



CULVER SCHOOL DISTRICT 4
PO Box 259
CULVER OR 97734



CULVER HIGH SCHOOL 2018-2019 STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

This handbook has high school specific material added to the official handbook mailed to all families by the school district. The last two pages contain documents that need to be signed and returned to school.

Superintendent

Stefanie Garber

Board of Directors

Dave Slaght, Chair
Mike Knepp, Vice-Chair

Bob Buckner
Scott Leeper
Zoe Schumacher

Non Discrimination Clause

Culver School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation¹, veterans' status, genetic information 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

Stefanie Garber has been designated to coordinate compliance with these legal requirements and may be contacted at sgarber@culver.k12.or.us or 541-546-2541 for additional information and/or compliance issues. Stefanie Garber has also been designated at the Title IX coordinator.

Please refer to the following websites:

Oregon Administrative Rules

<http://arcweb.sos.state.or.us/banners/rules.htm>

Oregon Revised Statutes

http://www.oregonlaws.org/oregon_revised_statutes

Culver School District Board Policies

<http://www.culver.k12.or.us/district/policy>

Phone Directory

| | |
|--------------------------------|--------------|
| District Administrative Office | 541.546.2541 |
| Culver Elementary School | 541.546.6861 |
| Culver Middle School | 541.546.3090 |
| Culver High School | 541.546.2251 |
| Nutrition Services | 541.546.7518 |
| Transportation | 541.546-7514 |

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Introduction

The Board of Directors of the Culver School District believes that each student should receive the best education its resources can provide. The District's purpose is to provide opportunities for each student to realize success necessary for living a productive and rewarding life in our society. Being an instrument of the community, the school district will share responsibility with the home in providing an educational program that will help each individual understand, solve problems, and accept responsibilities. All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors and to protect their own rights and those of other people. Although these rights and responsibilities are applicable to a total society, this document is related to and is in force for those times and events that are considered "school sponsored." A school-sponsored activity is one or more of the following:

1. Staff organized and supervised activities on school grounds and in school facilities.
2. Financing, transportation or supervision provided by the district.
3. Any activity that is the direct result of an in-school program.
4. An extended amount of class time taken to plan the activity.

The contents of this document must conform to Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR) 581-21-0050 to 581-21-0075 and district School Board Policies (SBP). Questions that concern an issue in a particular school should be first addressed to that school and then, if necessary, directed to the appropriate official at the District Office.

In keeping with the Culver School District mission to provide the best education possible for every student the purpose of the Student Rights and Responsibilities handbook is:

- To establish clear expectations and standards of behavior that will provide a safe, effective, and rewarding learning environment.
- To notify parents and students of these educational rights and responsibilities

School Board Responsibilities

The School Board, through the Superintendent, has the responsibility to provide a quality educational program, to maintain well-qualified staff and give them full support in enforcing discipline that is consistent with District policies and regulations. When a disciplinary action is appealed, the Board will decide each case upon its merits.

School Administrator Responsibilities

Administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching and learning environment. Administrators have the responsibility to carry out School District policies and regulations and to make these known to staff, students, and parents. Administrators also have the responsibility to maintain an environment that is safe and conducive to an orderly education.

Like teachers and parents, administrators have the responsibility to be an example for students by showing respect for law and order and by demonstrating self-discipline and concern for all persons under their authority.

Administrators will be fair, firm and consistent, maintain open lines of communication and demonstrate respect in decisions affecting students. In regard to disciplinary action, administrators may consult with teachers, counselors, and students. Administrators should communicate with parents to establish procedures to improve student behavior when needed. Administrators shall follow processes as outlined in District regulations, inform parents of actions and related policies involving their student, and maintain records of disciplinary actions.

Staff Responsibilities

Staff members of the school have the responsibility to guide a student's educational and behavioral experience while he/she is involved in school and school sponsored activities. All members of the staff shall work with parents in a cooperative manner. All staff members shall model by their work and personal example, their respect for law and school rules. A staff member's conduct and guidance should encourage within the student a desire to learn, a respect for honest work, and an interest in various fields of knowledge. Staff members have an obligation to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations.

Staff members have a responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and encouraging the students for achievement and responsible behavior. A staff member will be fair, firm, and consistent in active reinforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, library, school buses, school grounds, etc.) not only during the school day, but at all school sponsored activities. All staff members shall demonstrate respect for parents, students, and other staff members.

School officials have the authority, rights, duties, and responsibilities similar to parents with respect to student behavior in the school setting and at school-sponsored activities.

Parent Responsibilities

Whenever the term parent or parents is used in the handbook, it shall refer to legal guardian or person with power of attorney to act as a parent. The parent has the ultimate responsibility for the student's welfare. A parent needs to help the student learn, exercise self-control and develop socially acceptable standards of behavior.

The parent has the responsibility to set an example for the student, especially as it affects respect for law, for the authority of the school, and for the rights and property of others. By example, a parent can attempt to instill within the student a desire to learn, a respect for honest work and an interest in exploring various fields of knowledge. The parent has the responsibility to know and review with his or her child the regulations that govern the student's school activities and the consequences of disobeying those regulations. The parent should, if possible, become acquainted with the school in which the student is enrolled through back-to-school nights, parent/teacher conferences, school functions and classroom visitations. During school hours all parents and visitors are required to sign-in at the main office and obtain a visitor's pass.

The parent has the responsibility to have the student attend school regularly*. Parents have the responsibility to inform the school by phone or in writing of their child's absence and the reason. The student should be clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately.

ORS: 339.010-030 (See Attendance, page 6)

Student Responsibilities

Students have a right to a copy of this document and to appeal disciplinary decisions of staff and administration.

The student has the responsibility to read and become aware of the contents of the school's handbook. The student will follow staff directions, and will comply explicitly with requests given by a teacher, administrator, school employee and/or volunteer. Each student must comply with rules of the Culver School District. Students will promote a safe school environment by protecting their own rights and the rights of others.

ORS: 339.240

Home-School Students

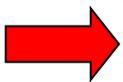
The District recognizes the rights of parents to educate students at home and acknowledges the Jefferson County Education Service District's role in registering and monitoring test results for students who are being taught at home.

Students may, upon parent request, be allowed to participate in district programs and curriculum if space and materials are available. Such students must then adhere to regular attendance procedures as established by the school. Parents are responsible for transportation for students attending selected school offerings. Only courses recognized by the State of Oregon will earn credits toward a diploma.

School Board Policy: IBDJA

Nutrition Services Responsibilities

CSD Nutrition Services Department will provide breakfast and lunch service for all school sites. Information about available services may be obtained at each school.



Students have the right:

- To participate in the National School Meal Programs, providing school breakfast and lunch.
- Student households have the right to apply for meal benefits annually and are informed by the Culver School District Nutrition Services about the available programs

Students have the responsibility:

- To follow individual school rules governing expected behaviors in the cafeteria and meal service area.
- To respect and follow rules and regulations outlined for the National Meal Benefit program.
- Student Households are responsible for keeping their meal account balance current.

Key Procedure Considerations

- Culver School District's goal is to provide children with adequate nutrition to focus in school as well as maintain the financial integrity of the NSLP/SBP Programs. Culver School District Nutrition Services takes pride in providing students with delicious, high quality, nutrient-rich meals to support learning. Under no circumstance, do we want a child to go without a meal. It is the responsibility of a parent or guardian to either prepay for school meals, provide a breakfast/lunch from home, or complete a meal application to receive free or reduced meal benefits.
- Culver School District offers a Medical Statement – for Accommodating Disabilities. Please fill out the form to help our nutrition services to better serve you and work on a meal plan that best supports your medical needs. This will need a State licensed health care professional to authorize any meal accommodations. Please see document at end of handbook.

Meal Account Communication

- Culver School District will communicate this procedure, in writing, to all families at the start of the school year and to families with students who transfer in to the school district mid-year. In addition, this procedure will be posted on the School District website. We understand families have busy schedules which is why we make every effort to communicate with families about the status of their student's meal account balance. Communication regarding low balances and charges will be sent directly to the parent/guardian via email, US mail and/or by phone as required by State Legislation. Nutrition services staff will contact families when the account balance is diminishing to which a deposit of monies will be needed.

Student / Parent Complaints

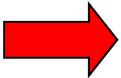
A student or parent who has a complaint concerning instructional materials or a specific staff member should first bring the matter to the staff member. If the outcome is not satisfactory, a conference with the principal, superintendent or designee may be requested. Appeals may be made to the School Board in accordance with Board policy.

Complaints regarding possible discrimination or harassment on any basis protected by law should be referred to the school administrator.

Attendance and Enrollment

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 staff will monitor and report violations of the state compulsory attendance law. Students not attending school on a regular basis will be referred to the school's principal and/or District Attorney along with county agencies assigned to keep kids in school.

School Board Policy: JEA, JEA-AR



Students have the right:

- To attend school if they have reached the age of five by September 1, have not completed graduation requirements, or reached the age of 19. If a student's 19th birthday occurs during the school year he/she shall continue to be eligible for the remainder of the school year. Students may attend school until the age of 21 if the (a) student is receiving special education or (b) the student is shown to be in need of additional education.
- To receive information about alternative education programs when erratic attendance, serious disciplinary issues, or poor performance and effort are keeping the student from benefiting from his/her educational program.
- Schools have the right to determine placement of students as needed into alternative educational programs when erratic attendance, serious disciplinary issues or poor performance and effort are keeping the student from benefiting from his/her education program.

ORS: 339.065; 339.010-339.030; 339.250; 339.925

Students have the responsibility:

- To attend school in the attendance area in which they reside.
- To attend classes on all scheduled school days at the school in which they are enrolled.
- To be punctual and observe policies governing absences or late arrivals.

Parents have the responsibility:

- To inform the school by phone or in writing of their child's absence and the reason.
 - Parents who fail to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school.
 - Additionally, a parent or guardian or other person lawfully charged with the care or custody of a student under 15 years of age may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required.

- Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$2,500. *ORS: 163.577(1)(c); 339.010-020*

Exceptions to attendance requirements may be granted as provided for students with prolonged disabilities. The classroom teacher is responsible for maintaining and reporting accurate student attendance records.

