

*“We are ALL about learning at high levels to ensure students succeed  
after high school”*

**STUDENT/PARENT  
HANDBOOK  
2023-2024**



**COTTAGE GROVE HIGH SCHOOL**

*“A Place of Pride”*

# HOME OF THE LIONS

School Colors: Blue & Gold

Address: 1375 South River Rd.  
Cottage Grove, OR 97424  
Telephone: (541) 942-3391  
Fax: (541) 942-7492  
Web Site Address: [slane.k12.or.us/cghs](http://slane.k12.or.us/cghs)

**Kevin Herington**

Principal

**Garrett Bridgens**

Assistant Principal/Athletic Director

**Tammy Sandefur**

Assistant Principal

**Chris Wells**

Assistant Principal

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

Brian McCasline, Director of Staff and Student Services has been designated to coordinate compliance with these legal requirements and may be contacted at the South Lane District Service Center (541-942-3381, Ext. 130) for additional information and/or compliance issues. You can also visit the South Lane School District website and refer to policies IGBI, JB, GN/JBA-AR, JFCF-AR.

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 Material contained herein may therefore, be superseded by board policy, administrative regulation or collective bargaining agreement.

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

**It is the responsibility of each student to read, understand and abide by the handbook. Furthermore, it is the responsibility of the student to provide his/her copy of the handbook to a parent(s) or guardian(s)**

## CGHS Mission Statement

*“We are ALL about learning at high levels to ensure students succeed after high school.”*

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### BOARD MEMBERS OF SLSD

### SLSD ADMINISTRATIVE ASSIGNMENTS

Tammy Hodgkinson	Position 1	Term Expires 6/2027	Superintendent, Yvonne Curtis, (Ext. 3584)
Taylor Wilhour	Position 2	Term Expires 6/2025	Assistant Superintendent, Brian McCasline, (Ext. 3583)
Duane Taddei	Position 3	Term Expires 6/2027	Business Manager, Celia Gowing, (Ext. 3572)
Sherry Duerst/Higgins	Position 4	Term Expires 6/2025	Director of Human Resources, Rita Doland, (Ext. 3585)
Colleen Valley	Position 5	Term Expires 6/2025	Director of Special Programs, Chad Hamilton (Ext. 3574)
Joe Tucker	Position 6	Term Expires 6/2027	Food Service Supervisor, Corina Boylen, (Ext. 3581)
Tina Murphy	Position 7	Term Expires 6/2027	Maintenance/Custodial Supervisor, Matt Allen, (541-942-1601)
			Transportation Supervisor, John Dahl, (541-942-2803)
			Technology Supervisor, Jesse Baber, (541-767-3778)

# SCHOOL CALENDAR 2023-2024

Events, dates, and times are subject to change. For the most up-to-date information, please visit our website calendar, which can be found here: [bit.ly/CGHScalendar](http://bit.ly/CGHScalendar)

## **SEPTEMBER**

- 6 First Day - 9th Graders ONLY
- 7 First Day - All Students
- 20 12th Grade Parent Night 6:30pm
- 27 9th Grade Parent Night 6:30pm

## **OCTOBER**

- 2-6 Homecoming Spirit Week
- 6 Homecoming Parade
- 7 Homecoming Dance 8-11pm
- 10 Picture Retakes 9am-1pm
- 12 Special Schedule-All 8 Periods
- 13 NO SCHOOL
- 18-19 Parent Conferences-Early Release 1:10pm
- 19 Career Field Day
- 20 NO SCHOOL
- 27 Hall of Fame TBD
- 27 Fall Sports 12th Grade Night

## **NOVEMBER**

- 9 Special Schedule-All 8 Periods
- 10 NO SCHOOL – Veterans' Day
- 10-11 Fall Play 7pm
- 23 NO SCHOOL – Thanksgiving Day
- 24 NO SCHOOL
- 29 Fall Concert 7pm

## **DECEMBER**

- 1 Last Day of Trimester 1
- 4 NO SCHOOL
- 5 First Day Trimester 2
- 5 Special Schedule-All 8 Periods
- 11-15 Winter Spirit Week
- 18-29 Winter Break

## **JANUARY**

- 1 NO SCHOOL
- 2 NO SCHOOL
- 6 Latinx Family Night 6:30pm
- 12 Winter Dance 8-11pm
- 15 NO SCHOOL - Martin Luther King Day
- 16 Special Schedule-All 8 Periods
- 16-19 Unity Week
- 17 Financial Aid Night 6:30pm
- 19 12th Grade Pictures Due to Yearbook
- 31 Financial Aid Workshop 6:30pm

## **FEBRUARY**

- 7-8 Parent Conferences-Early Release 1:10pm
- 9 NO SCHOOL
- 19 NO SCHOOL – Presidents' Day
- 20 Special Schedule-All 8 Periods

## **MARCH**

- 1 12th Grade Ads Due to Yearbook
- 1-2 Spring Play 7pm
- 8-9 Spring Play 7pm
- 14 Special Schedule-All 8 Periods
- 13 Music Concert TBD
- 14 Last Day of Trimester 2
- 14 Special Schedule-All 8 Periods
- 15 NO SCHOOL
- 18 First Day of Trimester 3
- 18-22 Kindness Spirit Week
- 25-29 Spring Break

## **APRIL**

- 3 8th Grade Parent Night 6pm
- 19 Lion Pride Pageant 7pm
- 27 Prom 8-11pm

## **MAY**

- 2-5 R&B Show TBD
- 7 AP Stats Testing 12pm
- 9 AP Psychology Testing 12pm
- 13 AP Calculus Testing 8am
- 13-14 State Testing
- 17-18 One Act Festival 7pm
- 22 Scholarship Night 6:30pm
- 27 NO SCHOOL - Memorial Day
- 28 Special Schedule-All 8 Periods
- 29 12th Grade Awards 6:30pm
- 30 Summer Send Off Concert TBD

## **JUNE**

- 4 Yearbook Release Party
- 5 Drama Awards 6pm
- 6 Last Day for Graduating 12th Grade Students
- 8 Graduation 2pm
- 13-14 Special Schedule-Early Release 1:10pm
- 14 Last Day of Trimester

View our live Google calendar by scanning this QR code:



# Cottage Grove High School Calendar

2023-2024 School Year

September						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Odd Day: Periods 1, 3, 5, 7
- Even Day: Periods 2, 4, 6, 8
- No School
- First Day of the Term
- Early Release: All 8 Periods
- Early Release: Odd/Even Day
- Full Day - All 8 Periods
- Last Day of the Term

# COTTAGE GROVE HIGH SCHOOL REGULAR BELL SCHEDULES

<b>ODD &amp; EVEN DAYS MON - TUE - THU - FRI</b>	<b>WEDNESDAY</b>
<b>Period 1/2</b> 8:15-9:35	<b>Period 1</b> 8:15-8:42
<b>PRIDE BREAK</b> 9:35-9:42	<b>Period 2</b> 8:47-9:14
<b>Period 3/4</b> 9:45-11:05	<b>PRIDE BREAK</b> 9:14-9:21
<b>ADVISORY</b> 11:10-11:45	<b>Period 3</b> 9:24-9:51
<b>LUNCH</b> 11:45-12:20	<b>Period 4</b> 9:56-10:23
<b>Period 5/6</b> 12:25-1:45	<b>Period 5</b> 10:28-10:55
<b>Period 7/8</b> 1:50-3:10	<b>Period 6</b> 11:00-11:27
	<b>LUNCH</b> 11:27-12:02
	<b>Period 7</b> 12:07-12:34
	<b>Period 8</b> 12:39-1:06

