Crook County School District
2026-2027 Student/Parent Handbook

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Steins Pillar Elementary School

640 NE 3rd St, Prineville OR. 97754
Phone: 541-416-4230 Fax: 541-416-4231

Brian Kissell - Principal
Brian.kissell@crookcountyschools.org
541-416-4230

Steins Pillar School Hours:
7:50 am -3:00 pm
Instructional Hours:
8:10 am - 2:25 pm

Steins Pillar School Calendar:
Event calendars are available in the school office

Staff Contact:
firstname.lastname@crookcountyschools.org

Steins Pillar Sexual Harassment Reporter: Brian Kissell & Joe Vierra

INTRODUCTION	
The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office and the District Office during business hours and can be found on the District's website at www.crookcountyschools.org. Any information contained in this student handbook is subject to revision or elimination. Appropriate notification will be provided. Crook County School District does not discriminate and prohibits discrimination in any programs or activities on the basis of protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, immigration status, citizenship status, or gender identity. See Policy AC Nondiscrimination and Policy AC-AR Complaints and Procedure. Complaints and/or inquiries may be directed to the appropriate Coordinator as linked here, and/or may be referred to the U.S. Department of Education Office for Civil Rights (OCR). The following staff has been designated to coordinate compliance with Title IX, and other civil rights or discrimination issues: Joe Vierra, Human Resources Director 471 Ochoco Plaza Drive Prineville, OR 97754 (541) 447-5664 joe.vierra@crookcountyschools.org The following staff has been designated to coordinate compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act: Dr. Lora Nordquist, Special Education Director 471 Ochoco Plaza Drive Prineville, OR 97754 (541) 447-5664 lora.nordquist@crookcountyschools.org	CCSD Policy: ● AC - Nondiscrimination ● ACA - Americans with Disabilities Act ● JB - Equal Educational Opportunity ● JBAA - Section 504 - Students ● ● JFC - Student Conduct ● JO/IGBAB - Education Records/Records of Students with Disabilities ● JOA - Directory Information ● JOB - Personally Identifiable Information
Procedure for filing a complaint can be found in the district's policy KL-AR.	CCSD Policy: ● Public Complaint Form

PARENT/GUARDIAN CONSENT & ACKNOWLEDGMENTS	
The following parent/guardian acknowledgements are completed through the online registration process and ParentVue: ● Student Insurance Offer 24-25 ● Rules Governing Pupils Riding School Buses ● OSAS Annual Testing Notice 24-25 ● AHERA Letter to Parents (Asbestos) ● Opt in for communications to students ● Opt in for communications to Parents ● Rules Governing Pupils Riding School Buses ● Various Consents for Health related matters - to treat, meds ● Advantage Dental E-consent form* Optional ● Consent to participate in ASPIRE ● Consent for contact with Military Recruiters ● Consent for Public Media outlets - newspaper, tv, and radio ● Consent for District Directed Media outlets - social media platforms, CCSD website, promo materials ● FERPA/Notice of Directory Information ● Responsible use of technology tools Any parent or guardian needing assistance with online registrations or ParentVue, please contact your student's school or the Crook County School District main office.	CCSD Policy: ● JFC - Student Conduct ● JO/IGBAB - Education Records/Records of Students with Disabilities ● JOA - Directory Information ● JOB - Personally Identifiable Information
DISTRICT INFORMATION	
See the below links for district information: ● Superintendent's Office Information: https://www.crookcountyschools.org/about/superintendents-office/ ● School Board Directory & Information: https://www.crookcountyschools.org/school-board/board-members/ ● School Board Meeting Dates & Locations: https://www.crookcountyschools.org/school-board/school-board-calendar/ ● School District Strategic Plan & Goals: https://www.crookcountyschools.org/school-board/strategic-plan/ **Mission Statement and Board Goals** Mission: The School Board, administration, staff, students, parents, and the community work together to ensure *high academic achievement, personal growth and exemplary citizenship* ***for all students*** by establishing a learning system based on excellence, continuous improvement, and safe and effective operations. The Board sets comprehensive goals each academic year tied to the district's core values of enhancing Academic Greatness for Every Learner; Building Bridges; and Connected, Safe, and Thriving Schools. Board Goals can be viewed here.	

ACADEMIC INTEGRITY	
Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes, but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.	
ADMISSION	
All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Students who do not reside within district boundaries may be required to pay tuition unless admitted through the inter-district transfer process. The district may deny regular school admission to a student who is expelled from another school district or who applies for admission to the district as a nonresident student. The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. A parent(s) of any student receiving Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.	CCSD Policy: • JEC – Admissions • JECA - Admission of Resident Students • JECAA - Admission of Part-Time Private School Students • JECB - Admission of Nonresident Students
ALTERNATIVE EDUCATION PROGRAMS	
Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. For more information, please contact the school counselor at the school where your student attends.	CCSD Policy: • IGBHA - Alternative Education Programs • IGBHB - Establishment of Alternative Education Programs • JECA - Admission of Resident Students
ANIMAL DISSECTION	
In courses including animal dissection, a student or parent may request alternative coursework rather than participate in dissection activities on an animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction.	