The School Board shall admit, free of charge, to schools of the District all qualified residents, authorize the admittance of other persons, determine who is not a resident, and fix tuition rates.

The District may accept for admission students from international exchange programs and other programs that may be authorized by the school board. For more information regarding exchange students refer to Board Policy JECB-AR.

Truancy Procedure

Based on state statute and district policy, students of the Culver School District are required to attend school. If a student shows a pattern of absences or truancy, the following procedure will take place:

1. Students with potential problems will be brought to the attention of the Attendance Secretary or any school staff. Documentation of phone calls, conversations with parents, and reasons for absences will be recorded. Per district policy JED, excused absences may be subject to change and be deemed unexcused.
2. Initial Contact: The school will notify the parents by phone or letter of student regarding the truancy issue and how many days have been missed from school. This will be documented.
3. Meet with school official: If truancy continues a meeting will be scheduled with the parents and school officials.
4. Formal Letter: If truancy continues after parent meeting, the school will send a letter to the parents by certified mail.
5. Citation: If truancy still continues, the parents may be cited by Jefferson County Law Enforcement (*ORS 339.020; ORS 163.577*).

ORS: 339.010-020; 39.065(1)(2); 339.115

Admission of Student on Expulsion: See page 23

High School Specific:

Excusing Absences

Excusing absences requires that the parent provides a note or phone call (541.546.2251). In the note or phone call, the parent must include the reason for the absence and a daytime phone number where he/she can be reached (a parent signature is required on notes). *To excuse an absence, a parent has until 10:00 a.m. on the day which it occurs.* To have a multiple day absence excused, a parent must contact the attendance office before 10:00 a.m. on the day of the first full day absence.

Pre-Arranged Absences

Absences will be excused for other legitimate family matters if they are pre-arranged by a parent note or phone call. Some examples of pre-arranged absences include funerals and marriages, family vacations (not to exceed 10 school days), court appearances, and college visitations. For any anticipated absence that will be more than one day, students are expected to pick up a *Pre-arranged Absence Form* from the office to take around to their teachers. Upon completion, the form must be returned to the office at least one day prior to the absence. Failure to pre-arrange these anticipated absences may result in the student being counted as unexcused.

Partial Day Absences

When students are absent for part of the school day, the parent may only excuse an absence if the student has a valid reason and checks in and/or out at the office. A reasonable effort will be made to notify a parent when the student exits to verify that they are approving of the absence. Oversleeping, missing the bus, car problems, or being unprepared for class are not excusable reasons for an absence.

Unexcused Absences

A student who is absent from school or from any class without permission will be considered unexcused and will be subject to disciplinary action including detention, Saturday school, in-school or out-of-school suspension, and/or other possible interventions. With unexcused absences, students lose the right to earn credit for any of the work that was due or assigned on the date of the absence. In some cases, however, arrangements may be made for a student to be granted an opportunity to earn partial or full credit for work missed during an unexcused absence. Such an arrangement shall generally require that a student complete an appropriate project and/or make up time missed. Students are ineligible to participate or practice in athletics or activities on the day the unexcused absence occurs or on the day it is discovered by school officials. Additionally, students can lose the right to earn a credit in any course in which they have unexcused absences in excess of seven days.

Homework Requests

Upon request and legitimate excuse: We encourage students/parents to contact teachers directly to request school work. Nevertheless, when a student is or will be absent for three or more school days, the office will work with teachers to provide assignments and/or make-up work for the days missed. Please contact the office (541.546.2251) to make such a request. Collecting work for short-term excused absences (1-2 days) or pre-arranged absences is the responsibility of the students, and they should contact teachers directly.

Culver High School Building Hours

School starts at 7:55 a.m. and students are welcome to enter the school buildings after 7:30 a.m. A student who plans to meet with a teacher before 7:30 a.m. must make specific arrangements with that teacher ahead of time. After school is dismissed, students are expected to leave campus or participate in a staff

directed activity. Students are not allowed to loiter on campus after school hours. Teachers are typically available to help individual students from 7:30 to 7:50 a.m. and after school until 3:30 p.m., Monday through Friday. Because schedules and obligations may vary, students should try to make arrangements with teachers ahead of time.

Administering Non-injectable Medicines to Students

The District recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school, on a temporary or regular basis for the conditions and procedures that follow.

All requests for the district to administer medication to a student shall be made by the parent/guardian in writing. Request shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions. Each medication must be submitted to the school in its original container.

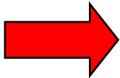
The District reserves the right to reject a request to administer prescription or non-prescription medication when such medication is not necessary for the student to remain in school.

ORS: 109.640; 339.870.1; 433.806-433.830; 475.005-475.285

OAR: 581-21-0037

School Board Policy: JHCD

Freedom of Expression



Students have the right:

- To express themselves in writing, verbally, or by assembly, as long as that expression does not violate the rights of others or substantially disrupt the educational environment.
- To attend a school in an atmosphere free from assault, (verbal and physical) name-calling, profanities, obscenities, racial or ethnic slurs, ridicule, threats of physical harm, harassment, and privacy invasion.
- To express their feelings for friends, staff, or anyone else in an appropriate manner.

Students have the responsibility:

- To respect another person's justifiable right to privacy. Not to invade, either verbally or in publications another person's lawful right to privacy without that person's consent.
- For the effects of their expression on other individuals or groups. Students must follow the school rules. These include but are not limited to: no verbal or written assaults, menacing, profanities, obscenities, harassment, or ridicule. All such behavior may result in disciplinary action.
- To restrain from public display of private affection.

Speech

The student is entitled to verbally express his/her personal opinion. The use of verbal assaults; profanity; language and/or material that are lewd, vulgar, and obscene; harassment or ridicule will not be tolerated and may result in disciplinary action.

School Publications, Displays, and Productions

School publications, productions, or displays that are considered school-sponsored or as part of the District curriculum are subject to the evaluation of school administrators, no matter if they are in the classroom or not. The final decision on whether or not they are suitable lies with the principal after he/she has consulted the teacher/advisor, and/or student representatives. Such publications, productions, and displays are reviewed by the following educational standards, but are not limited to:

- Whether the material is or may be defamatory or libelous.
- Whether the material is appropriate for the age, grade, and/or maturity of the audience.
- Whether the material is poorly written, inadequately researched, or biased/prejudiced.
- Whether the material is/or may be disruptive to the school environment. For example, such disruption may occur if the material uses, advocates, or condones the use of vulgar profane language, or advocates or condones the commission of unlawful acts or advocates violation of school rules, board policy, or the Student Rights and Responsibility Handbook.
- No illegal activity or profane or sexually suggestive language may be involved. Whether the material incriminates a student even though their name is not used.

Non School Sponsored Publications and Advertisements

All non-school sponsored publications, which students desire to distribute on district property or at district activities, must comply with

district standards. Students may not distribute materials, which are defamatory or libelous; threaten or intimidate an individual or group; are obscene; contain vulgar or offensive language; advocate breaking school or district rules or advocate unlawful acts.

School Board Policy: KJ

Distribution Guidelines

Arrangements to distribute non-school sponsored publications must be made with the administrators or principal. Guidelines will be set and must be followed. Not obeying or checking with the administration can result in disciplinary action.

Liability

The District cannot take responsibility for non-school related publications. The authors, editors, publishers, distributors, and all others in any way associated with a non-school publication remain solely liable for any claims or litigation which may result and should not in any way rely upon any District permission to distribute, but should rely upon the advice of their own attorney.

Assembly

All formal student meetings that occur on school grounds shall function only as a part of the educational process and as authorized in advance by the principal. Students gathered formally or informally shall not be a disruption to the educational process or infringe upon the rights of others.

School Board Policy: JFI

Prohibition of Secret Societies, Gangs, Hate Groups

Secret societies, gangs, hate groups, or any other groups, which advocate hatred, discrimination, or violence on any issue, are banned from the Culver School District. Likewise, any of the activities of such groups and their members are prohibited in district facilities and at school functions.

Prohibited activities include, but are not limited to the following: congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, writing or displaying gang graffiti, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors, weapon attire, insignia, and such language, codes and gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

ORS: 336.10; 339.24-.270; 339.885

OAR: 581-21-0050 to-0075

School Board Policy: JFCE

Religious Instruction

A student attending public school may be excused from school for periods not exceeding two hours in a week for elementary pupils and five hours in any week for secondary pupils to attend weekday schools giving instruction in religion. Parents or guardians must apply to the school in which the student is enrolled for release for instruction in religion. Transportation is not provided by School District.

ORS: 339.420

School Environment



Students have the right:

- To attend school in a safe environment free of harassment, theft, drugs, vandalism, intimidation, or any threat to personal safety.
- To attend a school that is free of fighting or physical abuse. School should be a SAFE place to be.
- To attend school without disruptions.

Students have the responsibility:

- To respect the rights of staff, students, community and others.
- To seek the assistance of authority when they have knowledge of any situation that would violate the safety of an individual or the school community.
- To resolve personal disputes in a peaceful and responsible manner that will maintain and contribute to a productive learning environment.
- To treat fellow students and staff respectfully.
- To keep disruptions from electronic devices (pagers, cell phones, etc.) and negative behavior such as altercations, name calling, or fighting out of the school environment.
- To respect the authority of the school and law enforcement when dealing with lawful requests. They also have a responsibility to assist the authority in resolving conflicts when possible.

High School Specific:

Time, Place, and Manner (See also specific guidelines at end of Handbook)

All of our expectations focus on what supports students to be successful academically and to be respected and respectful members of our school community. All students are expected to (1) be safe, (2) be respectful, and (3) be responsible. Students at Culver are taught that there is a time, a place, and a manner for all words and actions. Students are expected to express their views and participate actively in school

activities. They must choose when, where, and how they speak and act so they do not infringe on the rights of others or disrupt the learning environment.