# PERSONNEL DIRECTORY

## CERTIFIED

### INSTRUCTIONAL

Dan Bowman  
Michele Bradley  
Wade Clark  
Kenley Crisp  
Kelly Cunningham  
Adam Dimock  
Sergio Dussan  
Dylan Ferguson  
Ricardo Florez  
Holly Genthner  
Michele Hilton  
Casie Hitt  
Jared Hutchins  
Sarah Jones  
Sarah Keefauver  
Thomas Kephart  
Ricky Knutson  
Abby Ladd  
Sarah Leonard  
Joel Lindstrom  
Karah McKay

Sarah McLean  
Justin McCullough  
Kyle Mullen  
Eva Murtaugh  
Amanda Nichols  
Tanja Pick  
Clover Rudicel  
Janet Rust  
Tony Rust  
Angela Schaefer  
James Scoggins  
Krista Scoggins  
Jack Stepp  
Carly Tucker  
Jayden Tucker  
Brian Vollmer-Buhl  
Geriann Walker  
Holly West  
Elyzia Wineriter  
Devin Wright

### ADMINISTRATION

Kevin Herington, Principal  
Garrett Bridgens, A.P./A.D.  
Tammy Sandefur, Assistant Principal  
Chris Wells, Assistant Principal

### ATHLETIC TRAINER

Jared Hutchins

### COUNSELING

Rex Basting - 9th & 10th  
Vicki Evans- 11th & 12th  
Lacey Guest - College & Career  
Derek Miller - Social Emotional Learning Specialist

### LIBRARIAN

Janet Rust

### LITTLE LIONS DIRECTOR

Bethany Abbott

### PSYCHOLOGIST

David Bascue

### SCHOOL NURSE

TBD

## CLASSIFIED

### CAFETERIA

Barb Raum, Manager  
Brenda Dapron  
Alicia Cervantes  
Donna Martinez  
Mary Phillips  
Jessica Stout  
Lisa Tucker

### CAMPUS SECURITY

James Berry

### COLLEGE & CAREER SPECIALIST

Jamie Reynolds

### COMMUNITY CARE SPECIALIST

Marissa Martin

### CUSTODIAL

Manuel Garibay  
Michael Harwell  
Rene Williams  
Jennifer McCown  
Steve Sanchez

### EDUCATIONAL ASSISTANTS

Kallie Black  
Chloe Blackmore  
Lucia Cervantes  
Erica Dunbar  
Debbie Ferguson  
Ismael Pablo Pérez  
Tayah Richardson  
Janet Perkins

### LIBRARY ASSISTANT

Chloe Blackmore

### LITTLE LIONS ASSISTANTS

Elizabeth Cruz Mendoza  
Miracle Hamilton

### SECRETARIAL

Casey Horn, Office Manager  
Tina Crivello, Attendance  
Lena Twyman, Athletics/ASB  
Audrey Nowak, Registrar

### YOUTH TRANS. PROG./WIA

Joan Narsavich

# ACADEMICS

To earn a diploma all students must meet the requirements set by the state, district and school.

<u>Curriculum Area</u>	<u>Credits</u>	<u>Curriculum Area</u>	<u>Credits</u>
Language Arts	12	Health	3
Social Studies (includes Senior Sem.)	9	Physical Education	3
World Lang/Arts/CTE	9	Electives	18
Mathematics	9		
Science	9		
Requirements for graduation = 72 total credits		<b>**Subject to District and State revision.</b>	

## SCHEDULE CHANGES

Students receive a schedule based on their pre-registration requests and course availability. There will be a brief opportunity for student-preference schedule changes during the first three days of each trimester and will be made on a space availability basis only. Students will need written permission from their parents and teachers. ***\*All schedule changes MUST go through the counseling office and/or administration. Students may NOT drop courses on their own.***

## I. GRADES

Cottage Grove High School uses a trimester grading system in which only the trimester grade is recorded on the student's permanent record. Grades are issued to students every twelve (12) weeks in all subjects. Generally, grade definitions are as follows:

- A = Has met the established required and additional criteria and consistently exceeds that criteria at a high level
- B = Has met the established required and additional criteria
- C = Has met the established required criteria but not all of the additional criteria
- D = Has minimally met the established criteria
- F = Has not met the established criteria for the majority of the work/course
- P/NP= One elective course may be selected each trimester

Grade	Non-Weighted
A =	4.00
A- =	3.70
B+ =	3.30
B =	3.00
B- =	2.70
C+ =	2.30
C =	2.00
C- =	1.70
D+ =	1.30
D =	1.00
D- =	.70
F =	.00

Additionally, letter grades may include a + (plus) or – (minus) to more accurately reflect student progress and performance. The following scale will be utilized to compute student GPA.

Once all required subject areas have been met, students may request to take one **elective course** per term as Pass/No Pass. **Students may make this request at any time during the trimester, but no later than 2 weeks before the last day of the trimester.** Once made, this designation cannot be reversed. A student meeting the course standards shall be given a grade of “P” (Pass), but if he/she fails to meet the minimum standards, a “NP” (No Pass) shall be recorded. The mark will not be included in the computation of grade point average in either case.



## II. ACADEMIC HONESTY

Academic honesty is highly valued at CGHS, students will not earn credit for work that is not their own.. Because of the serious nature of academic honesty, violations (cheating, plagiarism, taking credit for someone else’s work) and may also entail disciplinary actions.

## III. MAKE-UP WORK

Students must assume the responsibility for making-up work missed for any **EXCUSED** absence. Teachers will allow time equal to the number of school days missed to complete missing assignments (e.g. - Students have two days to make-up work if they were absent for two school days). The student must take tests the day the student returns to school unless other arrangements are made with the instructor. The ability to make up missing work or receive full credit for the work due to an unexcused absence will be left to the discretion of the teacher and school administration. (OAR 581-021-0081)

## IV. GRADE UPDATES

Not all grade updates will be mailed home. See the schedule below for dates you can check Home Access Center (HAC) Link: <http://bit.ly/CGhomeaccess> Teachers update grades every two weeks.

### Progress Reports

Teachers will submit interim progress reports (IPRs) every three weeks. Please see the schedule below for which IPRs are mailed home and which are available on Home Access only.

### Report Cards

Report cards are mailed home three times a year. The card contains the student's grades and attendance for each class. See the schedule listed below for dates.

September 22rd: IPR grades (online only)	February 23th: IPR grades (online only)
October 12th: IPR grades ( <b>mailed</b> )	March 15th: Tri 2 report card ( <b>mailed</b> )
November 3rd: IPR grades (online only)	April 19th: IPR grades (online only)
December 4th: Tri 1 report cards ( <b>mailed</b> )	May 10th: IPR grades ( <b>mailed</b> )
January 5th: IPR grades (online only)	May 31st: IPR grades (online only)
February 2nd: IPR grades ( <b>mailed</b> )	June 17th: Tri 3 report cards ( <b>mailed</b> )

## V. SPECIAL PROGRAMS

Sometimes students seem to be making progress at school, but parents see them struggling at home. If you believe your child has significant problems understanding and learning the curriculum, or you observe major social problems, please speak to a counselor or administrator. There is an array of school and community support services that could be of benefit to your child. Staff can assist families to connect with these services.

### Special Education Services

CGHS provides all students eligible for an I.E.P. (Individual Educational Plan) and Section 504 students with appropriate educational services based on individual needs.

### Talented and Gifted (TAG)

Talented and gifted opportunities are provided through our college preparatory course offerings In addition, there may be other opportunities available throughout the year.

### **Program Exemptions**

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

### **Alternative Education**

Cottage Grove High School is committed to providing educational options for our students. We recognize there are students whose needs and interests are best served through participation in alternative programs. In an effort to help each student find a path to educational success, CGHS, along with students and parents, may explore an alternative education program. For more information, please contact our school counselors (541) 942-3391.

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. If a parent wishes the District to consider publicly funding private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public-school system before the private placement or services are obtained. For any regular education, 504, or special education student, a parent must give notice either at the last IEP meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining private 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.

### **Bilingual Students**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact Michele Hilton, 541-780-2136

## **VI. TESTING SCHEDULE**

In May, some students will take Oregon State Assessments (OSAS). Testing information will be posted on our website.

