

“CGHS: Creating a Culture of Achievement where the focus is on learning and where all students experience academic success in a positive and welcoming environment”

STUDENT/PARENT HANDBOOK 2021-2022



COTTAGE GROVE HIGH SCHOOL

“A Place of Pride”

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: cghs.slane.k12.or.us

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.

Mission Statement

CGHS: “Creating a Culture of Achievement where the focus is on learning and all students experience academic success in a positive and welcoming environment.”

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 Material contained herein may therefore, be superseded by board policy, administrative regulation or collective bargaining agreement.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

BOARD MEMBERS OF SOUTH LANE SCHOOL DISTRICT

Tammy Hodgkinson	Position 1	Term Expires 6/2023
Taylor Wilhour	Position 2	Term Expires 6/2025
Dustin Bengtson	Position 3	Term Expires 6/2023
Sherry Duerst/Higgins	Position 4	Term Expires 6/2025
Colleen Valley	Position 5	Term Expires 6/2025
Jerry Settlemeyer	Position 6	Term Expires 6/2023
Gary Mort	Position 7	Term Expires 6/2023

Superintendent, Yvonne Curtis, (Ext. 131)

Assistant Superintendent, Brian McCasline, (Ext. 130)

Business Manager, Celia Gowing, (Ext. 111)

Director of Human Resources, Nadira Rizkallah, (Email: nadira.rizkallah@slane.k12.or.us)

Director of Special Programs, Chad Hamilton (Ext. 115)

Food Service Supervisor, Corina Boylen, (Ext. 125)

Maintenance/Custodial Supervisor, Matt Allen, (541-942-1601)

Transportation Supervisor, Theresa Bichsel, (541-942-2803)

Technology Supervisor, Jesse Baber, (541-767-3778)

SCHOOL CALENDAR 2021-2022

SEPTEMBER

8 First Day - 9th Graders ONLY
9 First Day - All Students

OCTOBER

8 NO SCHOOL
20 Parent Conferences-Early Release
21 Parent Conferences-Early Release
22 NO SCHOOL

NOVEMBER

11 NO SCHOOL – Veterans' Day
25 NO SCHOOL – Thanksgiving Day
26 NO SCHOOL

DECEMBER

2 Last Day of Trimester 1
3 NO SCHOOL
6 First Day Trimester 2
20-31 Winter Break

JANUARY

3 NO SCHOOL
17 NO SCHOOL - Martin Luther King Day

FEBRUARY

2 Parent Conferences-Early Release
3 Parent Conferences-Early Release
4 NO SCHOOL
21 NO SCHOOL – Presidents' Day

MARCH

17 Last Day Trimester 2
18 NO SCHOOL
21-25 NO SCHOOL – Spring Break
28 First Day Trimester 3

MAY

30 NO SCHOOL - Memorial Day

JUNE

10 Graduation – 7pm
16 Last Day of School

COTTAGE GROVE HIGH SCHOOL

Class Schedule

MON - TUE - THU - FRI	WEDNESDAY
Period 1 8:15-9:04	Period 1 8:15-8:42
Period 2 9:09-9:58	Period 2 8:47-9:14
PRIDE BREAK 9:58-10:05	PRIDE BREAK 9:14-9:21
Period 3 10:10-10:59	Period 3 9:26-9:53
Period 4 11:04-11:53	Period 4 9:58-10:25
LUNCH 11:53-12:28	ENRICHMENT 10:25-10:50
Period 5 12:33-1:22	Period 5 10:55-11:22
Period 6 1:27-2:16	LUNCH 11:22-11:57
Period 7 2:21-3:10	Period 6 12:02-12:29
	Period 7 12:34-1:01

PERSONNEL DIRECTORY

CERTIFIED

INSTRUCTIONAL

Kacie Bohme
Taylor Boxberger
Michele Bradley
Jason Crain
Kenley Crisp
Lance Faxon
Dylan Ferguson
Ricardo Florez
Leland Fulton
Holly Genthner
Kathryn Harriss
Michele Hilton
Casie Hitt
Jared Hutchins
Seth Hutchinson
Sarah Jones
Thomas Kephart
Ricky Knutson
Sarah Leonard
Joel Lindstrom

Jessie McClean
Sarah McLean
Eva Murtaugh
Amanda Nichols
Tanya Pick
Erin Royse
Clover Rudicel
Kent Russo
Janet Rust
Nathan Ryan
Angela Schaefer
James Scoggins
Krista Scoggins
Jim Settelmeyer
Shelly Swearingen
Kyle Temple
Jayden Tucker
Brian Vollmer-Buhl
Gerriann Walker
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
Vicki Evans