Lunch and Lunch Time Behavior

Students may purchase a lunch, which includes milk or juice. Each student has a numbered account and may make payments to that account, then draw against it for lunch. It is recommended that students pay for a number of lunches in advance, check their accounts when they see the balance on the computer screen as they purchase lunch, and keep funds in the account. Free and reduced lunches are available to those families who qualify, and applications are available in the school office. Students are expected to clean up after eating. Students must have a hall pass to return to a teacher's room. It is the students' responsibility to obtain a hall pass. Pizza and other delivered food must be arranged and approved in advance by teachers or administrators. Responsible behavior at lunch include: (1) Speaking respectfully to all adults and other students; (2) Walking, not running; (3) Courteous conversations; (4) Clearing tables and leaving area neat; (5) Sorting food, containers, and trash for recycling; (6) Following directions from staff members.

Use of Media Center

Students may work in the media center, provided they have permission and are supervised by an adult. Students are responsible for the media center materials they check out or use in the media center. Students are expected to return media center materials on time and must pay for any damaged or lost items. If a student has three or more overdue items, if a student has any item that is more than a month overdue, or if a student owes a fine, that student will not be allowed to check out any media center materials. Students must return books and magazines in the media center book drop. To keep property safe and secure, students must return all electronic items (laptops, cameras, headphones, etc.) directly to a staff member. To check out cameras and laptops, students must have a note from the classroom teacher, and such items must be returned by the end of that class. Food, candy, and drinks are prohibited in the library at all times.

Lockers

Students will be held responsible for the proper care and treatment of their lockers and must observe the following: (1) Clean lockers frequently; (2) never force the door when closing a locker and be sure to remove obstructions before closing the door; (3) only use hands to close locker doors; (4) Keep locker doors closed and locked when not in use; (5) do not overload lockers; and, personal locks may not be used on any school locker. Additionally, students are not to trade lockers without prior approval from the office and students who damage lockers will be assessed a fine equal to the repair costs, including the replacement of lost locks. Lockers may be routinely inspected without prior notice.

Visitors Policy

No person has a right to enter a school building or grounds unless he/she is a student in good standing or has bona fide school business to conduct. All visitors must report directly to the office and must wear appropriate visitor identification. Students attending another school will not be permitted on campus during the school day. In some instances, visitors with a clear educational purpose may be allowed on campus, but only with prior administrative approval. Because of safety issues involved, the district reserves the right to trespass individuals or press charges against individuals who violate the state statutes on loitering and trespassing.

Off Limits Areas

To better supervise students and maintain an orderly learning environment, the following areas are off limits or restricted to all students: 1) Halls and common areas during class time, unless students have a valid hall pass; 2) Locker rooms, unless permission has been granted by the P.E. teacher, coach, or an administrator; 3) Culver Elementary School and Culver Middle School buildings and grounds, unless authorized by a staff member or a student is assigned to attend a class at one of these schools; and 4) Any other unrestricted area as designated by an adult or otherwise identified.

Hall Passes

Students must have a staff approved hall pass to be outside their classroom during any time classes are in session.

Telephone Use

Students will not be called from class to respond to phone calls unless a parent or guardian indicates an emergency exists. If a student must place a personal call, a school phone is available for use when classes are not in session.

Student Code of Conduct/Discipline



Students have the right:

- To attend school free of corporal punishment. Corporal punishment is defined as an act that willfully inflicts or willfully causes the infliction of physical pain upon a student.

Students have the responsibility:

- To expect fair, consistent and reasonable consequences for non-compliance with school rules and policies as outlined in this handbook and the individual school handbooks.
 - To pursue the prescribed course of study, submit to lawful authority of teachers and school officials, contribute to a productive learning climate and conduct themselves in an orderly fashion during the school day and school-sponsored activity.
 - To develop a positive behavior toward self-discipline.
- ▶ Failure to comply with these responsibilities may result in the student being denied participation in extracurricular activities.
 - ▶ Titles and/or privileges granted to students may also be revoked (example: valedictorian, salutatorian, student body, class or club office position, prom, social activities, etc).

ORS: 339.240-339.270

OAR: 581-21-0050; 581-21-0055

School Board Policy: JFC; JG; GA

High School Specific:

Student Discipline

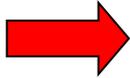
At Culver High School we believe that the best discipline solutions present students with meaningful learning experiences. Although consequences for violating school rules may result in significant hardships to students, the administration will work diligently with students and their families to develop student outcomes that help students learn alternative ways to successfully comply with school rules. Our goal is to promote positive character, including honesty, integrity, respect, responsibility, compassion, kindness, and courage.

Repeated minor violations or a single serious violation of school rules may result in a range of consequences, including parent conferences, restriction from certain privileges, detention, Saturday school, suspension (for a period of one to ten days), or expulsion from school. Examples of serious violations include, but are not limited to: insubordination to school personnel, fighting, harassment, vandalism, possession of drugs or alcohol, and theft.

Students whose actions violate any of the Code of Conduct provisions in a setting outside of school are subject to disciplinary action, up to and including expulsion, if their actions can reasonably be anticipated to substantially disrupt or materially interfere with the operation of the schools or to intrude upon the rights of other students.

Freedom from Discrimination

All students are entitled to attend Culver Public Schools free from discrimination based on age, disability, national origin, race, color, marital status, religion, sex or sexual orientation.



Students have the right:

- To be free from discrimination and are protected in this right by board policy, state and federal law. If students believe they have been discriminated against because of their age, disability, national origin, race, color, marital status, religion, sex or sexual orientation, they should inform their parent and immediately report the incident to a school administrator or counselor.

Students have the responsibility:

- To not discriminate against others. The board expects students to contribute to a productive learning environment and respect all individuals in the school community. Students who are found to have discriminated against persons in the school setting, to and from school, or at school-sponsored events shall subject themselves to disciplinary action leading up to and including suspension and expulsion.

Academics



Students have the right:

- To be informed of and participate in an appropriate course of studies.
- To be informed of the teacher's expectations for them in their classes.
- To be informed of their academic progress.

Students have the responsibility:

- To participate in class and complete the assigned work in a timely manner.
- To behave in a manner that does not disrupt the school environment.
- To demonstrate a high degree of academic integrity.
- To refrain from plagiarism or any form of cheating.
- To monitor their own academic performance.

ORS: 339.250 (1); 336.179

High School Specific:

Purpose of Public Education

The primary purpose of public education is the education of the youth of the community. Students have the right to an appropriate education, and the responsibility to be actively involved in the learning process. "Public school students shall comply with the rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority." ORS 339.250 (1)

Educational Options

Culver High School is committed to offering a program of educational excellence. Advanced Placement and/or college-level classes are currently available in

language arts, mathematics, and science. Specialized services and classes are available for the handicapped and special education students. For specific information, please contact the school counselor or principal.

Monitoring Academic Progress and Attendance

Parents and students may monitor academic progress and attendance via the Internet. Grades are posted electronically and mailed home at the end of every quarter. For assistance, please contact the office (541.546.2251). If unable to access grades on-line, parents may contact teachers via e-mail or telephone. Semester grades are the only ones that are posted on the transcript and affect the GPA. All other grades are progress grades reporting on how the student is doing for the time period published on the report. Parents are encouraged to contact teachers any time they have a concern about their student's progress. Parents may request a weekly progress report.

Grading Policy and Definitions

Culver High School staff is committed to providing multiple opportunities to demonstrate proficiency, but all students must respond with effort and a demonstration of certain prescribed skills and knowledge. Individuality in regard to grading programs is extremely important. Individual teachers will make their student evaluation system available to students, parents and administration. Teachers may also employ alternative assessment measures in the evaluation process. Examples of alternative measures are interviewing, self-assessment, oral testing, projects, and demonstrations. In the final analysis, grades or the designator used to define progress is based on a combination of student learning, progress, abilities, motivation, perseverance, self-discipline and the application of acquired skills. Although it is not a direct measure in Culver School District grading policy, attendance can have a significant effect on student academic performance.

Grade Point Averages are computed on a 4-point scale (i.e., A=4, B=3, C=2, D=1, F=0) and typically 0.50 credits are to each class for a semester-long class and 0.25 credits for a quarter-long class period. The grade point average will not be calculated if a student has any incomplete or conditional grades. Grade Definitions are provided below.

- A** Excellent, outstanding, consistent work, where abilities are demonstrated and communicated in a variety of ways and all outcomes are met.
- B** Abilities are effectively and efficiently communicated and demonstrated. Student has demonstrated proficiency in meeting all expected outcomes.
- C** Average performance is demonstrated in meeting the majority of outcomes. Student demonstrates basic proficiency in the subject area.
- D** Minimal or inconsistent performance and proficiency is demonstrated in the subject area. Students may need to consider remedial options before advancing in core curricular areas.
- F** Unacceptable performance is demonstrated. Student has inadequate demonstration of learning or proficiency in achieving expected outcomes.
- P/NP** Pass/No Pass grades are to be used for modified grading programs and study halls. A 'P' grade means student met requirements; a 'NP' grade will mean the student did not meet requirements. Modified grades will be used only with permission of parents, because modified programs and grades may result in modified diplomas.
- I** Incomplete work is demonstrated in course. Student has two weeks to complete the course requirements or the incomplete grade is automatically converted to an "F" letter grade.

Honor Society

To qualify for selection as a member of the Culver Chapter of the National Honor Society a student must have a cumulative grade point average of 3.50 GPA after their third semester and exhibit good character as determined by the high school faculty. To remain in National Honor Society, students must maintain a 3.20 GPA or higher.

Earning a Diploma and Graduation

In order to earn a diploma from the Culver School District, Students must meet competency requirements and accumulate a minimum of 24 units of credit in grades 9-12. One half-credit is earned by successfully completing a semester's work in one course. The following number of credits are required in each subject area: (1) English/Language Arts – 4 credits; (2) Mathematics – 3 credits (Algebra I & above); (3) Science – 3 credits (Scientific Inquiry & Lab Experiences); (4) Social Sciences – 3 credits; (5) Physical Education – 1 credit; (6) Health – 1 credit; (7) Second Language, The Arts, and/or Career & Technical Education – 3 credits; and (8) Electives – 6 credits. Please contact the counselor or principal for additional information on credit requirements in content areas.

