, and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol, nicotine, and tobacco use and to maintain a drug-free educational environment. JFCG/KGC/GBK Tobacco-Free Environment JFCG/JFCH/JFCI Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems

Hall Pass

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

PERSONAL ELECTRONIC DEVICE POLICY

High School:

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

Definitions
For the purposes of this policy, a Personal Electronic Device (PED) refers to:

- Any portable, battery-powered device capable of making/receiving calls or text messages or accessing the internet independent of the school's network, including but not limited to:
    - Cell phones
    - Smartwatches with texting/calling capabilities
    - Tablets not issued by the school

This does not include:

- School-issued laptops or other educational devices used under teacher supervision
- Assistive technology as specified in a student's educational plan

Prohibited Use During Instructional Hours
Students are prohibited from using personal electronic devices during the entire instructional day, defined as:

- The start of regular school instruction (e.g., first bell/class) through dismissal
- Including passing periods, lunch, and breaks on school property unless otherwise stated

Storage

Students must store their devices in one of the following during the school day:

- Personal lockers with PEDs powered off
- Personal backpacks with PEDs silenced and untouched
- On-person, out of sight, with PEDs silenced and untouched

Rules for Smartwatches and Earbuds

- **Smartwatches:** Must be set to "School Time," "Theater Mode," or an equivalent function that disables all notifications and communication features. Using a smartwatch to send/receive messages or access apps during class is a violation of this policy.
- **Earbuds/Headphones:** Must be stored out of sight (in a backpack, pocket, or locker) and may not be worn in hallways or classrooms.

Permitted Use (Exemptions)
Students may use personal electronic devices only under the following conditions:

1. Medical Necessity
    - Documented by a licensed medical provider for ongoing health needs
2. Individualized Education Plan (IEP) or Section 504 Plan

    - Use must align with specific accommodations as outlined
3. Approved Exemption
    - A written exemption granted by the school administration, based on:
        - Individual circumstances
        - Specific educational needs or outcomes

Junior High:

Purpose

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

Students who need to contact a parent/guardian will need permission from a staff member to use the office phone during school hours. **Personal cell phone use is not permitted during regular school hours of 7:30 AM – 3:15 PM. Cell phones must be put away in one's locker or in a backpack hanging on hook immediately upon entering school.** Choosing to use cell phones in violation of school policy will subject students to confiscation, student reprimand, detention, in-school suspension or losing the privilege to bring the phone on campus. Students with continuing problems with cell phones may result in requiring a parent to pick up the cell phone in person from the office. Further violation during the year may result in losing the privilege to bring the cell phone on campus. **Cell phone use of any kind, including pictures, is never allowed inside the building.**

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

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

Discipline

If a student violates the PED policy:

- School personnel will follow a consistent response protocol
- Consequences may include:
    - Verbal warning
    - Confiscation of the device for the day (returned to student/guardian)
    - Parent/guardian contact
    - Repeated violations may result in a student-parent-administrator conference

Personal Items & School Disruptions Policy

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

- Handheld games
- Toys or stuffed animals
- Music speakers
- Laser pointers
- Water toys or balloons
- Sharpies or permanent markers
- Any other items that may disrupt learning

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

Pop/Drinks, and Food/Candy/Gum

Pop/drinks and food/candy are to be consumed ONLY in the cafeteria during the scheduled meal time.lunch hour. **To promote student wellness and ensure a focused learning environment, the consumption and possession of highly caffeinated energy drinks (e.g., Red Bull, Monster, Celsius, Prime Energy) are strictly prohibited during the school day. Students found with these beverages will have them immediately confiscated and disposed of. Repeat offenses will result in disciplinary action**. JFC Student Conduct and Discipline

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

Junior High students are strictly prohibited from chewing gum during the school day. JFC Student Conduct and Discipline

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

TARDIES

Tardies will be determined by the teacher as being either excused or unexcused. The fifth unexcused tardy in a class will result in a detention as will all subsequent tardies for the balance of the semester. JED Student Absences, Excuses and Truancy

TRANSPORTATION OF STUDENTS

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action. JG Student Discipline JGDA/JGEA Discipline of Students with Disabilities**

TRANSPORTATION RULES

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver,
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules: consequences: See Discipline Progression Chart.

Vape Detectors

Vape detectors are used in Coquille Junior Senior High School bathrooms. If students are found in violation of CJSHS substance use policy, administration will take disciplinary actions accordingly. JFCG/JFCH/JFCI Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement. JG Student Discipline JGDA/JGEA Discipline of Students with Disabilities**

Detention

When a student is not meeting behavior expectations from a staff member a discipline referral can be written to document the behavior. This may result in a lunch detention.

High school:

The detention period lasts from 12:15 to 12:30. The door is locked promptly at 12:15 and if a student misses, is late for, or is removed from detention the student may receive a day of ISS or OSS at the discretion of the Principal or Vice Principal.

