

# Culver High School

## Student & Family Handbook 2022-2023



710 5th Street  
Culver, Oregon 97734  
Phone: (541) 546-2251  
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# Welcome to Culver High School!

Whether you've been a Bulldog since elementary school, transferred from another district or you've just moved into our community, we are excited for you to be a part of the Culver family. We are confident that you will find your niche within our community and will make lasting memories! This handbook was created in conjunction with policies adopted by the Culver School Board of Directors. The contents are intended to be a general guideline for students and families, and highlight items that are specific to the creation and maintenance of a healthy culture of learning at Culver High School. This document does not contain an exhaustive list of "do's and don'ts" and it is subordinate to the Culver School Board of Directors adopted policies and "Student Rights and Responsibilities" Handbook. Remember - students are responsible for appropriate behavior at all times while on the way to and from school, at school, and at all school activities.

If you have any questions for the Administration, Counselors, or Registrar, please do not hesitate to contact us by phone or email as listed on the following page and on the Culver High School website. You can contact teachers or other staff in the same manner, however, teachers are not available during student contact hours. If our staff is unavailable when you call, you may leave a voice message, but most teachers prefer e-mail. All staff email addresses are listed on the following page and on the Culver High School website.

## **Culver School District #4 is committed to...**

Character...integrity, responsibility, and energy

Excellence...effort, academics, and performance

Community...connected, enduring, and proud

Communication...transparent, caring, and thoughtful

Innovation...creative, visionary, and dynamic

## **Culver High School Vision**

Establishing the blueprint for exemplary youth and serving as the nucleus of our rural community.

## **Culver High School Mission**

Igniting futures for all Culver Students through personalized, innovative, community-driven education

## **Student, Family, and Community Partnership**

High School is an opportunity for the individual, social and intellectual growth of all students. Genuine learning and academic success depend on maintaining a safe environment for people and property, as well as promoting personal integrity. This can best be accomplished in a setting that is free from distractions, conflicts, and intimidation. Students' cooperation in knowing and following school policies and procedures is essential to maintain an atmosphere in which learning can take place. We value parents as our partners in education and in developing socially responsible young people. We encourage our students, parents, or guardians to discuss proper school conduct with students.

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## Non-Discrimination Statement

Culver School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, sexual orientation and gender identity or expression, 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. Persons having questions about equal opportunity and nondiscrimination should contact Superintendent Stefanie Garber, at 412 West E Street Culver, Oregon 97734 or by phone at (541) 546-2541.

## Federal Compliance Officer

The following person has been designated to coordinate compliance with legal requirements, including Title II, Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973:

**Barbara Garland**

*Director of Special Education and Federal Programs*

710 5th Street Culver, Oregon 97734

Phone: (541) 546-2251

Fax: (541) 541-2201

# Culver High School Faculty and Staff

| First Name | Last Name      | Subject Area  | Email                         |
|------------|----------------|---|-------------------------------|
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| Barbara    | Garland        | Director of Special Education and Federal Programs  | bgarland@culver.k12.or.us     |
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| Mick       | Kuehl          | Student Support, IEP Coordinator, Social Studies  | mkuehl@culver.k12.or.us       |
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| Katy       | Schonnekker    | Office Manager & Registrar  | kschonnekker@culver.k12.or.us |
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# Campus Expectations and Procedures

## Attendance

Excellent school attendance is directly related to academic achievement. At Culver, we have high expectations for attendance and interventions for students who demonstrate poor attendance. Oregon's compulsory attendance law requires that "all children between the ages of 6 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school during the entire school term." . Parents are obligated to maintain regular attendance for their child and could face consequences, including citations and fines if failing to comply. Notifications are sent to students who fall below an attendance rate of 90% or are exhibiting patterns of poor attendance.

Students and parents are responsible for communicating promptly with the Main Office about any absence. When students are absent, the Office Manager will reach out to families and let them know their child is not in school, unless pre-arranged or until excused. Students 18 or older are expected to have parents address all absences and cannot check themselves out of school without parental knowledge. Students who fall ill must check out at the office prior to leaving school. Absences may also impact a student's ability to participate in their sport or club.

## Unexcused Absences

If an absence is not excused by a parent within 24 hours, it becomes permanently unexcused. Students may receive disciplinary consequences for absences, and may not be allowed to make up assignments. Students may also lose participation credit in class further impacting their grades. Please refer to the Culver High School Athletic Handbook for attendance policies regarding student-athletes.

## Excused Absences

These are generally related to illness and appointments. Parents must call the office or send a note with the student. Students returning from an excused absence will have the same number of days to make up missing assignments.

## Medical Absences

Students must present documentation from clinics for appointments that are considered "medical."

## Pre-Arranged Absences

Parents are expected to notify the office in advance of planned absences. Students should communicate with their teachers regarding a planned absence and make arrangements with them regarding missed classwork.

## Arriving Late/Checking In

Students are expected to check-in with the main office if arriving late to school. Parents are asked to send a note with their student or notify the office via phone call or email. The main office will issue an Admit Slip that is to be given to the teacher upon arriving at class. Failure to check-in may result in an Unexcused Absence.

