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2017-2018 Calendar

[Clatskanie School District 6J](#)

Adopted by Board of Directors

August 28	Teacher/All In-Service
August 29	Teacher In-service
August 30 & 31	Teacher Work Day
September 4	Labor Day Holiday (No School)
September 5	1 st Day of School – 7 th Grade Only
September 6	1 st Day of School – All Students
November 6	Teacher Work Day (No School for students)
November 10	Veterans' Day Holiday (No School)
November 20	Regular School Day/Evening Conferences 5-8PM
November 21	Parent/Teacher Conferences (No School)/Evening Conferences 5-8PM
November 22-24	Thanksgiving Break (No School)
December 15	Last Day of School before Winter Break - 1/2 day of school – release at noon
December 18-January 1	Winter Break (No School)
January 2	School Resumes
January 15	Martin Luther King, Jr. Day (No School)
January 26	End of 1 st Semester
January 29	Teacher Workday (No School)
February 19	Presidents' Day (No School)
March 26-30	Spring Break (No School)
April 9	Teacher Work Day (No School)
April 18	Regular School Day/Evening Senior Projects
April 19	Senior Projects (No School)
April 20	No School/ Trade Day
May 28	Memorial Day (No School)
May 31	Senior Finals 1-4
June 1	Senior Finals 5-8 / Senior grades posted 4PM
June 4	Senior Check Out and Senior Scholarship/Awards Dinner 6PM
June 5 & 6	Senior make up finals
June 7	HS Finals periods 1-4 / 8 th grade end of year field trip
June 8	HS Finals periods 5-8 / Graduation practice 8:30AM
June 9	Graduation 2:30PM
June 11	7 th -11 th grade check out
June 12	7 th – 11 th grade 1/2 day of school – Field Day/All School Awards – release at noon
June 13	Teacher Work Day (No School for students)

Early Release Mondays-CMHS will dismiss at 2:25PM & CES will dismiss at 1:10PM

Parents and Students Receipt of Information on Student Conduct, Records, and Directory Information

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain information about my student is considered directory information. Directory information includes but is not limited to: the student's name, parents' names, residential address and listed telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, illness or accident information as required in health and safety emergencies, student's photograph, 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 understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student/parent handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the administrator.

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

I understand that the information listed below shall serve as the district's notice of the individual(s) or group(s) to whom my student's personally identifiable information may be released, the specific personally identifiable information to be released and the purposes for which it will be used:

School newspaper, yearbook or other district media class students and staff, local newspaper and other media (Publicize to school and community individual student curricular and co-curricular information and achievement through the use of student names and photographs);

Parent Organizations (Contact parents of district students for curricular and co-curricular program support including membership drives, volunteer requests, fund raising and such other informational purposes as may be approved by the district through the use of student and parent names, addresses and phone numbers);

School Co-curricular Programs (Publicize to school and community individual student achievement and to contact students and parents for program support including student participant recruitment, volunteer requests and fund raising through the use of student photographs, student and parent names, addresses and phone numbers);

Students and, as appropriate, parents of students riding district transportation equipped with video cameras (Videos of students taken as a part of the district's transportation safety and discipline program are normally viewed only by district officials and not saved by the district. In certain disciplinary proceedings, however, it may be necessary to retain a specific portion of a videotape for viewing by a student (and parent of a student) that may also contain background pictures of other student bus riders. All video tapes used in such disciplinary proceedings will be maintained in accordance with applicable education records laws); and **Military Officials and educational institutions** (For recruitment purposes through the use of student and parent names, addresses and phone numbers).

Parents objecting to the release of directory information on their student should notify the district office within (15) days of receipt of the student/parent handbook.

I **do not** give my permission for the district to release my student's personally identifiable information as listed above. I have marked through the types of personally identifiable information that I wish the district to withhold and the individual(s) or group(s) to whom such information may not be released.

Parent/Eligible Student (18 or older) Signature

Date

Student Name (Please Print)

Preface

The material covered within this student handbook is intended as a method of communicating to students and parents general district information, rules and procedures 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 or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Clatskanie School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Clatskanie School District 6J does not discriminate on the basis of age, sex, sexual orientation, race, religion, color, national origin, disability or marital status. Special accommodation requests can be made 24 hours in advance by calling Dr. Lloyd Hartley, Superintendent of Clatskanie School District at 503-728-0587 ext. 2003. Offices are located at 815 S Nehalem Street, Clatskanie, OR 97016. Complaints alleging discrimination, based on sex or disability, can be made by contacting the building principal. Policy AC and the administrative rules that support it are on the Clatskanie School District website under School Board, Policy and Procedures, [Online Policy Manual](#), section A/B, [policy AC](#) and [AC-AR](#).

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the District office for additional information and/or compliance issues:

District Official/Compliance Officer
[Dr. Lloyd Hartley, Superintendent](#)
503-728-0587 ext. 2002

Academic Eligibility Requirements

It is the philosophy of the staff at CMHS that all students are in good academic standing in order to participate in any co-curricular activities. A student is considered to be in good academic standing if the student is achieving a passing grade or demonstrating acceptable effort to do so. Acceptable effort means that a student is current with all assignments, takes advantage of all extra-help sessions offered, participates in class, and shows credible effort on all quizzes and exams.

Academic Requirements - To be eligible all students must meet the following:

1. Eligibility will be run the first day of every week. Students will not receive a printout of their grades, unless they specifically ask their advisory teacher. It is the student's responsibility to check Student Vue for current grade status.
 - a) Students who are failing two or more classes will be considered ineligible.
 - b) The ineligibility will begin the next school day after the eligibility list is run.
 - c) Students may utilize office hours on Tuesdays and Wednesdays, however teachers have until Friday afternoon to update their grades.
 - d) Students who are in special education, will be expected to show academic effort/progress in the class they are failing to become eligible.
 - e) Students who are not eligible may not participate in any school functions (sports, dances, clubs, field trips, etc.). However, students will still be able to attend practices, activities, and athletics, as long as they are not missing any school hours.
 - f) To be eligible to participate in the next sport season, the student must meet the [OSAA academic requirements](#) for "progress" at the end of each semester.

Admissions

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] [shall] 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 laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services [will] [will not] be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

Advisory

The CMHS advisory will:

1. Serve as a general advisor for each of his/her students in the following areas:
 - a) Career awareness and goal development;
 - b) Preparation of a high school program in accordance with interests and abilities. Maintain an up-to-date 4-year forecast of student's classes and
 - c) Assistance in post high school placements.