To participate in the graduation ceremony, students must have successfully completed all academic requirements and complied with all behavioral guidelines. Moreover, students must demonstrate proficiency in identified Essential Skills (ES) through the Oregon Assessment of Knowledge and Skills (OAKS)/Smarter Balanced Assessment (SBA) or an alternative State Board approved option. According to the Oregon Diploma Requirements (ODE, 2010), the following ES must be demonstrated at a benchmark proficiency level: (a) Reading & Literature; (b) Writing; and, (c) Mathematics.

Graduating with Honors

The Culver School Board believes that successful students who demonstrate high levels of academic achievement and intellectual talent should be appropriately honored at Graduation Ceremonies.

Valedictorian, Salutatorian and Graduates with High Honors

The valedictorian and salutatorian may be speakers at the graduation ceremonies. Valedictorian, salutatorian, and graduates with high honors shall be entitled to wear honor cords at graduation ceremonies. The student with the best seven semester cumulative grade point average shall be named "valedictorian". The student with the second best seven-semester cumulative GPA shall be named "salutatorian". Other students with seven-semester GPAs of 3.50 or greater shall be named a "graduate with high honors." To be selected valedictorian or salutatorian a student shall:

- Earn an accumulated seven semester grade point average of 3.50 or better.
- Have not more than two pass/fail classes per year.
- Shall have taken capstone courses* in three of the following subjects: English, Science, and Mathematics and/or Foreign Language.
- AP Classes may be substituted for capstone requirements

- Shall enroll in a minimum of five graded classes during the senior year.

***A capstone course is defined as the highest-level course in a subject area/ offered by Culver High School/or online approved class during a student's senior year.** *Exceptional circumstances concerning the capstone course requirement and an individual student's eligibility for Graduation with High Honors may be appealed to the Culver High School Student Assistance Team for their adjudication of the matter. It is highly recommended that, whenever possible, this appeal be made sometime prior to the commencement of the student in question's senior year.*

Vocational/Technical Honors Graduates

Vocational/Technical Honors Graduates shall be entitled to wear honor cords at graduation ceremonies. To be selected for Vocational/Technical Honors at graduation the student shall:

- Earn an additional three vocational/technical credit hours beyond those normally required for high school graduation.
- Earn a 3.50 cumulative GPA or higher for all high school vocational/technical credits after seven semesters.
- Earn a 3.20 cumulative GPA or higher for all high school credits after seven semesters.

Honor Graduates

Graduates with honors shall be entitled to wear silver cords at graduation ceremonies. To be selected for honors at graduation the student shall:

- Earn an accumulated seven-semester GPA of 3.20 or better.
- Have not more than two pass/fail classes per semester and no alternative education classes.
- Shall enroll in minimum of five graded classes during the entire senior year.

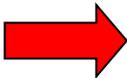
Graduation Ceremony

Commencement is for parents and the community to celebrate seniors who have earned their diplomas. Walking and participating in graduation is a privilege. Students must be passing all required classes for graduation, have filled out their career packet, and have all necessary credits to earn a diploma by the Wednesday before graduation. Students not meeting that deadline may receive a diploma at a later date but will not be allowed to walk at graduation. Students who have been suspended or expelled during the week prior to graduation may not be allowed to walk at graduation. Seniors' last day of class will be the Wednesday before graduation. Seniors are required to attend graduation set-up and practice the day prior to graduation. Students are expected to dress and act appropriately at commencement. Senior class funds are to be used to cover expenses of programs, slide show, flowers, decorations and appreciation gifts.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

Student Records



Eligible students and their parents have the right:

- To inspect and review the student's records.
- To receive a copy of the student's educational records.
- To request that the records be amended to ensure that they are accurate, not misleading or otherwise in violation of the student's privacy or other rights.
- To request a hearing if the District refuses to amend a record.
- To consent to disclosure of personally identifiable information contained in the student's education records.
- To obtain a copy of the District Student Records Policy from the Superintendent's Office.

Eligible students and their parents have the responsibility:

- To make a request to the principal to inspect any of the student's educational records. The request should specify as precisely as possible the record to be inspected.
- A student's educational records are confidential and protected from unauthorized inspection or use.
- Directory information: Parents should make a written request to the principal within 15 days of receipt of this information if they do not wish to have their directory information disclosed. If no written request is received, the district may disclose information deemed to be directory information.

Student Dress and Grooming



Students have the right:

- To dress and groom as they and their parents choose within the guidelines set by board policy and each school.

Students have the responsibility:

- To maintain their person in such a manner as to comply with health, sanitary, and safety standards.
- To dress and groom so that the teaching/learning process is not disrupted.

- Dress and grooming shall be age-appropriate and reflect the norms and values of the community.
- Students who represent the school in voluntary activities may be required to conform to dress and grooming standards defined by the school and approved by the Superintendent. Student participation may be denied if those standards are not met.
- Clothing should be free from advertisement slogans related to alcohol, drugs, tobacco, gangs, or sexual innuendoes.

ORS: 339.240-.250

Dress and Grooming

Each student's appearance must be neat, clean, and appropriate for school. Dress and appearance which may cause disruption of the educational process or present immediate health or safety problems shall not be permitted. Attire that shows words, pictures, or symbols which make reference to illegal substances (drugs, alcohol, tobacco, etc.) is prohibited. Clothing that promotes negative concepts, profanity, or support for anarchical behavior and/or gang affiliation is prohibited.

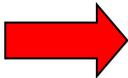
Selected examples of clothing not considered appropriate for school include bare-midriff tops, tube tops, halter-tops, overly-short shorts, spaghetti strap tops, any garments that are sexually suggestive or display excessive cleavage, and hanging belts. Clothing or attire that covers eyes and/or interferes with staff's ability to quickly identify students (i.e. hoods) is prohibited. Students may be sent home to locate appropriate clothing. In some cases, disciplinary action may result. Additionally, students who represent the school in a co-curricular activity may be required to meet additional dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

Student Skateboard, Scooters, Bicycles and Like Devices

Due to the inherent dangers both to participants and non-participants, combined with the potential liability assumption, the use of skateboards, scooters (including electrical or gas powered devices) or like devices on Culver School District grounds is not allowed. Students may carry skateboards, scooters, or like devices on the grounds of the school in which they are enrolled (**and not to any other school**) for use off the property. Students violating this policy will be disciplined according to regular school procedures. Devices may be confiscated by school authorities and placed in the principal's office for parents to retrieve.

Students riding bicycles or scooters to school are responsible to comply with the school bicycle policies. Violation of the bicycle policies may result in the consequences at that school and/or the student losing the privilege of riding the bicycle to school. *School Board Policy: JHFC A*

Motor Vehicles



Students have the right:

- To drive licensed motor vehicles only to the high school subject to availability of parking and compliance with school vehicle policies.

Students have the responsibility to adhere to the following rules and regulations:

- Student vehicles operated on school premises are subject to local and state traffic ordinances and all traffic citations double in school zones.
- Student drivers must hold a valid driver's license and the vehicles must be licensed, insured and registered with the school administration.
- All vehicles parked on school property are under the jurisdiction of the district and will be subject to search when there is a reasonable suspicion to believe an illegal act, violation of student conduct or district policy has occurred.
- Students shall not loiter in cars or in the parking lot during the school day.
- The speed limit on campus is 10 miles per hour.
- Student vehicles may be cited and towed away at owner expense if they are double parked or parked in unauthorized areas.
- Student drivers are subject to additional regulations defined in the Culver High School parent/student handbook.

ORS: 332.445; 339.254

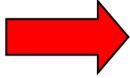
School Board Policy: JFG

High School Specific:

Motor Vehicles

On campus parking may be limited. Those students who have registered vehicles will be permitted to park on campus. Students, who park in spaces for VISITOR, MAINTAINANCE STAFF, or other specifically designated parking spaces, are subject to disciplinary action, including fines and towing. All vehicles must be driven in accordance to driving laws and in a safe and non-disruptive manner while at or around Culver School District property. This is a K-12 Campus and small children are often present. Students are not to enter, sit in, or drive cars during lunch hour or during the hours school is in session without special permission from a staff member. Students are only permitted to drive their vehicles on school grounds that are paved or graveled. They must not drive on lawns, fields, or any other inappropriate areas. Permission to drive or park on campus may be revoked at any time for violation of any school regulations or behavioral expectations.

School Campus Mobility



Students have the right:

- To know that only grades 10-12th grade have open campus as of the first day of school.
- Freshmen will be able to leave campus as of the first school day of October. Freshman must maintain at least a 2.5 GPA, be in good standing with respect to behavior and attendance.
- Movement of students during required school hours is confined to school property except when specifically released for reasons such as medical appointments or educational programs such as cooperative work experience and field trips.
- To be released from campus with parent and/or administrative permission on file in the school office.
- To remain on campus at all times unless released and signed out to leave campus.
- To know and comply with individual school campus regulations.

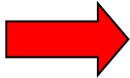
Students have the responsibility:

- To know the specific regulations concerning campus mobility will vary from school to school and affect age groups differently. Where these rules apply, students are required to sign in and out when arriving or departing from school. All schools have regulations concerning signing in and out.

Misconduct that occurs off campus

Students may face disciplinary consequences for conduct that occurs off the school premises at school-related or supervised functions, including, but not limited to: (1) behavior that occurs while at a bus stop, traveling on a bus to and from school if the behavior has a threatening effect on student safety or physical or mental health or (2) any off campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or district.

Bus Transportation



Students have the right:

- To ride District buses as provided when students live one or more miles from the school (in the case of elementary school students) and one and one-half or more miles from school (in the case of middle school and high school students) and/or students who have to cross a hazardous area. Buses travel only on city, county, or state maintained paved roads.

Students have the responsibility:

- To be at the bus stop five minutes before the scheduled pick up time.
- To follow the instructions posted and listed in District regulations.
- To participate in a bus evacuation drill each year.

Students must follow the rules governing behavior on school buses or may forfeit the right to ride. Students should understand that the bus driver is responsible for the safety of students. A licensed teacher is responsible for establishing departure times of field trips and or maintaining order during field trip activities.