LIBRARIAN

Janet Rust

PSYCHOLOGIST

David Bascue

SCHOOL NURSE

Bill Bartram

SCHOOL RESOURCE OFFICER

Officer Cory Stevens

CLASSIFIED

CAFETERIA

Barb Raum, Manager
TBD

CAMPUS SUPERVISOR

James Berry

COLLEGE & CAREER SPECIALIST

Lacey Guest

COMM. RESOURCE SPECIALIST

Marissa Martin

CUSTODIAL

Brian Anderson
Manuel Garibay
Michael Harwell
Jennifer McCown
Steve Sanchez

EDUCATIONAL ASSISTANTS

Kallie Black
Carol Branstetter
Lucia Cervantes
Erica Dunbar

Debbie Ferguson

Ismael Pablo Pérez

MCKINNEY-VENTO LIAISON

Tessa Hart

SECRETARIAL

Casey Horn
Tina Crivello
Lena Twyman
Audrey Black

YOUTH TRANS. PROG./WIA

Derek Miller

ACADEMICS

To earn a diploma all students must meet the requirements set by the state, district and school. In addition to the credit requirements listed below, students must also successfully complete a Senior Research Project and Senior Board Presentation.

<u>Curriculum Area</u>	<u>Credits</u>	<u>Curriculum Area</u>	<u>Credits</u>
Language Arts	12	Health	3
Social Studies	9	Physical Education	3
Senior Seminar	3	Foreign Lang/Arts/CTE	9
Mathematics	9	Electives	18
Science	9		
Requirements for graduation = 75 total credits		<i>**Subject to District and State revision.</i>	

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
- Pass/No Pass= One elective course may be selected each trimester

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.

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

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. Because of the serious nature of academic honesty, violations (cheating, plagiarism, taking credit for someone else’s work) may 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 an assignment that is past due. (e.g. - Students have two days to make-up work if they were absent for two school days). If the student is absent the day of a test or the day an assignment is due, the test and/or the assignment must be taken and/or handed in the day the student returns to school unless other arrangements are made with the instructor and student. 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.

IV. PROGRESS REPORTS

September 29th: IPR grades updated in HAC

October 13th: IPR Mailed

November 10th: IPR grades updated in HAC

December 10th- Trimester 1 Report Cards- Mailed

January 12th: IPR grades updated in HAC

January 26th: IPR grades Mailed

March 2nd: Trimester 2 final grades updated in HAC

March 25th: Report Cards Mailed

April 20th: IPR grades updated in HAC

May 11th: IPR grades Mailed

June 1st: IPR grades updated in HAC

June 22nd: Report Cards Mailed

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. Not all progress reports will be mailed home. See the schedule above for dates you can check HAC for updated progress.

V. 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 above for dates.

VI. SPECIAL PROGRAMS

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 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, 541-767-0939.

VII. TESTING SCHEDULE

Oregon State Assessments(OSAS) previously called, Smarter Balanced Assessments, will be given to all 11th graders in the spring. HB2655 "OSAS" Opt Out: 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.

VIII. ENRICHMENT PERIOD

This school year Cottage Grove High School has added an "Enrichment" period. On Wednesdays students will have a 27-minute period that will include student advisory, assemblies, and academic enrichment/interventions.

During the academic enrichment/intervention periods, students will remain with their 4th period teacher unless another teacher has requested them to report to a different room. Teachers can also request that students meet with them during this time to make up assignments and assessments.

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 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. A copy of the code is included in the appendix.

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

Due to Oregon Law, athletes will need a physical once every two years. Our district policy requires all incoming freshmen athletes to have a new physical. 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 9th 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 2021-2022

Fall =Begins 8/16

Winter = Begins 11/15

Spring = Begins 2/28

The following athletic teams are available during the school year:

<u>Sport</u>	<u>Season</u>
Cheerleading	Fall
Cross Country	Fall
Football	Fall
Soccer	Fall
Volleyball	Fall
Water Polo	Fall
Basketball	Winter
Cheerleading	Winter
Swimming	Winter
Wrestling	Winter
Baseball	Spring
Golf	Spring
Softball	Spring
Track	Spring

<u>Club</u>	<u>Season</u>
Bowling	Winter
Chess	TBA
Equestrian	Spring

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 building principal or athletic director.

ACTIVITIES

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 the school building, 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.