Junior High:

The detention period lasts from 11:09 to 11:39. If a student misses, is late for, or is removed from detention the student may receive a day of ISS or OSS at the discretion of the Principal or Vice Principal.

IN-SCHOOL SUSPENSION: (ISS)

Students may be assigned in-school suspension when the administration deems this consequence appropriate. Students who do not appear or are released from in-school suspension for disciplinary reasons will be suspended out of school for three days. JGD Suspension

OUT OF SCHOOL SUSPENSION: (OSS)

The student may be suspended from school in accordance with the Student Code of Conduct, including conduct that materially and substantially disrupts the rights of other students to an education, and endangers the student, other students, or district property. A student serving OSS may not be on district property during the length of the suspension. JGD Suspension

Discipline of Disabled Students

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the

misbehavior. A time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability will be discussed.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an interim alternative setting for up to 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others. JGDA/JGEA Discipline of Students with Disabilities**

Additional School Wide Rules

These apply in and outside of class, in the halls, yards, grounds, Library etc.

- Follow directions and instructions
- No inappropriate clothing, pins, buttons, etc.,
- No littering. Clean area around locker daily
- No yelling or screaming in the halls, extreme horseplay, running or vulgar language permitted
- Do not write on, deface, or vandalize school property. Pictures in locker or around the school that are sexual or drug/alcohol related are not permitted
- Excessive displays of affection are inappropriate in the school setting (PDA)
- No sunglasses in the building
- Students will keep hands, feet and objects to themselves
- No headphones in the classroom unless approved by the teacher.
- Students are not allowed to leave the classroom to obtain food and/or drink

Consequences:

- **The teacher will correct the behavior and/or write up a detention or referral to administration.**

Student Athlete Discipline at Coquille High School

There are two types of suspensions at CHS. They are ISS (In-school suspension) and OSS (Out-of-school suspension).
A student that is serving OSS will not be allowed on campus. They will not be allowed to participate in practices, contests, or other extra-curricular activities. When a student is sent home for the day for disciplinary reasons it will be classified as OSS.

A student athlete that is serving ISS will be allowed to practice. If they are in ISS the second half of the day they will not be allowed to participate in a contest. The second half of the day at CHS will be defined as fifth, sixth, and seventh periods.

A second skipped detention will result in a full day of ISS. This will result in the student athlete missing the contest that day. They will only be allowed to practice that day.

No student shall participate in any athletic event, practice, or other activity unless he/she has been in school for the full day immediately preceding that event. This excludes a dental or doctor appointment (providing the student is physically fit to participate) and certain extenuating circumstances approved by the administration. A violation of this rule will result in suspension of the student in the next scheduled practice, contest, or activity following the discovery of the violation.

*Being a student athlete and participating in extracurricular activities is a privilege and each circumstance will be handled on a case by case basis. Students may be prohibited from participating in extracurricular activities based on behavior both during school and for crimes committed during non-school times. Additional consequences will be left to the discretion of the CSD Administration team or Athletic Director. JG Student Discipline

ACADEMIC INTERVENTION REFERRALS

Besides disciplinary referrals, teachers can also refer students to the administration when they are not making satisfactory academic progress, not using class time effectively or are otherwise in need of academic intervention. This process is not intended to be disciplinary, but rather to provide support to the students. Persistent failure of the student to not comply with directions of the administration or teacher could lead to disciplinary action.

DISCIPLINE PROGRESSION CHART

Group A

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

Consequence: Possible recommendation for expulsion (see Board Policy JG).

Group B

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

Consequences:
First Offense:
Three-to ten-day Out-of-School suspension. Restitution for theft and damage to property. A first offense may result in a recommendation for expulsion as per Board Policy. These infractions will not result in ISS
Second Offense:
Seven-to ten-day suspension or recommendation for expulsion as per Board Policy. Restitution for theft and damage to property.

Group C

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

Consequences:
First and Second Offense

One to five-day In-School Detention (ISD), One to five day Out of School Suspension (OSS), and /or Restitution for theft.
Third Offense:
Three to Seven day Out-of-School suspension or discretionary recommendation for expulsion. Restitution for theft.

Off Campus Discipline

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

determine if these incidents rise to the level of having a significant or substantial disruption to the students and/or school environment. JFC Student Conduct and Discipline
C.R. vs Eugene SD 2015

Driving and Parking Violations:
Consequences:
Driving Sanctions:
First offense: One to three weeks suspension of driving or parking on the school grounds
Second offense: Three to five weeks suspension for driving and parking on school grounds
Third offense: Analysis of problem could lead to permanent ban from use of parking lot

Parking Sanctions:
First offense: Warning to student and cooperation asked with the parking rules
Second offense: One week suspension of driving or parking on the school grounds
Third offense: Two weeks suspension of driving or parking on the school grounds
Fourth offense: Driving and parking suspended for the remainder of the semester

Refusal to obey the sanctions, or serious offenses, can result in discretionary suspension or expulsion of the students and/or referral to law enforcement authorities.