ANIMALS IN THE SCHOOL	
Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability or animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.	CCSD Policy: ● ING – Animals in District Facilities
ASBESTOS	
The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.	CCSD Policy: ● EB - Safety Program
ASSEMBLIES	
A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.	
ASSESSMENT PROGRAM	
The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Students may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment. The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety may be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.	CCSD Policy: ● IL – Assessment Program
ASSIGNMENT OF STUDENTS TO CLASSES	
Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class must be directed to the principal. Final decisions are the responsibility of the principal or designee.	CCSD Policy: ● JECD - Assignment of Students to Classes

ASSIGNMENT OF STUDENTS TO SCHOOLS	
Students are expected to attend the school in the attendance area in which they reside, except as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information. A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school as required by the Every Student Succeeds Act (ESSA). Parents of students considering private placement for IDEA or Section 504 services must notify the district in advance before privately placing their student, or else potentially forfeit any right to reimbursement or prospective payment for that placement. Many students who are unilaterally placed by their parents are sometimes placed when they are not yet identified under the IDEA or Section 504 of the Rehabilitation Act.	CCSD Policy: ● JECBD - Homeless Students ● JECC - Assignment of Students to Schools
ATTENDANCE	
All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having legal control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to have the child attend and maintain the child in regular attendance during the entire school term. All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having legal control of a child, who is five years of age and has enrolled the child in a public school, are required to have the child attend and maintain the child in regular attendance during the school term. Staff will monitor and report violations of the state compulsory attendance law. A parent will be issued a notification, in writing and in the native language of the parent, and in accordance with law, the superintendent or designee will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP. Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a notice 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 not attended school as required.	CCSD Policy: ● JEA - Compulsory Attendance

Absence and Excuses	
In order for an absence to be excused a student must bring a note signed by the parent that describes the reason for the absence or a parent must communicate the reason for the absence by phone, email or communication app. A student's absence from school or class will be excused under the following circumstances: 1. Illness, including mental and behavioral health of the student; 2. Illness of an immediate family member when the student's presence at home is necessary; 3. Emergency situations that require the student's absence; 4. Student is a dependent of a member of the U.S. Armed Forces[1] who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year; 5. Field trips and school-approved activities; 6. Medical or dental appointments. Confirmation of appointments may be required; 7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence. Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible. Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations. A student who must leave school during the day, [must bring a note from their parent, must have a parent visit the office to pick up the student or must have a parent send a communication to the school via phone, email or [communication app]. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The nurse or designated staff will decide whether the student should be sent home and will notify the student's parent, as appropriate. A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.	CCSD Policy: • JED - Student Absences and Excuses • IGBHD – Program Exemptions

[1]U.S. Armed Forces includes the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marines Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

Truancy	
A student who is absent from school without a valid excuse or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, or ineligibility to participate in athletics or other activities.	CCSD Policy: ● JEDA – Truancy
CLOSED CAMPUS/OPEN CAMPUS	
Freshman students shall not leave any school campus without a legitimate reason once they have arrived on the school grounds. Said legitimate reason is to be established under the supervision of the principal, together with the student and their parents. Personal contact with parent/guardian or their designee is required.	CCSD Policy: ● JEFA - Off Campus Access
CLUBS AND ORGANIZATIONS	
Student clubs, organizations and performing may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.	CCSD Policy: ● IGD – Cocurricular/ Extracurricular Activities ● IGDK – NonSchool-Sponsored Student and Athletic Tours/Trips/ Competitions
COMMUNICABLE DISEASES	
The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law. A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR – Communicable Diseases – Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others. Parents of a student with a communicable or contagious disease are asked to contact the school nurse or principal so that other students who have been exposed to the disease can be alerted. Parents with questions should contact the school office.	CCSD Policy: ● JHCC – Communicable Diseases – Students Oregon Health Authority: ● Head Lice Guidance
COMPUTER USE	
Students may be permitted to use the district's electronic communications system for school and instruction related activities. For details regarding technology use, please review the CCSD Technology Responsible Use Policy and Agreement (https://www.crookcountyschools.org/departments/technology/student-technology-information/). The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:	CCSD Policy: ● IIBGA – Electronic Communications System

1. Technology protection measures have been installed and are in continuous operation to protect against internet access by both adults and students to visual depictions that are obscene, child pornography, or with respect to the use of the computers by students, harmful to students; 2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms; 3. The online activities of students are monitored; 4. Access by students to inappropriate matter on the Internet and World Wide Web is denied; 5. Procedures are in place to help ensure the safety and security of students when using email, chat rooms, and other forms of direct electronic communications; 6. Unauthorized access, including "hacking" and other unlawful activities by students online is prohibited; 7. Unauthorized disclosure, use, and dissemination of personal information regarding students is prohibited; 8. Measures designed to restrict students' access to materials harmful to students have been installed. The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law; school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, received, generated, or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems. Students will comply with district policies, including but not limited to, Board policy IIBGA – Electronic Communications System and its administrative regulation. Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.	
CONCUSSIONS AND TRAUMATIC BRAIN INJURIES	
Upon receipt of written notification from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan. Written notice is not required for the district to begin following concussion protocols. Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student, and to other employees who have regular responsibilities for the student's supervision or health.	
CONDUCT	
Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules, and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state law.	