- 11th grade students will take the language arts and math assessments.
- Students registered in Biology will take the science assessment.

The Oregon Senate approved HB 2655 that enables parents to opt their children out of OSAS testing. If you would like more information, please contact Mrs.Sandefur.

## **VII. ADVISORY PERIOD**

This school year Cottage Grove High School has added an "advisory" period to every day, except for Wednesdays. This advisory is a 35 minute period that will include student advisory, assemblies, career/college prep and academic enrichment/interventions. This is a pass/no pass class, students who have more than 6 unexcused absences from advisory will earn a no pass. Advisory grades are included on report cards and transcripts.

# ACTIVITIES

## I. ELIGIBILITY

The procedure for determining the eligibility of a student to participate in any activity is as follows:

- A. Eligibility for any student activity that requires more than twenty hours per trimester beyond the normal classroom and/or in which the student represents CGHS in a performance or competition held outside our regular class schedule is determined by the following criteria:
1. Athletes must sign up on FamilyID.com and students participating in activities must have a current Permission Form on file.
    - a. Athletes must maintain a cumulative attendance rate of 90% or better be eligible.
  2. Students must also meet the following OSAA requirements:
    - a. Have passed 5 classes in the previous grading period as well as meeting credit requirements.
    - b. Currently enrolled in 5 classes.
    - c. Maintain satisfactory progress towards the OSAA graduation timeline.
    - d. Had at least a 2.0 GPA in the last completed trimester.
- B. In addition to the previously mentioned requirements, students participating in athletics need to:
1. Have a current physical exam on file (within the last year)
  2. Be impact tested every two years (concussion protocol)
  3. Provide proof of current insurance
  4. Pay all required athletic fees (scholarships available) and/or fines prior to first contest
  5. Submit to mandatory drug testing

## II. ATHLETIC/ACTIVITY CODE

Please be advised that the athletic activity code will be **in effect for the entire time period the student is attending Cottage Grove High School, including out of season or during the summer**. This means that **ALL** athletes and students participating in qualifying activities are required to follow the code throughout the student's career at Cottage Grove High School. Athletes and families receive a copy of the code in their athletic handbook at the beginning of each season.

Any activity that would constitute a violation of the athletic/activity code may also result in a student being removed from consideration for honors/activities including, but not limited to, Homecoming Court, Prom Court, Lion Pride Pageant, Drama Productions, Competition Musical Groups, Talent Show, Student Government, Leadership Class, etc. Also, to be selected for these honors/activities a student must meet the OSAA's standard by being enrolled in at least five classes.

## III. ATHLETICS

### Physicals

Oregon State Law requires athletes to have a physical once every two years. Physicals must be completed and physical forms returned to the athletic department before a student will be permitted to participate in a sport.

## Impact Testing

Pursuant to OSAA standards every incoming 9<sup>th</sup> grader must be Impact tested. Impact testing is a concussion protocol computer test to establish a baseline cognitive functioning score in the event an athlete experiences head trauma. In most cases, retesting is required every two years.

## Student Drug Testing

Each student and his/her parents must consent, in writing, to drug testing if he/she wishes to participate in athletics and/or extracurricular activities. Please refer to the District's policy JFCIA for details.

## Letters and Awards

Letters shall be awarded to varsity competitors who have completed the season in good standing and who have fulfilled the criteria established by the current coach(es) for that sport. A certificate of participation shall be presented to all members completing the season in good standing who do not receive letter awards.

## Athletic/Academic Referral

If at any time during the school year a student receives an academic referral or progress report that shows he/she is not passing all classes, he/she has one week to resolve this or demonstrate a 2.0 GPA. He/she will be ineligible until the situation is resolved.

## Sports Program 2023-2024

Fall =Begins 8/14

Winter = Begins 11/13

Spring = Begins 2/26

The following athletic teams are available during the school year:

<u>Sport</u>		<u>Sport</u>		<u>Sport</u>		<u>Club</u>	
<b>Cheerleading</b>	Fall	<b>Basketball</b>	Winter	<b>Baseball</b>	Spring	<b>Bowling</b>	Winter/Spring
<b>Cross Country</b>	Fall	<b>Cheerleading</b>	Winter	<b>Golf</b>	Spring	<b>Chess</b>	Winter/Spring
<b>Football</b>	Fall	<b>Swimming</b>	Winter	<b>Softball</b>	Spring	<b>Equestrian</b>	Spring
<b>Soccer</b>	Fall	<b>Wrestling</b>	Winter	<b>Track</b>	Spring		
<b>Volleyball</b>	Fall						
<b>Water Polo</b>							

## Travel

School groups are expected to travel in district provided or approved transportation. Students may be released by the coach or advisor after a contest or event to ride home with their parents or guardian. Any other arrangements must be cleared in advance with the athletic director.

## Dances

Dances are open for students and their guests. A student is responsible for the conduct of his or her guest. Requirements for admittance to school dances:

1. Students of South Lane School District with their current student body card.
2. Guests of students with approved guest passes. Guest passes must be approved prior to dances. Guests ages 21 and over will not be permitted.

Anyone leaving school dance, unsupervised, after being admitted to the dance will not be readmitted. Students who are restricted by school policy from attending school functions may not attend dances.

*In order to gain admission to a CGHS dance, all students and guests must submit to a passive alcohol sensor (PAS) test.*

### **Student Clubs**

The South Lane School Board believes in and approves of a sound student activities program, including school related special interest clubs. Such programs can enrich the regular school program, offer opportunities for participation in democratic citizenship, stimulate cooperation, provide for social integration and open many opportunities for the development of leadership, individual interest and abilities.

Applications to form a new club can be obtained and approved by Mr. Bridgens. Prior to submitting the application, you will be required to find a teacher to supervise your club. All school-sponsored activities must be under the supervision of a school employee or an approved advisor. School sponsored clubs or organizations must not be of a secret nature and must not be discriminatory in regard to race, creed, or color. Club meetings are generally held during the lunch period.

At the present time the following clubs are active at Cottage Grove High School:

<b><u>Group</u></b>	<b><u>Advisor</u></b>	<b><u>Room</u></b>
<b>Anime Club</b>	TBA	TBA
<b>Book Club</b>	Janet Rust	Library
<b>Car Club</b>	Justin McCullough	Voc. Building
<b>Circus Club</b>	Joel Lindstrom	104
<b>Drama</b>	Janet Rust/James Scoggins	Cafetorium
<b>Future Business Leaders of America (FBLA)</b>	Ricardo Florez	118
<b>French Club</b>	Angela Schaefer	116
<b>Garden Club</b>	TBA	Greenhouse
<b>German Club</b>	Angela Schaefer	116
<b>Green Club</b>	TBA	TBA
<b>Gender/Sexuality Alliance (GSA)</b>	Elyzia Wineriter	105
<b>Key Club</b>	Kallie Black	107
<b>MeCHa</b>	Thomas Kephart	203
<b>Microphonics</b>	Devin Wright	121
<b>Mountain Bike Club</b>	Rex Basting	Counseling Office
<b>Oregon Battle of the Books (OBOB)</b>	Sarah Leonard	207
<b>Rock Climbing Club</b>	Kenley Crisp	217
<b>Snow Club</b>	Kenley Crisp	217
<b>Spanish Club</b>	Krista Scoggins/Sarah McLean	TBD
<b>Tabletop Game Club</b>	Kelly Cunningham	103

### **Scheduling of Activities**

All activities sponsored by a school group must be scheduled through the office and approved by the Athletic/Activities Director or Principal.

# ASSOCIATED STUDENT BODY

## ASB ACTIVITY STAMP

All students will have an opportunity to purchase an ASB activity stamp at the beginning of school for \$30.00. Students with an ASB activity stamp will get into regular season home athletic events free of charge.

