

Colton High School Student Handbook 2019-2020



Colton High School
30205 S. Wall Street
Colton, OR 97017

Phone 503-824-2311

Fax 503-824-2312

<https://www.colton.k12.or.us/>

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Annual Notifications

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GENERAL INFORMATION

CSD Non-Discrimination Statement: Colton School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status or any other persons with whom the individual associates. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at Colton School District Office, 503-824-3535.

CHS CONTACTS

Colton High School	503-824-2311
Grant Hayball, Principal	503-824-2311 ext 203
Debbie Anderson, Administrative Assistant	503-824-2311 ext 202
Annette Sapienza, Attendance Secretary	503-824-2311 ext 200
Lauren Holst, School Counselor	503-824-2311 ext 234
Nik Mason, Athletic Director	503-824-2311 ext 210

Email Communication

Teachers are best reached via email. Please visit the Staff Directory on our website for their contact information.

COUNSELING

CHS offers the following services through our career and guidance counseling program: academic guidance, curriculum information, course planning, and college and career planning. Additionally, our counselor is available to support students in emergencies as well. Please visit our Counseling/Career page under the Parent/Student Menu or the Curriculum Handbook under the Academics Menu on our website for additional information.

STUDENT ARRIVAL/DEPARTURE

School Personnel are on site beginning at 7:30am Monday-Wednesday and 8:00am on Thursday. For safety reasons, we ask that students do not arrive on campus earlier than the above times unless specifically requested by and supervised by school personnel.

Again, for safety reasons, when school ends at 4:07; students not involved in a school sponsored, supervised after school activity are asked to leave campus.

1st period begins at 8:20am – any students arriving to school after this time must check-in in the main office.

STUDENT BODY CARDS

Associated Student Body Cards may be purchased at the start of the school year and during the year. Any student body member who chooses to participate in sports, activities, or Student Council must purchase a student body card for \$20.00.

Student Body Cards allow the holder free admission to all home games (League Play-in, Endowment, and OSAA Play-off games may not apply) and reduced rates for some social events.

Free and/or Student Rate only allowed if card is presented at the gate or for purchase.

SCHOOL CLOSURES

Due to hazardous weather or other emergency situations, it may be necessary to close school, arrive late, or dismiss early. In such situations, the Superintendent and Transportation Supervisor (as appropriate) will work together to make the determination. The school district will use FlashAlert and School Messenger to send word out to families. Please see the District website for information regarding getting signed up for these services.

POLICY AND PROCEDURES

CLOSED CAMPUS

CHS is a *closed* campus for students, including lunch time. During the school day (8:20-4:07) students are not to leave school grounds without permission. If it is necessary for students to leave for any reason during the day, please refer to the Attendance section of this handbook.

COMPUTER/INTERNET USE

All students will sign and comply with the Responsible Use Agreement and Chromebook Agreement in order to ensure that all technology use and internet access is in accordance with school and district expectation and policy. The use of such technology should enhance the educational and learning experiences of our students, not hinder it through misuse. For more information please see the Technology Agreements tab under the Parent/Student Menu on our website.

Field Trips

Field trips may be scheduled for educational, cultural, or other extra-curricular purposes. All students are considered “in-school” while participating in school sponsored field trips and are therefore subject to all school expectations and board policies.

Students participating in any school-sponsored trips will fill out a planned-absence form, which requires a parent signature as well as the consent of that student’s teachers and their grade for that class. If the student is failing one or more classes they may not be permitted to attend the field trip. Exceptions can be made by the principal if it is a required or Career-Related Learning Experience.

There may be fees associated with field trips, these will be made known to students in advance.

FIRE ALARMS AND SAFETY

Fire drills will be held at least once every month. The drill, which will be conducted by school officials, teaches students the procedures associated with evacuation of the school in the event of an actual emergency. All CHS emergency procedures are posted in classrooms and are practiced throughout the school year.

Please note that initiating false alarms may result in prosecution to full extent of the law.

MEDIA CENTER

The Media Center has printed and non-printed materials for research, instruction, and/or recreational use. A copy machine can be made available to students at the cost of .05 cents per page. Some computers are available and attached to a printer. Students are expected to conduct themselves appropriately while using this space.

Books are typically checked out for a two week period. Replacement costs and/or damages may be assessed in the event of lost or damaged materials.

