

Coquille Valley Elementary School

CVE Eagles are...

Safe,

Respectful,

and Responsible!

Student/Parent Handbook

2014-15

Coquille Valley Elementary General Information

Please take the time to read this student handbook and discuss it with your child. This student handbook is a summary of the general rules and regulations regarding student conduct that are in effect at Coquille Valley Elementary. It has been created to explain and clarify policies, procedures, programs, and activities at CVE. While it is impossible to address every situation or circumstance that may occur in the school setting, this handbook covers most of the areas that require explanation. We hope parents and students will use it as a reference when there is a question of policy or expectation. If you have any questions or concerns, please do not hesitate to contact the office to seek feedback. Working together ensures a more positive educational experience for us all.

School Phone: 396-2914

School Day Hours:

Doors open at 7:50 am! Please do not drop off your student before then!

Main office hours: 7:30 am-4:00 pm

CVE DAILY SCHEDULES

You will find the daily schedules in the back of the handbook.

CVE Staff:

Geoff Wetherell	Principal
Tim Sweeney	Superintendent
Colleen Cumberland	Secretary
Vanessa Shelton	Secretary
Mandy Dark	1 st Grade Teacher
Becca Jones	1 st Grade Teacher
Mary Novak	1 st Grade Teacher
Maureen March	2 nd Grade Teacher
Alisha Wells	2 nd Grade Teacher
Lynda Hartley	3 rd Grade Teacher
Kayla Reents	3 rd Grade Teacher
Melissa Begin	4 th Grade Teacher
Jenny Johnson	4 th Grade Teacher
Jennifer Sproul	5 th Grade Teacher
Elizabeth Wyatt	5 th Grade Teacher
Breanna Byers	6 th Grade Teacher
Forest Martin	6 th Grade Teacher
Michele Crook	Title I Teacher
Danielle McKinley	Intervention Teacher
Elaine Nickerson	SPED Teacher (Learning Lab)
Jennifer Ellis	Adaptive Life Skills Teacher
Pam Albertson	Educational Assistant

Tammy Clements	Educational Assistant
Laurel Dunn	Educational Assistant
Becca Fisher	Educational Assistant
Alyssa Johnson	Educational Assistant
Lynne Miller	Educational Assistant
Mary Craddock	Library Technician
Laurie Wilson	Indian Ed Coordinator
Peggy Davidson	School Nurse
Amanda Ford	School Psychologist
Holly Hanson	Speech/Language Pathologist
Emma Dane	Occupational Therapist
Wayne Gallagher	Special Programs Director
Armando Ruiz	ELL Director
Brian Bergstedt	Head Custodian
Patty Chambers	Custodian
Eva Sampson	Head Cook

Meal Programs

Free breakfast is available to everyone in the morning before school, as is a free snack at the end of the day. The school lunch menu includes choices of several entrees, milk, and salad bar from which students may choose a variety of vegetables, fruits, and breads. The meal program is computerized and assigns each student a four-digit number for an account into which money is deposited. Students must deposit school meal money in the morning at the main office. Students without money in their account will not be allowed an emergency charge. However, we will not allow a student to go hungry.

Cafeteria Procedures

Students have the option of eating a school meal or bringing their own lunch from home. Everyone is asked to follow the expectations below which are posted in the cafeteria:

- Use an inside voice.
- Clean up after yourself at your table.
- Only save a place for yourself in line and at a table.
- Always be respectful and appreciate your cooks, helpers, and classmates.
- Inform the custodian of any spills.
- Remember your manners and good eating habits at all times.
- All food and drinks are to stay in the cafeteria only
- Bringing soda, coffee, or energy drinks to school is not recommended.

Closed Campus

CVS has a closed campus. This means that once a student has arrived at the campus he/she must stay at school until the office has received permission from parents explaining otherwise. We feel this is necessary for the safety and welfare of all students. Students needing to leave during the school day will need to bring a written note from parents to the office in the morning to receive permission to leave the school grounds. The student must check out in the office by signing the check-out book. When the student returns to school, he/she must sign in at the office. For safety reasons, students will not be allowed to go to a friend's house for lunch. Students may eat off campus only when parents come to school, sign them out, and accompany them.

Custody Issues

The Board encourages parents to be involved in their student's school affairs. Unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

- Receiving and inspecting school records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
- Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment or any other time a court order is issued. A parent with sole custody should provide the district with written instructions regarding additional rights or privileges granted to the non-custodial parent.