Transportation Violations:
Consequences:
The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.

2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.

3. Third Citation of the year: The student receives a five to ten-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.

5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students. JG Student Discipline JGDA/JGEA Discipline of Students with Disabilities**

Searching and Questioning by Law Enforcement Officials

District officials may search the student, his/her personal property and property assigned by the school for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, board policy, administrative regulations, or the Student Code of Conduct. Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. The district prohibits strip searches.

Items found during the search which are evidence of a violation of law, policy, or the Student Code of Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate. Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or assistant principal will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and will prohibit district personnel from contacting parents. JFG Student Searches**

Academic/Athletic Policies and Student Operations

ANNOUNCEMENTS, BULLETIN, SIGNS and POSTERS

Announcements, which are to be published in the daily bulletin, must be signed by a faculty advisor before submitting to the main office by 8:30 a.m. **Bulletin board notices, signs or posters must be cleared by the administration before posting.**

COQUILLE SCHOOL DISTRICT 8 POLICY

Rules for Student Participation in All Extracurricular Activities

It is the philosophy of Coquille School District #8 that participation in extracurricular activities is an integral part of a student's total educational experience. Our extracurricular program will teach our students an understanding of sportsmanship, leadership, self-discipline, emotional control, physical well-being and teamwork. We believe it is a privilege to be a member of an

extracurricular activity and acceptance of this privilege obligates the individual to a high standard of citizenship.
Each student participating in athletics is expected to uphold the philosophy of competitive athletics which must deal with the concept of winning, for by definition, competition implies winning. Competitive athletics by their very nature require that winning be a prime goal, for without all contestants striving to win and placing great effort on doing so, competition would not exist. Therefore, we feel that winning must be emphasized to give validity to the concept of competitive athletics. Each student-athlete will be subject to district extracurricular guidelines. The following rules and regulations are set down to be followed by all students of Coquille schools who may try out for or become a member of any extracurricular activity or sport. This policy applies to all students at any time during the school year or when the season officially begins under the Oregon School Activities Association (OSAA) guidelines. IGDJA District Activities Eligibility

Extracurricular activities regulated by the following guidelines include, but are not limited to:

AFS	Dance Team	Golf	Student Council Officers
Baseball	Drill/Flag Teams	Jazz Band	Softball
Basketball	Equestrian	Key Club	Track
Cheerleaders	Soccer	NHS	Volleyball
Cross Country	FFA	Wrestling	OSAA Band Competitions
	Football		

1. Students shall meet all OSAA and Coquille School District requirements for participation.

2. Students shall not:

   a. Illegally partake of, possess or sell any alcoholic beverages, marijuana or any form of narcotics or drugs not prescribed by a licensed physician;
   b. Have in their possession on school grounds or at a school-sponsored activity any illegal drug paraphernalia, such as bongs, pot pipes or other items that are drug related or for drug use;
   c. Be in attendance at any activity where the illegal use of any alcoholic beverages, marijuana or any other form of narcotics or drugs not prescribed by a licensed physician takes place;
   d. Smoke, chew or possess tobacco;
   e. Commit an offense deemed a crime;
   f. Shoplift.

3. Information on any of the above infractions will result in an investigation. The investigation will be conducted by the chief disciplinary officer of the school or his/her designee. Duration of the investigation will be limited to 10 school attendance days from the time the school officials first learned of the infraction. In case of criminal offenses, the chief disciplinary officer may wait until after a legal decision is rendered to proceed with steps 4. and 5. below.

4. If the chief disciplinary officer determines reasonable cause exists that the student has violated any of these provisions, he/she will be temporarily suspended from all extracurricular activities. The chief disciplinary officer will give written notification to the student and parents of a date and time to appear before him/her and show cause, if any,

why the student should not be disciplined, as provided herein. The student may present evidence at such a hearing or be represented by counsel. The officer shall make known his/her findings, but need not divulge student sources or call witnesses unless he/she chooses to do so.

5. If the chief disciplinary officer determines reasonable cause exists that an offense has been committed, the student will be suspended for a period of nine weeks from the date of the decision. Based on a recommendation from the coach or the adviser of the activity, the individual may be permitted to practice with the squad or organization after the end of the second week of suspension. After the fifth week of suspension, the case may be reopened for review by written request from the student. This chief disciplinary officer will conduct this review. Based on conduct of the student during the first five weeks, he/she may be reinstated on probation for the remainder of the grading period.

   When the offense involves the use, possession or distribution of illegal drugs, alcohol or tobacco, the student may be reinstated after five weeks provided he/she agrees to:

   a. Complete a drug/alcohol assessment and subsequent follow up or be subject to suspension for the remainder of the school year.
   b. Sign a release of information allowing the assessor and the school official to exchange information regarding student behavior;
   c. Work in cooperation with the school to follow through with the recommendations of the assessment;
   d. Enroll in an educational class on substance use and abuse.

   The cost of the assessment, counseling class and any follow up is the responsibility of the student and parent.