2. Communicate any relevant information to student, staff and parents.
3. Make referrals to administrator when appropriate.
4. Make academic eligibility checks.
5. Be able to help track the student's state requirements for [Essential Skills](#).
6. Assist students with the completion of a senior project.

The CMHS advisory student's responsibility is to:

1. Attend all group and individual meetings called by the advisory teacher;
2. Assist in maintaining communication between parents and advisory teacher;
3. Keep the advisory teacher informed of personal and academic status; and
4. Participate in filing work samples, education plan and profile, and essential skills.

The CMHS Advisory parent's responsibility is to:

1. Check the student's [academic eligibility](#) report through parent vue every week.
2. Be knowledgeable of the student's educational progress; and
3. Contact the advisory teacher or classroom teachers with questions related to the student's educational progress.

Alternative Education Programs

Alternative education programs have been established and approved by the district to meet the individual needs of students. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement. Credits will be accepted as per district policy and approved in advance by administration. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law. If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program.

Alternative Education Notification

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

1. When requested by the student or parent;
2. When attendance is so erratic the student is not benefiting from the educational program;
3. When an expulsion is being considered;
4. Whose behavior is so disruptive that they are not benefiting from school and/or impacting the education of other students
5. When a student is expelled and
6. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.
7. When IEP/ 504 team determines a need for a separate education program/setting

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Assemblies

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.

Athletics / Activities

Clatskanie High School

The [Oregon School Activities Association \(OSAA\)](#) requires that each school be responsible for the conduct and acts of anyone from our community at our games.

The OSAA rule (3.4) states “Any school whose ***coaches, players, students, supporters, rooters or partisans*** take part in riots, fights, pilfering, painting or any other unsportsmanlike conduct shall be subject to penalty.” The penalty may involve fines and/or suspension from competition

The OSAA rule (3.5) states “A member school shall not participate in any festival, meet, contest or championship with a school that has been suspended or expelled from the Association.”

Since all schools are members of the OSAA, to violate this rule would make it impossible to have any games or other inter-scholastic activities. [To be eligible to participate in OSAA-sponsored activities, a student must be passing in five subjects at the end of each semester concurrent to participation. (The student athlete must have passing grades in five classes for the semester grading period immediately preceding competition.) An ineligible student becomes eligible only by passing five classes during the regular school year.]

Clatskanie Middle/High School Policies

1. The athlete must be a member of the student body or an eligible home school student in accordance with OSAA rules and relevant state statutes in order to compete. (Applies to all co-curricular athletics/activities). Students attending associate member schools: A student attending a private school, charter school or alternative school that is an associate member of the Association may represent the public school of Joint Residence of the student and student’s parents, provided that both principals agree.
2. To be eligible to participate in any school sponsored activity, students must meet and provide evidence that they meet the Clatskanie Middle/High School academic eligibility criteria as listed under the [Academic Eligibility Requirements](#).
3. The athlete can participate in only one sport during the current season unless consent is received by both coaches, the Administrator and the Athletic Director.
4. To participate in either a practice or contest, the athlete must be present in school all day.
5. Any student who skips a class on the day of a contest or activity will be ineligible for that contest or activity.
6. Any student who is serving an in-school suspension or out-of-school suspension is ineligible the day of a contest or activity and will not be allowed to attend a contest or activity. A student who is serving an in-school suspension or out-of-school suspension is ineligible for contest or

activities until the next school day. For example, a student serves an in-school suspension or out-of-school suspension on a Friday; the student is not eligible until Monday (as long as Monday is a school day).

7. Physical Examinations: Students every two years are to have a physical examination performed by a physician licensed by the Oregon State Board of Medical Examiners or a nurse practitioner prior to practice and competition in athletics. The appropriate OSAA form must be used for the physical exam: [OSAA physical Exam Form](#). In addition, physical examinations shall be given when a student is new to the District and has not had the Oregon medical examination, when the student has undergone an intervening major illness or surgery, or at the written request of the parent or guardian or adult student participant. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district. Students shall not participate without a record of passing a physical examination on file with the district.
8. The athlete must furnish his/her own personal equipment such as shoes, socks, supporters, etc.
9. Good sportsmanship will be insisted upon at all times.
10. Any athlete who quits a sport before the termination of that sport, or becomes ineligible, may not go out for another sport until the previous sport is concluded, return to the same sport the following season, or receive team awards unless there is a concurrence from Athletic Director and coaches.
11. All students are eligible to participate if they are in good standing, are a registered student, meet academic eligibility requirements, and have paid their fees.
12. All athletes involved in a sport may take seven calendar days off from practice at the conclusion of the season before practicing for the next sport.
13. Official practice for all sports will begin in accordance with [OSAA season starting dates](#).

Code of Conduct and Appearance for Athletes and Activities:

See [Athletic Handbook](#) for further polices.

Season, as used here, will refer to the time from the first regularly scheduled practice until released from school supervision following the final contest.

1. The athlete will travel to and from contests with coach and team unless specific arrangements are made with the Athletic Director or Administration by parent or guardian prior to departure time. Transportation must be with a responsible adult 21 years of age or older. Parents may request students to ride with another adult, in writing, in advance. Such a note must be verifiable by the office.
2. An athlete may be disciplined for conduct termed detrimental to the team and/or school.
3. Any athlete determined to have been in possession and/or using tobacco, intoxicants, or verified to have been in the presence of drugs or intoxicants will be suspended from competition, but will continue to practice per guidelines in the [Athletic Handbook](#).

Student Athlete Drug Testing

On October 24, 2005, [policy JFCIA](#) and [JFCIA-AR](#) (Student Athlete Drug Testing) and administrative regulations were approved by the Board of Directors as revised stating the Clatskanie School District will conduct a mandatory drug-testing program for student athletes. (Policies are subject to revision; please refer to current policy.)

As part of the District's substance abuse prevention efforts, mandatory drug testing will be required of all student athletes, grades 7-12 in order to:

1. Provide for the student athlete's health and safety;
2. Undermine the effects of peer pressure; and
3. Encourage participation in treatment programs (at parent expense) or a combination of public and private expense, for student athletes with substance abuse problems.

No student athlete shall be penalized academically for testing positive for illegal or performance-enhancing drugs. Test results will not be documented in any student's education records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent a valid and binding subpoena or other legal process, which the District shall not solicit.