Non-custodial parents will not be granted visitation or telephone access to the student during the school day. The student will not be released to the non-custodial parent without written permission of the parent with sole custody. In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

Emergency Procedures

The law requires students to receive instruction on fire emergencies and drills for at least 30 minutes each school month. At least one fire drill will be conducted each month. One earthquake drill and one lockdown drill will be conducted each year.

In addition, students and staff practice other emergency procedures:

Code Blue is the term used to alert students and staff that an emergency or crisis situation exists at or near CVS. An example of Code Blue situation might be if a bank robbery had occurred in Coquille and suspects were still at large. In this kind of situation, the school and our students are in no immediate danger, but we are alert to a potential problem in our area. Under a Code Blue, all students are accounted for and remain with their classroom teachers until the Code Blue is lifted, and instruction continues as usual.

Code Red signifies imminent danger inside or outside the building requiring that all areas of the building be secured. An example might be a report someone posting a threat in the immediate neighborhood. Under these circumstances, all individuals must immediately move to the closest securable location under adult supervision. All students are accounted for, all doors are locked and lights are turned out, and the instructional program stops.

Shelter-In-Place is an elevated level of Code Blue, securing students and staff indoors in certain emergency situations. It May be used if there is a suspected chemical, biological, or radiological incident, or in the event of weather-related emergency. In this situation, all students and staff are to be in a classroom or other safe location. All exterior doors are locked, and no one is permitted to leave or enter the building. Depending on the circumstances, parents/guardians initially will not be allowed to enter the building to retrieve their children until public safety officials have notified us that it is safe to begin the parent/child reunification process.

Reunification Process Parents entering the building will be required to sign in. Staff will check identification (using the emergency information provided by parents at the beginning of the school year) to identify parents and other people authorized by the parents to pick up their children. Parents will proceed to the Multi-Purpose Room, where they will wait for staff to retrieve students and release them to their parents or other authorized adults.

Directory Information

The district may, by law, release "directory information" including names, addresses, phone numbers, and photographs to outside sources such as the newspapers. **If the release of this information is unwanted, please inform us in writing.**

Emergency School Closure

Throughout the year, there may be times in both the morning and afternoon when weather and/or road conditions become too hazardous for travel. Weather and road conditions may vary dramatically throughout the school district. The district encourages all parents to assess the conditions at your location. If parents feel that weather or road

conditions are unsafe, they may make the personal decision to keep students home until it is safe to travel.

If the school or district makes the decision to close schools for a day(s), delay the start of school, or dismiss early, an announcement will be made through the Blackboard system. This system will place a telephone call to all parents and staff of the school or the school district. The Blackboard system will call the current primary telephone number that is on file at the school or district. It is important that phone numbers are updated as soon as possible to make sure that all affected parties are notified. The district may also contact local TV and radio news stations and provide them with the current information regarding closure. If you have any questions regarding closure, delayed start, or early release: call the Coquille School District at 541-396-2181, or Coquille Elementary School at 541-396-2914.

In-District Field Trips

From time to time we have special programs at other locations within the district. A signed form allowing us to transport students to these special events is required. Notices of these special events are usually placed in newsletters and field trip notices taken home by students. Supervision arrangements will be made for students not attending these events.

Medication Administered at School

If your child needs to take medication while at school, the parent/guardian must bring in the medication and fill out the required written authorization form. All medication will be kept locked in the school office in its original container and dispensed in accordance with parent and/or physician instructions. Asthmatic students will be allowed to keep and carry their prescribed inhalers with written permission from parents along with notification to the school nurse and administration. State of Oregon regulations forbid the school from supplying aspirin or other medication to the students; parents must take care of those health needs. Even over-the-counter medication should be checked in at the office so that the staff is aware of the specific health issues of students; students cannot keep medicine in their lockers without permission from the office staff.

School Boundaries

For health and safety reasons the following areas are considered the boundary lines for all school students during the school hours of 8:00 am to 2:45 pm except when given special permission from staff. The areas include:

- Outside the fences around the upper and lower playgrounds.
- The sidewalk in front of the school and bus loading area.

- The wooded area, north parking lot, and the parking lot in front of the school is off-limits for safety reasons.
- The creek along the lower field is off-limits at all times.