   A second infraction of the code of conduct during the school year will result in the student losing all extracurricular participation privileges for the remainder of the school year.

6. In case of suspension for any of the above reasons, the student and parents retain the right to appeal to the superintendent in writing for a review of the case, stating why the lower decision was erroneous. This appeal shall be limited to the written record of the case.

7. Three unexcused absences from meetings or practices are cause for dismissal. One unexcused absence from a scheduled game, meet, contest or special activity is cause for dismissal from the squad or team for the remainder of the season.

8. A student suspended from riding the school bus will not be allowed to travel or participate in any activities which require busing during the length of the suspension:

   - Three bus violations may result in a one-week suspension;
   - Four bus violations may result in a two-week suspension;
   - Further bus violations may result in a five-week expulsion.

9. Coaches and advisers have permission to formulate reasonable, additional rules for their particular sport or activity with prior approval from the administration.

10. Transportation to and from activities and games:

a. All members of activities including athletic players and managers will ride to events in transportation provided for or arranged by the school and will return home by the same means. A student may be permitted to ride home with his/her parents or guardians provided that the parents or guardians accept responsibility in person for their child as soon as the activity or athletic event is over;

b. If a member of an activity, player or manager wishes to stay overnight, proceed to a different destination or return home by means other than school-arranged transportation, the parents or guardians must write a note and/or see the coach or adviser personally in advance of the event. The note should specify that the parents are accepting responsibility for their child as soon as the activity or athletic event is over.

11. No student shall participate in any athletic event, practice or other activity unless he/she has been in school for the full day immediately preceding that event. This excludes a dental or doctor appointment (providing the student is pronounced physically fit to participate) and certain extenuating circumstances approved by the principal or A.D./dean. A violation of this rule will result in suspension of the student in the next scheduled practice, contest or activity following discovery of the violation.

12. Areas of specific conduct and/or personal appearance and grooming unique to each organization will be determined by those organizations and presented to their membership. Generally speaking, any behavior that is deemed unacceptable by the coach, sponsor and/or chaperon may result in disciplinary action.

13. Each student participating in interscholastic activities will be required to have on file a statement from a doctor specifying his/her physical fitness.

14. Insurance will be made available at the school. This insurance is voluntary. Students participating in sports must carry insurance or the school must receive a statement from the parents/guardians that the participants are otherwise covered and the parents/guardians assume full responsibility.

15. The above policy is to be read to each organization annually at the beginning of the activity and will be conspicuously posted in areas frequented by students in these activities. It shall be the responsibility of each student who participates in any extracurricular activity to be familiar with the policy.

16. When any student is disciplined for violations of this policy, section 2, the student will be excluded from the following list of activities during the period of suspension:

Athletics

1. Participation in any extracurricular activities for;
2. Wearing of the team uniform;
3. Sitting on the bench with the team;
4. Travel with the team:
5. Keeping stats records, etc.
6. Eligibility for end of the season honors including:
   a. Public recognition on Senior Night;
   b. Selection to special team honors or awards;

c. Nomination to league all-star awards;
d. Granting of athletic letters.

7. Practice with the team for the first two weeks of suspension.

Other Student Body Activities

1. Performance of duties of any office the student may hold;
2. Participation in any special group activity;
3. Recognition for any singular honor;
4. Other specific sanctions that any organization identifies in their rules.

Athletic Academic Eligibility Requirements

It is the intent of the Coquille School District that each of its students earns and receives a high school diploma. While our District does provide an athletic program, our foremost mission is to educate our students. Academics must come before athletics. After all, the participants are "student athletes". IGDJA District Activities Eligibility

Therefore, to be eligible to participate in the athletic program of the Coquille School District, each student shall meet the following requirements:

1. To graduate, each student must have 24 credits. On the semester schedule, to stay on track for graduation, each student must pass six classes. A "D" is a passing grade. To be eligible for athletics, each student must pass a minimum of six classes each semester. For those students who have earned more credits than necessary to graduate and are taking six or less classes a semester, the student may participate if the student meets OSAA standards.

2. If the student does not meet standards for paragraph 1, the student may be allowed to participate under conditional eligibility. To obtain conditional eligibility the student must apply each week of the following semester for such eligibility. Eligibility will be granted for a seven day period (Wednesday to Wednesday). On each Wednesday at or before 4 PM, the student may apply for another seven day period of eligibility. If the student fails to timely apply, the student will be denied eligibility for the next seven day period. Upon application, the athletic director will review the student's grades and verified study hours to determine eligibility for the following seven day period. The process will continue for the semester in question. In order to remain eligible, the student must meet the following conditions during each seven day period the student is seeking conditional eligibility.

    1. The students current grades meet the District's standards set forth above in # 1; and
    2. The student has spent three verified hours in study time during the seven day period immediately prior to the application being submitted.

    In order to remain eligible during winter or spring breaks, the student athletes must meet the District's requirements on the Wednesday prior to the break. The application for eligibility will include submission of current progress/PASS report and verification of study hours.