Student Code of Conduct	
The district has authority and control over a student at school during the regular school day, at any school or district-sponsored activity, regardless of time or location, and while being transported in district-provided transportation. Students may be subject to discipline for conduct while traveling to and from school, at the bus stop, at school- or district-sponsored events, while at other schools in the district, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others. Students will be subject to discipline including detention, suspension, expulsion, denial, and/or loss of awards and privileges, and/or may be referred to law enforcement officials or Oregon Department of Human Services for the following, including but not limited to: 1. Assault; 2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student 3. Coercion; 4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements; 5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM – Threats of Violence; 6. Disorderly conduct, false threats, and other activity causing disruption of the school environment; 7. Bringing, possessing, concealing, or using a weapon as prohibited by Board policy JFCJ – Weapons in Schools; 8. Vandalism, malicious mischief, and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB – Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities; 9. Sexual harassment as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation; 10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems; 11. Use or display of profane or obscene language; 12. Disruption of the school environment; 13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials; 14. Violation of district transportation rules; 15. Violation of law, Board policy, administrative regulation, school, or classroom rules. Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.	CCSD Policy: • ECAB – Vandalism, Malicious Mischief or Theft • JBA/GBN – Sexual Harassment • JFC – Student Conduct • JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student • JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems • JFCJ – Weapons in Schools (Required), JFCM – Threats of Violence • JG – Student Discipline CCSD Student Code of Conduct

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds. Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful manufacture or delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904. Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.[2]	
Student Rights and Responsibilities	
Student rights and responsibilities include, but are not limited to, the following: 1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others; 2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school; 3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure their rights; 4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights; 5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others; 6. The right to privacy, which includes privacy in respect to the student's education records; 7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.	CCSD Policy: • JF/JFA – Student Rights and Responsibilities CCSD Student Code of Conduct:
CONFERENCES	
Regular conferences are scheduled annually in the fall and spring to review student progress. A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary. The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.	CCSD 26-27 School District Calendar

[2] The district is prohibited from retaliating against any student "for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation." ORS 659.852.

COUNSELING	
Academic Counseling	
Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.	CCSD Policy: ● IJ – School Counseling Program
Personal Counseling	
A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependency. Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.	
CREDIT FOR PROFICIENCY	
In addition to credit by completing classroom or equivalent work, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards: 1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-2030; 2. Classroom or equivalent work; 3. Passing an appropriate exam; 4. Providing a collection of work or other assessment evidence; and/or 5. Providing documentation of prior learning experiences. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.	CCSD Policy: ● IKH – Credit for Proficiency
DAMAGE TO DISTRICT PROPERTY	
A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines, and Charges.	CCSD Policy: ● JFC – Vandalism, Malicious Mischief or Theft ● JN – Student Fees, Fines and Charges
DANCES/SOCIAL EVENTS	
The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.	CCSD Policy: ● IGD – Cocurricular/ Extracurricular Activities

DISCIPLINE/DUE PROCESS	
A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective. Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses, or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law. No student will be subjected to corporal punishment.	CCSD Policy: ● JG – Student Discipline
Detention	
A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.	CCSD Policy: ● JGB – Detention of Students
Discipline of Students with Disabilities	
When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time, and location of the student's IEP team meeting addressing the infraction and its relationship to the disability. The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability. For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement.	CCSD Policy: ● JGDA – Discipline of Students with Disabilities

Expulsion	
Students may only be expelled for any of the following circumstances: 1. When a student's conduct poses a threat to the health or safety of students or employees; 2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or 3. When required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of expulsion of a student in the fifth grade or below, is limited to: 1. Nonaccidental conduct causing serious physical harm to a student or employee; 2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or 3. When the expulsion is required by law. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing, or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process.	CCSD Policy: ● JGE – Expulsion
Suspension	
A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful disobedience and violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property. The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or c) when the suspension is required by law. When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction. The district may require a student to attend school during nonschool hours as an alternative to suspension. An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision.	CCSD Policy: ● JGD – Suspension

Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty.	
DISTRIBUTION OF MATERIALS	
All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a nonstudent without the approval of the administration. Materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias. Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district will not be allowed. All requests for materials distribution require approval of the administration. The district may designate the time, place, and manner for distribution. If material is not approved within 48 hours of the time that it was submitted, it must be considered denied. A denial may be appealed to the superintendent or designee. If the material is not approved by the superintendent or designee within three days it will not be considered approved. A decision reached by the superintendent may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.	CCSD Policy: ● IB – Freedom of Expression ● IB-AR – Student Publications K-8 ● KJA – Materials Distribution ● KI – Public Solicitation in District Facilities ● KL – Public Complaints
DRESS AND GROOMING	
The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards.	CCSD Policy: ● JFCA – Student Dress and Grooming

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.	
DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**	
The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products, and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location, and while being transported on district-provided transportation. Students in violation of the district's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. Drug, alcohol, and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and will maintain a drug-free educational environment. An intervention program to eliminate drug, alcohol, and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol, and tobacco prevention curriculum will be taught annually to all students. The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, and/or legally as a result of illegal drug, alcohol, and tobacco use. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.	CCSD Policy: ● IGAEB – Drug, Alcohol and Tobacco Prevention, Health Education
EMERGENCY DRILLS – FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS	
1. Instruction on fire, earthquake, safety threats, and drills for students shall be conducted for at least 30 minutes each school month. 2. At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year. 3. At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety. 4. A map/diagram of the fire escape route is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.	CCSD Policy: ● EBCB – Emergency Drills and Instruction