School Security

For security reasons, all visitors must first report to the office and sign-in upon entering the building. In the appropriate circumstances, the school will give them a visitor's pass and directions to a specific classroom or activity. Parents are always welcome at our school. Urge your parents to come and visit whenever they like. They will enjoy your assemblies and parties, as well as your class activities. The practice of bringing school age friends to visit during regular school hours is strongly discouraged, and will likely be refused. Unusual cases may be considered.

Telephone Use

Students who need to contact a parent/guardian will need permission from a staff member to use the office phone during school hours. Personal cell phone use is not permitted during regular school hours of 8:00 am to 2:45 pm. Choosing to use cell phones in violation of school policy will subject students to confiscation of said phone, a call home, or student discipline. Student cell phone use of any kind, including pictures, is never allowed inside the building. Pictures taken at school by students with cell phones is also prohibited.

Student Attendance

Absences

ORS-339.065 (2) states: No absence shall be excused by any principal or teacher unless such absence was caused by the pupil's sickness, by the sickness of some member of the pupil's family, or in the case of emergency. The principal or teacher may excuse absences for other reasons where satisfactory arrangements are made in advance. (3) Any pupil may be excused from attendance...for a period not to exceed five days in a term of three months or not to exceed ten days in any term of at least six months.

All students between ages 7-18, who have not completed the twelfth grade, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. By law, we are required to inform parents in writing of excessive tardiness and absenteeism. District policy also requires that we inform the Coquille Police Department of excessive absences. Any parent/guardian who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school.

Within three days upon returning to school after an absence, you must bring a note signed by your parent that describes the reason for the absence. **School board policy stipulates that the only excusable absences are those caused by:**

- illness of the student.
- illness or death of an immediate family member when the student's presence at home is necessary.
- emergency situations that require the student's absence.
- medical or dental appointments; confirmation of appointments may be required on a case by case basis.
- field trips and school-approved activities.
- other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence; pre-arranged excused absences for vacations will be for a maximum of five days and also require a parent note.
- a student who must leave school during the day for appointments must bring a parent note to the office.

Tardies

During the intermediate school years, we try to instill positive work ethics and habits. This begins with arriving to school on time. When students are late getting to school and are less than 15 minutes tardy to their classroom, they will report to their respective class, at which time the teacher will determine whether the tardy is excused or unexcused. Students who arrive tardy to school more than 15 minutes into the start of the school day will need to sign in at the main office, present the excuse for tardiness, and receive an admit slip to class. All tardies except those of an emergency nature are unexcused unless the student presents a late slip signed by a teacher or office personnel, or a reasonable excuse signed by a parent. Three tardies within a trimester will result in disciplinary action, as will each tardy for the remainder of the term.

Student Code of Conduct

CVE Eagle School-Wide Expectations *Be Safe, Be Respectful, and Be Responsible!*

Positive incentives for good behavior are an integral part of our discipline philosophy and greatly

encouraged throughout Coquille Valley Elementary. The teacher may reward the individual student in the classroom through positive comments and stickers, by sending home notes or phone calls of commendation, or other positive ways. As a part of the nationally recognized Positive Behavior Intervention System, students are taught that being safe, responsible, and respectful in all situations will result in successful experiences in school and in life. To encourage this practice, teachers often reward positive behaviors with "Bird Bucks" that are entered into a raffle for a drawing at our assemblies. Students whose ticket is chosen get their choice of a variety of rewards.

Tips for Students Seeking Success:

The following important information can help you become a better student and valued citizen. Enjoy your time as a EAGLE!

- Keep a positive attitude!
- Good manners are welcome and appreciated everywhere!
- Stay to the right-hand side of the hallways whenever possible to avoid traffic problems!
- Ask your teacher when you need help with class work!
- Talk to your parent, teacher, or principal if you have a personal or school related problem. Try to resolve it early!
- Create a reputation of being an honest, hard worker!
- Get to school on time and your mind in a mode for learning!
- Do your homework promptly and use your class time well!

Continue to build a good reputation for yourself. Be sure to include the character traits of trustworthiness, respectfulness, responsibility, caring, fairness, and good citizenship!