LOCKER OPERATION AND ASSIGNMENT

Lockers are the property of the school and are assigned to students by the school. Students are responsible for the condition of the locker assigned to them throughout the school year and may be fined for any damages. It is the responsibility of the student to safeguard their individual locker combination and to maintain the security of their locker. The school is not responsible for items lost, damaged, or stolen from lockers – this includes Textbooks.

Please note, as lockers are the property of the school they can be inspected or searched at any time and prohibited materials seized by school administrators.

POSTING OF MATERIALS

All items posted throughout the school must be approved by an administrator or, in the case of class related materials, by the teacher associated with the course. Administration reserves the right to remove any material deemed inappropriate.

SCHOOL BUSES

Students must follow the rules governing behavior on school buses or may forfeit the right to ride. These guidelines will be posted on all school buses and can be found in Board Policy EEACC. Students should understand that the bus driver is responsible for the safety of students and will offer corrections and directions to students as needed.

Students will be taught bus safety expectations and bus evacuation every year within the first 6 weeks of school. For additional information regarding bus schedules, scheduling, expectations, or the bus safety program please see the [Bus Information](#) tab under Departments on our district website and Board Policies EEA through EEACC-AR [here](#)

SCHOOL DANCES

The success of a school dance is largely determined by the amount of pre-planning involved and how students conduct themselves before, during, and after the dance.

The following guidelines must be followed:

1. The advisor of the group sponsoring the dance will be responsible for organization, securing chaperones, supervision, set-up, and clean-up of the dance. Scheduled dances must be approved by administration. Cash boxes should be requested 48 hours in advance.
2. Admission to all dances will be limited to Colton High School students only, unless a Guest Pass is allowed and obtained.
3. Guest passes allow CHS students to bring one personal friend or date only; not to bring a guest for someone else. Colton High School has the right to decline a request based on a number of factors. CHS students are responsible for the behavior of their guests. Guest passes can be picked up in the office or found on the high school website under the Parents/Students tab. They must be turned in by the Wednesday prior to the event. Students will be notified only if passes are *not approved*.
4. Guest passes may be obtained only for Homecoming, Winter Formal, and Prom. Middle school students or those 21 or older will not be allowed to attend CHS dances under any circumstances.

5. Administrators, Security, and Chaperones will have the authority to remove any student or guest from school dances for violation of school or dance rules. Further consequences may also be applied.
6. Admittance to all dances ends ONE hour after the dance begins. Ending time for all dances will be 11 PM; Prom may end at midnight if authorized by the principal.
7. If a student or a guest leaves the building in which the dance is being held, they will not be permitted to return and must leave. Individuals are not permitted to loiter around the dance area. (Exception may be made if Chaperone escorts student out of building for errand or students are in a supervised cool-down area).
8. All music must be in good taste; i.e. no vulgar/obscene language, overt sexual or drug/alcohol overtones.
9. Public displays of affection are not appropriate, nor is any overtly provocative dancing, or unwanted or distasteful touching, or moshing. Please use common sense!
10. Prom is for seniors and juniors and their guests only. In order to attend seniors must have 18.5 credits, juniors must have 11.0 credits, and guests who are sophomores 4.5 credits.
11. All school and district rules and policies are in place at all CHS Dances

General Dress Code Expectations for Dances

Homecoming and Winter Formal are Semi-Formal; Gentleman – collared shirt and dress pants (no jeans); Ladies – dresses or skirts

Prom is Formal; Gentleman – tuxedo or suit; Ladies – prom-style dresses

All students are expected to exercise good judgement to ensure an elegant and tasteful high school dance experience for all. When selecting clothing for semi-formal or formal dances please keep these guidelines in mind:

- a. Two piece outfits are okay if the two pieces touch and do not reveal the belly
- b. Slits in dresses or pantsuits should be no higher than fingertip length
- c. Backless dresses or pantsuits should not be backless lower than the natural waist
- d. Dress or pantsuit cut-outs should be tasteful and not expose more skin than is appropriate
- e. Be mindful of the length of any outfit – keep it tasteful.
- f. Sit, stand, and dance in any outfit you are planning to wear to a dance to ensure that is comfortable, does not become inappropriate during these movements, and will not lead to a wardrobe malfunction.
- g. Make sure your shoes are comfortable or that you have an alternative pair – shoes must be worn at all times.

STUDENT MEDICATION POLICIES

Sharing and/or borrowing of medication from or with another student is strictly prohibited and in violation of Board Policies JFCH – JFCH-AR2.