3. As OSAA standards do not apply to middle school sports, each middle school student athlete will be required to pass all classes each semester. The student may seek conditional eligibility if the middle school student fails one or more classes.

4. Successfully completed summer classes or recognized correspondence courses (as set forth in the Correspondence Course Policy of the District) may be used for reinstatement.

CLASS CHANGES

Students may request schedule changes through the first week of each semester. Requests will not be honored after that date, unless there are individual extenuating circumstances approved by the administration. Only those requests that are educationally sound will be granted by the administration.

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of Board policy, administrative regulation or school rule.

CONFERENCES

Conferences will be scheduled in the fall to review student progress. Details will be included in a newsletter sent to the parents. At Coquille High School we work in partnership with parents, so open communication is very important to us all. We hope that you will call and schedule conferences when you need more information or are concerned about a problem your student is having. We will also schedule conferences with you if we have concerns or need to share information.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION

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

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

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

FIELD TRIPS

Field trips may be scheduled for educational, cultural or extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. Students are subject to the school's conduct rules, applicable Coquille School Board policies, and such other rules as may be deemed appropriate by the field trip supervisor. For certain short trips such as in-town events there may be parent notification but no written permission slip. IICA Field Trips and Special Events**

Conduct on Field Trips and Overnight Trips

- Whenever possible, students will be transported by busses provided by the school district
- In those isolated cases when a private vehicle must transport students, a properly licensed adult must drive, preferably a parent or faculty member over 21 years old.
- Private vehicles used for District 8 activities must be cleared by the administration. Vehicles must be properly registered and covered by the individual's insurance policy. Private cars are not covered under the school district insurance policy. There must be a seat belt for each passenger.
- When students stay overnight at an activity, whether sponsored by this district or another, students must be housed in accommodations arranged by District 8 certified personnel. Accommodations may be either public, such as a motel, or in private homes if cooperatively arranged for by District 8 certified personnel and certified personnel of the out of town district. A third alternative for housing on overnight trips is to provide dormitory or bunkhouse type accommodations. Each student would be required to bring a sleeping bag and students would sleep on the floor of the school building, properly chaperoned, boys and girls in separate areas.
- When staying in private homes, students must remain at the home of the sponsoring parent or must be accompanied by the supervising parent or at a properly chaperoned activity. If transportation is provided, a licensed adult driver must drive the vehicle.
- No student will be allowed outside of the sponsoring parent's home or yard after 10:30 p.m.
- Students must stay in the homes where they have been assigned.
- These regulations also apply to students visiting school District 8 and participating in our other activities.
- The school rules on conduct and behavior are always in force on trips. For certain short trips such as in-town events there may be parent notification but no written permission slip.

- The school rules on conduct and behavior are always in force on trips.

FUNDRAISING

An application for permission to conduct a fundraiser must be collected 10 days prior to the event. All funds raised or collected will be received, deposited and accounted for in accordance with Oregon law and district policy. All funds will be expended for the purpose of supporting the school's extracurricular activities program. IGDF Student Fund-Raising Activities

FINAL EXAMS

Final exams are a worthwhile educational activity with a variety of benefits for all students. They not only assist the teacher in measuring student learning, they also provide opportunities to acquire test taking skills in academic settings and vocational settings, such as civil service exams. They provide some preparation for the testing situations students will encounter in collegiate life.

GRADUATION EXERCISES

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

Graduation programs may be planned by the Principal on the date selected by Coquille School District. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee. IKFB Graduation Exercises

Graduation Requirements – Coquille High School (Including Policy)

To graduate from Coquille High School, students must earn **24 credits** under a **semester-based schedule**. This aligns with the **Oregon State Department of Education's minimum requirements**, which are based on **24 standard credits**. IKF Graduation Requirements

Coquille's system awards **0.5 credits per semester course**, so each full-year course is worth **1.0 Coquille credit**. Here's how that translates:

Subject Area	Requirements	
Language Arts	4 credits	The graduation requirement for "English Language Arts" was revised to "Language

		Arts" with the passage of Access to Linguistic Inclusion in 2021.
Mathematics	3 credits	Must be Algebra I and above. Courses aligned to the adopted Algebra, Geometry, and Data Reasoning standards meet this requirement.
Science	3 credits	Must include Scientific Inquiry and Lab Experiences as outlined in the standards. Lab experiences can take place outside of school, in field-based experiences.
Social Sciences	3 credits	Must include at least 0.5 credit from Civics and inclusive instruction in Tribal History/ Shared History, Holocaust/ Genocide, and Ethnic Studies, starting with students graduating in 2026.
• World Languages • Arts • Career and Technical Education	3 credits	Credits may come from any of these content areas.
Health	1 credit	
Physical Education	1 credit	
Personal Financial Education	0.5 credits	
Higher Education and Career Path Skills	0.5 credits	
Electives	5 credits	Prior to 2027, an additional 6 credits are needed to meet the minimum 24 credit

		requirement. Beginning in 2027, only 5 additional credits are needed.
Total	**24 credits**	

Note: Students must meet all Coquille and state graduation requirements, including **Essential Skills (if applicable)**, **Personalized Learning Requirements**, and any **Senior Project or Portfolio** requirements as outlined in the current **Curriculum Guide**.