The following are state regulations from OAR 581-53-010:

- Students being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus both morning and evening.
- Students will not bring firearms, weapons, or other potentially hazardous material on the bus.
- Students will not bring animals, except approved assistance guide animals on the bus.
- Students will remain seated while the bus is in motion.
- Students may be assigned seats by the bus driver.
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms, or head through bus windows.
- Students will have written permission to leave the bus other than at home or school.
- Students will converse in normal tones; loud or vulgar language is prohibited.
- Students will not open or close windows without permission of the driver.
- Students will keep the bus clean and must refrain from damaging it.
- Students will be courteous to the driver, to fellow pupils, and passersby.
- Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
- Students will not bring glass or glass containers on the bus. (Culver SD rule)

These regulations, if broken, are severe violations with severe consequences because of the threat to the safety of others. If a student is involved in an offense on the bus the driver will summon a school administrator or his/her designee by radio or cell phone to meet the bus at the school upon its arrival and to remove the student and suspend his/her bus riding privileges. If the action or offense occurs on the way to the student's home destination, this may result in the driver returning the student to their home school and notifying parents or summoning law enforcement officials to remove the students from the bus and their bus riding privileges will be suspended by the District.

Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

ORS: Chapter 820; 332.405

OAR: 581-21-010

Technology/Electronic Communications



Students have the right:

- To use the district's network for educational purposes including classroom activities and professional or career development.

Students have the responsibility:

- To read, sign, and follow the district's Acceptable Use Policy. This agreement is the guide for acceptable use of the Network. It includes guidelines for personal safety and rules with respect to illegal activity, system security, inappropriate conduct, respecting resource units, limited expectation of privacy, plagiarism, copyright infringement, inappropriate access of material and other limitations necessary to enable the district to provide this opportunity to use the network. **An additional document, the Technology Use Handbook, will be distributed to address the 1:1 initiative of the school district. All students will receive a school issued device to use while attending Culver Schools. Acknowledgement of the additional procedures, policies, and permissions pertaining to the device will be signed by the parents and students in order for the student to receive the device. Please be looking for a hard copy and online copy of these additional procedures, policies, and permissions. Included in the Technology Use Handbook is the Assurance Program. Students are required to pay a \$25 assurance fee each year for protection in case the device is damaged or ruined. The fee and signed assurance program form are required in order for students to receive their device.**

Personal Communication Devices (Pagers, Cell Phones, Audio Headset, etc)



Students and staff should be allowed to complete their tasks *without* the interruption of communication devices such as pagers, cell phones, or audio headsets (other than for school use) while attending school or school associated activities, on or off the school property including school buses. If the communication device disrupts the educational environment or impacts the safety of others, it is subject to confiscation and forfeiture to the district. Exceptions are: police officers, school administrators, staff, and active members of emergency medical technicians. A personal communication device is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Cell Phone Photographs:

- No use of cell phone photographs is permitted during school hours unless authorized by the principal or their designee.
- Use of cell phone photographs is strictly prohibited in the restrooms or locker room areas at any time.

School Board Policy: JFCEB

Weapons



Students have the right:

- To attend a school without fear of weapons.
- To attend a school free of threats to their physical or emotional wellbeing.

Students have the responsibility:

- Not to possess weapons or "look-alikes" in or around the school grounds/facilities or at school-sponsored activities.
- To report knowledge of weapons that might be in a student's possession or on the school grounds.
- To report any person who threatens to harm any student or staff member.

Possession of, threatening the use of, or actually using a weapon or simulated weapons (including "look-alike"), explosives, firecrackers, mace, or other items capable of producing bodily injury is prohibited. Possession of weapons including the unauthorized presence of or use of "dangerous weapons" which include, but are not limited to, any type of firearms* (guns), knife (including pocket knives), metal knuckles, straight razors, noxious, irritating or poisonous gases, poisons or drugs, bombs, explosives, or firecrackers.

“Dangerous weapon” means any weapon, device, instrument, material, or substance, which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

Possession includes not only possession on the student’s person, but also the presence of weapons in a vehicle, locker, or container under the student’s control, or brought upon the school grounds or facilities by the student whether or not in the student’s immediate possession or control when on the school grounds.

Materials or devices that can be readily assembled to create explosives or dangerous weapons, or any materials or devices that have potential of endangering the safety of others, are also prohibited. Violation of school policy regarding weapons or explosive materials will result in notification of law enforcement, suspension, and/or expulsion.

Culver School District and the communities of the Culver School District have a “no-tolerance” philosophy regarding any type of weapon in or around the school grounds or facilities, with the exception of law enforcement personnel. This also includes “look-alikes” or any inappropriate items that endanger the safety and wellbeing of student or staff, or the effective operation of the schools.

Students who promote or become involved in such activities can expect to be held accountable and disciplined for their actions. The State of Oregon also has strict laws on the use of weapons near or at schools. Disciplinary action will include arrest, suspension, or expulsion. The weapon is subject to seizure or forfeiture.

Exceptions to the foregoing rules regarding possession of weapons or “look-alikes” as used in dramatic productions, athletic events, classroom instruction, or school/club activities are permitted pursuant to prior arrangements and written permission under direct staff supervision.

** The Gun Free Schools Act (GFSA) of 1994 defines the term “firearm” in Section 921(a) of Title 18 of the United States Code: “any weapon (including a starter gun) that will be, or is designed to or may readily be, converted to expel a projectile by the action of an explosive.” Pellet guns and BB guns are classified as weapons under this law.*

ORS: 339.240 -339.254; 339.315; 332.061; 336.615; 336.655; 659A.003

OAR: 581-021-0050 to 0070

School Board Policy: JFCJ: JGE

Laser Pointers

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pointers while on district property, while attending a district-sponsored activity on or off district property or while traveling to or from any school event is prohibited. The student will be subject to discipline, including the confiscation of the laser pointer.

School Board Policy: JFCL

Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence

All students are entitled to attend a school without fear of hazing, harassment, intimidation, bullying, cyberbullying, teen dating violence, or personal safety. Harassment is basically defined as any act that substantially interferes with a student’s educational benefits, opportunities or performance. Harassment, intimidation, bullying, cyberbullying and teen dating violence are criminal offenses and may result in arrest.

Additionally, it is the District’s desire that all students be able to attend school free from sexual harassment from fellow students and school employees. Sexual advances made with the implied threat of reprisals if the advances are resisted will not be tolerated. The creation of a hostile or uncomfortable environment due to uninvited, unwelcome, personally offensive attention is also considered sexual harassment.

(Refer to Title VII of the 1964 Civil Rights Act.)

Anyone who engages in such activities can expect to be held accountable and disciplined for their actions in addition to the possibility of civil, criminal and any legal action being taken against them or their families. It is the student’s responsibility to report any violations if he/she is the victim or knows of someone being victimized. His/her parents, administration, counselors, or law enforcement should be notified *immediately* in order to begin getting assistance for the victim.

Sexual Harassment Complaints

All persons associated with the School District including but not limited to the Board of Directors, employees, volunteers, and students are expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. The student and/or parent with a complaint should contact a school administrator.

Examples of sexual harassment are, but not limited to the following:

- Visual - ogling, staring, inappropriate hand gestures.
- Verbal - unwanted request for dates, questions about personal life, lewd comments, dirty/sexual jokes, whistling.
- Written - unwanted love poems and love letters, obscene poems, unwanted cards.
- Touching - violating space, patting, grabbing, pinching, caressing, and kissing.
- Power-relationships, using power to request dates, sex, etc.
- Intimidation - threats, demands.
- Force - rape, physical assault.

OAR: 581-21-0038

School Board Policy: JFCF/GBNA

Assaults, Menacing, Disorderly Conduct and Threats

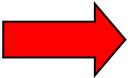
Students, staff, and community are entitled to attend schools in an environment where physical or mental violence does not occur. Persons who engage, promote, or become involved in such activities can and will be held accountable for their actions. Assault is basically defined as any offensive physical contact that results in a visible injury. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury.

Disorderly conduct is basically defined as intentionally causing public inconvenience, annoyance, or alarm by engaging in or participating in fighting or any violent threatening behavior. It also includes making unreasonable noise, disrupting lawful assembly of persons, or congregating with others in public places and refusing to comply with a lawful order of law enforcement to leave. Students will not verbally, in writing, or by any conduct threaten, intimidate, harass or coerce any fellow student or district employee. Any violation will be considered serious and may result in suspension and/or expulsion against the individual and the possibility of criminal or civil action being taken against the individual and his/her family.

ORS: 163.160; 163.190; 166.025; 339.240-250

School Board Policy: JFCM

Theft



Students have the right:

- To not have their personal property taken or damaged.
- To take reasonable precautions to ensure the security of their personal property.

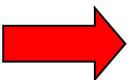
Students have the responsibility:

- To respect the property of others including fellow students, staff, the School District, and the community.
- To take reasonable precautions to secure and protect their personal property.
- To report thefts to the authorities.

Theft is defined as taking, obtaining, or withholding another person's property. Theft constitutes criminal conduct under Oregon State law and should be reported to law enforcement as soon as possible. The school will take disciplinary action regardless of the consequences or sanctions imposed by the State of Oregon. Suspensions or expulsions may result. Law enforcement may be notified at the discretion of the school administrators.

ORS: 164.015, .043, .045, .055

Vandalism / Criminal Mischief



Students have the right:

- To attend a school that is clean, safe, well maintained and in a state of good repair.

Students have the responsibility:

- To assist in the maintenance of a clean school, and refrain from littering and damaging property.
- To take reasonable personal action or make a report to school or law enforcement authorities when violations are observed.
- To leave all valuable personal property at home particularly CDs, C.D. players, IPOD's, MP3 players and other electronic devices.

Vandalism or criminal mischief is basically defined as intentionally causing substantial inconvenience to the owner or to another person, and having no right to do so nor reasonable grounds to believe that the person has such a right, tampers or interferes with the property of another.

Vandalism includes the abuse of any school property, including items such as textbooks, desks, lockers, chairs, computers, bathrooms, and other school equipment. Vandalism to school property is a criminal action under the laws of the State of Oregon and

law enforcement will be notified. Disciplinary action will be taken by the school that could result in any or all of the following:

1. Restitution to the school for damages incurred. This also includes the work hours to repair damages.
2. Suspension, expulsion, or other appropriate discipline.
3. Arrest and criminal prosecution and/or civil action.