Student Rights and Responsibilities

The district has authority and control over a student while at school during the regular school day and at any school-related activity, regardless of time or location, and while participating in district-provided transportation. Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford

students certain rights as guaranteed under federal and state constitutions and statutes. Among these student rights and responsibilities are the following:

- Civil rights - including the rights to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others;
- The right to attend free public schools, the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights;
- The right to free inquiry and expression (at appropriate times), the responsibility to observe reasonable rules regarding these rights;
- The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
- The right to privacy, which includes privacy in respect to the student's education records;
- The right to know the behavior expectations at the school.

Copying, Plagiarism, and Cheating

Students are expected to do their own work on daily assignments, tests, essays, reports, and projects. Copying others' homework, cheating on tests, and plagiarizing will be subject to disciplinary consequences. The teacher will notify the parents/guardians. A referral will be made to the principal. Students caught cheating and plagiarizing will receive school disciplinary action. Further cheating and plagiarism will be referred to the principal or their designee and result in severe disciplinary action which could involve suspension time.

Citizenship

There are three basic behavioral expectations that apply no matter where you are in our school including the hallways, library, gym, playground, bus stop, alcove by the front doors, and flagpole area. These expectations are that the student behaves safely, responsibly, and respectfully. The discipline administered at CVE is designed to support students in making positive choices that will enable students to function successfully in their educational and social environment. It is also our philosophy that the parents and the school work closely together when promoting positive student behaviors and attitudes.

CVS Dress Code

The CVS dress code is designed to minimize disruptions to the learning environment, ensure student safety, and encourage clothing that fully allows participation in learning activities.

With that in mind, PLEASE remember the following clothing regulations or the student may be sent to the office to make needed adjustments or be sent home to change.

- Hats, caps, bandanas, and other headgear are not allowed to be worn once you are in the building.
- Pants should be without ragged holes, fit securely at the waist and should not drag on the floor. Belts must be of an appropriate length and not hang down.
- Shorts, skirts, dresses need to be at finger-tip length when your arms hang down at your sides. NO cut-offs.
- Shirts and tops need to cover both the midriff and back; NO bare-back or bare belly shirts.
- NO 'spaghetti' strap tops. 'Lasagna' size strap tops are fine. Halter-tops or sheer see-through shirts/blouses are not acceptable at school.
- Tank tops or undershirts with large arm openings need to be worn either as undergarments or with a T-shirt underneath.
- Clothing and other items should not have inappropriate language/pictures, be gang or sex related, or advertise alcohol, drug or tobacco products.
- Basically, NO bare backs, stomachs, bras, or buttocks should ever show at school. If it does, you will be told to fix the problem, cover-up, or change.
- Shoes must be worn at all times.
- Backpacks, purses, book bags, hats, etc. will need to be kept in your student locker or on your personal hook and should not be carried with you throughout the day.
- Wallet chains are not permitted to be used during school hours.
- No writing on hands, arms, face or clothing.
- No cell phones allowed in class. If a cell phone causes a disruption in school, it may be confiscated and given to the office to be claimed at a later time.

Gum, Pop/Drinks, and Food/Candy

CVS is a gum free school; please NO GUM on campus, even at lunch time! Pop/drinks and food/candy are to be consumed ONLY in the cafeteria during the lunch hour. Eating and drinking outside of the cafeteria could result in discipline, so please do not eat/drink at your locker, in the halls, or outside on campus. Sack lunches need to be eaten in the cafeteria and only during the lunch hour. Violations of these expectations may result in loss of recess time. Energy drinks are highly discouraged at any and all school activities.

Other “Nuisance” Items

We ask that you leave items at home that would disrupt the educational environment. These items are not to be used during school or in the building: handheld electronic games, toys, stuffed animals, other electronic devices, cell phones, ipods, radios, laser pointers, Pokeman cards, CO2 cartridges, water toys/balloons, etc. If you bring/use a nuisance item to school, understand that it will likely be taken by a staff member and given to the office staff. If that happens, your parents will have to come to school to get it.

Absolutely NO aerosol spray cans of deodorant, perfume, cologne, or body spray will be allowed to be used at school. They contain substances known to cause respiratory problems.

Bicycles, Scooters, Skateboards, and Rollerblades

All bicycles and scooters are to be parked and securely locked in the bike rack upon arrival at school and they are to remain there until school is dismissed. Skateboards are not to be brought to school unless you leave them in the bike rack or check them in at the office. Do not bring them into the school and store them in your locker or classroom. Please remember to store your helmet in your locker or on your hook, not on your bike. Do not ride them on campus at any time!