In the event of a subpoena or other legal process, the district will notify the student's parents prior to releasing information.

Student athletes may be tested at the beginning of any athletic season in which he/she participates. Students are subject to testing throughout the entire school year. Random testing will be conducted periodically thereafter by a method determined by the District to assure the integrity, confidentiality, and random nature of the selection process. Student athletes who are disciplined for drug, tobacco, or alcohol may be tested prior to the start of the sports season or during the sports season.

Attendance

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School and district staff will monitor and report violations of the state compulsory attendance law.

Compulsory School Attendance-Oregon State Statutes

339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides.

339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term.

When is a student/parent in violation?

Excused absence: means notification by a parent/guardian was provided verbally or in writing prior to the absence or within 2 days after the return of the student to class that gave an explanation for the absences

Unexcused absence: means parent/guardian provided no excuse within two days after the student returned to school

(Unexcused Absences).....Eight unexcused one-half day absences **in any four-week period** during which the school is in session shall be considered irregular attendance (State Law).

(Excused Absences).....Not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months.

Truancy Day: means an unexcused absence of one half day or more

Examples:

- a. A student skips more than half of the day combining any classes missed, late arrivals, and/or early departures.
- b. A student skips the entire day.

Truancy event: means 8 truancy days in one month during which school is in session

Examples:

- a. A student has 8-15 truancy days in a month; this constitutes 1 truancy event.
- b. A student has 16 truancy days in a month; this constitutes 2 truancy events.

A citation and fine may be issued by the Truancy Enforcement Office @ NW Regional ESD for failure to comply with Oregon Attendance law ([ORS 339.010](#), [ORS 339.095](#))

Please see [Absences and Excused](#) for further attendance information

Absences and Excuses

When a student returns to school after an absence, the parent must notify the school describing the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required and
6. Other reasons deemed appropriate by the School Administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify parents/guardians by the end of the day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum, on the basis of a disability or for personal, religious, or ethnic considerations.

A student who must leave school during the day must bring a note from his/her parent or contact the parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The School Administrator or Designee may decide whether or not the student should be sent home and will notify the student's parent as appropriate.

Eighteen year old students who have completed the parent approval form or students who are emancipated shall be treated as adults in accordance with [district policy JFD](#) and will be held to the same standard for excused absenteeism as identified for all students.

A student who has been absent for any reason may be required to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.

Attendance Procedure

We believe that attendance is a very important ingredient and the leading indicator for academic success. Attendance, along with a strong work ethic, are the two traits that employers look for in prospective employees. It is a skill that Clatskanie Middle/High School will emphasize and reinforce.

Attendance will be taken by the teacher at the beginning of each period. Attempts will be made to notify the parent when a student is missing from class. A student who is absent from school or from any class without permission will be considered unexcused and possibly truant. The student may be subject to disciplinary action, up to and including expulsion or referral, for Truancy.

Absence and Activity Participation

To participate or attend any school sponsored activity the student must be in attendance all day. Exceptions are medical/dental appointments with verification, participation in other school sponsored activities, DMV, or if pre-arranged with an Administrator. A student will not be allowed to participate or attend an activity / athletic event while serving an in-school or out-of-school suspension. A student who is serving an in-school suspension or out-of-school suspension is ineligible to participate or attend an activity / athletic event until the next school day. For example, a student serves an in-school suspension or out-of-school suspension on a Friday; the student is not eligible until Monday (as long as Monday is a school day).

Absences and Driving Privileges

The Superintendent may make a request to the Oregon Department of Transportation for the suspension of a student's driving privilege(s) or the right to apply for a driving privilege on the basis of more than 10 consecutive school days of unexcused absences or fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures [ORS 339.254](#)

Early Checkout

Students are responsible for academic work until the last day of school. Any early checkout may affect grades and credits earned. Parental approval required prior to check out.

Make-up Work

Whenever a class is missed, it is the student's responsibility to see his/her teachers to make up and complete assignments. It is important that this be done on the day the student returns to school, if possible. The student will have one day per day of excused absence to make up class work or tests that were missed due to an excused absence. Work previously assigned and due on the day of absence will become due the day the student returns.

Students participating in activities which take them away from classes are responsible for the work that goes on in each class for the day they are absent. Students will arrange to get assignments in advance of the absence. Assignments are due the day of return to school and, upon return, students should schedule to take any test or quizzes missed due to a sport or activity.

Truancy

If at any time a student accumulates eight or more half day absences, they will be considered in violation of the Oregon compulsory attendance law and the parent/guardian will be notified or referred for irregular attendance.

According to Oregon state statute ([OAR 581-023-0006 4b](#)) if the absences continue for a period of ten days, the student will be dropped from the rolls, and the student will be referred for truancy. An absence is defined as excused or unexcused.

Students That Have Been Suspended

Students that are suspended will lose the right to participate in all activities sponsored by the school during the time of the suspension. Suspension are not completed until the next school day.

In order that suspended students will have an opportunity to return to class with an understanding of what activities were missed, homework will be provided on the following basis:

1. Teachers will be notified.
2. Teachers will provide the office with homework by 3:00 p.m. the following day for students. It will be the student's responsibility to arrange to pick up the homework assignments, student sheets, etc., from the office at the time specified by the Administrator.
3. All homework assigned during the suspension is due upon return to school unless other written instructions are provided by the assigning teacher.
4. A student may be allowed to make up missed work, projects, quizzes and tests at the discretion of the Administration. It is the student's responsibility to arrange with his/her teachers any missed work during his/her suspension.

Exemption from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time and/or
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the Administrator and include documentation of the student's employment by the employer or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation; grades; disability, if applicable; standardized assessment results; teacher evaluations; immediate plans; short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

Tardiness to Class

It is the responsibility of the student to be on time to class. Students are expected to be in class. If the student is more than ten minutes late he/she is considered unexcused absent unless the student has an excused pass. If the student is to be detained, they should ask for and receive an excused hall pass from the teacher or staff member.

Awards and Honors

Student recognition programs for excellence in academics and excellence in citizenship are established at each school. The school will identify criteria necessary to qualify for special recognition.

CMHS provides many opportunities for recognition and special activities for students who demonstrate responsible and positive student behaviors.

Class Status

Clatskanie High School

Students are assigned to class meetings, advisories, and participate in class activities according to their grade level.

Grade level is assigned at the end of each academic year, based on credits earned.