Important Reminders:

- A complete list of courses, credit values, and graduation requirements is available in the **Counseling Office**.
- **Correspondence courses**, **online coursework**, or **external credit programs** must be submitted and approved **before participation in graduation ceremonies**.
- Students and families are encouraged to review the most current **Curriculum Guide** and meet regularly with a school counselor to ensure they are on track for graduation.

HONOR ROLL

The Coquille High School requirements for student to be placed on the honor roll are as follows:

- Straight "A's" 4.0
- Honor Roll 3.0 – 3.99

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. Students of parents with questions about the district's AIDS, HIV and HBV health education program should contact the *designated district official*.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper

sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.
District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. On the district website: www.coquille.k12.or.us;
3. Become a district volunteer. For further information contact the principal;
4. Participate in district parent organizations.

PROGRAM EXEMPTIONS

At Coquille High School staff and administration practices sensitivity toward the needs and interests of all students. If personal needs or beliefs require that a student not attend a school program or learning activity, please provide the office with a request for alternative placement or assignment so that staff can better provide an equal educational opportunity. If the primary activity has credit attached to it, the student will have an opportunity to complete an alternative assignment for credit.

RELEASE OF DIRECTORY INFORMATION

The Federal Family Education Rights and Privacy act of 1974 permits the school district to release certain information, known as “directory information”, to certain people or institutions, unless parents or guardians request, in writing, that such information not be released. Parents will be notified annually of this policy.

Directory Information may include:

- Student name, address, and phone number
- Date and place of birth
- Participation in officially recognized activities and sports

- Height and weight of athletic team members
- Dates of attendance
- Courses in which enrolled
- Class in school
- Honor roll information
- The most recent educational agency or institution attended by the student
- Photographs
- Other similar information

Schools will not release any directory information for commercial or other purposes not related to school business.

A parent may notify the school in writing he/she does not want the above directory information released. The school will respond to a written parent request within ten (10) days and will honor that request until the end of the school year. No other information will be released unless a release form is signed by the parents, legal guardian or by the student, if 18 years of age.

TALENTED AND GIFTED STUDENTS (TAG)

In order to serve academically talented and intellectually gifted students in grades 9-12, including talented and gifted students from such special populations as the culturally and ethnically diverse, economically disadvantaged, academically challenged, and learning disabled, the district will identify students based on:

- Behavior, learning and/or performance indicators
- A nationally standardized mental ability test for assistance in identifying academically talented students
- A nationally standardized academic achievement test for assistance in identifying academically talented students

Students shall score at or above 97th percentile on standardized test of achievement and/or mental ability and have documented support from behavior, learning and/or performance indicators. The building TAG committee will make identification decisions.

Students identified as Talented and Gifted can take advantage of advance placement in honors, advanced placement, college prep, and approved college classes. The Talented and Gifted program is designed specifically to involve students in the planning of their own education, giving them a chance to make decisions and take responsibility for their future. It is recommended that parents and students meet with the Talented and Gifted advisor and counselor during the freshman year to develop a 4-year plan. IGBB Talented and Gifted Program IGBBA Identification – Talented and Gifted** Program

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal/designee will approve requests to visit as appropriate and will be issued

a visitor's pass. Students will not be permitted to bring visitors to school without prior approval of the principal/designee.

HEALTH SERVICES

Emergency Situations

In emergency situations, parents will be contacted, whenever possible. If not possible then, the student will be transported to the Coquille Valley Hospital. The school will not administer any medication, including aspirin, unless written consent signed by the parent or doctor is on file in the office.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

INFECTION CONTROL/HIV, HBV AND AIDS

Although HIV, AIDS and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases. JHCCA Students – HIV and HBV**

HIV, HBV, AIDS - Students

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

“Special risk” student means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student’s ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student’s health care provider as well as parents of any student with AIDS, are required to notify the superintendent of the student’s infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the Superintendent.

*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome JHCCA Students – HIV and HBV**

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. JHCD Medications JHCDA Prescription Medication

District Administered Medication

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer non prescription medication. All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.JHCD Medications
JHCDA Prescription Medication

Self-Medication

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. 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 nonprescription 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 the school office for additional information. JHCD Medications

District and Board Policy Notifications

Regarding the Material Contained in the Student Handbook

The material covered within this student handbook is intended as a method of communicating to parents, students, and employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, negotiated agreement or changes in state or federal law.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

SEARCHES AND QUESTIONING

Student: Right to Privacy
Each student shall have the privacy at school with respect to his/her person that is accorded public school students by law. Under the law, each student's conduct is necessarily limited by the school's need to protect its educational climate from disruption by the presence of weapons, explosives, drugs, or other dangerous or prohibited items. JFG Student Searches*