EMERGENCY MEDICAL TREATMENT	
A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.	CCSD Policy: ● EBBA – First Aid
EMERGENCY SCHOOL CLOSING INFORMATION	
In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.	CCSD Policy: ● EBC/EBCA – Emergency Procedures and Disaster Plans
EXTRACURRICULAR ACTIVITIES	
All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics, and other activities has to offer. Interested students should contact the office for additional information. Note: Students/parents may be required to sign an acknowledgment of stricter standards of conduct as a condition for participation in athletics at CCHS.	CCSD Policy: ● IGD – Cocurricular/ Extracurricular Activities
FEES, FINES AND CHARGES	
Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers, and notebooks) and may be required to pay certain other fees or deposits, including: 1. Club dues; 2. Security deposits; 3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student; 4. Personal physical education and athletic equipment and apparel; 5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.; 6. Student accident insurance and insurance on school-owned instruments; 7. Fees for damaged library books, computers, and school-owned equipment; 8. Lock or locker deposits; 9. Admission fees for certain extracurricular activities 10. Field trips considered optional to the district's regular school program; 11. Participation fees or "pay to play" for involvement in activities.	CCSD Policy: ● JN – Student Fees, Fines and Charges ● JO/IGBAB – Education Records/Records of Students with Disabilities

No student will be denied an education because of an inability to pay supplementary fees. The District will not withhold grades or diplomas due to outstanding fees, fines, or charges/. A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines, and damages owed. Notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing. Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district. All such restrictions and/or penalties shall end upon payment of the amount owed.	
FIELD TRIPS	
Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy, and such other rules as may be deemed appropriate by the field trip supervisor.	CCSD Policy: • IICA – Field Trips and Special Events • IGAC-AR – Religious and Cultural Holidays
FLAG SALUTE	
Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week during the school year by reciting *The Pledge of Allegiance*. Individual students who do not participate in the salute must maintain a respectful silence during the salute.	
EXCHANGE STUDENTS	
The school may enroll students from other nations from those exchange programs officially recognized by the Board. Exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers. Exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.	CCSD Policy: • JECBA – Admission of Exchange Students
FUND RAISING	
Student organizations, clubs, or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event.	CCSD Policy: • IGDG – Student Activity Funds • IGDF – Student Fund-Raising Activities • EFA – Local Wellness

All funds raised or collected by or for school-approved student groups will be receipted, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal or designee is responsible for administering student activity funds. The student body business manager serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities, and a student's ability to meet curriculum and attendance requirements.

A "gang" is defined as any group that identifies itself through the use of a name, unique appearance, or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations, and athletics; to discuss with staff and district officials the negative consequences of gang involvement; to seek the assistance of counselors for additional guidance and district; and to access community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (i.e., gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

CCSD Policy:

- KGB – Gang Activity (Public Conduct on District Property and at District Contests)
- JFCM – Threats of Violence

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

Units of Credit Earned	Grade Placement
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

CCSD Policy:

- IKF – Graduation Requirements

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. Grade reduction or credit denial determinations must be made in accordance with school board policy IKAD.

CCSD Policy:

- IKAD – Grade Reduction/Credit Denial

GRADUATION EXERCISES	
Students in good standing who have successfully completed the requirements for a high school diploma, qualify to receive or receives a modified diploma, an extended diploma, or an alternative certificate, including a student participating in a district-sponsored alternative education program and a student with disabilities receiving a document certifying successful completion of program requirement, shall have the option to participate in graduation exercises. Students who have not met the district's diploma or certificate requirements may, at the discretion of the superintendent or designee, be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules. A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student: 1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma or an alternative certificate; and 2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces. Graduating students will be allowed to wear Native American or other items of cultural significance{[3]}. {[4]} The valedictorian(s), salutatorian(s), or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.	CCSD Policy: • IKFB – Graduation Exercises • IKF – Graduation Requirements
GRADUATION REQUIREMENTS	
The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and an alternative certificate, which meet or exceed state requirements. See Board Policy IKF – Graduation Requirements for more information. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than 4 years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or older or emancipated. Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate at each high school. The district provides age-appropriate and developmentally appropriate literacy instruction to all students until graduation.	CCSD Policy: • IKF – Graduation Requirements

[3] { HB 2052 (2021) requires that districts allow students to wear Native American items of cultural significance to graduation and other school events. Districts can choose to allow students to wear items of significance to other cultures.} "Native American items of cultural significance" means items or objects that are traditionally associated with Native American or that have religious or cultural significance to a Native American.

[4] The district may prohibit an item or object that: a) is likely to cause a substantial disruption of, or material interference with the graduation ceremony, or b) replaces a cap or gown customarily worn at a graduation ceremony.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements. The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in the later of 4 years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law. A student may satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than 4 years but not less than 3 years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A student in good standing who qualifies to receive or receives a modified diploma, an extended diploma, or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class. A student who received a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services, and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school. The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance. Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate, certificate of completion, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma, or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed. The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma.	