Clatskanie Middle School

Students are issued one of two types of grade advancements in June:

1. Promoted (to the next grade) - accumulative 2.0 Grade Point Average, "C" average, during the school year.
2. Assigned (to the next grade) - below a 2.0 accumulative Grade Point Average, "C" average, during the school year.

Classroom Supplies

There is no fee charged for textbooks. Students are responsible for the care of all school materials issued to them and may be assessed a charge if textbooks or materials are damaged or lost while assigned to the student.

Students may be responsible for purchasing some additional supplies or materials. The school will furnish all curriculum materials for basic instruction.

Clubs and Organizations

Student clubs and performing groups, may establish rules of conduct - and consequences for misconduct - that are more strict than those for other students. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone school officials so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include, but are not limited to, chicken pox, mumps, head lice, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ringworm (body, scalp) and the "flu" when the illness interferes with the student's performance. Parents with questions should contact the school office. ***Any student who runs a fever above 100.4° or vomiting must be free of symptoms for 24 hours before returning to school.**

Computer

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is limited. For personal use, in addition to official district business consistent with Board policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations.

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 others;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. 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;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited and
8. 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 system.

Students who violate Board policy and administrative regulations, 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.

Conduct

Students are responsible for behaving in a safe, respectful and responsible fashion given time, place and manner. They are to act in accordance with [district policy](#) and building procedure, and the lawful direction of staff. The school district has the responsibility to protect the rights of students as guaranteed under federal and state laws.

Student Rights and Responsibilities

Among these student rights 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 this right;
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 and;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

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, denial of participation in co-curricular activities, loss of titles and/or privileges, and/or referral to law enforcement officials for the following, but not limited to:

1. Theft;
2. Disruption of the district environment;
3. Damage or destruction of district property, abuse or misuse of school technology;
4. Damage or destruction of private property on district premises or during district activities;
5. Assault or threats of harm to self or others;
6. Any unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used or threatened to be used and is readily capable of causing death or physical injury;
7. Any possession or use of tobacco, alcohol or unlawful drugs;
8. Violations of district transportation rules;
9. Plagiarism;
10. Leaving school grounds or school-sponsored events without permission;
11. Directing profanity, vulgar language or obscene gestures toward other students;
12. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers or other school employees;

13. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations;
14. Committing extortion, coercion or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
15. Name-calling, ethnic or racial slurs or derogatory statements that may substantially disrupt the school environment or incite violence, either on campus, off campus or electronically, which is known as cyber bullying;
16. Inappropriate physical or sexual contact disruptive to the educational environment or to students or staff can be cause for disciplinary action up to and including suspension or expulsion;
17. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student or adult;
18. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district;
19. Driving students must drive in a safe, respectful and responsible manner;
20. Persistent failure to comply with rules under the lawful directions of staff or district officials and
21. Middle School & High School students are expected to remain separated throughout the school day, except when specific permission has been granted.
22. Other behaviors as determined by the individual school.
23. Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Possession of firearms or use of any weapon against another person will result in recommendation for expulsion

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 years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon 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 by Oregon law as any weapon, device, instrument, material or substance which under the circumstance in which it was 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.

Firearm is defined by 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 a destructive device or from which a destructive tool may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, 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.

Tobacco

In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. 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 is subject to a fine of not less than \$100 and up to \$500. 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 1000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine or both.

Cyber-bullying

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyber bullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

Conferences

Regular school conferences may be scheduled annually in the fall to review student progress. Students and parents may also expect teachers to send written progress reports and invite parents to confer 1) if the student is not making satisfactory progress or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher or administrator. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

Counseling / Guidance Services

Please see the [Guidance webpage](#) for the up to date information for graduation requirements, college and career readiness, scholarship information, financial aid resources, important dates and information for testing (PSAT, SAT, ACT, ASVAB, etc).

Dances and Social Events

The rules of good conduct and grooming shall be observed for school dances and social events. Individual schools may allow or disallow guests at specific events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. Each school has established specific rules for their own dances and social events.

The following rules apply to all CMHS dances:

1. Persons not attending the dance will not be permitted to loiter around the school premises.
2. Guests: All guests must have assigned [permission form](#) prior to attending the dance.
3. **High School:** Only one guest per student may be invited and allowed to attend. All guests must be of high school age. No guest over the age of 19 will be allowed to attend. No middle school students are allowed to attend high school dances.

4. **Middle School:** Only one guest is allowed for any middle school dance/activity. All guests must be in grades 7 or 8, and no high school students may attend a middle school dance. *Only exception is the end of the year middle school dance where Clatskanie Elementary 6th graders may attend.*
5. Dances may be attended only by enrolled CMHS students and approved guests.
6. After once leaving a dance, a student or guest is not allowed to return.
7. All dance contracts must be signed by the Administrator or Designee.
8. Students will be subject to passing a breathalyzer exam before entering the dance. If students fail the breathalyzer exam the student will be disciplined according to the Student Code of Conduct, parents / guardians, and police will be contacted.

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 and administrators, detention, suspension and expulsion.

In addition, when a student commits tobacco, drug and/or alcohol-related offenses or any other criminal act (including tobacco/ vaporizers possession for students under 18 years of age), he/she may also be referred to law enforcement officials.

Detention

1. A student may be detained during lunch and serve a lunch detention for minor violations of the [Student Code of Conduct](#) or for tardies. Parents are notified by their student.
2. A student may be detained outside of school hours (until 4 PM) on one or more days if the student violates the [Student Code of Conduct](#), has excessive tardies, or has an unexcused absence in one to three classes. Parents are notified either by phone, email, or notice sent home with student.

In-School Suspension

A student may be detained during school hours on one or more days if the student violates the [Student Code of Conduct](#), has excessive tardies or absences, or has an unexcused absence in one or more classes. Parents are notified either by phone, email, or notice sent home with student.

Students are required to complete regular schoolwork. No electronic devices will be allowed while in ISS. If a student fails to follow the rules during ISS, they will be given a 1-3 day out-of-school suspension.

When serving an in-school suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Students are not eligible to attend activities and athletic events until the next school day.

Suspension

A student may be suspended from school for willful violations of the [Student Code of Conduct](#), including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension and the length of the suspension.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Students are not eligible to attend activities and athletic events until the next school day.

Schoolwork missed by a student while on suspension must be made up upon the student's return to school. Suspension lasting longer than two days, parents may request student work to be collected and parent pickup will need to be arranged. A student may be allowed to make up missed work, projects, quizzes and tests at the discretion of the administration. All make-up work must be completed with assigned teacher- this must be prearranged with teacher and administration.