Student Discipline

Oregon State Law Pertaining to Student Conduct and Discipline

ORS 339.250: Public school students shall comply with rules for the government of such school, pursue the prescribed course of study, use the prescribed textbook and submit to teacher's authority. The district school board may authorize the discipline, suspension, or expulsion of any refractory pupil. Willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school.

ORS 339.260: No pupil shall willfully damage or injure any school property or threaten or willfully injure any fellow pupil or faculty member. Any pupil so doing may be disciplined, suspended, or expelled. In general, Oregon law authorizes the school to make rules and to discipline, suspend, or expel students who violate those rules. A student's due process rights will be observed in all such instances, including the right to appeal the disciplinary decision of the staff and the administration. All discipline decisions will be based upon careful investigation of the facts and the consistent applications of rules and regulations of the students. It is the responsibility of each student to comply with the rules and regulations of our school. School rules are in effect while students

are in school and at all extracurricular activities for Coquille School District regardless of the time or day of the week.

Discipline Procedures and Consequences for Severely Inappropriate Behaviors

Following any serious offenses or repeated rule violations, the student will be sent to the principal. The following **due process** procedures will occur:

- Prior notice of the rules
- Data gathering (i.e. who did what, where, when, how, why?)
- Discussion about appropriate behavior
- Specification of charges and explanation of evidence against the student.
- Opportunity for the student to present his/her view of the alleged misconduct.

Consequences will vary based on the severity of the offense and the number of occurrences.

Consequences to any student found guilty of committing a serious offense may result in immediate suspension from class or school with the possibility of expulsion. These include, but are not limited to:

- Use or possession of weapons, explosives, deadly or dangerous knives, or any material that could result in injury or death
- False fire alarms
- Interference with or intimidation of school authorities
- Use, possession, or delivery of tobacco, alcoholic beverages, or illegal drugs
- Fighting or provoking a fight
- Threats of violence towards staff and/or students
- Defiance, willful disobedience, disrespect, or profanity to a staff member
- Sexual harassment, harassment, bullying, menacing, or intimidating another person
- Vandalism and/or theft of school property or the personal property of others
- Repeatedly stopping a class from functioning and/or repeated misbehaviors
- References to drug use or weapons through drawings, symbols, or words
- Skipping school or leaving the school grounds without permission
- Being in a known unauthorized area
- Possession of and/or use of squirt guns, water balloons, shaving cream, firecrackers, lighters/matches or nuisance items of this type
- Intentionally refusing to follow reasonable adult directions that cause risk to the safety of others
- Other items or materials prohibited by law, district policies, regulations, or school rules.

The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. If it is the determination of the administration that a student will be suspended from classes or school, the parents/guardians will be notified of the suspension. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

Searching and Questioning by Law Enforcement Officials

District officials may search the student, his/her personal property, and property assigned by the school for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe there has been a violation of a law, board policy, administrative regulations, or the Student Code of Conduct. Searches will not be excessively intrusive in light of the age, gender, maturity of the student, and nature of the infraction. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. The district prohibits strip searches.

Items found during the search which are evidence of a violation of law, policy, or the Student Code of Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate. Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or district designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and will prohibit district personnel from contacting parents.

Disciplinary Action

Coquille Valley Elementary is a PBIS (Positive Behavior Intervention) school. As such, behavior management is focused on consistently rewarding students for safe, respectful, and responsible behavior. There may be times, however, that a student will need a consequence for a bad choice. Typically, a student in this situation would miss recess. Communication home from the teacher or the principal may follow.

Out-of-School Suspension

Out-of-school suspension denies the student the privilege of attending school, attending any school district activities, or being on school premises. Ordinarily, a suspension generally will not exceed three to five school days, but special circumstances may extend the suspension for a period of time, not to exceed ten (10) days.

Expulsion

Students may be expelled from school as a last resort in cases of repeated or extreme misbehavior. Oregon law (OAR 581-21-070) sets the guidelines used for expulsion. It is the law and the policy of the Coquille School District that no student is to have in his/her possession any gun, illegal knife, explosives or dangerous device, or participate in the sale of or have possession of drugs or alcohol. Any student caught violating this policy will be subject to expulsion. Expulsion denies the privilege of attendance at school or school activities to a student at any district school for the remainder of the current trimester unless a longer term is determined to be appropriate by the district superintendent.