## ASB OFFICERS 2023-2024

<b>President</b>	Victor Rodriguez	<b>12th Grade</b>	Savannah Chacon Olivia Corley
<b>Vice President</b>	Rogelio Soto Cruz		Ethan Stanfield
<b>Secretary</b>	Lesly Izucar Rangel	<b>11th Grade</b>	Amy Cortes Clayton Dewitt
<b>Treasurer</b>	Hayes Valley		Aislyn Cortes
<b>PR Mgr./Equity Officer</b>	Laura Sisson	<b>10th Grade</b>	Ava Johns David Culbert
<b>Tech Director</b>	Jace Meyers		Jackson Gifford
		<b>9th Grade</b>	Abigail Rosborough Rooman Shehzad Luke Ladd

## STUDENT BODY CARDS

All students are required to have a Cottage Grove High School student body card while at school or school activities. Students may be asked to show their student body card upon request of a staff member.

# ATTENDANCE

**Because the success of the student's educational experience depends upon teacher-student relationships and peer interactions, being absent from class disrupts the individual's educational process. Therefore, a Cottage Grove High School student is expected to attend every scheduled class period, every school day.**

Regular attendance is required by law and is essential for the educational progress of the student. An absence from class is difficult, if not impossible, to make-up completely. Students are capable of making up certain kinds of work after an absence without great loss of learning potential. However, class discussions, some lecture material, class interaction, etc., cannot be made up adequately. An absence should not be viewed only in terms of what the student misses, but also in terms of the loss of the student's contribution to the class.

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

**CGHS utilizes Remind, a messaging service, for automated attendance notifications daily. If you receive a Remind message, your student has been marked absent during the school day.**

## **Excused Absences**

Under the Oregon Law (ORS 339.065) a student's absences may be excused by a parent or guardian for specific reasons, which are:

- \*Personal illness
- \*Family illness that requires a student to be home
- \*Emergencies (Medical appointments)

For an absence to be excused for one of the above reasons, a note, an email to attendance secretary, or phone contact, explaining the reason for the absence must be received from a parent/guardian, within 2 school days from the absence. **After missing 3 or consecutive school days, only a doctor's note will excuse the absence.**

**Students with 10 or more absences due to illness will be asked to provide a note from a physician and/or meet with a school official.**

Whenever possible, parents/guardians should call prior to the beginning of school on or before the absence.

## **Pre-Arranged Absences**

Pre-arranged absence forms are available at the attendance desk for communicating planned absences with teachers, however these absences will be coded as unexcused parent permission (UPP), meaning that the school was notified, but the absence isn't for one of the above excusable reasons.

## **Unexcused Absences**

An unexcused absence (UNA) is any absence taken without the consent of the parent or guardian and/or school or an absence that has not been excused for the above reasons and verified within two days. Notes/phone calls received after the 2-day period will not be excused without administrative approval.

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, loss of off campus lunch privilege, ineligibility to participate in athletics or other activities and/or loss of driving privileges with the DMV.

### **Unexcused Absence Procedure**

When a student has an unexcused absence, there are multiple opportunities for them to either have the absence excused or make up the time missed. The attendance process at CGHS is as follows:

1. The day of an absence, an automated Remind message/email will be sent to parents/guardians notifying them that their student has missed at least 1 class period during that day.
2. The day after an unexcused absence, the office will send out a reminder slip. This slip will remind the student to have the absence excused, as well as that if the absence isn't excused, a mandatory lunch detention or Wednesday school will be assigned to provide them an opportunity to make up the time.
3. If the absence isn't excused, the third day after the unexcused absence, the student will meet with Mr. Berry, our campus supervisor and be issued either a lunch detention for the following day or a Wednesday school on the following Wednesday. At this point, unexcused absences can only be excused with a dated doctor's note.
4. If the student does not serve an assigned make up opportunity, a referral will be generated and a school administrator will assign additional consequences.

### **Chronic Absenteeism**

The state of Oregon defines chronic absenteeism as, ***“missing 10 percent or more of school days in an academic calendar year for any reason including excused, unexcused and disciplinary exclusion.”***

Missing more than 2 days of school a month, for any reason, can put a student on the path to being chronically absent. Being chronically absent has been shown to negatively impact a student's learning and can make it difficult for students to graduate, no matter the reason for the absence. “A study of public-school students in Utah found that an incidence of chronic absenteeism in even a single year between 8th and 12th grade was associated with a seven-fold increase in the likelihood of dropping out.” (U.S. Department of Education)

### **Truancy Process**

Students who have missed more than 10% of the year at any point of the school year for any non-school related reason, will be brought into the truancy process.

1. Truancy Letter 1 (request for improvement), phone call with administration
2. Truancy Letter 2 (mandatory meeting) and exclusion from school activities, events & athletics
3. Attendance meeting and attendance plan

### **Chronic Absences/Attendance at Privileged Events**

Students who are chronically absent at any point in the school year will be disallowed from attending special school events such as dances and/or field trips. Additionally, seniors who are chronically absent will not participate in the graduation ceremony.

**Important Reminder:** All absences are included in the calculation of a student's chronic absence rate. If a student has a documented medical condition that causes extended school absences, students and families should work with their student's counselor to see what CGHS can do to help.



## **Illness and Injury**

If a student becomes ill or injured during the school day, he/she must report to the attendance office. A parent/guardian will be contacted before the student goes home or goes to a physician. If a student leaves campus without following the proper checkout procedure, he/she will be considered truant from class.

## **Requests for Homework Assignments**

If a student is ill or injured, parents/students can log onto Home Access Center at <http://bit.ly/CGhomeaccess> to request homework directly from the student's teachers. In cases where it is known that the illness or other physical disability will be for an extended period of time, the parents should contact the counseling office.



## **Timeliness To Class**

Being on time and prepared for class is not only important to the success of a student; it is also an important life skill in the real world beyond high school. Students late to class will face the following school-wide consequences:

- **First tardy: Redirection, reminder**
- **Second tardy: Private conference with the teacher**
- **Third tardy: Parental conference**
- **Fourth tardy: Referral to an administrator**
- **Every tardy after four: Referral to an administrator**

# GENERAL INFORMATION

## ASSEMBLIES

All students will attend all assemblies and remain in the assembly unless authorized by the administration.

Assembly productions provide experiences which allow for learning proper conduct that reinforce the proper conduct and etiquette required for public events. In keeping with this philosophy, students need to be on time and behave appropriately.

## BATHROOM USE

**Students are expected to use the bathroom during passing and break times.** Bathroom use is prohibited in the first 5 minutes and last 5 minutes of class. To use the bathroom students must gain teacher permission, sign in and out on the bathroom log, and use a CGHS Hall Pass. Teachers will limit bathroom passes per term. **When more than one student is found in the same bathroom stall or single occupancy bathroom will be searched by CGHS staff and will have parents contacted.**

## CLOSED CAMPUS

Once a student has arrived on campus, he/she is expected to attend all his/her classes and remain in the building. Late arrivals or students returning from appointments must check in through the office by signing in and gaining a pass. Students are not permitted to leave the school grounds during the regular school hours without parent or administrative permission. Students leaving for appointments must checkout through the office.

**Leaving campus at lunch is a privilege, not a right.** Students may lose their off-campus privilege due to excessive tardies, poor attendance, academic concerns or behavioral problems.

## COMMUNICATION

You can expect communication from CGHS Staff the following ways:

- **Remind Messaging** - Remind messaging utilizes text messages via smartphone. These messages are only between the CGHS and students/parents. You may receive messages regarding school closures, classes, attendance and general school announcements. This service is linked to our student information system and will automatically include student and parent cell phone numbers. If you are unsure if your cell phone number is included you can sign up by texting the message @cghslions to the number 81010 or by using this link: <https://www.remind.com/join/cghslions>.
- **Parent Pipeline** - The Parent Pipeline is the schoolwide newsletter that is emailed to parents every month during the school year. You will find out about upcoming events and general school announcements.
- **CGHS Website** - Visit [slane.k12.or.us/cghs](http://slane.k12.or.us/cghs) to access Parent and Student calendars, resources and announcements.
- **Social Media** - Follow us on Instagram and Facebook for current and upcoming events.
- **Flash Alert** - Signup to receive current information on all school closures due to inclement weather @ <http://www.flashalert.net/news.html?id=141>.