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:

<u>Club</u>	<u>Advisor</u>	<u>Room #</u>
Art Club	Erin Royse	123
Book Club	Janet Rust	Library
Chess	Steve Kilston	208
Drama	Janet Rust	Cafetorium
FBLA (Future Business Leaders of America)	Ricardo Florez	118
FCCLA Club (Family, Career, and Community Leaders of America)	Leland Fulton	110
French Club	Angela Schaefer	116
Garden Club	Bill Bartram	Greenhouse
German	Angela Schaefer	116
GSA (Gender/Sexuality Alliance)	Erin Royse	123
Interact Club	Kacie Bohme	TBA
Key Club	Kallie Black	107
Link Crew	S. Leonard/R. Knutson	207
Mecha	Thomas Kephart	203
Mountain Bike	Rex Basting	Counseling office
OBOB (Oregon Battle of the Books)	Sarah Leonard	207
Outdoor Club	TBD	208
runCGrün	Jim Settlemeyer	105
Spanish	TBD	117
Student Council	Ricardo Florez	118

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 2021-2022

President	Dazjah Tinsley	Senior Class	Evelyn Smith Gabrielle Garcia-Bryant Carter Bascue
Vice President	Peyton Kidd		
Secretary	Wisper Pilling	Junior Class	Myles Julien Helen Leal
Treasurer	TBD		
PR Mgr./Equity Officer	Josie Hitt	Sophomore Class	Savannah Chacon Joseph Bartram Ethan Stanfield
Tech Director	Jadeyn Miller		
		Freshmen Class	Victor Rodriguez Abigail Dougherty Rogelio Soto Cruz

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.

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, 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 more school days, only a doctor's note will excuse the absence.**

Students with 10 or more absences due to illness may 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, suspension or expulsion.

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 phone call 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 may be assigned to provide them an opportunity to make up the time.
3. If the absence isn't excused, the second 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 may 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, may be brought into the truancy process.

1. Truancy Letter 1 (request for improvement), phone call with administration
2. Truancy Letter 2 (mandatory meeting)
3. Attendance meeting and attendance plan
4. Truancy citation delivered by Cottage Grove Police Department
5. Truancy court appearance(s) in Cottage Grove Municipal Court and possible \$500 per unexcused absence fine

If the school or district notifies a parent that a student is not complying with compulsory attendance requirements, that parent must send the student to school within three days of the notification, or the parent may be issued a citation. Failure to send a student to school is a Class C violation of law and is punishable by a court-imposed fine up to \$500 as provided by ORS 339.925.

Chronic Absences/Attendance at Privileged Events

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

Important Reminder: Excused and unexcused 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, he/she may request a policy waiver from Mr. Wells with a doctor’s written documentation.

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.

Leaving Campus During School Day

Once a student has arrived on campus, he/she is expected to attend all his/her classes. *Any student who must leave the campus for any reason must follow the proper procedure for checking out at the attendance office.* Students are expected to check in with the attendance office if they return before the school day is over. If this procedure is not followed, the absence will be unexcused, and the student is considered truant from his/her classes. All students must check out with the attendance desk before they leave campus, and they must check in when they return.

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 three tardies – Teacher Discretion
- Fourth tardy – Administrative Referral

If a student is over 5 minutes tardy, it may be counted as an unexcused absence.

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.

CLOSED CAMPUS

Students are not permitted to leave the school grounds during the regular school hours without parent or administrative permission. In all instances, students must check out in 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 VIA TEXT MESSAGES

CGHS will continue to use the Remind messaging system that utilizes text messages or a smart phone app. These messages are only between the CGHS and students/parents. While staff members can view replies to messages, other students and parents cannot view messages back to staff. You may receive messages regarding 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 call and speak to our office staff or sign up by texting the message @cghslions to the number 81010 or by using this link: <https://www.remind.com/join/cghslions>.

DRESS CODE

A student's dress or grooming should not affect participation in school classes, programs, or other school-related activities, except as provided below:

- Student Dress and Grooming

Student dress and grooming shall be clean and in keeping with health, sanitary, and safety

practices. Because of health and safety considerations, students are required to wear footwear while on district property or while participating in school sponsored activities that may occur off district property.

When a student is participating in the educational program or a school-sponsored activity, 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.

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

Clothing with obscene or profane references and comments and clothing with illicit drug references are prohibited. Students may be subject to discipline as outlined in the building's action plan.

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

GENERAL SCHOOL CELL PHONE POLICY

While the cell/ "smart phone" can be a valuable tool, it can also be a huge distraction in the classroom. The general school policy regarding cell phone use is that they may be used before and after school, lunch, and passing periods. They may not be used during class time unless the teacher has given permission for use. They may not be used in the hallway during class time without teacher permission and may be confiscated by a staff member if they are used in the hallway without permission. The following consequences will apply to students who are in violation of this policy:

1st offense: Warning/Teacher Discretion

2nd offense: Cell phones will need to be turned in to the office for the remainder of the day. An administrator will also speak with the student and a parent regarding the cell phone policy.

If a student's cell phone is brought to the office more than once, a parent or guardian will be required to pick up the cell phone. Repeated violations may result in the student losing the privilege of having a cell phone at school during the school day.