Drug, Alcohol, Tobacco Policy

We believe all students have a right to attend school in a safe and healthy environment conducive to learning. Since drugs, alcohol, or tobacco possession or use is illegal and interferes with both effective learning and the healthy development of adolescents, the school has a fundamental legal and ethical obligation to prevent its use and to maintain a drug-free environment.

The possession, delivery and/or use of illegal and harmful drugs and/or alcohol are strictly prohibited. Students found to be in possession, delivery and/or use at school during the regular school day and/or at any district related activity, regardless of time or location and/or being transported in district-provided transportation will face serious disciplinary action, including the involvement of law enforcement agencies. Therefore, if a student uses, possesses or delivers alcohol, or any controlled substances, or drug paraphernalia on or about the school grounds, or at any school sponsored activities, a referral will be made to legal authorities and an expulsion from school may result for the first offense. Students found possessing or using tobacco will receive consequences through the juvenile justice system. School consequences will also be issued.

Harassment, Bullying, Hazing, and Intimidation of Students

Harassment in the eyes of this school district and the law also refers to acts of bullying, hazing, intimidation, and/or sexual harassment. Harassment to students by a member of the staff, by a student to another student, or by a student to a district staff member, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. Instances of harassment may be referred to law enforcement as well.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion,

gender, national origin, lifestyle choice, disability, marital status or age. Harassment is conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students. Harassment can be verbal, physical or written. Repeated remarks of a demeaning nature (put-downs), and demeaning jokes, stories, or activities directed at the student is harassment. Bullying, menacing, or intimidating is also considered harassment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher or principal to help. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
2. Tell a teacher, principal, or school employee;
3. Write down exactly what happened, keep a copy, and give another copy to the teacher, principal, or school employee. Try to include:
 - What, when, and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt;
 - How the harasser responded when told to stop.

Formal Complaint Procedure:

Any student who has knowledge of or feels he/she is a victim of harassment or sexual harassment should immediately report his/her concerns to the building principal or his/her teacher. The same applies to anyone who has either witnessed an incident of harassment or knows of an individual who is the victim of harassment, yet is too afraid to tell an adult. This administration encourages everyone to have the courage and strength to make a report to school authority or another trusting adult who will inform the school administration.

Harassment of any kind is in violation of district policy and regulations and may also be a violation of criminal or other laws. Retaliation against a student because the student has filed a harassment complaint

or assisted in a harassment investigation is also prohibited. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to and including suspension and expulsion. The district will promptly and reasonably investigate allegations of harassment or sexual harassment. A referral to law enforcement may also result.

District Policies:

Coquille School District policies can be obtained from the district office or found on the district website at: www.coquille.k12.or.us

The staff at Coquille Valley School thanks you for allowing us to spend time with your fantastic children. We take the responsibility extremely seriously and pledge to do our best to improve the academic and social skills of our students.

First/Second/Third Grade Schedule

7:50 am- Doors Open

7:50 am to 8:20 am- Students Arrive/Cafeteria

8:00 am to 8:25 am- Breakfast in Cafeteria

8:30 am- Students Delivered to Classroom

8:35 am- Announcements

8:40 am to 10:10 am- Core I

10:10 am to 10:25 am- Morning Recess

10:25 am to 11:55 am- Core II

11:55 am to 12:25 pm- Lunch/Recess

12:25 pm to 1:55 pm- Core III

1:55 pm to 2:05 pm- Afternoon Recess

2:10 pm to 2:40 pm- ALPHA

2:45 pm to 3:00 pm- Snack in Classroom

3:00 pm to 3:10 pm- Load Buses

Fourth/Fifth/Sixth Grade Schedule

7:50 am- Doors Open

7:50 am to 8:20 am- Students Arrive

8:00 am- Students Walk to Classrooms

8:00 am to 8:30 am- Breakfast in Classroom

8:35 am- Announcements

8:40 am to 10:15 am- Core I

10:15 am to 10:45 am- ALPHA

10:45 am to 11:00 am- Morning Recess

11:05 am to 12:35 pm- Core II

12:35 pm to 1:05 pm- Lunch/Recess

1:05 pm to 2:35 pm- Core III

2:35 pm to 2:45 pm- Snack In Cafeteria

2:45 pm to 3:00 pm- Recess

3:00 pm to 3:10 pm- Load Buses