## **DRESS CODE**

### **Student Dress and Grooming**

While at school or participating in educational programs or/a school-sponsored activities, dress, and grooming will not substantially disrupt the activity or constitute a threat to the health and safety of the student or others. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity. Student dress and grooming shall be clean and in keeping with health, sanitary, and safety practices. If undergarments are visible, school staff will ask the youth to put on additional clothing. Because of health and safety considerations, students are required to wear footwear while on district property or while participating in school activities on and off district property.

### **Clothing with Obscene or Profane, or Illicit Drug References**

Obscene or profane references and comments and clothing with drug/alcohol are prohibited.(JG)

**Students not complying with the dress code will be required to change their clothing or face discipline consequences.**

## **SCHOOL ELECTRONIC DEVICE POLICY**

While the electronic devices (cellphones, tablets, laptops, headphones, earbuds, etc.) can be a valuable tool, they can also be a huge distraction in the classroom and disrupt student learning. Students can access their devices during breaks and passing periods. Devices may not be used during class time, unless the teacher has given permission for use. All students in lunch detention, Wednesday school detention or in-school suspension will surrender their devices to campus security until the end of the detention.

The following process will apply to students who are in violation of this policy over a **single** or **multiple** days:

1. **First warning:** staff will ask the student to put their device away.
2. **Second warning:** staff will ask students to surrender their device to the device bank inside the classroom. The student can have the device back at the end of class.
  - a. Failure to surrender their device will result in the loss of the device for the entire day. The device will be powered off, taken to the school's vault, and locked up. The student can pick up their device at the end of the school day.
3. **Third warning:** The student surrenders the device for the day. The device will be powered off, taken to the school's vault, and locked up. The student can pick up their device at the end of the school day. Parents will be contacted.
4. **Fourth warning:** The student surrenders the device for the day. The device will be powered off, taken to the school's vault, and locked up. The student can pick up their device at the end of the school day. Parents will be contacted to meet with the administrator to make a plan moving forward.

Frequency, repetition and/or the escalation of a minor incident can become a major incident if a student is non-compliant in surrendering their device.

## **INAPPROPRIATE COMMUNICATION**

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by texting, direct messaging, Social media or any other method may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

Illegal images, threats of violence or use of bullying language between students by voice mail, social media, texting or any other method may have school consequences whether it happens on or off school grounds or during school time and may involve law enforcement.

## **ELEVATOR**

The elevator is for special circumstances only and is strictly off limits to the general population to guarantee its availability for those needing it. Anyone needing to use the elevator due to an injury or illness will need to get permission from the office.

## **EMERGENCY DISMISSAL AND/OR SCHOOL CANCELLATION**

Due to unusual weather or mechanical failure in the building, we may be forced to send students home early without prior notice or cancel school for the day. It is impossible to call all of the parents in such an event. Please instruct your student about procedures to follow in the event of an emergency closure. Emergency announcements or school closures will also be broadcast over radio and TV stations. The most up-to-date information can be found on FlashAlert, found at [bit.ly/SLSDsignup](http://bit.ly/SLSDsignup).

CGHS will also utilize Remind, a messaging service, to send out messages to students and parents. Student and guardian cell phone numbers will be automatically included in the Remind service.

## **EMERGENCY PREPAREDNESS DRILLS**

Fire drills are held once monthly during the school year. A fire alarm is sounded by a continuous audio/visual alarm in the building. As soon as the alarm is sounded, everyone except those in charge, are required to leave the building. All students and staff must walk directly to the designated exit, unless otherwise directed by school officials or emergency responders. **DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR SIGNAL HAS SOUNDED.**

Earthquake drills, held twice a school year, are indicated by a verbal announcement over the intercom system. In the event of an earthquake, students are to remain in the building until instructed to exit.

**In all emergency situations students are to quickly and immediately follow directions of the supervising adult under the direction of an administrator. This would be particularly important in a safety situation where a dangerous person was on campus and we had to secure rooms or go into a lockdown in which case we would follow our ALICE (Alert, Lockdown, Inform, Counter & Evacuate) procedures, which are practiced multiple times throughout the year as drills.**

## **FOOD AND DRINK POLICY**

In order to protect and preserve the quality of our school, the following guidelines will be in effect:

- School administrators will make rules and policies that govern the consumption of food and drink in his or her classroom. Students are expected to pick up after themselves and clean up messes on campus.

- Privileges may be revoked by the principal for individual students or the collective student body at any time.

## **GUESTS AND VISITORS**

Guests waiting to pick up a student must remain in their vehicle or wait in the office. No guest should wait in front of the building or in the commons area. Guests are rarely allowed to be on campus during the school day. All visitors have to stop at the office to be issued a guest pass. Administration must approve the guest pass one day before it is issued. Guests must never enter a classroom unannounced. Visitors must provide a picture ID in exchange for an administrative guest pass. This pass must be worn during the entire visit here at CGHS.

Service animals are allowed on SLSD property.

## **HALL PASSES**

All students in the hall during class time must have a pass from a teacher or staff member. Standard passes will be issued by administration for all classrooms. Students found to be misusing hall passes may lose their ability to use them.

Students should come to class prepared and with their materials and may not be allowed to return to lockers during class periods except in special circumstances.

## **IMPORTANT INFORMATION/CALENDARS**

Important information/calendars will be posted on CGHS website at [www.slane.k12.or.us/cghs](http://www.slane.k12.or.us/cghs) or on the Google Calendar site: <https://bit.ly/CGHScalendar>. Please take time to review the calendar so that you can be more involved with your student's education. Hard copies of the calendar will be available in the main office.



## **LIBRARY**

The library is open from 7:30am to 4pm. Library books may be checked out for two weeks. Renewals require that the book be re-stamped. Reference books may be borrowed for one class period only, after the seventh period they may go out overnight. A fine may be charged for an overdue book, and students lose the privilege of borrowing another until the overdue book is returned. A fine is assessed for books lost or damaged.

Because the library is used for both research and reading, it is necessary to maintain a quiet atmosphere for study. Students will enter and leave quietly. During class periods, individual students must have a pass from a teacher and must sign in at the front library desk. Speaking or studying together will be permitted only with permission of the supervisor. Library materials may be used for study whenever students wish. All materials should be returned to their proper places at the end of the period. Also, for security reasons backpacks are not allowed in the library. Library privileges can be revoked for failure to adhere to conduct mentioned above.

## **LOCKERS**

Lockers are available for student use. They are assigned at the beginning of the school year. **THE SCHOOL DOES NOT GUARANTEE THE SAFETY OR SECURITY OF ITEMS KEPT IN LOCKERS.** Students are assigned to individual lockers and only the assigned student may use the locker. A built-in combination lock is provided. Students are not to use personal padlocks. Please

report defective locks to the attendance secretary. Students will be billed for damage to lockers/locks. Students must notify the attendance secretary prior to moving out of their assigned lockers.

### **LOST AND FOUND**

The lost and found is located by the counseling office. Articles of value left in lockers at the end of the school year will be placed in the lost and found and unclaimed items will be given to charity mid-June.

### **LUNCH DETENTION & WEDNESDAY SCHOOL**

Students may be assigned a lunch detention for a variety of reasons. Lunch detentions will be in room 115 and officially start 5 minutes into lunch (11:50 MTuThF, 11:32 W). After that, a student will be considered skipping and will earn an additional consequence. Lunch detention will last 20 minutes, students may get their lunch afterwards. Electronic devices will be collected by the campus security. Any device used during lunch detention will earn additional consequences.