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.	
HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, MENACING, TEEN DATING VIOLENCE, DOMESTIC VIOLENCE	
Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation, bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action. Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials. For more information, including the definitions of harassment, intimidation, bullying, cyberbullying, menacing, dating violence and domestic violence, and the procedure for submitting complaints, please see policy JFCF and administrative regulation JFCF-AR.	CCSD Policy: ● JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence – Student
STUDENT EXPERIENCING HOUSELESSNESS	
The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district office.	CCSD Policy: ● JECBD – Homeless Students
HOMEWORK	
Homework may be assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.	

IMMUNIZATION, PHYSICAL EXAMINATION, VISION SCREENING AND DENTAL SCREENING**	
Immunization	
A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious or philosophical beliefs and/or a medical exemption, the student is not immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.	CCSD Policy: ● JHCC - Communicable Diseases - Students
Physical Examinations (Athletics)	
Students in grades 7 through 12 must have an examination performed by a physician prior to practice and competition in athletics, and shall additionally have an examination once every two years and after either a significant illness or a major surgery prior to further participation. The examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season. Students shall not participate without a completed School Sports Preparticipation Examination form on file with the district.	CCSD Policy: ● JHCC - Communicable Diseases - Students
Vision Screening	
The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received: 1. A vision screening or eye examination; and 2. Any further examination, treatments, or assistance necessary. The certification is not required if the parent or guardian provides a statement to the district that: 1. The student submitted a certification to a prior education provider; or 2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parent or guardian of the student.	CCSD Policy: ● JHCC - Communicable Diseases - Students
Dental Screening	
The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received a dental screening within the previous 12 months. The certification is not required if the parent or guardian provides a statement to the district that: 1. The student submitted a certification to a prior education provider; 2. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or 3. The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.	

INFECTION CONTROL/HUMAN IMMUNODEFICIENCY VIRUS (HIV), HEPATITIS B VIRUS (HBV) AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**	
Although HIV, AIDS, and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV, and/or other infectious diseases.	CCSD Policy: • EBBAA Infection Control and Bloodborne Pathogens • JHCC – Communicable Diseases – Students
HIV, HBV, AIDS – Students	
A student infected with HIV, HBV, or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the district. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the student or representative to develop appropriate procedures. Individuals with questions regarding these requirements of law or district procedures should contact the district office.	CCSD Policy: • JHCCA – Students – HIV, HBV and AIDS
Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction	
An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of this instructional program required by Oregon law by contacting the principal for additional information and procedures.	CCSD Policy: • IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
INSURANCE	
At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in school-sponsored athletics, students, and parents must have: (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer. Insurance link: https://myers-stevens.com/enrollment/	
LOCAL WELLNESS	
Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.	CCSD Policy: • EFA – Local Wellness • EFAA – District Nutrition and Food Services

LOCKERS	
Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition, and safety; and to reclaim district property including instructional materials. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.	CCSD Policy: • JFG – Student Searches
LOST AND FOUND	
Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of, or damage to, personal property.	CCSD Policy: • JFC – Vandalism, Malicious Mischief or Theft • JFC – Care of District Property by Students
MEAL PROGRAMS	
The district participates in the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Commodity Programs and offers free meals which may be based on a student's financial need. Additional information can be obtained in the office or by visiting the Nutrition Services webpage here. A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. Communications regarding student charges will be directed to parents or guardians, only. The district will refer delinquent meal charges to third parties for collection. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. ORS 327.537, if a student owes money to pay for a meal, the district must determine if the student qualifies for the free lunch program and contact parents. Students cannot be denied lunch and shall not be singled out for owing money for meals. Instructions on filing complaints can be found here.	CCSD Policy: • EFAA – District Nutrition and Food Services • JEFA – Closed Campus/ Open Campus

MEDIA ACCESS TO STUDENTS	
Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should choose 'media opt-out' during online registration. This will direct district staff to prevent students from being interviewed by the media or from having their names or pictures shared on the district's social media pages or in publications, such as district or school newsletters. Please contact the CCSD main office for assistance. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.	CCSD Policy: ● JO/IGBAB – Education Records/Records of Students ● JOA – Directory Information ● JOB – Personally Identifiable Information
MEDICATIONS	
The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themself, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma, or diabetes. Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations, and the following:	CCSD Policy: ● JHCD - Medications
District-Administered Medication	
Request and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675. Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included (excluding the signature). Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication (parental signature in place of prescriber signature). All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.	

A request to the district to administer nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law. In situations when a licensed healthcare professional is not immediately available, trained personnel, designated by the district, may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law. A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine pen be kept at a reasonable, secured location in the student's classroom.	
Self-Medication	
Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon: 1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675; and 2. Permission from a building administrator and either a prescriber or registered nurse practicing in a school setting; and 3. Compliance with age-appropriate guidelines. In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber. A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medication. A request to allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law. Students may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosages: in these situations the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited. Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.	