INAPPROPRIATE USE OF CELL PHONES

The taking, disseminating, transferring, or sharing of obscene, pornographic, 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, 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, or texting may have school consequences whether it happens on or off school grounds or during school time.

As with any serious school violation, students caught using their phones inappropriately will have consequences ranging from a warning, detention, to expulsion depending on the offense. Additionally, students in violation of proper use of a cell phone will lose the privilege of having a cell phone on campus.

ELEVATOR

The elevator is for special circumstances only and is strictly off limits to the general population. 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. Important information will be published in the Cottage Grove Sentinel or the Eugene Register Guard. Emergency announcements or school closures will also be broadcast over radio stations KNND (1400 AM), KPNW (1120 AM), KLCC (89.7 FM), KUGN (97.9 FM or 590AM), or KMGE (94.5FM). Local TV stations are informed, but not always able to report school closure information up-to-the-minute. The most up-to-date information can be found at [FlashAlert](#) or type bit.ly/SLSDsignup in a URL. The superintendent's office may use the auto dialer system to notify families of emergencies or school cancellations.

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.

FIRE/EARTHQUAKE/LOCKDOWN 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, is 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 during the 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:

- Each teacher will make rules to govern the consumption of food and drink in his or her classroom. If food or drinks are allowed, students are expected to clean up any messes.
- Consumption of food and drink is prohibited on stairways and in front of the school building. 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 they may 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.

Only registered service animals are allowed on SLSD property.

HALL PASSES

All students in the hall during class time shall have a pass from a teacher or staff member. Standard passes will be issued by administration for all classrooms.

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. Students may be released to the bathroom in special situations.

IMPORTANT INFORMATION/CALENDARS

Important information/calendars will be posted on CGHS website at cghs.slane.k12.or.us. 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.

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. Any items unclaimed by mid June will be given to charity.

OFF LIMIT AREAS

Students are not allowed in the following areas during the school day, including lunch time.

- LCC parking lot, campus, and roadway leading to LCC
- Spirit Trail
- Riverside Church property unless invited

SEARCHES

Students should be aware that their belongings, vehicles and lockers may be searched by the school administration given the establishment of reasonable suspicion.

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. Consequences may be applied to any social media that causes a disruption to the school day.

STUDENT DATA FORM

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

1. The Student Data Form contains emergency numbers and important health/medical information (drugs 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.**

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 **may not** park in reserved parking spaces, in the LCC or Riverside Church parking lots or roadways leading to these establishments, and the West Parking Lot during school hours.

Students who use 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.

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).

In the academic areas counselors assist students in:

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

In the personal area, counselors assist students in:

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

In the area of career information, counselors assist students in:

- Career information
- Military information
- Interest inventories
- Trade school information
- Community programs and referrals

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 offer students 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

Prepayment for meals can be made through the cafeteria or online at family.titank12.com. Free and reduced lunch application forms are available in the cafeteria or counseling office.

Please note that all student meals will be free for the 2021-2022 school year.

“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. If personnel consider an injury or illness to be at all serious, an attempt will be made to contact the parents first and someone at the emergency number next. 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.

WHOM DO YOU SEE?

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
Daily Announcements	Mrs. Horn/Main Office
Drug/Alcohol problems	Counselor/Administrator
Facility Use	Mr. Bridgens
Guest pass for dances	Mr. Berry/Counseling Office
Ill/Health room	Nurse/Nurse's Office, Ms. Black/Counseling Office
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
Registering your vehicle	Mr. Berry/Counseling Office, 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/Counseling Office
Withdrawing from school	Counselor or Ms. Black/Counseling Office
Yearbook	TBD/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 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
Respectful <ul style="list-style-type: none"> Respect yourself, others and your surroundings. 	<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.
Organized <ul style="list-style-type: none"> Have a system for planning and use it. Complete work on time. 	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.
Relentless <ul style="list-style-type: none"> Learn from your struggles. Keep trying and ask for help. 	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.
	Safe <ul style="list-style-type: none"> See something, say something. Make healthy choices. Make CGHS a place for everyone. 	<i>When I see something, I say something.</i>		
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.

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

TYPES	LOCATIONS	CUSTODIANS
Educational Records	School Office	School Principal/Registrar
Educational Records (Former Special Education Students)	District Service Center	Special Programs Coordinator
Health Records	Health Room	School Nurse/SLSD Administration
School Transportation Records	School Bus Garage	Transportation Supervisor
Test Records (OSA, Stanford Achievement Tests, Curriculum Based Assessment)	District Service Center/Individual Schools	Director of Curriculum & Instruction/School Principals/Registrar
Occasional Records (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.