Wednesday school is an after school detention from 1:15 - 2:15 pm, students need to be in room 115 by 1:00 pm to be counted as in attendance. Students who are late will be given an additional consequence. Like lunch detention, student devices will be collected and any device use will earn additional consequences.

### **OFF LIMIT AREAS**

Students are not allowed in the following areas during the school day, including lunch time, passing time and pride break:

- LCC parking lot, campus, and roadway leading to LCC
- Spirit Trail
- Riverside Church property unless invited
- Chambers Railroad Bridge
- **School parking lot. Students are NOT allowed to go their cars during passing periods or pride break.**

### **RELEASE PERIOD**

Juniors and seniors who are on track for graduation, maintain positive attendance and are passing all of their current classes will be allowed to have a release period in their schedule. A release period will only be allowed at the beginning or end of the school day. When a student has a release period, the student cannot remain on campus unless working with a staff member.

### **SEARCHES**

Students should be aware that their belongings, vehicles and lockers may be searched by the school administration given the establishment of reasonable suspicion. Parents will be notified after a search has been conducted.

### **SKATEBOARDS, ROLLER BLADES, SCOOTERS AND BICYCLES**

Students may use skateboards, roller blades or bicycles to ride to and from school only. Students may not ride bicycles, skateboards, roller blades or scooters on school grounds or in high traffic areas during school hours. Students may lose the privilege of storing/parking their skateboard, roller blades, scooters or bicycles on school property. These items are to not to be carried from class to class.

## **SOCIAL MEDIA**

As a student, you represent the South Lane Schools and the entire community of Cottage Grove; you are expected to portray yourself and the school district in a positive manner at all times. Social media accounts used for cyberbullying or harassment that cause a disruption at school will have consequences.

Social media, instant messaging, and texting during are distractions that can disrupt the learning experience. Students are expected to focus on their academic success during instructional time.

## **STUDENT DATA FORM**

Parents **must fill out** a Student Data Form.

1. The Student Data Form contains emergency numbers and important health/medical information (drug allergies, etc.).
2. You give permission for your student to participate in field trips and for photographs of them participating in school activities to be used in publications.

Each student must have a form on file in the office. **Please notify the office if there are changes, so our information remains current.**

## **SURVEYS**

We will collect survey information throughout the year. Participation is voluntary in compliance with the Grassley Amendment where no student can be required, as a part of any program, to take part in a survey, analysis, or evaluation about certain topics including political affiliation, psychological problems, or critical appraisal of others, and certain related topics. To opt out, contact the office.

## **STUDENT DELIVERIES**

Deliveries are allowed. Students will receive notification but are not allowed to pick up deliveries until lunch, after school or their last class of the day in the main office.

## **STUDENT DRIVING/PARKING**

Students driving their cars to school must register their vehicles prior to bringing them on campus. Students parking on campus are required to purchase a parking permit. The cost of the permit is \$10.00, and must be prominently displayed while on school property.

Students parking is prohibited in **reserved parking spaces**, in the **LCC or Riverside Church parking lots or roadways leading to these establishments**, or the **West Parking Lot** during school hours. **Students will be given 1 warning and repeat parking violators will have their cars towed.**

**Students who park their cars in an improper manner are subject to loss of parking privileges, having their car towed at their expense, and/or a written complaint filed with the Cottage Grove Police Department.**

## **STUDENT PICTURE BOOK**

All students are required to have their picture taken during registration. The purpose of the picture is to provide assistance to staff when the identification of a student is necessary. Students may not wear a hat for this picture.

### **SUPERVISION BY NON-CERTIFIED EMPLOYEES**

Bus drivers, custodians, educational assistants and secretaries assist at times in supervisory capacity, under the direction of an administrator. Students are expected to comply with the request of any school district employee on duty.

### **SURVEILLANCE RECORDING - BOARD POLICY #ECAC**

CGHS has video surveillance cameras that provide school officials and Cottage Grove Police Department footage of the campus exteriors and inside the building. Video captured on these cameras may be used as evidence for infractions of school policy and/or criminal law violations.

### **TEACHER/OFFICE AIDE**

Students in grades 11th and 12th grade may request to be a teacher or office aide. To be accepted, students need to be on-track to graduate, maintain good attendance and be in good standing. When a student is an aide for a teacher or the office, they are expected to be in their assigned classroom or the office the entire period unless directed to complete a task. In addition to daily tasks, teacher aides will be expected to take on a mentor role to help the students within that class as directed by their teacher.

As an aide, students will follow staff instructions, be a good representative of CGHS behavior expectations, maintain the trust of their teacher/office staff and maintain confidentiality. If a student cannot maintain those standards, they will be reassigned to an academic class.



# SERVICES

## COUNSELING SERVICES

Each student at Cottage Grove High School has an assigned counselor. These professionally trained individuals assist students in three areas: academics, personal, and career (guidance).

### Academic Counselors

Contact **Rex Basting** for 9th-10th Grade and **Vicki Evans** for 11th-12th Grade to support students in the following areas:

Curriculum choices	Assessment of graduation standing
Learning problems	Testing and skills assessment
Classroom difficulties	Alternative educational opportunity
College and scholarship information	

**Schedule changes are allowed at the beginning of Trimester.**

### Career Counseling

Contact **Jamie Reynolds** and **Lacey Guest** in the Career Center to support students in these areas:

Career information	Community programs and referrals
Trade school information	College/ Industry Tours
Military information	Interest inventories

### SEL Counseling and Community Resources

If you are in crisis, contact Mr. Miller for immediate support. Ms. Martin is available to help connect you and your family with community resources. Both Mr. Miller and Ms. Martin is located in the Family Support Center. In the personal area, counselors assist students with:

Organization and study habits	Speech, hearing, vision and physical problems
Getting along with others	Obtaining resources
Self-image	Family situations
Decision-making and responsibility taking	Motivational skills

## SCHOLARSHIPS AND OTHER AWARDS

Scholarships from individuals, colleges, and organizations are available in many fields for graduating seniors. Scholarships or other awards approved by the high school scholarship committee, given in competition, or selected by the school scholarship committee may be presented at the end of the year.

## FOOD SERVICE PROGRAM

School meals are free for the 2023-24 school year. **Students are eligible to receive 1 morning meal (breakfast or pride break meal) and 1 lunch.**

Students are offered milk, fruits, vegetables, proteins, grains, and our food service department must meet strict limits on saturated fat and portion size. School lunches must meet additional standards requiring:

- Students have ½ cup of fruit and/or vegetables on their tray for it to count as a full meal.
- A wide variety of vegetables, including dark green and red/orange vegetables and legumes.
- More whole grains.
- Separate age-appropriate calorie limits.
- Fat-free or 1% milk (flavored milk must be fat-free)
- Less sodium

*“This institution is an equal opportunity provider.”*

## **HEALTH SERVICES**

A registered nurse will be available to perform school nurse services two to three days per week.

Oregon Law (ORS 423.267) requires all students attending school through grade 12 to be immunized against certain communicable diseases. Health records are reviewed twice annually and students not in compliance are notified by mail of what they need. Students not meeting the immunization requirements are excluded from school by the Oregon State Health Department until the immunizations are brought up to date.

### **Administration of Medication**

Parents/guardians are encouraged to work with physicians to develop schedules that will permit home administration of medication whenever possible. When a student is required to take medication during school hours, school personnel may administer medication if **all** of the following conditions are met:

- The medication is in its original container, properly labeled - the name of drug, dosage, and time interval that the medication is to be taken. The name of the student must also be included on prescription medications. Medications are to be brought to the school by the parent/guardian
- Written permission is received from the parent or guardian requesting the school district to administer medication to the student. Medication administration forms are available in the counseling office.

### **Self-Medication Guidelines**

Students who are developmentally and/or behaviorally able, will be allowed to self-administer prescription and nonprescription medication when the self-medication agreement form is submitted to the school nurse with the parent and student signatures. Parents are welcome to come to school and administer medication to their students.