Naloxone	
{[5]}Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.	CCSD Policy: ● JHCD – Medications
Premeasured Doses of Epinephrine	
A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.	
ONLINE LEARNING	
The district may grant credit for approved online courses offered by district-approved institutions, online courses offered through a public charter school. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards. Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation, the student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program.	CCSD Policy: ● IGBHB - Expanded Options Program ● IKH—Credit for Proficiency
PARENTAL INVOLVEMENT	
Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to: 1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides; 2. Keep informed on district activities and issues. The district newsletter published monthly, "Back to School" nights in the fall, and parent/booster club meetings provide opportunities for learning more about the district; 3. Become a district volunteer. For further information contact the district office; 4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement. 5.	
PARENTAL RIGHTS	
Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items: 1. Political affiliations or beliefs of the student or the student's parent; 2. Mental or psychological problems of the student or the student's family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating or demeaning behavior;	CCSD Policy: ● KAB - Parental Rights

[5] { The district is not required to provide or administer this medication.}

5. Critical appraisals of other individuals with whom respondents have close family relationships; 6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers; 7. Religious practices, affiliations, or beliefs of the student or the student's parents; 8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance. A student's personal information (e.g., name, address, telephone number, or social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information, and permission of the student's parent(s) or the student if age 18 or older. Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours. Additional CCSD Parental Rights Policies can be found at https://www.crookcountyschools.org/parental-rights-policies/ .	
PEDICULOSIS (HEAD LICE)	
A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel. School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. The student will be allowed to remain in school.	CCSD Policy: ● JHCCF – Pediculosis (Head Lice)
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA	
Students may possess personal electronic devices in district facilities during the school day only as authorized by the administration. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data. Students may not access social media websites using district equipment, while on district property, or at district-sponsored activities, unless the access is approved by a district representative. Students permitted to possess a personal electronic device are prohibited from using the device during class time. The district will not be liable for personal electronic devices brought to district property and district activities. The district will not be liable for information or comments posted by students on social media websites, when the student is not engaged in district activities, and not using district equipment. Students found in violation of the personal electronic device use and possession prohibitions of Board policy, JFCEB – Personal Electronic Devices and Social Media, or any rules established by the building administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.	CCSD Policy: ● JFCEB - Personal Electronic Devices and Social Media

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries. The district will not be responsible for the loss of, or damage to, personal property.	
POSTERS	
Signs, banners, or posters that a student wishes to display must first be approved by the principal. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.	CCSD Policy: ● KJA - Materials Distribution
PROGRAM EXEMPTIONS	
Students may be excused from a state-required program or learning activity for reasons of religion, or disability, or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal. The district will determine if credit will be granted for any alternative activity.	CCSD Policy: ● IGBHD - Program Exemptions ● IGAC-AR – Recognition of Religious Beliefs & Customs
PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**	
A student shall be promoted from one grade to the next on the basis of academic, social, and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a form to be placed in the student's file. Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.	CCSD Policy: ● IKE - Promotion and Retention of Students ● JECDA - Transcript Evaluation

RELEASE OF STUDENTS FROM SCHOOL*	
A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent or guardian or as otherwise provided by law.	
Release Time for Religious Instruction	
Students may be excused from school for religious instruction. Please communicate with your building principal when release time is needed.	CCSD Policy: ● IGAC-AR – Recognition of Religious Beliefs & Customs
REPORTS TO STUDENT AND PARENTS	
Written reports of student progress reports shall be issued to parents informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Letter grades will be used. Progress reports will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.	CCSD Policy: ● IK - Academic Achievement ● IKA - Grading and Reporting System
RESTRAINT OR SECLUSION	
The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).	CCSD Policy: ● JGAB – Use of Restraint or Seclusion
SPECIAL PROGRAMS	
Bilingual Students/English Language Learners	
The school provides special programs for bilingual/English language learning students. A student or parent with questions about these programs should contact their building administrator.	CCSD Policy: ● IGBI - Bilingual Education
Students with Disabilities	
The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director for assistance.	CCSD Policy: ● IGBA - Students with Disabilities - Child Identification Procedures
Title IA Services	
Some CCSD schools provide special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title IA program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor.	CCSD Policy: ● IGBC - Title IA/Parental Involvement

STUDENT/PARENT COMPLAINTS	
Discrimination Complaints	
A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the school district main office. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.	CCSD Policy: ● AC - Nondiscrimination ● JB - Equal Educational Opportunity
Bias Incident Complaints	
All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. "Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior. "Symbol of hate" means nooses[6], symbols of neo-Nazi ideology or the battle flag of the Confederacy. The district prohibits the use or display of any symbols of hate on school property[7], or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools. The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.	CCSD Policy: ● ACB - Every Student Belongs
Division 22 Education Standards Complaints	
Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district's compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations. After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a complaint with the district (whichever occurs first), any complainant may appeal directly to the Deputy Superintendent of Public Instruction.	CCSD Policy: ● KL – Public Complaints
Instructional Materials Complaints	
Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a	CCSD Policy: ● IIA - Instructional

[6] The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under ORS 163.191
[7] "School property" means any property under the control of the district.