## Leaving Early/Checking Out

Parents are asked to communicate with the main office as soon as possible if their student needs to leave before the school day is over. This can be a note sent with the student, a call to the main office, or an email to the Office Manager. . Students will be issued a Release Slip that they will present to their teacher when they need to leave. Failure to check out prior to leaving will result in an Unexcused Absence and a possible referral. Students are expected to check in with the main office to receive an Admit Slip if/when they return that day.

## Extended Absences

State law requires that school districts must withdraw any student from enrollment who is absent for ten (10) consecutive days. The student must re-enroll upon return. In cases of extended illness or injury, parents are asked to contact the School Counselor and Principal to discuss options.

## Early Release & Late Arrival

Seniors who are on track to graduate may be allowed to have an open period during the beginning and/or end of the school day. When a student is not scheduled for a class, they must be either off-campus or in an area assigned to them by the Main Office. If a student is not in the designated area or off-campus during their open period, they will be referred to the Principal and may lose their option of an open period.

## Messages

Messages for students will be accepted only from parents/guardians and emergency contacts. Students will receive notification that they have a message in the office and can retrieve their message only between class periods. Students may access the student phone in the Main Office.

## Visitors

Student safety is our top priority at Culver High School. Adult guests may visit campus with the permission of the Principal. **All visitors that enter Culver are required to check-in to the Main Office, wear a visitor badge, and check out upon leaving campus.** Student guests (from other schools, friends/family visiting, etc.) are not allowed on campus.

## Off-Campus Privileges

Students in grades 10-12 may leave campus during the designated lunch break starting on the first day of school. **9th graders must wait until the release of the first six-week progress report to earn the right to leave campus.** Students who leave campus for lunch are responsible for arriving at their next class period on time. Persistent tardiness and/or behavior challenges may result in loss of off-campus privileges. Parents/guardians who do not want their student to leave campus are expected to notify the main office.

## Gymnasium & Athletic Facilities

Students are only allowed in athletic facilities under the supervision of a Culver School District staff member. No food or drink is allowed in the gymnasium, mat room, or weight room.



## Nutrition Services

All students enrolled in the Culver School District are eligible to receive a healthy breakfast and lunch at school at **no charge** each day of the 2022-2023 school year as a part of the Community Eligibility Provision (CEP). All CSD students are eligible and automatically enrolled to participate without submitting an application or paying a fee.

## Student Parking

Students are allowed to park on campus. We have many designated parking areas including in front of the gymnasium, in front of the high school, and near the Agriculture Shop. Double parking is prohibited and may result in disciplinary action.

## Medication at School

All prescription and nonprescription medications must be checked into the office by a parent with the Office Manager. All medications must be in its original container that indicates the students name and dosage. Medication that is not properly labeled or not in its original container will not be accepted.

## Fees and Fines

Financial obligations result when school materials or equipment are not returned or are damaged. **Students will be held responsible for damage or loss** of books, computer equipment, athletic equipment, lockers, and other property.

## Hall Passes

Teachers have passes that may be given to students at their discretion. Students who are in the halls without permission may be assigned disciplinary action.

# Academics

## Academic Responsibility

Students hold the primary responsibility of their academic success. They are encouraged to visit PowerSchool daily. Students are expected to communicate regularly with the teachers, be aware of their status in class, and of their progress towards graduation. Students may request a copy of their transcript from the School Counselor or Office Manager at any time. In high school, students are expected to initiate communication and advocate for themselves regarding their educational experience. Parents are encouraged to access and monitor their student's progress and grades through PowerSchool. Please contact the Main Office to access your PowerSchool account.

## Honor Code, Cheating, & Plagiarism

Culver High School maintains a strong emphasis on excellence and academic success. Cheating comes in many forms, including (but not limited to) copying another student's work, getting answers from electronic sources, collaborating with peers on independent assignments, and countless more examples. Cheating is unacceptable and Culver High School has no tolerance for any form of academic dishonesty.

The Culver High School Honor Code exists to educate students of their responsibility to maintain academic honesty at all times. Students who are found to be in violation of the Culver High School Honor Code may face disciplinary consequences, corresponding with the severity of the infraction.

## Program Exemptions

Parents may request that their student be exempt from a learning activity or academic unit for religious or other reasons deemed reasonable by the district. An alternative activity for credit may be provided. All such requests should be directed to the Principal in writing.

## Course Add/Drop Period

All students are expected to accept their schedule as-is unless there is an error in level placement or if they have already completed a course. Schedule corrections are limited to the first week of a new semester. After the first week of school, students will need approval from the Teacher(s), School Counselor, and Principal to make any course changes.

## Honors, High Honors, Salutatorian, Valedictorian

Students attending Culver High School will have both an unweighted grade point average (GPA) and a weighted GPA on their academic transcripts. **Weighted GPA will be used when making determinations for Honors, High Honors, Salutatorian, and Valedictorian.**

The student with the highest seven semester cumulative GPA shall be named "Valedictorian". The student with the second highest GPA shall be named "Salutatorian".