Possession of Prohibited Items

To protect the educational climate and the health and safety of persons and property on the school grounds and at school functions, the following items are prohibited:

- Dangerous or deadly weapons including, but not limited to firearms, knives, metal knuckles, straight razors, ninja weapons, air soft guns and other instruments capable of inflicting injury to persons or property
- Explosives
- Noxious, irritating, or poisoning gasses
- Poisons
- Intoxicants and drugs (except medicines prescribed by a physician for the student and it must be in the original labeled container)
- Paraphernalia used in the transporting, sale or use of illegal drugs
- Stolen property
- Materials or devices that endanger the physical safety of persons or property
- Gang member identifying markings or paraphernalia
- Materials, devices, identifying markings or paraphernalia that are patently racially, religiously or sexually offensive including those associated with clubs, sects or groups avowing or practicing discrimination against persons on the basis of race, religion, national origin, or gender.
- Other items or material prohibited by law, policies, regulations, or school rules
- **Lighters of any kind**, i.e.: Propane, Butane, Lighter fluid, etc.

Checks of Assigned Student Storage Areas

- Lockers, desks and other storage areas assigned to a particular student(s) (hereinafter called "student storage") remain in the possession and control of the school when they are made available (assigned) for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities only. No other purpose is permitted. Students shall expect the school to check student storage from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items will be removed and held by the school.
- If there is reasonable suspicion that an immediate danger to persons or property exists, the administration may conduct an emergency search of a student's storage.
- Students shall be particularly warned that food must be fresh and tightly packaged and that expensive items invite theft and are discouraged.

- Use of detection methods: Any detection method, including search dogs, may be used if the administration deems such to be necessary to conduct an appropriate search.
- A student need not be notified in advance of any check of the assigned student storage. Following any student storage check, if anything was removed, the administration shall, in writing, notify the student that the assigned student storage has been checked, the time of the check, the persons present, the items which were taken from the student storage, and when and where returnable items will be available for the student or the student's parents.
- From time to time, the administration may set aside a time period during which all students shall clean the assigned student storage.
- Items found in student storage which are not permitted shall be removed and held for the student except that prohibited items may be released to the student's parents; contraband will be destroyed or held for police as evidence, and stolen items will be returned to the owner or the police.

Limitations of Checks

- Checks of the student storage are only permitted on a random basis for the purpose of encouraging compliance by the students with the school rules and shall not be used by the school to focus on a particular student by searching an assigned student storage area. However, if the administration has a reasonable suspicion that evidence of a prohibited item would be found in a particular student storage, the procedures set out below shall be followed.

Searches

- If the administration has a reasonable suspicion that a prohibited item is on a student's person or in a particular student's storage area or vehicle, the following procedure shall apply:

Authorization to Search

- The administration is authorized to conduct a search and will be in charge of such search. Such other school employees shall assist them, as they shall designate unless an emergency prevents this. (Definition of "Administration" – shall include, in high schools, the principal, vice principal, or in their absence, any other person temporarily designated by the principal.)

Persons Present at Search

- A student may, if convenient, be present at any search of their storage, possessions, or vehicle unless the student will, in the judgment of the administration, use physical force against the person conducting the search or disrupt the school.

Searches of a Student's Person

- If the need to search a student arises, the student will be asked to give his/her consent to the search. If the student is unwilling to give free and voluntary consent, the administration may order the student to submit to a search. If a student refuses to obey the order, the administration may bring insubordination charges against the student according to the student conduct code. If it appears necessary to search beyond the outer clothing, the police will be contacted for assistance.

Searches Pursuant to Warrant

- Police in accordance with law pursuant to a valid warrant may also conduct a search of a student's person, storage, possessions, or vehicle. The use of a warrant protects the privacy of the student and also helps assure that evidence seized is admissible in subsequent justice proceedings. The school administration shall be present at any such search.

Report of Searches

- Following each search the administration shall submit a Report of Search to the Office of the Superintendent. The report shall include the identity of the person or student storage; the time of the search; whether the search was under warrant or by administrative procedure; the identity of the persons conducting the search; the persons present; the items, if any, taken; and if known the intended disposition of these items. A copy of each Report of Search shall be kept on file at the school under “Student Discipline and Police Referral”. Any student found to be in violation of this policy shall be subject to the discipline procedures in the Student Conduct Code and will also be referred to the proper police authorities in any criminal violation.