### **First Aid**

The staff can offer only minimum first aid in cases of injury or illness while at school. Parents are advised to keep your student posted as to where he/she can reach you each day. Parents will be contacted in the case of injury or serious illness. If we are not able to reach parents, an attempt will be made to contact the student’s first emergency contact. **Please keep contact information updated in your student's file at school.**

## **BUS TRANSPORTATION**

Bus transportation is provided for eligible students who live two or more miles from the high school. For bus information and schedules call transportation at 541-942-2803

## Staff Support at Glance

Student copying	Mrs. Rust/Library
Accident/injury form	Mrs. Horn/Main Office
After an absence	Ms. Crivello/Attendance Office
Alternative Programs	Mr. Herington/Main Office
Attendance	Ms. Crivello/Mr. Wells/Main Office
Emotional Support	Mr. Miller/ Student Support Center
Daily Announcements	Mrs. Horn/Main Office
Drug/Alcohol problems	Counselor/Administrator
Facility Use & Clubs	Mr. Bridgens
Guest pass for dances	Mr. Berry/Counseling Office
Ill/Health room	Nurse/Nurse's Office, Mrs. Nowak/Counseling Office
Arriving/Leaving School	Ms. Crivello/Attendance Office
Locker/lock problem	Ms. Crivello/Main Office
Lunch Fees	Cafeteria
Paying fines	Mrs. Twyman/Counseling Office
Personal problem	Counselor/Staff/Administrator
Registering your vehicle	Mrs. Twyman/Main Office
Schedule problem	Mr. Basting or Mrs. Evans/Counseling Office
Sports eligibility/athletics	Mrs. Twyman/ Mr. Bridgens/Counseling Office
Student Government	Ricardo Florez/Room 118
Testing	Mrs. Sandefur/Health Center
Withdrawing from school	Counselor or Mrs. Nowak/Counseling Office
Yearbook	Mr. Tucker/Room 119

# STATE AND FEDERAL GUIDELINES

## **FREEDOM OF EXPRESSION**

*Citizens of our country are permitted free expression under the first and fourteenth amendments of the United States Constitution and under Article I, Section 8, of the Oregon Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the consequences of such expression. Students are entitled to express their personal opinions under all reasonable circumstances. However, symbolic or actual expression shall not interfere with the freedom of others to express themselves nor shall it substantially disrupt the orderly conduct of the school.*

### **1. School Publications**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Students are encouraged to participate in the production of school publications. Any publication, which is in any way sponsored or funded by the school, is a school publication. Students may express personal opinions in these publications but shall adhere to the written editorial policies of the school. A school newspaper should reflect the total life of the school community. Those students responsible for the publication of a school newspaper must be mindful of this responsibility to the total school community. Profane or obscene material; knowing or reckless false or libelous statements; and any material that would substantially disrupt classes or other school activities are prohibited from all school publications.

### **2. Distribution of Material**

#### **a. Rights and Responsibilities**

Students have the right to distribute and receive written material from each other. This right, however, also carries responsibilities. Students shall not distribute or display materials that are knowingly or recklessly false or defamatory, profane or obscene, or that tend to create an immediate danger of disruption to the orderly operation of school, or urge the violation of the law, or existing attendance regulations, or the provisions of this handbook.

Materials to be distributed or posted within the school must identify the source of the printed material. Materials that students choose to distribute do not carry the endorsement or sponsorship of the school.

#### **b. Commercial and Fund-Raising Activities**

Students shall not distribute or display announcements or advertisements of a commercial nature, or sell materials, or engage in activities to solicit financial contributions without the authorization of school officials.

#### **c. Time and Place of Distribution**

School officials may designate the time and place for distribution of written information and related materials so that the activity does not materially interfere with the school program. This policy shall be applied in a manner that is non-discriminatory and that allows the dissemination of diverse viewpoints and discussion of political, religious, and social issues. The policy shall also be applied in a manner that encourages respect for individuals without regard to race, religion, disability, national origin, gender, and socio-economic status.

Local school rules may limit the time of distribution of material, including the circulation of petitions, to periods before school begins, after dismissal, and during lunchtime when such limitation is necessary to prevent interference with the school program. The local school

rules may define where distribution of material and circulation of petitions may take place so as to permit the normal flow of traffic within the school.

**d. Student Display Areas**

Each secondary school will provide at least one student display area of reasonable size and prescribe methods to inform students of the board policy and school guidelines for the distribution of literature and the display of material. This area is located in the main hallway. Students may post notices on community youth activities, events or club information within this area.

**3. Participation in Patriotic Exercises**

Students may refuse to participate in patriotic exercises so long as the manner of such non-participation does not deny other students their rights to participate or does not disrupt the educational process.

**4. Prohibited Speech**

The use of profane and obscene language, threats of harm to persons or property, or images, such as the confederate flag, that creates an immediate danger of disruption to the orderly operation of the school is prohibited. *Off-campus and outside-of-school-time speech that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others. This includes any communication through technology such as the internet or text messages.*

**5. Informal Gatherings**

Students have the right to gather informally, but such gatherings shall not substantially disrupt the orderly operation of the school or infringe upon the rights of others.

**FREEDOM OF RELIGION**

*The Constitutions of the United States and the State of Oregon require the public schools to take a neutral position concerning religion. Public schools cannot aid one religion or all religions or prefer believers to non-believers. However, schools may provide instructional activities relating to historical and cultural aspects of religion under the following circumstances: (1) The activity must reflect a clearly secular (non-religious) purpose. (2) The activity must have a primary effect that neither advances nor inhibits religion. (3) The activity avoids excessive entanglement with religion.*

**1. Student Religious Meetings and Discussions**

If secondary principals permit other non-curriculum student meetings or discussions on the school premises during non-instructional time, religious meetings of students that are voluntary and student initiated will also be permitted. Each club shall be supervised by an adult approved by the building principal. Non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of such student groups. Except as provided in school board policy for the leasing of school facilities by religious groups, non-students are prohibited from meeting on school premises for any type of religious activity.

**2. Release Time for Religious Instruction**

Elementary students may be excused from school for up to two hours in any week and secondary students may be excused from school for up to five hours in any week to attend weekday schools giving religious instruction. A written request must be signed by the parent or guardian before the student is released. Religious teachers or organizations are not permitted to promote student participation by directly contacting students on school grounds or by asking students who participate in their programs to recruit students who remain at school. All promotional activities will be conducted away from school.

# STUDENT EXPECTATIONS

Cottage Grove High School looks to its students to help CGHS to be a place of pride. In order to make this happen, every lion adheres to R.O.A.R.S. (Respect, Organized, Active, Relentless and Safe). Here's what ROARS means and how it applies to the different parts of a student's day.

R.O.A.R.S	Class & Group Time	Individual Time	On Campus	In the Community
<b>Respectful</b> <ul style="list-style-type: none"> <li>Respect yourself, others and your surroundings.</li> </ul>	<i>When I see something, I say something.</i>			
	I use positive language towards myself and others. I respect my environment.	I use social media in a positive way. I communicate respectfully to others.	I take care of campus buildings and grounds. I choose respectful language.	I honor my school and community with my behavior and words. I leave places I visit better than I found them.
<b>Organized</b> <ul style="list-style-type: none"> <li>Have a system for planning and use it.</li> <li>Complete work on time.</li> </ul>	I am on time and ready. I put effort into my work with others.	I have a system to organize and prioritize for each class. I honor deadlines for assignments.	I prioritize class time for learning. I use outside of class time for taking care of other business.	I know where I need to be, when I need to be there, and what I need to bring for school trips. I am on time.
	I choose to focus and be actively engaged in the lesson with my peers and classroom activities.	I advocate for myself and take ownership of my success. I take pride in my work.	I get involved in school clubs, activities, and sports to enhance my social experience. I am brave and try new experiences.	I am a positive role model by demonstrating appropriate behaviors. I am aware of my actions impacting other people.
<b>Relentless</b> <ul style="list-style-type: none"> <li>Learn from your struggles.</li> <li>Keep trying and ask for help.</li> </ul>	I encourage and support others to keep going when we encounter challenges.	I recognize my struggles and work to overcome them.	I take ownership and learn from my mistakes and understand they don't define me.	I model resiliency and growth from all of my experiences.
	<i>When I see something, I say something.</i>			
<b>Safe</b> <ul style="list-style-type: none"> <li>See something, say something.</li> <li>Make healthy choices.</li> <li>Make CGHS a place for everyone.</li> </ul>	I use my influence to keep our classes safe, positive, and focused.	I make healthy and safe choices.	I use my influence to keep our environment inclusive, sustainable and clean.	I value my neighbors' rights and perspective. I know how my behavior affects those around me.