"Challenge Request for Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All Challenge Request forms must be signed by the complainant and filed with the superintendent. A review committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.	• Resources/Instructional_Material
Placement/Enrollment of Homeless Students Complaints	
In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.	CCSD Policy: • JECBD - Homeless Students
Public Complaints	
The Board recognizes the need for the orderly resolution of complaints brought by parents, guardians, or members of the community. The Board believes that all such complaints should be addressed and resolved as close to their origin as possible, but some complaints require a multi-step effort to resolve. Therefore, complaints will be processed through the complaint procedures set forth in administrative regulation KLAR before investigation or action by the Board, unless a complaint concerns Board policies or actions. The complaint procedure is available at the district's administrative office and on the district's website. The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR - Public Complaint Procedure. The district will develop and administer the complaint process, as appropriate. If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district, or a person who resides in the district, may appeal[8] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023 (see KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).	CCSD Policy: • KL – Public Complaints

[8] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District	
Sexual conduct by district employees, contractors[9], agents[10], and volunteers[11] is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements. "Sexual conduct," means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements. "Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one year prior to the sexual conduct. The district will post in each school building the name and contact information of the designated {[12]}licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report. Contact the Crook County School District Office Human Resource Office ((541) 447-5664) for the designated licensed administrator to receive sexual conduct reports at each school. In the event this person is the suspected perpetrator, the Crook County School District Office Human Resource Office shall receive the report. When the licensed administrator or designee takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.	CCSD Policy: ● JHFF/GBNAA –Suspected Sexual Conduct with Students and Reporting Requirements

[9] "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.
[10] "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.
[11] "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.
[12] { ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, in the event the designated licensed administrator is the alleged perpetrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools. 1. Prevention and identification of sexual conduct; 2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and 3. Appropriate electronic communications with students.	
Students with Disabilities Complaints	
A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student, should be directed to the special education director.	CCSD Policy: ● ACA - Americans with Disabilities Act ● IGBAG - Special Education - Procedural Safeguards
Students with Sexual Harassment Complaints	
The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment. The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures. When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures.	CCSD Policy: ● JBA/GBN - Sexual Harassment
General Procedures	
When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures{[13]}.	
Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)	
See administrative regulation JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.	
Federal Law (Title IX) Sexual Harassment Complaint Procedure	
See administrative regulation JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.	

[13] { Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNAA/JHFF)}

Talented and Gifted (TAG) Programs and/or Services Complaints	
Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should follow the complaint procedures outlined in Board Policy IGBB-AR Complaints Regarding the Talented and Gifted Program and/or Services. The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. A copy of the OAR will be provided upon request.	CCSD Policy: ● IGBB - Talented and Gifted Program and/or Services
STUDENT EDUCATION RECORDS	
The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records. "Education records" are those records directly related to a student and maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Directory information can be released in accordance with Board Policy JOB – Directory Information. Information considered directory information is included under district policy JOA - Directory Information. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Permanent records shall include: 1. Full legal name of student; 2. Name and address of educational agency or institution; 3. Student birth date and place of birth; 4. Name of parents/guardians; 5. Date of entry into school; 6. Name of school previously attended; 7. Courses of study and marks received; 8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results; 9. Credits earned; 10. Attendance; 11. Date of withdrawal from school.; 12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc. Providing a student's social security number is voluntary and will be included as part of the student's permanent record only if provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.	CCSD Policy: ● EHA – Health Insurance Portability and Accountability Act (HIPAA) ● JO/IGBAB - Education Records/Records of Students with Disabilities ● JOA - Directory Information ● JOB - Personally Identifiable Information ● JN - Student Fees, Fines and Charges

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.	
Access/Release of Education Records	
By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular district hours.	CCSD Policy: ● JECAC/GBH - Staff/Student/Parent Relations
Provision for Hearing to Challenge Content of Education Records	
Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows: 1. Parents shall make request for hearing in which the objections are specified in writing to the principal; 2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties; 3. The hearings panel shall consist of the following: a. The principal or designated representative; b. A member chosen by the eligible student or student's parent(s); and c. A disinterested, qualified third party appointed by the superintendent. 4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted. An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents. If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C., 20202-8520 or studentprivacy.ed.gov. A copy of the district's education records Board policy and administrative regulation may be obtained by contacting the office or on the district's website.	

Requests for Education Records	
The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.	
Transfer of Education Records	
The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.	Records requested by a public charter school or another district to determine the student's placement may not be withheld.
STUDENT SEARCHES	
Searches	
District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school. Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district. District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule. District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, or regulation may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.	CCSD Policy: • JFG - Student Searches • KN - Relations with Law Enforcement Agencies
Questioning of Students	
If a law enforcement official is allowed to question or meet with students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation except as provided below.	Coordinate with Administrative Regulations • JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child • JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.	• KN-AR(1) – Relations with Law Enforcement Agencies • KN-AR(2) – Investigations Conducted on District Premises
STUDENT SUICIDE PREVENTION	
The district's Student Suicide Prevention Plan is locate on the main district website on the Parent Resources page and policy resources. It can be found using this link here.	CCSD Policy: • JHH – Student Suicide Prevention
TALENTED AND GIFTED PROGRAM AND/OR SERVICES (TAG)	
Identification of Talented and Gifted Students	
The district serves academically talented and gifted students in grades K-12. This process of identification shall include at a minimum: 1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395. 2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility. 3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to: • Students who are racially/ethnically diverse; • Students experiencing disability; • Students who are culturally and/or linguistically diverse; • Students experiencing poverty; and • Students experiencing high mobility. 4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction. 5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision. When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.	CCSD Policy: • IGBBA - Talented and Gifted Students Identification