ORS: 164.345, .354, .365

Tobacco



Students have the right:

- To attend school in an environment free of tobacco, tobacco smoke or the “results” of chewing tobacco.
- To be free from pressure by their peers to use or possess tobacco.

Students have the responsibility:

- Not to use or possess tobacco, either smoking or chewing.
- Not to pressure another student to use tobacco.

“It is unlawful for any person under 21 years of age to possess tobacco products.” The Culver School District has declared that all of its facilities will be tobacco free for all staff, students, visitors, and community members. Students, including those students who are 21 years or older, possessing or using tobacco products may be subject to arrest and/or suspension or expulsion.

If possession or use occurs on school grounds, or while participating in school-sponsored activities, or during lunch when students are off campus, students will be subject to discipline up to and including expulsion. (This statement also pertains to Drug and Alcohol Issues.) All others using tobacco on school properties will be asked to stop or leave, or they may be subject to arrest for trespass.

The school and students have a responsibility to diligently and regularly inform all students that tobacco use is hazardous to one’s health.

Counseling and other support services will be provided to students and staff wishing to remain tobacco free. There are additional consequences for students involved in athletics regarding the use of tobacco.

ORS: 339.240-250; 339.865

OAR: 581-21-0050 to 0075; 581-53-015 Rules for School Bus Driver

School Board Policy: JFCG

Alcohol and Controlled Substances



Students have the right:

- To attend schools in an environment free of alcoholic beverages and controlled substances.
- To be free of pressure from their peers or others to use, possess, or distribute alcohol or controlled substances.

Students have the responsibility:

- Not to possess, distribute, or be under the influence of alcohol or controlled substances/drugs (narcotics, marijuana, inhalants, dangerous mind altering substances, unauthorized medication or drug paraphernalia) as described in ORS Chapter 475.
- Not to possess, distribute or attempt to distribute “look alike” controlled substances or alcohol in circumstances in which another person would reasonably be caused to believe that the “look alike” substances were controlled substances or being represented to be controlled substance.

The Culver School District, as well as the whole community, recognizes that the abuse of drugs and alcohol pose extreme serious health risks. Curriculums are taught in all of our schools in the district to inform students that the abuse of drugs and alcohol is wrong and harmful (see Tobacco above).

District administrators are responsible for assessing penalties to students who possess, distribute, or attempt to distribute, or are under the influence of alcohol which is wrong and harmful.

Consumption/under the influence of, possession, distribution, attempted distribution of alcohol or controlled substances, abusive chemicals, unauthorized medications, or possession of drug related paraphernalia will result in disciplinary action. Additional counseling and other support services will be provided to students wishing to remain free of alcohol and controlled substances.

A student will be suspended for violation of the district’s rules regarding possession of alcohol and controlled substances, (including residue in pockets, pipes, etc.), possession of paraphernalia, or look-alikes. (Refer to District policy for suspension/expulsion rules.) Expulsion will be recommended for distribution of alcohol and/or controlled substance. A second offense for violation of the alcohol and controlled substance policy will also result in recommendation for expulsion.

Exceptions to the foregoing rules regarding possession of alcoholic/ controlled substances or “look-alikes” as used in dramatic productions, athletic events, classroom instruction, or school/club activities are permitted pursuant to prior arrangements and written permission under direct staff supervision. *ORS: 339.240 to .250 OAR: 581-21-0050 to -0075; 581-22-0413; 581-53-0015 Rules for School Bus Drivers*
**See administering of Non-injectable medicines School Board Policy: JFCH; JFCI*

Search, Seizure and Questioning



Students have the right:

- To be present, whenever reasonable, when his or her property or school property in use by such students is being searched. There may be occasions, however, when school officials believe it is in the best interests of the safety of the students or the general welfare of the school to conduct a search in the student’s absence.

Students have the responsibility:

- To cooperate with the school staff and/or law enforcement.
- Not to bring upon school premises, dangerous weapons or “look-alikes”, unlawful drugs or other prohibited substances or items constituting a threat to the health or safety of any person.

A. Searches and Seizures

The School Board seeks to assure a climate in the schools, which is appropriate for institutions of learning and which assures the safety and welfare of personnel and students. To assist the Board in attaining these goals, school officials may search the person and the personal property, including the facility or property provided by the school. School official may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reason to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

The Superintendent will develop procedures for implementing this policy in a manner that assures individual rights are balanced with the larger needs of the school, following these basic procedures:

1. A search of a student’s person will be conducted when there is reasonable suspicion to believe that the particular student is concealing evidence of an illegal act or school violation.
2. The search shall be “reasonable in scope,” related to the objectives of the search, and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.
3. Student vehicle searches—refer to section 20 letter (c).
4. Illegal items (firearms, weapons, narcotics, etc.) or possessions determined to be a threat to the safety or security of others will be seized by school officials. When illegal items are seized, school officials will notify law enforcement.
5. Items that may be used to disrupt or interfere with the educational process will be temporarily removed from the student’s possession.
6. A general search of school properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the school, which are unlawful, or are in violations of school policy will be seized. Students may be notified that searches of school property have occurred and will be notified of any items seized.
7. At the time school equipment (for example, school lockers) is assigned to students for their use, students will be informed of conditions for the use of such equipment and of the intent of school personnel to conduct routine searches.
8. Drug sniffing dogs may be used to examine lockers, other student storage areas and vehicles. Such activities may occur at any time.

B. Questioning by Law Enforcement Officials Regarding Non-School Related Issues

Normally, questioning of students for non-school related issues should occur outside the school. Any investigation of child abuse will be directed by the Oregon Department of Human Services or law enforcement officials as required by law. When an administrator is notified that the Department of Human Services or law enforcement would like to interview a student at school, the administrator must request that the investigating official demonstrate that he/she has a warrant, court order, exigent circumstances or parental consent to interview the student. Failure to meet one of these criteria may result in the administrators’ refusal to allow the student interview on school property.

The school administration should inform the investigating officer(s) if the student they are to question has any disabling conditions that they are aware of. Confidential records cannot be used in an investigation without an appropriate subpoena or in other conformance with Oregon law. If a custody or arrest is involved, the principal will request that all procedural safeguards prescribed by law be observed by law enforcement officials and that the least possible disruption is caused to the learning environment

ORS: 419B.010-419B.045

OAR: 581-021-0050 to -0075

School Board Policy: JFG, JFG-AR

Interscholastic Activities

Culver School District is a member of the Oregon School Athletics Association (OSAA). In all athletic matters, the Board will adhere to the policies, rules and regulations of that body.

High School Specific: School Activities

High School Clubs, Activities, and Organizations

Extracurricular and co-curricular activities in high school are extremely important in teaching the many intangible skills and qualities necessary for success in life. Students who are active in school clubs and sports are often more likely to be successful academically as well. School activities also provide opportunities for students to build friendships and to experience the kind of challenges and successes that are essential to building self-confidence, self-reliance, and self-esteem. Students who do not participate in this important part of life are not taking full advantage of the educational opportunities provided. In light of this, students are encouraged to **Get Involved !**

Student Government

A government of elected officers with an advisor represents the Associated Student Body (ASB) of Culver High School. The ASB shall have control over clubs and class activities in collaboration with school staff as appropriate. Purchase orders are required before funds will be released from any account. The Student Council will assist in coordination of fund-raising. When a club or class leaves Culver, any money left in that account is converted to the Student Body fund unless members choose to purchase something for the school.

Student Body Cards

Students are encouraged to purchase student body cards. These cards will serve as admission to all interscholastic athletic events and activities sponsored by the student body at Culver High School. Students must show their card at each event or they will be charged at the student admission rate. Students must have a student body card to participate in any ASB sponsored activities as well as elections. Students must have a student body card to participate in athletics.

Class and Club Responsibilities

Activities which a club or class may wish to develop must have approval of the Student Council. A Class/Club Activity Sheet must be completely filled out and submitted to the President on the Friday prior to the Student Council meeting. The District Adopted Budget does not sponsor club and class activities. The club must pay all costs incurred for activities; if the District incurs the cost, the club must reimburse the District (i.e., decorating supplies, long distance phone calls, postage).

Citizenship

Honesty, integrity, respect, responsibility, kindness, compassion, and courage are standards of character for all students, but especially for those involved in extra-curricular activities representing Culver High School. Athletes, for example, are recognized on and off the playing field and are expected to represent their school, community, teammates, and coaches in the most positive ways possible. Athletic Code must be signed by all athletes in order to participate in any sport.

Dances and School Functions

School dances end at 11:00 p.m., unless otherwise approved by administration. Dances are sponsored by various classes and student clubs. The adult advisors are responsible for coordinating and supervising, while the class members or club members are responsible for recruiting chaperones, decorating, and cleaning up. At least three staff chaperones are required for each dance. Chaperones and all other preparations for the dance must be in place by the Tuesday prior to the dance. Up to five dances may occur each school year.

Procedures:

1. Students are expected to have student I.D. cards or temporary replacement cards for admission to dances and other functions. Students who are suspended, expelled, or otherwise barred from campus are not permitted to attend dances.
2. Students are not permitted to re-enter a dance once they have left. Students who step outside during dances are restricted to a monitored area that is specifically designated for that purpose.

To most dances, Culver students may bring one guest only if they have properly completed the dance guest form at least 3 days prior to the dance. Guests must be 19 or younger and are subject to administrative approval. The Culver host student is responsible for the behavior choices of his/her guest and must make the guest aware of applicable school rules.

Closed Practices

Students who are not team members may not come to an athletic or activity practice, unless specifically invited by the coach or advisor.

Sportsmanship at Extra-curricular Events

Both participants and spectators represent the school and community at extracurricular and sporting events. Culver High School students and parents are expected to uphold the traditional high standard of conduct and sportsmanship that has come to be expected of them at extracurricular events both at home and away. Students representing Culver High School at school-sponsored events, as participants or spectators, are subject to the rules of the school discipline code. The School District reserves the right to limit spectator participation due to inappropriate conduct.