Suspension is assigned by the Administration or Designee and is defined as one of the following:

1. A temporary exclusion from school for a period not to exceed ten (10) calendar days;
2. Exclusion from school in cases being investigated pending expulsion;
3. In special circumstances, a suspension may be continued until some specific action occurs, such as a physical or mental examination or incarceration by court action;
4. During the period between investigation and recommended expulsion by the Administration and the time when the District has taken official action.

Under normal conditions the suspension procedure includes the following:

1. Review of rules of student conduct and discipline with the student;
2. Notification of charges to student and parents by telephone and/or in writing;
3. Opportunity to respond to charges;
4. Opportunity for conference with appropriate school authorities and;
5. Procedure for readmission of student.

These procedures shall be followed except in emergency conditions where a serious risk of substantial harm necessitates the immediate removal of the student.

Expulsion

Expulsion is defined as exclusion of a student from school attendance in the district and his/her exclusion from all activities in the district schools, usually for the current term or semester. When expulsion occurs late in the first term or semester, if deemed in the best interests of the student or school, it may be extended through the following term or semester. [See Clatskanie SD Policy Manual \(JGE\)](#)

Basic expulsion procedures shall include the following:

1. Reviews of rules of student conduct and discipline with the student;

2. Notification of charges to the student and parent by telephone and in writing;
3. Student is suspended pending a hearing and action;
4. Parent may appeal the decision to the School Board and
5. The result of any hearing shall be made known to the student and parent.

A student may be expelled for severe or repeated violations of the Student Code of Conduct; due process will be followed for all students.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

The Superintendent may make a request to the Oregon Department of Transportation for the suspension of a student's driving privilege or the right to apply for a driving privilege if a student has been suspended or expelled at least twice for assaulting or menacing a school employee or another student; willful damage or injury to district property; use of threats, intimidation or coercion against a school employee or other student- See [ORS 339.254](#).

Discipline of Disabled Students

A student being served by an Individual Education Plan (IEP) may be suspended from their current educational placement for up to ten school days in a school year to the same extent, and with the same notice, as children without disabilities.

If a disabled student is removed for more than 10 cumulative school days from their current educational placement in a school year, and those removals constitute a pattern, the school district shall immediately schedule an IEP meeting to review any behavioral intervention plans in place or develop an assessment plan, to determine whether the child's behavior is a manifestation of the child's disability and to review the child's IEP and placement.

If the IEP team determines the child's behavior is not a manifestation of the student's disability, the student may be disciplined in the same manner as would other students, ensuring that services continue to be provided that are necessary to enable the child to progress in the general curriculum and advance toward achieving the goals in the child's IEP.

If the IEP team determines the child's behavior is a manifestation of the student's disability, the district cannot proceed with disciplinary action. However, the IEP team may review and revise the child's IEP/Placement; the district may initiate the development of a behavioral intervention plan; the district may initiate removal to an interim alternative educational setting for a weapons or drug violation or the district may seek a hearing officer removal for injurious behavior- See [OAR 581-015-2420](#).

Distribution of Material

All aspects of school-sponsored publications, including newspapers, webpages and/or yearbooks, are completely under the supervision of the Teacher and Administrator. Students may be required to submit such publications to the Administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters 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 Administrator 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; free of racial, ethnic, religious or sexual bias; includes advertising that violates public school laws, rules and/or Board policy, deemed inappropriate for students; reasonably perceived 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. Disapproval may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three (3) days is considered disapproved. 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.

Dress and Grooming

Public school officials have, by law, the obligation to establish reasonable rules and regulations dealing with personal conduct, dress, and general operation of the schools to the extent that these regulations contribute to the school's responsibility to provide educational opportunity for students.

Dress and grooming, while on school premises, at any time is under the jurisdiction of the school. When dress and grooming disrupts the learning process while in school for the individual student, other students or the learning climate of the school, it becomes a matter for counseling with the student and/or parent. All clothing items must be worn appropriately within the school setting. If clothing is deemed inappropriate, students may be required to change it, wear it inside out, or leave school for the day until appropriate clothing is worn. Repeated violations of the dress code may result in disciplinary action by the school administration- See [Policy: JFCA, CSD 6J](#) & [OAR 581-021-0050](#)

Examples of inappropriate clothing, jewelry or accessories include, but are not limited to:

1. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict pornography, nudity or sexual acts.
3. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
4. Clothing, including gang identifiers, may not threaten the health or safety of any other student or staff.
5. Items not worn in their intended manner including extreme sizing, underwear showing, pajamas, bedroom slippers, open sided shirts;
6. Immodest dress or grooming including spaghetti straps (all straps must be, at minimum, 2" wide on shoulder), bare midriff/stomach or back, short shorts (6" or more above top of knee cap or beyond arm length), tube tops, sheer/see through clothing and;
7. Any attire that is distracting to the teaching/learning environment, or creates a health/safety concern, ie: sunglasses, chains, hoodies, colored contact lenses, etc.
8. Middle school students are not allowed to wear hats or headwear.

The intention of this dress code is to promote a safe and orderly environment that is conducive to academic achievement and preparation for future success in the work place.

Students who are in violation of the Dress and Grooming Code will be asked to change. If the student cannot change or refuses to wear clothing the school provides, the student will be sent home or serve an In-School Suspension for the remainder of the day.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the Administrator and may be denied the opportunity to participate if those standards are not met.

(Also see section on [GANGS](#).)

Drills – Fire, Earthquake, and other Emergency Drills

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies throughout the school year. When the alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly manner.

Drug, Alcohol, and Tobacco

Tobacco

1. Regulation: Student use, possession, or knowingly in the presence of the active use of a tobacco product or tobacco like substances / paraphernalia on the school premises, during school hours, or at a school sponsored activity is prohibited.
2. Procedures: Tobacco discovered at school will be confiscated. In the case of minors under 18 years of age, student’s parents and the county juvenile department will be notified. Use of tobacco on the school premises or at a school sponsored activity will lead to suspension. Possession of tobacco on the school premises or at a school-sponsored activity will lead to suspension.
 - a) Suspension of the student will be five (5) consecutive school days on the first offense; second offense will be suspension for ten (10) consecutive school days; and the third or more offense will be a thirty (30) day expulsion.
3. Electronic cigarettes/vaporizers (Inhalant Delivery Systems) will be treated as a tobacco product for the purposes of discipline.