Appeals	
If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through Board policy KL - Public Complaints and begin at Step 2 with the superintendent or designee and the accompanying administrative regulation.	CCSD Policy: ● IGBBA – Talented and Gifted Students – Identification
Programs and Services	
The district's TAG program and service options will be developed and based on the individual needs of the student.	CCSD Policy: ● IGBB – Talented and Gifted Program and/or Services
THREATS	
The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass, or intimidate another. Additionally, false threats to damage school property will not be tolerated. Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion, and may be subject to civil or criminal liability. The principal shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.	CCSD Policy: ● JFCM - Threats of Violence ● JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student
TOBACCO PRODUCTS, ALCOHOL, DRUGS OR INHALANT DELIVERY SYSTEMS	
Student possession, use, sale or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited and will result in disciplinary action. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school. "Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco also known as smokeless, dip, chew, or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose. "Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device, or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.	CCSD Policy: ● JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems
TRANSCRIPT EVALUATION	
Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation, and/or school rules.	CCSD Policy: ● JECDA - Transcript Evaluation

TRANSFER OF STUDENTS	
Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.	CCSD Policy: ● JECC - Assignment of Students to Schools ● JECB-AR Admission of Non-Resident Students - Release of Resident Students ● JECA - Admission of Resident Students
TRANSPORTATION OF STUDENTS	
A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.	CCSD Policy: ● EEACC - Student Conduct on School Buses
TRANSPORTATION RULES	
While riding a school bus, students will comply with the following rules adopted by the Oregon Department of Education (OAR 581-053-0010): 1. Students being transported are under the authority of the bus driver; 2. Fighting, wrestling or boisterous activity is prohibited on the bus; 3. Students will use the emergency exits only in case of emergency: 4. Students will be on time for the bus, both morning and evening; 5. Students will not bring firearms, weapons, or other potentially hazardous material on the bus; 6. Students shall not bring animals, except approved service animals, on the bus; 7. Students will remain seated while the bus is in motion; 8. Students may be assigned seats by the bus driver; 9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver; 10. Students will not extend their hands, arms, or heads through the bus windows; 11. Students will have written permission to leave the bus other than at home or school; 12. Students will converse in normal tones; loud or vulgar language is prohibited; 13. Students will not open or close windows without permission of the driver; 14. Students will keep the bus clean and must refrain from damaging it; 15. Students will be courteous to the driver, fellow students and passers-by; 16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses. Students will also comply with the following additional rules adopted by Crook County School District: 1. Students shall not possess, use or be under the influence of tobacco or nicotine products, narcotics, drugs, or alcohol on the bus; 2. Students shall not interfere with any school bus operating controls, except in an emergency or as instructed by the driver; 3. Students shall conduct themselves so as to promote an atmosphere free from discrimination, harassment, prejudice, and racism; 4. Large, bulky objects or any object which may be a danger in the event of an accident and which cannot be held in the student's lap or stowed directly under a seat are prohibited on home to school routes; 5. Students shall not bring glass, balloons, laser pointers, aerosol cans, or other potentially hazardous	CCSD Policy: ● EEACC - Student Conduct on School Buses ● JGDA - Discipline of Students with Disabilities

items on the bus; 6. Students shall not eat or drink anything except water on the bus. Field trips and athletic trips may be an exception; 7. Students shall utilize available seat belts or other specified restraint systems on any bus so equipped; 8. Students shall not utilize electronic devices in any manner that causes distraction or harassment to any other pupil or the bus driver. This may include, but is not limited to cameras, video/audio recording, playing music, cyberbullying; 9. Skateboards and scooters may only be transported secured on or in a backpack or duffle bag; 10. Any item used in a hazardous or inappropriate manner on the bus will be confiscated. Parents will be required to retrieve these items from the transportation department; 11. Students shall not board any bus while on suspension or expulsion from their route. The district will use the following progressive disciplinary procedures when a student violates the Code of Conduct. These procedures are based on Notices of Misbehavior that will be retained in a student's record for the current year. The district will make a reasonable attempt to notify a student's parents when a student receives a verbal reminder or Notice of Misbehavior for violating the Code of Conduct. a. First Notice of Misbehavior i. Students in grades K – 5 will receive a verbal reminder of the expectations while riding the bus. ii. Students in grades 6 – 12 will receive a written warning. b. Second Notice of Misbehavior i. Students in grades K – 5 will receive a written warning. ii. Students in grades 6 – 12 will receive up to a five (5) day suspension from all district transportation services. c. Third Notice of Misbehavior i. Students in grades K – 5 will receive up to a five (5) day suspension from all district transportation services. ii. Students in grades 6 – 12 will receive up to a ten (10) day suspension from all district transportation services. d. Fourth Notice of Misbehavior If a student receives a fourth Notice of Misbehavior, the district may require the student and student's parent to attend a conference with district officials to determine the additional disciplinary actions that are warranted. The student may receive a last chance contract.	
VEHICLES/BICYCLES/SKATEBOARDS ON CAMPUS	
Vehicles parked on district property are under the jurisdiction of the district. In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule, and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, or school rules.	CCSD Policy: ● JFG - Student Searches ● JHFD - Student Vehicle Use

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles, or skateboards, or to injuries caused in the use of them.	
VISITORS	
Parents and other visitors are encouraged to visit district schools after scheduling such visits with the principal or designee. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are scheduled, all visitors must report to the school office upon entering school property. Photo ID of visitors may be requested. In the absence of a photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.	CCSD Policy: ● KK - Visitors to District Facilities