Any student required to take prescribed medication with assistance of school personnel is to comply with the following policies and procedures consistent with Board Policies JHCD, JHCD/JHCDA-AR, JHCDA:

1. A school “Authorization to Dispense Medication” form, signed by the parent or guardian requesting that the school district comply with the physician’s order must be on file. No change in dispensation of medication will be made without a new authorization form being completed.
2. Medication is to be brought to the CHS office by the parent and kept in a container appropriately labeled by the pharmacy or physician. This label must contain name of the student, name of the drug, dosage, and time interval that the medication is to be taken.
3. Only office personnel will be designated to handle this task.
4. A locked medical box will be provided for the storage of medication and will be mobile in the event of an evacuation.
5. The school office staff will notify parents or guardians as soon as possible after an emergency occurs. The parent/guardian’s current phone number should be available in the student’s record specifically for this purpose.

If the student requires medication during school hours on a one-time basis OR it is a nonprescription medication, the parent/guardian must come to the school and personally administer the medicine to the child.

All medications must be picked up by parents/guardians at the end of the school year. Those left at the school will be destroyed.

STUDENT FEES AND FINES

In accordance with the law and with district policy, certain student activities/records may be withheld if fines and charges are not paid. The administration may restrict student participation or the diploma of a student who owes the fee or is responsible for the loss or damage to school property. The school district shall not withhold the education records of a student in the circumstances described in ORS 326.575 and applicable rules of the State Board of Education or when such records are requested for use in the appropriate placement of the student.

STUDENT PUBLICATIONS

Any publication sponsored, or in any way funded, by the school shall be known as a ‘school publication’ as opposed to a ‘student publication’ – i.e. school newspaper. Even though the publication may be accomplished by student effort, each student has a responsibility to the

total school community. Libelous and profane or obscene matters are prohibited from all school publications. Both the school's duty to educate students and protect the rights of all students need careful consideration when either duty tends to conflict with the other.

STUDENT VALUABLES

Colton Schools are not to be held responsible for theft or damage to valuables.

TEXTBOOKS

When textbooks are first issued, students must inspect the book thoroughly and advise library staff and/or teachers of any markings, tears, defects, or other damage. There will be a charge for book damage that was not previously recorded. The assigned student is responsible for all damaged, lost, or stolen textbooks.

STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC AWARDS

Academic Letter: To earn an Academic Letter students must maintain 3.80 GPA for the academic year while enrolled in 7 classes both semester 1 and 2.

Honor Roll: Honor Roll status requires a 3.50 GPA for a single semester with a minimum of 5 classes

ACADEMIC ETHICS

Every school has a responsibility to promote honesty and integrity on the part of all the students. At CHS, students are expected to rely on their own efforts to achieve and to accept the consequences for their own choices as they complete their work.

Teachers take care to promote ethical behavior on the part of all students and will *not* tolerate cheating. It is the responsibility of each student to avoid the act or appearance of an act of dishonesty, whether it is as the supplier or recipient of unethically obtained materials or information. Academic dishonesty includes, but is not limited to, the following items:

1. Glancing around during a quiz or test
2. Unsanctioned teamwork on an assignment

3. Habitual absenteeism on tests or assignments
4. Failure to cite sources adequately on assignments
5. Copying a major paper in a research project
6. Changing answers, using cheat notes or stealing a paper, test, or answer key
7. Receiving excessive outside assistance on an assignment
8. Plagiarism

It is the school's expectation that students will not cheat or plagiarize. Students will not copy another writer's work (either published or unpublished) without giving proper credit to the original writer. The faculty and administration of Colton High School take this violation seriously. *Students may be denied credit on a test, paper, or for the entire course and may be subject to further consequences.*

ADMISSION TO CHS

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, board policy and administrative regulations. Students and their parents should contact the main office for admission requirements.

CHS utilizes an intake procedure for students with health, safety, or special academic needs. This procedure was developed to assist the counseling staff, case managers, administrative staff and families in school placement. Intake meetings are scheduled based on availability of staff and take place in the counseling office. The intake team members include, but are not limited to: counselor, administrative staff, intervention specialist, case manager (IEP), and district program staff as needed.

ASSEMBLY CONDUCT

A student's conduct in assemblies must meet the same standards as expected in the classroom. Above all, students are expected to be respectful. Unless specifically invited by those running the assembly, personal electronic devices should not be out or be used. *Additionally, taking pictures of and/or videotaping any part of an assembly without prior permission from those depicted and/or the school is inappropriate and violates their privacy.*

ATHLETIC PARTICIPATION/SPORTSMANSHIP

All CHS sports programs sanctioned by the Oregon School Activities Association (OSAA) are governed by OSAA rules and policies.