Students knowingly in the presence of active student use of tobacco at school or during school hours will be subject to school discipline. Repeated offenses may lead to expulsion. See [policy JFCG/JFCH/JFCI](#).

Alcohol and Drugs

All students, while under Clatskanie School District jurisdiction, on or off school property during the school day or attending school sponsored activities, who possess, distribute, sell, use or give evidence of having consumed alcoholic beverages, drugs or narcotics intended to alter mood shall be subject to professional assessment, discipline, suspension, and/or expulsion and other appropriate alternatives. Students should not frequent, be in the presence of or close association with the use of illegal drugs or alcohol. See [policy JFCG/JFCH/JFCI](#).

1. Possession and/or use: For verified possession and/or use of marijuana, alcohol and/or other illegal or misused substances intended to alter mood, not taken at the direction of a physician, A-F of the following will be imposed:
 - a) The Administrator notifies and requests an immediate conference with the parent/guardian and student;
 - b) Report verification to appropriate police agencies and allow their involvement as needed;
 - c) Suspension of the student will be five (5) consecutive school days on the first offense; second offense will be suspension for ten (10) consecutive school days; and the third or more offense will be a thirty (30) day expulsion.

- d) Prior to re-admission to school, an assessment of the student must be performed by a school-approved third party at the parent's expense. The results of the assessment must be submitted to the Administrator and Superintendent for consideration;
 - e) If the student and/or parents/guardians refuse to permit the assessment, a recommendation for expulsion will be forwarded by the Administrator to the Superintendent;
 - f) After receipt of assessment results, any of the following may be initiated by the Administrator or Superintendent:
 - i) Referral to participation and successful completion of a drug assistance program designed and implemented for students between the age of 10 and 18 (if available);
 - ii) Referral to treatment center;
 - iii) Detention work/study/in-house suspension;
 - iv) Assignment to community agency or alternative learning experience;
 - v) Student performance contract;
 - vi) Other appropriate alternatives including expulsion.
 - vii) Failure to comply with the counsel of the Administrator or Superintendent or a third offense may result in a recommendation for expulsion.
2. Sale and/or distribution: For verified sale and/or distribution of marijuana, drug paraphernalia, alcohol and/or other illegal or misused substances intended to alter mood, not taken at the direction of a physician, all of the steps listed in (1) (a) through (g) above will be followed plus referral to the proper law enforcement agency will be mandatory.
 3. Student athletes disciplined under this policy will also be subject to consequences in policy [JFCIA](#)-Student Athlete Drug Testing and administrative rule [JFCIA-AR](#).

Early Release

The school does recognize the value of opportunities that exist beyond the school doors and the requirement of release time from regular school activities in order to take full advantage of these opportunities. Such release time may be granted by petition to the Administrator for Clatskanie High School 11th grade students for work experience or mentorship activities only, and Clatskanie High School 12th grade students for either work experience opportunities or extenuating circumstances. Please be sure that your request for school hours release time meets one of the following criteria listed below.

Senior and Junior Students

Cooperative Work Experience: Students may receive release time from the regular school day for work experience. A student requesting release time must arrange a valid work experience activity. The activity, mentorship, or job may be either paid or unpaid. The work experience must be approved by the school-to-work coordinator, high school administrator, placement supervisor, and the students' parents. A maximum of two class periods of credit may be given. Students must follow guidelines of the work experience program to receive credit.

Senior Students only

Extenuating circumstances: From time to time it may be necessary to grant release time on the basis of extenuating circumstances. Requests for release time for reasons of extenuating circumstances is reserved solely for senior students and must have as conditions of release, a statement of such circumstances accompanied with guardian or parental approval. The statement must clearly describe the circumstances or hardship and specifically outline the specific uses of the release with respect to educational objectives. Release solely for student convenience will not be granted.

To petition for early release, fill out an application in the office. You will be notified within five working days of the decision and any conditions of release.

Release Times

Students receiving “release time” from the regular school day i.e. work experience, no courses scheduled, work experience etc. are not allowed to be on campus unless prearranged through a school administrator. Student found not following this policy will be provided;

- 1st incident will be a warning
- 2nd incident- 1 day of In-School Suspension
- 3rd incident - Immediately added to a class.

Emergency Medical Treatment

Parents shall complete a school form each year that includes a provision for parental consent for district officials to obtain medical treatment for the student. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

Fees

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supply of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including, but not limited to:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Student body cards (all students grades 7-12);
9. Fees for damaged books and school-owned equipment;
10. Lock or locker deposits;
11. Field trips considered optional to the district's regular school program;
12. Admission fees for certain co-curricular activities and/or
13. Participation fees for involvement in activities and athletics.
14. Student parking fees.
15. Course related fees.
16. Summer school courses.

Any required fee or deposit may be waived if the student and parent are unable to pay with proof of documentation (such proof will be discussed with school administrator). A letter requesting such a waiver may be made to the Building Administrator or designee in writing.

See Clatskanie School District policy [JN](#) diplomas will be withheld due to non-payment of fees.

Restitution Fees

Students who damage, destroy, destruct, vandalize, tamper with, etc. school property will be billed for the damages. Below is an example of minimum charges.

Ceiling tile	\$50.00
Door tampering	\$75.00
Carpet cleaning	\$50.00
Bathroom fixture vandalism	\$75.00
Classroom desk vandalism	\$25.00
Reckless driving resulting in damage	\$100.00
Locker vandalism/graffiti	\$35.00
Lock tampering	\$50.00
Window damage	Cost of replacement and installation
Wall graffiti	Cost of paint, supplies, and labor

Fee Schedule

Textbooks - The school district provides textbooks for students. Students are expected to care for those textbooks and not damage them. Fees for lost or damaged text materials will be assessed.

The student body card allows the student to participate in co-curricular activities, attend dances, games and other events at a discount or free of charge either on campus or at other facilities. The fee also supports other student programs like yearbook, student council, providing guest speakers and other student related programs.

The following are fees that need to be paid before students can participate in activities and athletics

- High School ASB fee: \$20.00
- Middle School ASB fee: \$15.00

The following fee is associated with a particular program or activity:

- High School Athletic participation fee: \$100.00 per sport with a household immediate family cap of \$500
- Middle School Athletic participation fee: \$100 per sport

Unpaid fees

All unpaid fees must be paid in full at the end of a student's 8th grade year, senior (12th) year, and withdrawing from CMHS.