## Behavior Support Process

When a student does not meet behavioral expectations, staff will follow the following steps in the classroom for minor infractions:

1. **Redirect** - Staff member will redirect student
2. **1:1 Conference** - Staff member will have a 1:1 conversation outside of the class with the student to remind them of the expectations, check their understanding, and return to class
3. **Parent Phone Call** - Staff member will have a phone conference with the student's parents
4. **Referral** - Staff member will write a referral for the student, which will require a conference with a school administrator, phone conference with parents and a possible school consequence

Minor infractions can develop into major infractions depending on frequency and severity. Major infractions will result in a referral, an investigation and the activation of the student's due process rights. (Appendix 1 & 2)

# COMPLAINT PROCESS

The complaint process recognizes an orderly procedure for resolving student complaints. It is the purpose of the appeals and hearings to provide access to appropriate school officials when an informal conference cannot resolve the problem. It is not the purpose of hearings to provide a forum through which non-related issues are conveyed. It is recommended that as many student problems as possible be handled through informal conferences.

The procedures for complaints should allow for:

## **Step 1: Information Conference**

An informal conference between the parties concerned should occur within thirty (30) days of the complaint. The student, parent, or guardian may ask that another staff member be involved in the conference.

## **Step 2: Building Administration Review**

If the complaint is not resolved at the information conference level, the student, parent or guardian, may request a hearing with a building administrator. The request must be in writing and must clearly state the nature and facts of the complaint and what steps have been taken. A hearing will be held within ten (10) school days following the request and the complainant will receive a written resolution within ten (10) school days.

## **Step 3: District Office Review**

If the complaint is not resolved at the building administration level, the student, parent or guardian, may request a hearing with the superintendent.

The request must be in writing and must clearly state the nature and facts of the complaint and what steps have been taken. A hearing will be held within twenty (20) school days following the request and the complainant will receive a written resolution within ten (10) school days.

## **Step 4: Board Review**

If the complaint is not resolved at the superintendent's level, the student, parent, or guardian, may request a hearing with the Board. The request must be in writing and must clearly state the nature and facts of the complaint and what steps have been taken. A hearing will be held within thirty (30) school days following the request and the complainant will receive a written resolution within ten (10) school days.

# STUDENT RECORDS

## **PERSONALLY IDENTIFIABLE INFORMATION**

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parent/legal guardian or the student. The South Lane School District identifies directory information about the student as the following: name, address, telephone number, photo, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, diplomas and awards received, schools attended and other similar information.

Directory information may be used for purposes such as publication of a student directory, parent organization mailing lists, school year books and newspapers, commencement programs and publication of honor rolls and other school information about students in the public media. Such information will not be released for commercial purposes.

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

Parent/legal guardians and 18-year-old students have the right to notify school authorities within 15 days of receipt of this notice that you do not want an item of directory information released.

## **STUDENT EDUCATION RECORDS**

Student education records containing grades, health cards, and test scores, etc. are maintained on all students enrolled in our school. These records may be inspected by the parents of the student. Upon request, an appointment will be set up.

This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record, the health record, achievement test scores and special education records will be sent to the school no later than 10 days after receipt of the request. Prior to the withdrawal of your child from our district, you have the right to examine your child's records and propose amendments to the records. If a parent or eligible students proposed amendments to the student's education record are rejected by the district, the parent or eligible student is entitled to a hearing on the matter.

You may receive a copy of the record to be transferred if you desire. Copies of Student Record Policies are located in the superintendent's office.

## **TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS**

The following is a list of the types of records that the District maintains, their locations, and their custodians



<b>TYPES</b>	<b>LOCATIONS</b>	<b>CUSTODIANS</b>
<b>Educational Records</b>	School Office	School Principal/Registrar
<b>Educational Records</b> (Former Special Education Students)	District Service Center	Special Programs Coordinator
<b>Health Records</b>	Health Room	School Nurse/SLSD Administration
<b>School Transportation Records</b>	School Bus Garage	Transportation Supervisor
<b>Test Records</b> (OSA, Stanford Achievement Tests, Curriculum Based Assessment)	District Service Center/Individual Schools	Director of Curriculum & Instruction/School Principals/Registrar
<b>Occasional Records</b> (Student education records not identified above, such as those in the superintendent's office, in the school attorney's office, or in the personal possession of teachers.)	Principal will collect and make available at student's school	School Principal

# APPENDIX 1

## DUE PROCESS PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION

1. The student shall be given verbal or written notice of the charges, including specific acts involved. If the student denies the charges, the student shall be given an explanation of the evidence supporting the charges.
2. The student shall be given an opportunity to explain his or her conduct and to informally contest the charge. If the school official then determines the student should be suspended, the student shall be informed and the student's parents or guardians shall be notified by telephone, whenever possible, or be given written notice of the suspension and the reasons for the action. Notice shall state the date, the reasons for the suspension, the length of the suspension (not to exceed ten school days), and the procedures, if any, that must be followed by the student and parents or guardian to gain reinstatement.
3. The two steps above may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.
4. When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises or to refer him or her to the proper authorities must be made with consideration given to the student's age, maturity, and the nature of the misconduct that caused the suspension.
5. After the parents or guardians receive notice of the suspension, they will be given a conference with the building principal or his or her designee if they so request.
6. After the parents or guardians have discussed the suspension with the principal or his or her designee, they may appeal the decision to the superintendent or his or her designee.

## APPENDIX 2

### DUE PROCESS PROCEDURES FOR EXPULSION

The superintendent or designee is the only person authorized by the school board to expel a student. The expulsion of a student will not extend beyond one calendar year. An expulsion will be from all district schools and activities unless otherwise specified. Prior to the expulsion of a student, the district will consider and propose alternative programs of instruction or counseling or both for the pupil.

The following is a summary of the expulsion procedures. Administrative Regulation 5210.31, outlines the expulsion procedures in detail.

1. The principal notifies the parent or guardian and the student of the intent to request expulsion, citing the charges against the student.
2. The principal submits to the superintendent a request for expulsion and a description of the allegations.
3. The superintendent or designee notifies the parent or guardian and the student of the intent to request expulsion, citing the charges against the student and sets a date and place for an expulsion hearing.
4. A hearing officer designated by the superintendent conducts the expulsion hearing. The principal presents all evidence supporting the proposed expulsion, and the student has an opportunity to respond to the evidence and to present his or her version of the events. The student may choose to have counsel or representation at the hearing.
5. Where the student or the student's parents cannot understand the spoken English language, an interpreter will be provided by the district.
6. The hearing officer determines the facts of the case on the evidence presented at the hearing. The hearing officer's opinion and decision, with the recommendation for disciplinary action, goes to the superintendent.
7. No later than three school days following the hearing the superintendent or designee states the decision in identical form to the student and parent/ guardian, their representative, and the principal requesting the expulsion.
8. The student and parent or guardian may appeal the decision to the school board through a written request directed to the superintendent within 72 hours after receiving the decision.