We are proud to offer a variety of sports for our students as we recognize that participation in sports helps develop skills like teamwork, communication, discipline, and much more. However,

participating in sports is a privilege that must be earned and maintained. Our student-athletes are held to a higher expectation as they are a representation of Colton High School and the Colton Community. Please see the following information regarding OSAA participation rules and requirements.

1. The student must have passed at least five classes the previous semester. (Incoming freshmen are automatically eligible at the beginning of the school year).
2. Students must be on track to graduate – Year 2: 4.5 credits, Year 3: 11.0 credits, Year 4: 18.5 credits – must be earned prior to start of that year
3. Per CHS and OSAA guidelines, all students must maintain at least a 2.00 GPA and be enrolled in and passing at least five classes at each designated grade check.
4. Athletes must be in school the entire day of an event or if there is no school that day, the day prior. Health appointments require a doctor's note to be excused.

The following must be on-file in the office prior to the first day of practice

1. A recent (within two years) physical examination
2. A signed Athletic Participation Permit
3. A signed Code of Conduct
4. Sport-specific Cautionary Statement
5. A signed concussion form.
6. Pay-to-Participate fee. *This fee must be paid before the first game and is not refundable after an athlete has played in their first game.*

Sportsmanship - Conduct of coaches, players, and supporters during all athletic events is a direct reflection upon our school and greater community of Colton. All are asked to conduct themselves respectfully and appropriately at all times.

As per OSAA, all cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Derogatory and/or unsportsmanlike language is not allowed. No player may be singled out by number, name or position with negative comments of any kind.

Results of unsportsmanlike conduct include, but are not limited to, fines imposed (to be paid by violator), being banned from contests, cancellation of events, or any other sanctions imposed by the Executive Board of OSAA

ELECTRONICS POLICY

At CHS we understand the importance of using technology in the classroom in order to prepare our students for the 21st Century, and it is our goal to educate students about the appropriate

uses of such technology in school and work settings. When used appropriately these devices should enhance the educational experience, not hinder it.

Unless otherwise directed or permitted by a teacher students should follow the “*silent cell phone*” rule during class. Ear phones or ear buds are only to be used or worn at the discretion of classroom teachers. This is a safety issue; students must be able to hear staff directions at all times.

Students may be held responsible for the following, though not limited to these items:

1. Any posting of information that is considered threatening, harassing, or bullying
2. Athletic/Activity members who post information regarding alcohol, drug, or tobacco use
3. Personal computer/electronic device use outside school hours that has a disruptive effect on the school environment, such as defamatory, harassing comments, or threatening comments

During classroom exams and/or assessments and all standardized testing all electronic devices are not allowed and will be collected to avoid the invalidation of exams.

FREEDOM OF EXPRESSION

Students, as citizens, have the right of free expression under the 1st and 14th Amendments of the US Constitution and under Article 1, Section 8, of the Oregon Constitution.

Because school is a learning experience, the matter of free expression must also be viewed as a part of the learning process. School officials have the responsibility to see that what is presented to students is truthful and factual, has a proper explanation and background, is appropriately and properly presented, and if there are two sides to any issue, that both are told. Additionally, when school officials, or their representatives, have reason to believe that a student is unaware of the possible consequences of his/her expressions, they may find it necessary to review publications and speeches to be given by students and to advise on matters of libel, slander, journalistic ethics, and the probable effect of statements or writings on the orderly operation of the school.

Any student activity at school or school-sponsored function must be cleared and approved beforehand by the advisor and school administration. Distribution of leaflets or papers on school premises will not be allowed unless approved by the administration.

Students have the right of freedom of expression but must accept responsibility for their expressions of personal opinion so as not to interfere with the freedom of expression of others. The use of obscenities, libel, slander, threats of harm to person or property, or any other expression, which might result in disruption of, or interference with the educational process or school activity, is prohibited.