Inter-Curricular Activities Participation Philosophy

An inter-curricular activity is defined as any activity based upon and directly related to curricular offerings of the School District. Participation in these activities may or may not affect a student's grade in the classroom. The Culver School Board of directors recognizes inter-curricular activities as an important extension of the academic curriculum offerings provided to students. The board encourages student participation in such activities, based upon the belief that such participation will enhance the related academic educational experience of students. Participating students will be expected to conduct themselves beyond reproach at all activities and as guests in other communities. The curricular teacher shall be responsible for the specific inter-curricular program activities in relation to planned events, individual student participation, and fulfillment of school district requirements.

Inter-Curricular Activities Mission Statement

The mission of inter-curricular activities at Culver School District is to provide students with opportunities to enhance learning and skills development related to specific curricular offerings. In pursuit of this mission Culver School District will:

- Offer programs that will develop a healthy self-concept in the participants.
- Give students a sense of human interdependence.
- Develop group awareness and involvement.

- Expose students to their communities, cultures, and lifestyles.
- Provide students with activities that develop self-discipline.
- Stress positive citizenship at all times.
- Assist students in developing techniques in setting and reaching personal goals.
- Provide opportunities that will allow students to gain and demonstrate curriculum related skills and knowledge.

Extra-Curricular Activity Policy

An Extra-Curricular Activity is defined as any activity in which lack of participation has no effect on a student's grade. The Culver School District Board of Directors recognizes extra-curricular programs are an important part of the school experience; however, priority must be placed on academics. The Board encourages participation in extra-curricular activities, but demands academic success prior to participation. The Board recognizes participating students as being ambassadors of our school, and as such they are expected to behave themselves in a manner that is beyond reproach at all extra-curricular activities.

The mission of extra-curricular activities for the Culver School District is to provide students with the opportunities that enhance the total educational experience. In pursuit of this mission Culver School District will:

- Offer programs that will develop a healthy self-concept in the participants.
- Give participants a sense of human interdependence, develop civic awareness and involvement.
- Expose students to other communities, cultures, and lifestyles.
- Provide students with activities that develop self-discipline in emotional and stressful situations.
- Stress positive sportsmanship in all programs.
- Help students develop techniques to set and reach personal and team goals.
- Provide programs that will give students an outlet for competition.

Extra-Curricular Activities Guidelines and Eligibility

It is the responsibility of the head coach, advisor/teacher, and athletic director to insure that every member of his/her program is eligible in accordance with current Oregon School Activities Association (OSAA) regulation, the Oregon Department of Education (ODE) requirement, requirements of the student handbook (including the expectations contained in the athletic packet and signed by students and parents), and the guidelines set forth in this policy.

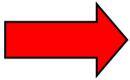
Academic Eligibility Requirements

In addition to the OSAA minimum eligibility requirements*, participating students are required to be passing all of their classes and maintaining a 1.5 GPA or higher. Passing is defined as a grade of A, B, C or D.

*See the Athletic Packet for more details regarding athletic requirements and expectations.

*OSAA requires the student to be enrolled in school, attending regularly and passing in subjects equivalent to at least five (5) credits of work [one (1) credit equals one-half (1/2) unit], and who, during the immediately preceding semester was enrolled in school, attended regularly and passed subjects equivalent to at least five (5) credits of work. In addition to the specific credit requirement identified, a student must be making satisfactory progress towards the school's graduation requirements as determined by the local school administration.

Exclusion from School



Students/Parents have the right:

- To be presented with a verbal or written statement of the charges.
- To be given the opportunity to be heard and present his/her view of the occurrence.
- To all due process guarantees contained in the school district's stated procedure for suspension and/or expulsion.

Students/Parents have the responsibility:

- To comply with school rules and regulations at school and at all school related activities as outlined in the introduction of this handbook.
- To obey all federal, state, and local laws.
- To submit to the lawful authority of school personnel.
- To conduct themselves individually and collectively in an orderly fashion.

ORS: 339.240-250

OAR: 581-21-0050 -0075

A. Suspension

Suspension temporarily removes the privilege and duty of a student to attend school and/or school activities for a period of time up to, but not exceeding, ten school days. In determining the length of the suspension, the principal will take into account the severity of the act and the previous behavior of the student. Suspension periods are based on circumstances and the infraction, attempts to notify parents should begin as quickly as possible when a suspension looks imminent.

Suspension may be made by the principal or his/her designee.

Temporary suspension may be necessary while officials review evidence and possibly take further action. In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event. When the decision to suspend is made, parents are notified and a procedure for reinstatement and appeal is explained. When a student with an IEP is being considered for suspension or expulsion from school, all procedures mandated by IDEA will be addressed.

A conference may be required for the student and/or the student's parents before reinstatement takes place. Any reinstatement requirements other than simply returning to class shall be presented in written form and contained in the suspension letter or referral

form.

Upon return to school, students have the right to make up assignments missed during the time of suspension and to be granted credit. It shall be the responsibility of the student to take the initiative to obtain make-up assignments. It will be the responsibility of the instructor to provide any additional instruction.

B. Expulsion

Expulsion means that a student is removed from school and all school-related activities for an extended period of time, not to exceed beyond one calendar year. Expulsions are recommended by the principal or his designee to the District Hearings Officer. The decision by the hearings officer will be communicated to the Superintendent for School Board action. The Superintendent may modify the expulsion requirement for a student on a case-by-case basis.

The decision of the hearings officer may be appealed to the School Board. Expulsion is used in cases of extreme severity or for repeated serious violation of school rules or District regulations.

District procedure provides for written notification to the students' parents, identification of alternate education options, the right to a hearing, all rights guaranteed by due process, and rights unique to certified handicapped students.

Recommendation for expulsion will be considered in the first instance, but not limited to, in the following cases:

1. Possession of any type of weapon.
2. Alcohol or controlled substances.
3. Serious endangerment of others.
4. Activity in secret societies, gang activity or hate groups.
5. Fighting.
6. Assault or menacing against any fellow student or school employee.
7. Willful disobedience.
8. Willful damage or injury to school property.
9. Use of threats, intimidation, harassment or coercion against any fellow student or school employee.
10. Open defiance of a staff member's authority.
11. Use or display of profane or obscene language.

ORS: 339.250(3) and (4)(a)

C. Admission of Students on Expulsion:

The School Board shall deny for at least one calendar year from the date of the expulsion, regular school admission to students who have become residents and who are under expulsion from another school district for a weapons policy violation.

The Board may also deny regular school admission to students who have become residents and who are under expulsion from another school district for reasons other than a weapons policy violation.

School Board Policy: JECA

"Gun Free Schools Act of 1994: For any student who is determined to have brought a weapon to school, federal law (Public Law 103-227 section 8001) and Oregon law (HB 2487) requires expulsion from school for a period of not less than one year."

ORS: 339.240 - .254; 332.061; 336.615; 336.655; 659A.003

OAR: 581-021-0050 to 0070

School Board Policy: JFCJ: JGE

Definitions of Behaviors with Common Consequences

Disciplinary Philosophy

Culver High School's disciplinary options include using one or more of the following interventions: counseling by teachers, counselors or administrators; restitution or its equivalent; detention; Saturday school; in-school or out-of school suspension; expulsion; and assignment to an alternative education program. In some cases, other possibilities may also be considered. Appropriate interventions depend on the nature of the offense.

Because the behavior problems of students vary in the degree of seriousness, the corrective actions to be taken must be determined by the professional judgment of an administrator. Although mitigating circumstances may dictate more severe or more lenient consequences than usual in a particular case, the range of consequences provided in this handbook will apply. These and other school rules apply to all students, not only at school, but at any school-sponsored function. *Tardies are compiled each semester; most other infractions are compiled annually.*

Our purpose in working with students is to help them develop behavioral patterns that reflect the character values of honesty, integrity, respect, responsibility, kindness, compassion, and courage. We assign natural and logical consequences in response to student behaviors that are not congruent with these values. Our purpose is to guide students to make more appropriate behavior choices in the future.

Abbreviations:

LE = Law enforcement may be contacted, student may be cited.

EXP = Expulsion hearing may be required.

SAP = Student Assistance Plan may be required (see Student Assistance Plan section).

Definitions:

Arson

Any action that causes or intends to cause a fire. Includes reckless burning, bomb threat, or construction of an explosive device—real or imagined.
1st: Up to a 10 day suspension. Restitution required. **LE/Exp/SAP.**

Assault

The physical abuse of another person. This may include the use of a weapon and/or sexual assault.
1st: 3 to 10 day suspension, parent conference required. **LE/Exp/SAP.**

Burglary

The unauthorized entry into school building or school records for the purpose of committing a crime.
1st: Up to 10 day suspension. **LE/Exp.**

Bus Misconduct

See bus transportation rules listed in this handbook.
1st: Loss of bus privileges for up to the remainder of the year and/or suspension. **LE/Exp/SAP.**

Cheating

The use of other people's work and presenting it as original.
1st: Failing grade may be assigned on that particular assignment/test.
2nd: Failing grade will be assigned in the class which cheating occurred. **SAP.**

Inappropriate Conduct

Conduct that does not reflect our community's values and the character traits of honesty, integrity, respect, responsibility, kindness, compassion, and courage shall be considered *inappropriate conduct* (i.e., altering grades, etc.). See also Inappropriate Behavior.
1st: Up to 10 day suspension. **LE/Exp/SAP.**

Dangerous Items

The possession (on a person, in locker, in book bag, car, etc.) and/or use of any weapon (may include but is not limited to: fireworks, ammunition, pocket knives, mace, hot pepper canisters) is prohibited on the school district premises or any other premises where official school functions are being conducted. The dangerous items will be confiscated. In some cases the confiscated items may be returned to parent/guardian by appointment with an administrator.
1st: Up to a 10 day suspension and confiscation of item. **LE/Exp.**

Deliberate Misuse of Property

The intentional use without proper permission of property belonging to the school or any individual for a purpose other than that for which it was intended or in a manner likely to damage the property.
1st: Up to a 3 day suspension.