Unpaid fees may result in loss of privileges in co-curricular activities, library, and field trips.

Food and Drink

All food and drink must remain within the commons area. Food and drink will not be allowed in classrooms. Bottled water may be allowed in the classrooms and other parts of the building as long as they do not create a health/safety issue or become disruptive to the educational process. Exceptions must be approved by the Administration or Designee in advance. Damages occurred in violation of policy may result in restitution (see [fees](#)).

Gangs

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements. All students are subject to the district's gang policy [JFCEA](#).

Students in violation of the District's gang policy will be subject to discipline in accordance with the District's [Student Code of Conduct](#).

Grades

Grades are important and will have an impact on your future career, education and scholarship opportunities. Grades are earned through student demonstration of proficiency through assigned class work or mastery of standards by exams.

- Grades are posted as A=superior, B=above average, C=average, D=below average and F=failure at semester. Only final semester grades are recorded on the transcript.
- In some classes a Pass/No Pass is given in lieu of a letter grade and it must have Administrative approval prior to enrolling in the class.

In accordance with Clatskanie School District [IKH](#) and [IKH-AR](#) credit can be awarded to students' grades seven through twelve who demonstrate a defined level of proficiency or mastery of recognized standards including knowledge and skill.

Students have ten school days after each grading period to complete any proficiency assessments and request the change of an incomplete grade.

Semester grades earned from the beginning of the freshman year are averaged together and the cumulative grade point average determines class rank. This is an important factor in qualifying for scholarships, awards and other eligibility.

Report cards are available for pick up at the end of the semester grading period.

Graduation Requirements

Credit towards graduation can be earned by meeting coursework requirements, approved online courses, successful demonstration of proficiency, or mastery of standards by exam.

Students who meet the Oregon State and Clatskanie High School graduation requirements will be awarded a diploma/certificate. For further questions and details, contact the administration or see policy [IKF](#) and [IKF-AR](#).

Honor Graduate Requirements

Student must apply in written form by the last day of the first semester of their senior year to the high school principal's office for review and approval. Proof of all met criteria must be turned into the main office at the end of the first semester of their senior year. In addition to meeting all graduation requirements to earn a diploma, students must also:

- ❑ Pass the *Essential Skills* through an approved national or state assessment

- ❑ Complete *Personalized Learning* through a Senior project with a score of 45 or higher and be proficient or advanced in all areas of Career Related Learning Standards, Extended Application, and Presentation Skills
- ❑ Complete 28 HS credits: all math, science, English, social studies, health/PE, and fine arts credits needed to meet a standard diploma must be a letter grade
- ❑ 4 credits of math (Algebra 1 and above)
 - ✓ Beginning with the class of 2019 and beyond: 5 credits of math **OR** must take a math class each year throughout high school (Algebra 1 and above)
 - ✓ Beginning with the class of 2020 and beyond must complete one credit of Pre-Calculus **AND** must take a math class each year throughout high school
- ❑ 5 credits of science
- ❑ 2 credits of the same foreign language
- ❑ 4 credits of English: Must complete one credit of College English
- ❑ Did not earn a semester grade of “D” or “F” in any course
- ❑ Did not take any coursework through credit recovery

Valedictorian

To be a valedictorian the above honor graduate requirements must be met (except being a member of the CHS National Honor Society). The student(s) with the highest cumulative GPA will be the valedictorian.

Salutatorian

To be a salutatorian the above honor graduate requirements must be met (except being a member of the CHS National Honor Society). The student(s) with the second highest cumulative GPA will be the salutatorian.

Hall Passes

No student shall be in the hall, library, computer lab, commons or any other area outside the classroom without a hall pass. Exceptions are when the teacher is accompanying their students, or more than one student has permission for the media center or special activity. Any student(s) found to not possessing a pass will be escorted back to current class and hallway privileges may be lost.

Honor Roll Criteria

1. Students must have a 3.25 GPA;
2. Students must be enrolled in six (6) classes either on-campus, online, or through a college;
3. Students must be enrolled in five (5) academic classes receiving letter grades and
4. An incomplete or grade of a D will make the student ineligible.

Immunizations

All students must be fully immunized against certain diseases and/or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the District. Proof consists of a signed "Certificate of Immunization Status" form documenting either evidence of immunization or a religious and/or medical exemption. 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.

Inappropriate Displays of Affection

Special relationships exist between students, and these are normal and to be expected. However, to maintain a socially appropriate degree of decorum in public schools, displays of affection will be limited to the holding of hands. Any display of affection beyond the holding of hands shall be cause for intervention, counseling, conferences and/or discipline (if the situation continues).

Immunizations

At the beginning of the school year, the District will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums if coverage is desired. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have purchased the student accident insurance or shown proof of insurance and/or other adequate provisions for dealing with accidents or medical emergencies.

Leaving Campus

Clatskanie Middle/High School is a closed campus for all middle school students and a modified closed campus for students nine through twelve. Students are required to remain on campus during the school day unless they have followed the proper check out procedure. Failure to follow proper procedures may result in loss of privileges and/or disciplinary action.

1. Middle School-Clatskanie Middle/High School is a closed campus for all students grade seven and eight.
 - a) Students may leave campus if they have been signed out in the office by their parent/guardian permission. Students may only be released to the parent/guardian, to other persons with verified parent/guardian permission or as otherwise provided by law.
 - b) It is a closed campus for all seventh and eighth grade students during lunch. They are to remain in the commons during that time unless they have Administration permission.
2. High School: Clatskanie Middle/High School is a modified closed campus for students in grades nine through twelve during the school day. High School students are allowed to leave campus under the following circumstances:
 - a) The student:
 - i) May leave if they have signed out in the office with verified parent/guardian permission, or if they are students of legal age with approved form on file in main office.
 - ii) May drive off campus if there is a [Permission to Drive a Vehicle](#) form signed by a parent/guardian, or be of legal age on file in the office.
 - iii) May leave for educational experiences (work study or to attend classes), but will follow the checkout procedures.
3. Students in grades nine through twelve are allowed to leave campus for lunch if they have signed parent/guardian permission or are of legal age and it is on file in the office. Leaving campus for lunch is a privilege that is earned and can be revoked at any time for academic/ behavior reasons or by parent/guardian request.