DRESS AND GROOMING

In order to promote an appropriate learning and work environment, help our students develop job skills relating to personal appearance, and because the clothing we wear impacts the work environment we expect that our students adhere to the following dress code guidelines while at school or school-sponsored activities:

1. Dress and grooming shall be clean, and in keeping with health, sanitary, and safety practices
2. The hem of shorts and skirts must be no shorter than midway between the hip joint and the center of the knee joint.
3. Straps for dresses/shirts with under one (1) inch width should be covered by a shirt, jacket, cardigan, etc.
4. Open holes or see-through worn areas in pants/shorts/skirts cannot be above midway between the hip joint and the center of the knee joint.
5. *The following items are not appropriate for school:*
 - a. Any tank tops, tube tops, strapless tops/dresses that are under one (1) inch in strap width.
 - b. Clothing items that show cleavage.
 - c. Any apparel that is transparent/sheer/see-through without a school appropriate shirt or leggings underneath.
 - d. Shirts that are ripped down the sides.
 - e. Attire without overlap between the shirt and pants/shorts/skirts around the entire torso.
 - f. Any apparel that exposes underwear it prohibited.
 - g. Pajamas.
 - h. Chains over six (6) inches in length.
 - i. Any apparel which has messages dealing with drugs, alcohol, tobacco products, or other illegal substances and/or activities
 - j. Any apparel which has profane or obscene messages or pictures and those with sexually implicit or explicit messages or pictures
 - k. Hoods, gang-affiliated items (including bandanas), sunglasses, etc. worn inside the school building
 - l. Long coats, including trench coats and dusters worn inside the building

INCOMPLETES

An incomplete grade must be made up, or arrangements made, by the end of the second week of the following semester. An incomplete grade automatically changes to a failing grade after the second week.

NUISANCE ITEMS

Any nuisance items that may be considered disruptive to the educational process including, but not limited to, laser pointers, fidget spinners, etc. are prohibited and may be confiscated.

ONLINE GRADEBOOK

All CHS staff use Synergy, which is an online gradebook system to track student grades and assignments in classes. Parents/Guardians and students have access to view the student's grades via ParentVue and StudentVue. If you need your access code, please contact the CHS main office. If you have forgotten the password for your account, please use the "Forgot Password" feature online or on the app, as office staff cannot recover or reset your password. Should you have any questions about grades or assignments in Synergy, please contact the teacher of record.

SENIOR GRADUATION AND ACTIVITIES

Seniors at Colton High School must complete all graduation requirements by 4:30 PM on the last day of school prior to Graduation in order to go through the commencement ceremony. Please see the Curriculum Handbook for all graduation requirements. *Only students receiving diplomas will participate in the Graduation ceremony.*

Graduation activities and programs are to be arranged by the senior class, their advisors, and an administrator. Final programs are subject to approval by the school administration. These activities include, but are not limited to, Senior Night of Excellence, Senior Grad Walk, Graduation Practice, and Graduation. Speakers at graduation will be selected from the senior class and content of speeches must be submitted to the administration for prior approval.

Baccalaureate is a religious service for graduates, and such is organized by the senior class if desired. Attendance is voluntary.

The Senior All-Night Party is held the night of graduation, and is for seniors only. This event is planned and hosted by the senior parents and is intended to be a drug and chemical-free party for the graduates. This is not a school-sponsored event and all rules and protocol are the responsibility of those parents planning the event. This parent group also hosts the Senior BBQ which is usually held at the stadium on the day as graduation practice.

STUDENT VISITORS

In maintaining a safe, non-threatening, and learning focused school campus, student or former student visitors are not permitted at CHS during school hours. An administrator, with 24-hour prior notice, may make an exception to this policy if the visit is for educational purposes.

All visitors are asked to check in at the main office upon arrival to obtain a visitor's badge which they must wear while on campus. The badge will be returned when visitor's check out in the main office at the end of their visit.

STUDENTS DRIVING/PARKING

Students who wish to park at the school must have apply for a CHS parking permit in the main office. In order to obtain a permit students must show their driver's license, proof of insurance, and pay the \$10.00 fee. All parking permits must be returned to the office at the end of year or a \$5.00 replacement fee will be charged.

Students will park their vehicles in their assigned space only in the student lot and will be properly parked at all times. All safety and speed regulations will be followed or parking privileges may be revoked. Students must have permission from the main office to go to their vehicle during the school day.

Any student who parks off-campus must park in legal, unassigned parking lots and will be subject to tickets and towing if in violation.

STUDENTS OF LEGAL AGE

Students who are 18 years of age and living at home are considered to be the responsibility of their parents/guardians, and are still required to have their parent/guardian communicate absences and excuses to the school as per school policy.

Students who are 18 years of age and are not living at home are legally emancipated and can, therefore, write their own excuses or call the school to report their absence. Legally emancipated students must provide proof of address and follow all attendance procedures and school policies.