Disruptive Behavior

Behavior in a manner which disrupts or interferes with the schools educational activities. This includes any discussions among students relative to drug/alcohol use.
1st/2nd: Administrative conference, appropriate consequences considered.
3rd: Up to a 10 day suspension. **Exp/SAP.**

Driving Infraction

Driving in an unsafe or inappropriate manner. This includes parking in an unauthorized area.
1st: Loss of driving privileges for up to the remainder of year and/or suspension.
LE/Exp.

False Fire Alarms

The reporting of a fire and/or bomb threat to school or fire officials or setting off a fire alarm without a reasonable belief a fire exists.
1st: 5 to 10 day suspension and restitution. **LE/EXP.**

Play Fighting

Horseplay (tag, grabbing hats, scuffling), pushing, shoving, sparring, or pretending to fight.
1st: Up to a 1 day suspension.
2nd: Will be considered 'Fighting' (also see willful defiance).

Fighting

Intentional physical contact with another person (with or without physical injury).
1st: 5 to 10 day suspension. Parent conference and/or mediation may be required.
LE/Exp/SAP.

Forgery

The providing of a false signature or altering a school document.
1st: Suspension. Parent conference may be required.
2nd: Up to a 3 day suspension. Additional consequences may be necessary.

Gang Activity/Conduct

The display of material that identifies or appears to identify a student with a gang and/or causes disruption to the academic environment. See definition under 'Freedom of Expression'.
1st: Up to a 10 day suspension (depending on severity). **LE/Exp/SAP.**

Harassment/Hazing

Disturbing others by pestering, tormenting, or annoying. Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can be verbal, physical, visual, sexual, or written. It includes, but is not limited

to the following: Derogatory comments, jokes, or insults spoken to another person; unwanted physical contact, assault, or deliberately impeding movements or normal work, including gauntlet formation; derogatory, demeaning or inflammatory visuals, writings, or gestures (including targeted lists); and unwelcome sexual advances, requests for sexual favors, and or verbal or physical conduct of a sexual nature.

1st: Up to a 10 day suspension. Parent conference may be required. **LE/Exp**.

Inappropriate Behavior

Behaving in a manner that is unbecoming of a Culver student or Culver citizen and/or not appropriate in an educational setting.

1st: Detention or suspension

2nd: Up to a 10 day suspension. Parent conference may be required. **LE/Exp/SAP**.

Inappropriate Affection

Inappropriate touching, kissing, comments, etc.

1st: Warning to participants.

2nd: See Willful Defiance.

Intimidation/Menacing

Using force or threat to prevent another person from moving or acting in accordance with school policies or personal choice. Causing another person to believe he/she is in danger.

1st: Up to a 10 day suspension. Parent conference may be required. **LE/Exp/SAP**.

Loitering

Remaining around the school building or campus without permission and/or staff supervision.

1st: Detention or suspension.

Lying

Knowingly sharing false information with or attempting to mislead a staff member.

1st: Suspension. Parent conference may be required.

2nd: Up to a 3 day suspension. Additional consequences may be necessary.

Misuse of Computer and/or Network

Computer and network use, including the Internet, is restricted to educational purposes. Use of the computer or network to download music files, visit inappropriate web sites, browse or open files outside of assigned locations, play video games, or any other activity that is restricted to students or does not have a clear and defensible educational purpose is prohibited.

1st: Suspension. Restriction of computer use for up to remainder of school year.

Plagiarism/Copyright Violation

Copying another person's work without acknowledgement, whether the work is published or unpublished, professional or amateur, or the wrongful act of taking the product of another person's mind, and presenting it as one's own, or to give the impression that you have written or thought something that you have in fact borrowed from someone else, is considered plagiarism.

1st: Failing grade may be assigned on particular assignment. Conference with administrator may be required. Parents notified.

2nd: Failing grade may be assigned in the class which plagiarism occurred. **SAP**.

Profanity/Vulgarity/Abusive Language

Students writing, saying, or making gestures which convey a message which is grossly offensive, obscene, sexually suggestive, or ridicules another person.

In conversation: 1st: Verbal reprimand, staff asks student to stop behavior.

2nd: See Willful Defiance.

Directed at

another person: 1st: Conference with an administrator may be required. Detention(s) may be assigned.

Possible suspension until parent conference.

2nd: Up to 10 day suspension. Parent conference may be required.

Directed at

school personnel: 1st: Up to 10 day suspension.

2nd: 3 to 10 day suspension. **Exp**.

Prohibited Items

Items that are considered disruptive to the learning environment (laser pointers, etc.) are not allowed on campus.

1st: In most cases, parents must make an appointment with administrator to redeem item.

2nd: See Willful Defiance.

Removal From Class

When disruptive or inappropriate behavior in a classroom warrants a staff member to send that student to the office.

1st: Possible conference with administrator and detention(s) may be assigned. Parents may be notified. In some cases, additional consequences may be appropriate.

2nd: (from same class) Possible suspension and/or student assistance plan with student, teacher, parents, and/or administrator may be required.

3rd: (from any combination of classes) Up to a 3 day suspension.

4th: Up to a 10 day suspension. **Exp/SAP**.

Safety Violations/Unsafe Behavior

Not following safety procedures or using safety equipment when appropriate, or asked to by a staff member, so as to threaten health and safety or to disrupt the educational process.

1st: Up to a 10 day suspension. **LE/Exp/SAP**.

Skipping Class

The failure to report to class without permission/excuse or leaving the building/assigned area without obtaining prior permission.

1st-3rd hour of class skipped: 1 hour of detention assigned per class skipped.

4th-6th: See truancy pattern.

7th or more: Can forfeit the right to earn credit.

Skipping Detention

Failure to attend an assigned detention.

- 1st: Detention may be assigned for skipping a detention. The student must also attend original detention.
- 2nd: Conference with administrator or his/her designee. Possible Saturday school or suspension. **SAP**.

Skipping Saturday School

Failure to attend an assigned Saturday school session.

- 1st: See Willful Defiance.

Substance Abuse/Possession

Student possession or use of alcohol, non-prescribed anabolic steroids, or unlawful drugs on the school grounds or while participating in school-sponsored activities is a violation of the District Substance Abuse Policy. This also includes possession of illegal substance paraphernalia or misuse of prescription drugs.

- 1st: Up to a 10 day suspension and confiscation of substance. **LE/SAP**. Suspension may be reduced to a 5 day suspension with confirmed date for a drug/alcohol assessment (paid for by student/parent). Ongoing treatment may be required. For athletes, training rules apply.
- 2nd: Up to a 10 day suspension (confiscation). **LE/Exp/SAP**. To be considered for re-admittance, student must successfully complete an appropriate treatment program (at parents/guardian expense). For athletes, training rules apply.

Substance Distribution

Distribution or sharing of illegal substances, including misuse of prescription drugs.

- 1st: Up to a 10 day suspension (confiscation). **LE/Exp/SAP**.

Tardies and Referral Tardies

Arriving to class late. Arriving more than 10 minutes late is called a **Referral Tardy** and is treated as a skipped class.

- 1st-2nd: Handled by classroom teacher.
- 3rd-5th: 1 detention assigned per tardy.
- 6th: See Willful Defiance.

Theft (Successful or Attempted)

Taking or attempting to take property belonging to the school or any individual or group without prior permission.

- Major Theft (\$50 or more): 3 to 10 day suspension. Restitution required. **LE/Exp**.
- Minor Theft: Up to 3 day suspension. Restitution required. **LE/Exp**.

Threats

Causing another person or people to believe they are in danger (in speech, writing, or conduct).

- 1st: Up to a 10 day suspension. Parent conference may be required. Risk assessment or psychological evaluation may be required (paid for by student/parent). **LE/Exp/SAP**.

Tobacco

Possession or use of tobacco.

- 1st: 1 day suspension and confiscation of product. Parents notified. **LE**.
- 2nd: 3 day suspension (confiscation). Parent conference may be required. **LE/SAP**.

Trespassing

Entering into any school property or school facilities without proper authority; includes entry during a period of suspension or expulsion.

- 1st: See Willful Defiance. **LE/Exp**.

Truancy/Skipping Pattern

Failing to report to school without appropriate excuse. Skipping a total of 6 or more classes during a four-week period.

- 1st: Student Assistance Plan (**SAP**) with student, parents, teachers, and/or administration may be required. Detention(s), Saturday school, in-school suspension, and/or 1 to 5 day suspension may be considered. Other interventions, including alternative placement as appropriate, may be considered.

Unauthorized/Unsupervised Area

Entering into an area that is off limits to students (includes leaving the building/assigned area without permission or being in the hall during class time without a pass).

- 1st: Warning and rule review. Possible additional consequences.
- 2nd: See Willful Defiance.

Violation of School Rules at Athletic Events or Activities

Attending school dances, games, and related school activities is a privilege, not a right. The privilege may be revoked for violation of school rules while at such activities.

- 1st: Restriction of permission to attend activities for up to the remainder of the school year. See also specific behavior and consequence.

Vandalism/Destruction of Property

Students are responsible for the proper care of all books, supplies, lockers, equipment and furniture supplied by the school. Students are to respect others' property. Students are not to use others' property unless they have permission from the owner.

- 1st: Up to a 10 day suspension. Restitution and parent conference required. **LE/Exp**.

Weapons

The possession (on person, in locker, bag, vehicle, etc.) of any weapon (including but not be limited to guns, including toy look-alikes, switch blades, hunting knives, pocket knives) is prohibited on the school district premises or any other premises where official school functions are being conducted.

- 1st: Mandatory expulsion hearing. **LE**.

Willful Defiance

Insubordination or refusal to comply with direction, reasonable request or instruction of a staff member (including failing to self-identify).

- 1st: Detention or suspension of up to 10 days. **Exp/SAP**.

2nd: Suspension, parent conference with administrator may be required. **Exp/SAP.**

Student Assistance Plans

When needed, Student Assistance Plans are designed to prevent and reduce student problems, including low academic performance, irregular attendance, substance abuse, suicide, dropout, violence, child abuse, and other serious issues. Student Assistance Plans have four basic components: 1) identification; 2) assessment; 3) establishment of a plan; and 4) support. Plans are operated by individuals and teams consisting of administrators, counselors, and staff members. Parents are an integral part of the success of most Student Assistance Plans.