STUDENTS ATTENDING PRIVATE SCHOOLS

Limitation on Services: Children who are enrolled by their parents in private schools may participate in publicly funded special education and related services. Federal law allows school districts to limit the amount they spend for these services. If your child is to receive special education services under this provision, the school district will meet with you to develop a service plan describing the services to be provided to your child. Services may be provided on-site at the private school or at a public school. If the services are offered at a public school, the district must offer transportation for the child to access these services.
STUDENT/PARENT COMPLAINTS

Any member of the public who has a complaint or concern should discuss the matter with the school employee involved. It is the intent of the district to solve problems and address all complaints as close as possible to their origination. If the matter is not resolved, the complainant may file a signed written complaint with the building administrator clearly stating the nature of the complaint and suggested remedy. If the complaint is not resolved at step two, either party may appeal to the superintendent. If either party is dissatisfied with the superintendent’s findings and conclusion, either may appeal the decision to the School Board. If resolution is not reached after completing step four and if the complaint is an alleged violation of an Oregon Administrative Rule Chapter 581, Division 22, then the complainant may direct an appeal to the State Superintendent of Public Instruction in accordance with OAR 581-22-805.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a complaint, a “Reconsideration Request for Re-evaluation of Instruction Material” may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All forms must be signed by the complainant and filed with the superintendent. A reconsideration committee, composed in accordance with Board

policy will review the material and forward a recommendation to the superintendent for appropriate notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. II/IIA Instructional Resources/Instructional Materials II/IIA-AR Instructional Materials Selection

Student with Disabilities Complaint

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's service, activities or programs to a student, should be directed to the Special Education Director. IGBA Students with Disabilities – Child Identification Procedures

Students with Harassment Complaints

Students' conduct in School District No. 8 shall be based on respect and consideration of human rights. Therefore all students are required to behave in a socially acceptable manner, which includes treating other people fairly, respecting personal and public property, avoiding the use of obscene or profane language, refraining from racial or sexual harassment or discrimination by words or actions or placing another person or person's property in reasonable fear of harm, and refraining from physical aggression.

Students who violate these requirements will be subject to the enforcement of consequences necessary to develop or maintain the expected behavior or be liable for expulsion from school. Before any consequences for unacceptable conduct are enforced, the student shall be informed of the offense, which has brought about the consequences, and the student shall be given an opportunity to explain his or her conduct.

Students may face disciplinary consequences for conduct that occurs off the school premises:

- At school-related or supervised functions
- At a bus stop
- While traveling to and from school
- If behavior has a threatening effect on student safety or physical or mental health
- If the behavior would otherwise tend to disrupt the educational process or the operation of the school or district

Consequences for unacceptable behavior will be appropriate to the student's age, physical condition, and the nature of the misconduct. Psychologically hurtful consequences such as ostracism, ridicule, rejection, or corporal punishment will not be used. Suspension or expulsion may be implemented.

A complaint regarding harassment should be filed with the principal. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature made by a member of the staff to a student or by a student to another student.

The administration will investigate the complaint and respond to the complainant by scheduling a conference within five days. If the reply is not acceptable to the complainant he/she may file a formal complaint according to the steps below.

- When a formal complaint is filed, a conference will be held with the complainant within five days whereby a written response shall be issued.
- If the complainant is not satisfied with the decision of the administration he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten days.
- If the complainant is not satisfied with the decision of the superintendent he/she may submit a written appeal to the school board. This appeal should be filed within five school days of the superintendent's decision.
- If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, US Department of Education, Office of Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA. 98174-1099

Changes in the above procedure may be made if an administrator is named in the complaint. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of good faith reporting charges of harassment. Student and parent complaints not covered by this handbook should contact the principal. JFCF-AR
Harassment/Intimidation/Bullying/Cyberbullying Complaint Procedures – Student

SEXUAL HARASSMENT

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Sexual harassment of students and staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at

the school involving the same or other students or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent. The initiation of a complaint in good faith about behavior that may violate the district's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant.
JBA/GBN-AR (1) Sexual Harassment Complaint Procedure JBA/GBN-AR (2) Federal Law (Title IX) Sexual Harassment Complaint Procedure

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

Nondiscrimination Statement

Coquille School District does not discriminate and prohibits discrimination in any programs or activities on the basis of protected class, including age, citizenship status, color, disability, gender identity, immigration status, marital status, national origin, race, religion, sex, or sexual orientation. See Policy AC-Nondiscrimination and Policy, AC-AR Complaints and Procedure. Complaints and/or inquiries regarding discrimination based on any protected class listed here may be directed to the appropriate Coordinator specified below. Unresolved complaints may be appealed to the Oregon Department of Education. Complaints and/or inquiries regarding discrimination based on age, color, disability, national origin, race, and/or sex may be referred to the U.S. Department of Education Office for Civil Rights (OCR).

The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

504 Coordinator: Tanya May, tmay@coquille.k12.or.us, 541-824-6912, 970 N. Central Blvd., Coquille, OR 97423
ADA Coordinator: Rachel, rprice@coquille.k12.or.us, 541-824-6897, 970 N. Central Blvd., Coquille, OR 97423
Title IX Program Manager: Paige Yi, pyi@coquille.k12.or.us, 541-824-6895, 499 W. Central Blvd., Coquille, OR 97423
Civil Rights Coordinator: Tanya May, tmay@coquille.k12.or.us, 541-824-6912, 970 N. Central Blvd., Coquille, OR 97423