STUDENT SEARCHES

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements outlined in Board Policy JFG and JFG-AR, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

Please note that the Colton School Board is undergoing a policy review during the 2017/2018 school year and as such this is subject to change.

TRANSFER OF STUDENT RECORDS

If a student withdraws from Colton High School and enrolls in another high school or school system, an official transcript of grades and credits, and the student's other education records will be sent to the new school upon receipt of notification of the student's official enrollment in that institution.

For more information please see Board Policies JO/IGBAB-AR and JO/IGBAB.

TRANSFERRING AND LEAVING CHS

Any student withdrawing from CHS is asked to do the following:

1. Parent/Guardian must inform the main office of the date of the intended withdrawal and the new school the student will be attending.
 2. On student's last day of attendance, a checkout sheet should be obtained from the office and taken to each of the student's teachers to be signed. This should be returned to the office at the end of the day and does require a parent/guardian signature
 3. All textbooks, library books, or other school property need to be returned and fees paid upon withdrawal.
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ATTENDANCE

ATTENDANCE PROCEDURES

REGULAR ATTENDANCE HAS A DIRECT LINK TO A SUCCESSFUL HIGH SCHOOL EXPERIENCE Colton School District is committed to working with families to promote regular attendance.
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Oregon State Law 339.065 defines irregular attendance when either one of the following occurs:

1. Student has eight (8) unexcused half day absences in any four week period
2. Student has five (5) absences (*excused or unexcused*) in a semester

Parents/Guardians will be notified by the school district when either of these occurs.

As per Oregon State Law 339.020 it is the responsibility of the parent/guardian to ensure that any children, ages 6-18, in their care who have not completed 12th grade are attending school with regularity. Please follow these attendance procedures to make sure our records are accurate.

To report your student's absence, please call the CHS main office at 503-824-2311

Colton School District uses School Messenger to communicate to parents when their child has been marked absent. Our office staff work hard to make sure attendance records are accurate and reflect planned or excused absences before the auto-calls go out, however, it is possible that you may receive a call anyway. If you receive a call in error, your student is out of school for legitimate reasons, or you have questions about your student's absence, please call the number listed above to speak with our attendance secretary.

OAR 581-023—006 (4)(b) requires schools to drop students for non-attendance after missing ten consecutive days of school. Students will be dropped on the eleventh day of nonattendance and be placed on the inactive roll. Office staff will then complete a withdrawal form, clean out the student's locker, return school property, and assess fines; these records will be placed in the permanent student file. An attempt to notify parents prior to automatic drop will be made as well as a letter home.

ATTENDANCE RESPONSIBILITIES

The following are the responsibilities of students who have been or will be absent:

1. Clear any absences within 3 school days
2. The student can either bring a signed note from their parent/guardian or have their parent/guardian call the CHS main office at the above listed number. If a student is marked absent and was in class they have 3 school days to clear that with the teacher and main office as well
3. To make up assignments missed during the time of absence (including suspension). Students must work with their teachers regarding deadlines for this work.
4. To take the initiative to obtain make-up assignments, schedule missed exams, etc. from or with the teacher.

ATTENDANCE AND FINALS

Parents and students are strongly encouraged not to schedule appointments during finals time. If this cannot be avoided, students need to speak with their teachers to arrange a time to take the final. This is at the teacher's discretion and is not a guarantee.

CHECKING OUT DURING THE SCHOOL DAY

Once students arrive at school or have boarded the school bus they are considered to be in attendance for the day and must therefore have permission to leave campus during school hours.

Students who have parent/guardian permission to leave school are required to check-out in the main office before they leave. Parents/Guardians may send a note or call in certain circumstances.

Students who are being picked up by their parents/guardians must be signed out in the main office by their parent/guardian before leaving campus. If students are being picked up by someone other than their parent/guardian a note from a parent/guardian must be turned into the office with name of who will be picking them up.

Students who leave campus during the school day without proper permission or without checking out will be marked as an unexcused absence and counted as truant.

EXCUSED ABSENCES

Pursuant to Oregon Law 339.065 the following reasons are considered excused absences:

1. Student illness
2. Illness of an immediate family member when student's presence is required
3. Family emergency
4. Medical/Dental/Health appointments (confirmation of appointment may be required)
5. Religious holiday
6. School-related

HOMEWORK REQUESTS

If a student is away from school for more than two consecutive days they can find their homework online via teacher website, Google Classroom, through Synergy, or by emailing their teachers. If no internet access is available during absence, a homework request can be made to the main CHS office. Staff require 24 hour notice in order to pull work together, so please allow for this when calling in a request.