Library

At Clatskanie Middle High School we serve students 7-12 grades. Materials selected for our library are of a broad scope of subject area's and are selected to support the abilities, social, and emotional development of students for whom they are selected. The library collection also exists to serve the interests of the range of students reading them. Books are shelved using the Dewey Decimal system and are not separated in any way; all books are accessible to all students. Our goal is for our policies, procedures, and rules related to the use of resources and library materials support free and open access to information without any means of judgement or discrimination. If there is ever a question on content of any CMHS library materials, please contact the library staff.

Local Wellness

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

Lockers

Students will be assigned a locker when they first enroll at Clatskanie Middle/High School and are expected to remain in this locker until officially changed by the office. Since the lockers are school property, the school retains the right to periodically conduct locker checks and remove any contents which do not belong to the student, or which may be deemed unlawful or harmful in any way to the welfare of that student or other students. Students are asked not to store valuables or money in their lockers. If it is necessary to bring more than a normal amount of money to school, students are asked to bring it to the office and deposit it in the office safe. 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. Searches of lockers may consist of the use of a dog and be conducted at any time.

Lunch / Breakfast Program

The district participates in the National School Lunch, School Breakfast and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the school office.

School breakfast and lunch prices for 2015-2016 are as follows:

Grade	Breakfast	Lunch	Milk
Grades 7 – 12	\$1.60	\$2.90	\$0.50
Adults	\$2.40	\$4.00	\$0.50

*If a student qualifies for reduced lunch, they receive a free breakfast.

*A la carte item prices will be dependent on their cost to the district.

Medicine at School

A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine and a written request to administer medication signed by his/her parent/guardian to the office.

The request must include, for prescription medication, the physician's written instructions, name of medication, dosage, time interval and method of administration. The medication must be in its original container, and the container label must clearly show the students and physician's name and instructions.

Over-the-counter medication must be accompanied by the parent's written instructions and kept in its original container.

If a parent wants a student to self-medicate, a request must be approved by the Administrator. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess and advice of the school nurse as necessary. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent/guardian.

School officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

Personal Communication and Electronic Devices

The use of electronic devices can be disruptive to the educational environment and a possible health and safety issue. The regulation of these devices is necessary to protect the rights of all students and ensure their safety. Students who use electronic devices without teacher permission will have them confiscated and turned over to the Administration or Designee to be picked up at the end of the day.

Electronics (including cell phones) in the classroom will be allowed for educational purposes only. There are several amazing educational apps, access to internet, calculator, etc. that are valuable tools to have for students. Students will only be allowed to access electronics in the classroom with the teacher approval.

If students are using electronics without teacher permission or using it for non-educational purposes, the electronic device will be confiscated. The first offense during the school year, the student may pick up the device from the main office. The second or ongoing offense the parent must pick up the electronic device.

Office phones are not for student use unless approval for the call is obtained from an Administrator or office personnel. Students will not be called to the phone unless it is an emergency. Phone calls will not be accepted for students from anyone other than a parent or persons designated on emergency card.

Program Exemptions

Students shall be excused from school or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative learning activity for credit may be provided. All such requests should be directed to the teacher. If the teacher and parent do not agree, the parent or teacher may appeal to the Administrator in writing and include the reason for the request.

Release of Students from School

A student shall not be released from school at times other than regular dismissal hours except with the Administrator's permission. A student will not be released to any person without the approval of his/her parent/guardian or as otherwise provided by law.

Searches and Questioning

District officials may search the student and his/her personal property and property assigned by the district 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 regulation (or school rule or the Student Code of Conduct) is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or school rule (the Student Code of Conduct) may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

A police drug dog may be brought into the schools. All student lockers may be exposed to the dog. Any student locker that is identified by the dog may be searched by school officials. If drugs or illegal substances are found, the school will pursue appropriate disciplinary actions. Student's cars may also be subject to search. In all cases, whenever the use of a police dog and/or a search of a student's locker or car results in the determination of a violation of district policies, the student's parents/guardians will be notified by letter and/or phone.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of co-curricular activities, the Administrator or Designee will be present when possible. An effort will be made to notify the parent/guardian of the situation.

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

Students of Legal Age

Every student 18 years of age or older shall be deemed an adult and will have the same rights and responsibilities as an adult. Adult students, like all other students, shall comply with board policy, pursue the prescribed course of study and follow all building procedures and expectations.

Absences and excuses will be treated the same with adult students unless there is written permission on file from the student's parent/guardian that allows the student to check themselves out or excuse their absences. Otherwise, the student must follow the same attendance procedures as all students. Forms are available in the office.

Technology Use

Computer use policies and internet policies concerning the use of technology have been developed and approved by the school board. In general, those policies direct the end user to adhere to the established policies and to use the technology for educational ends. Those students or staff who violate the established policies may lose their access to the technology and may be disciplined. Policies [IIBGA](#) and [IIBG](#) deal with technology use, including internet permission forms and will be provided to students and staff prior to use of technology and/or will be posted in appropriate areas.

Vehicles on Campus

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the Administration or Designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

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

- Parking on campus is a privilege and not a right. To be eligible to park on campus, there must be a [Vehicle Permission](#) form signed by the student and parent/guardian on file in the office, copy of driver's license, copy of insurance & registration, and a \$10.00 parking permit fee must be paid.
- Parking passes must be visible and hanging from the student's rearview mirror to avoid a parking fee.
- Students who park on campus without a parking pass will be subject to a \$10.00 daily parking fee.
- Permission to park on campus may be revoked for violations of state law, district policy and/or building procedures.
- Vehicles parked on school property are under the jurisdiction of the school district and are subject to search by school officials upon reasonable suspicion that a policy, rule, or procedure was violated. All searches will be conducted in accordance with state law, district policy and building procedures.
- Clatskanie School District assumes no responsibility for theft, damage, etc.

Visitors

Parents are encouraged to visit district schools. To ensure the safety and welfare of students and to ensure 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 Administrator or Designee will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the Administrator or Designee as per specific school guidelines. Parents or community members who wish to volunteer for the school district must clear a [background check](#).

Weapons

Weapons are forbidden on school property. Weapons include guns, knives, gases, or anything that is fashioned with the intent of harming another person. Students who bring or possess weapons at school will be expelled for one year as stated in federal law. The Superintendent may, on a case-by-case basis, modify

the expulsion requirement. The Superintendent may make a request to the Oregon Department of Transportation for the suspension of a student's driving privilege or the right to apply for a driving privilege if the student has been expelled for bringing a weapon onto school property or during a school event.

Withdrawal from School or Address Change

A parent must withdraw a student from school in person at the office.