PLANNED ABSENCES

CHS has two types of planned absences; school-related or pre-arranged. The following are the procedures for both types of absences:

1. School-related: These are mostly used for field trips. Staff will pass out a School-Related Planned Absence form which usually includes the specifics of the trip. Students must take the form to each of their teachers to sign off as well as get a parent/guardian signature before turning it back into the office for final approval. Students traveling for sports do not require these forms.

2. Pre-Arranged: These are forms for students who know ahead of time that they will be gone for reasons other than school-related. Students will need to pick up the Preplanned Absence form in the main office, fill out the required information, take it to each of their teachers to sign-off, get parent/guardian signature, and return to the office for approval. To be approved these pre-planned absence forms must be turned in 24 hours prior to absence.

Students are responsible for getting the work they will be missing or making arrangements to make up the work with their teachers for all Planned Absences.

STUDENT ATTENDANCE AND ATHLETICS/ACTIVITIES

All students must be in attendance at school for the *full day* (all periods) on the day of the event. If the event is on a non-school day, students must be in attendance for the *last full day* of school (all periods) prior to the event in order to participate. Administration may grant exceptions in certain cases.

STUDENT HEALTH ROOM

If students feel ill during the school day they should report to the Health Room in the main office. They can rest for 30 minutes there then need to decide if they feel well enough to return to class or if they need to call home to be released or picked up.

TARDINESS

Being on time is an important career and life skill that employers and co-workers rely on. Consistently being late to work or missing work is one of the top reasons people lose their jobs. It is therefore the expectation at CHS that students are in class, prepared to work when the bell rings. If students are not, they will be marked tardy. Tardies accumulate and may result in a variety of consequences (see matrix). They may also negatively impact a student's grade as they are missing crucial class time.

UNEXCUSED ABSENCES

Any absence from school that is not in accordance with Oregon State Law:

1. Parent request, not in accordance with Oregon State Law
2. Truancy and absence from school without valid reason
3. Any absence not cleared by a parent/guardian's note or call within 3 school days
4. Leaving school without checking out through the main office

Students are considered tardy if they arrive to class less than fifteen minutes late, but will be marked absent (excused or unexcused) after fifteen minutes. Unexcused absences may result consequences (see matrix)

CODE OF CONDUCT

The Code of Conduct for Colton High School Students encompasses three main concepts. Each student is expected to:

1. Be Respectful
2. Be Safe
3. Be Responsible

Behavior outside of these areas disrupts the learning process and work environment for students and staff. As such, school officials may find it necessary to assign consequences or remove a student from the formal learning environment for a period of time.

Consequences for behavior will be based on careful and reasoned investigation (due process) of the facts and will be consistent with school expectations and Board Policy.

SCHOOL ENVIRONMENT

All students have the ***right*** to:

1. Attend school in a safe environment free of harassment, intimidation, or any threat to personal safety
2. Attend a school that is free of fighting or physical violence

Students have the ***responsibility*** to:

1. Respect the rights of others
2. Seek help of authority when they have knowledge of a wrongful act, harassment, or potentially unsafe situation
3. Seek help is needed to resolve personal disputes in a peaceful, responsible manner
4. Communicate with all appropriately and respectfully regardless of the type of communication – i.e. in-person, text, email, written, any and all social media platforms

We encourage all students to speak to a counselor or other staff member if you have questions or concerns about their safety or other's safety. Students can report harassment in the main office on a Student Report Form.

BEHAVIOR MATRIX

The District has authority over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported in District-provided transportation.

<p><u>LEVEL 1</u></p> <p>Attendance/Tardies Inappropriate/Abusive Language Cheating/Plagiarism Disruptive Conduct Misuse of Electronics Inappropriate Dress Inappropriate Public Displays of Affection Insubordination Violation of Appropriate Use of Technology Lying/Dishonesty Roughhousing Disrespectful Behavior</p>	<p><u>POSSIBLE OUTCOMES:</u></p> <p><i>Any of the following may be applied:</i></p> <p>Counseling Conference Mediation Restorative Conversation Academic Academy Time Parent Contact Detention Student Contact Form School Service Expectations Contract Break from Class Intervention</p>
<p><u>LEVEL 2</u></p> <p>Second/Third Offenses of any from Level 1 Closed Campus Violation Aggressive Behavior Harassment/Bullying/Intimidation Cyberbullying Obscene Behavior Fighting/Assault Misuse of Prescription Medications Sexual Harassment Theft Vandalism</p>	<p><u>POSSIBLE OUTCOMES:</u></p> <p><i>Any of the following may be applied:</i></p> <p>Intervention Restorative Conversation Detention School Service Expectations Contract In-School Suspension Out-of-School Suspension (per District Policy) Parent Conference Referral to Appropriate Law Enforcement Recommendation for Expulsion (per District Policy)</p>

<p><u>LEVEL 3</u></p> <p>Second/Third Offenses of any from Level 2</p> <p>Arson</p> <p>Assault/Menacing</p> <p>Bomb Threat</p> <p>Fire Alarm – false</p> <p>Possession/Use Tobacco</p> <p>Possession/Use/Distribution Alcohol</p> <p>Possession/Use/Distribution Drugs</p> <p>Drug/Alcohol/Tobacco Paraphernalia</p> <p>Drug/Alcohol/Tobacco Look-a-likes</p> <p>Possession/Use/Attempted Use/Look-a-likes</p> <p>Weapons</p>	<p><u>POSSIBLE OUTCOMES:</u></p> <p><i>Any of the following may be applied:</i></p> <p>Out-of-School Suspension (per District Policy)</p> <p>Recommendation for Expulsion (per District Policy)</p> <p>Referral to appropriate Law Enforcement</p>
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If any situations arise that require specific Board Policy that policy will be shared with students and parents/guardians as part of the process. Board Policy can be found at the following link: <https://www.colton.k12.or.us/Page/193>

STUDENT EDUCATION RECORDS ANNUAL NOTICE

Under Oregon Administrative Rules 581-021- 0220 through 0440, parents of school children have the right to inspect and review their children’s educational records and request an amendment to the record if it is felt that the record is inaccurate, misleading, or in violation of the student’s privacy rights or other rights. Parents may consent to disclosure of student information beyond information the district is authorized to disclose without consent. A parent may file a federal complaint if it is alleged that the district failed to comply with the Family Educational Rights and Privacy Act and may obtain a copy of district policy concerning student records upon request at the district office.

Directory information about a student that could be disclosed through appropriate procedures includes a student’s name, address, telephone number and date and place of birth although information other than a student’s name is rarely disclosed. Most often disclosure will occur concerning a student’s participation in sports and activities, weight and height of athletic team members, photographs and degrees or awards received. Occasionally major fields of study, most recent previous school or program attended, and dates of attendance may be released. Directory information is only released with administrative direction and will only be given over the telephone in health and safety emergencies. Directory information considered by the district to be detrimental will not be released. A parent may request that some or all directory information not be disclosed for the school year by making a written request and delivering it to the district office by the end of the first week of school.

The district forwards education records requested by a student’s new school or educational agency within 10 days after a written request from the parent is sent from the new school. The district may withhold grade reports, diplomas, or other records of students who owe fees, fines or damages until they are paid.

CHILD FIND

Do you know of any children who have physical, mental or emotional problems who are not receiving an education? No matter what the problem, nor its severity; the child is entitled to an education. It's the law!

To comply with the Federal laws, Colton School District offers a number of special programs for handicapped children, many of which are incorporated into regular school programs. Help us find children with handicaps who are not receiving an education. For more information call the district office at 824-3535.

¿Conoce Ud. a un niño que no esté recibiendo servicios educativos a causa de deshabilidad, sea esta física, mental o emocional? Según la ley, todo niño merece una educación, sin importar la severidad de las deshabilitades que tenga.

Con el fin de cumplir con las leyes federales, Colton School District (Distrito Escolar de Colton) ofrece variedad de programas para niños con deshabilitades; muchos de estos permiten que el alumno permanezca en su propio salón. Ayúdenos a encontrar a niños con deshabilitades que no estén matriculados en la escuela. Para informes favor de llamar al 824-3535.

AVAILABILITY OF ALTERNATIVE EDUCATION PROGRAMS NOTIFICATION OAR 581-021- 007(4)

By law, the district is required to inform all parents or guardians that alternative education and educational services are available to students. Generally, the district contracts with Clackamas Community College to provide alternative schools for district students. Other programs are also utilized according to the specific needs of the student.

Please note that the Colton School Board is going through a Policy Review, as such, any of the policies in this Student Handbook are subject to change as per policy. The most up-to-date copy of this handbook can be found on our website.