To be considered for **Valedictorian or Salutatorian**, students must:

- Earn an cumulative seven (7) semester weighted GPA of 3.50 or higher.
- Enroll in a minimum of five (5) graded classes during their entire senior year.
  - Teachers Assistants & Work for Credit are not considered graded. Only courses taught by Culver High School teachers or taken through a Culver-sponsored online program count toward the 5 class requirement. Courses taken through Expanded Options or other outside educational settings **do not count** toward the 5 class requirement.
- Complete capstone courses in a minimum of three (3) of the following subject areas during their Culver High School Career: Language Arts, Science, Social Studies, Mathematics, and/or Foreign Language.
  - Capstone courses are defined as the highest course offered in a specific subject area. These courses are often AP or College Now courses offered at CHS in conjunction with community college partnerships.

To be considered for **high honors**, students must:

- Earn a cumulative seven-semester weighted GPA of 3.75 or better.
- Have no more than two (2) pass/no pass classes per year.
  - Teachers Assistants & Work for Credit are considered pass/no pass.
- Enroll in a minimum of five (5) graded classes during their entire senior year.
  - Teachers Assistants & Work for Credit are not considered graded.
- Complete capstone courses in a minimum of three (3) of the following subject areas during their Culver High School Career: Language Arts, Science, Social Studies, Mathematics, and/or Foreign Language.
  - Capstone courses are defined as the highest course offered in a specific subject area. These courses are often AP or College Now courses offered at CHS in conjunction with community college partnerships.

To be considered for graduation with **honors**, students must:

- Earn a cumulative seven-semester weighted GPA of 3.50 to 3.74 GPA
- Have no more than two (2) pass/no pass classes per year.
  - Teachers Assistants & Work for Credit are considered pass/no pass.
- Enroll in a minimum of five (5) graded classes during their entire senior year.
  - Teachers Assistants & Work for Credit are not considered graded.
- Complete capstone courses in a minimum of three (3) of the following subject areas during their Culver High School Career: Language Arts, Science, Social Studies, Mathematics, and/or Foreign Language.
  - Capstone courses are defined as the highest course offered in a specific subject area. These courses are often AP or College Now courses offered at CHS in conjunction with community college partnerships.

Exceptional circumstances concerning the requirements and an individual student's eligibility for graduation with Valedictorian, Salutatorian, High Honors, or Honors should be appealed to the Culver High School Administration. It is highly recommended that, whenever possible, this appeal be made prior to the commencement of the student in question's senior year. If you have any questions regarding your eligibility for the titles above, please contact the School Counselor or NHS Advisor.

## Honors Cords

Culver High School provides Seniors with several opportunities to earn various honors cords to be worn at graduation. Honors Cords available for students to receive are Honors, High Honors, CTE (Business, Agriculture), Fine Arts, Military and Red Cross. Eligibility requirements for these cords will be made public to students during their Senior year.

## National Honors Society

To qualify for selection as a member of the Culver Chapter of the National Honor Society (NHS) a student must have a cumulative GPA of 3.50 or higher after their third semester and uphold the Culver Honor Code. To remain in the National Honor Society, students must maintain a 3.50 GPA or higher throughout their high school career.

## Weighted Grades

Students graduating from Culver High School have both an unweighted grade point average (GPA) and a weighted GPA on their academic transcripts. A student's GPA is a number calculated using two factors: credits attempted and "grade points", which are awarded to letter grades. "Weighting" a grade adds to the GPA value in certain courses. In the Culver system, grades of A, B, C, and D earned in weighted classes will earn an extra grade point. Therefore, an "A" in a weighted class yields 5-grade points (4 points for the "A" and 1 additional point as a weighted "bonus"), a "B" will yield 4-grade points, a "C" will yield 3-grade points, and a "D" will yield 2-grade points. **Weighted GPA will be used when making determinations for Honors, High Honors, Salutatorian, and Valedictorian.**

Only Advanced Placement (AP) and Dual Credit (DC) college courses completed through Culver High School will be weighted. College courses taken outside of Culver High School on a student's own time will not be added to their high school transcript. Courses that utilize the weighted grading scale are designated with a "(W)" after the course title in the course catalog and on student schedules.

## Advanced, Honors, and College Level Courses

### Advanced Placement Courses

The Advanced Placement (AP) Program has a long record of providing students the opportunity to take college-level courses and examinations while still in high school. Participation in AP courses provide students the opportunity to take on college-level coursework, potentially save money if a high enough test score is earned, and improve a student's odds of acceptance when applying to competitive colleges. **AP course grades are weighted.**

### College Now Courses

College Now classes are courses regularly offered at Culver High School and that give students the option to earn both high school and college credit. College Now is a great way to get a head start on college, without spending big money. Credits earned through the program are regular COCC credits and may transfer to other schools, including Oregon Public Universities and Community Colleges as well as out of state and private schools. Some colleges may not accept transfer credits and students are encouraged to check with specific colleges regarding credit transferability. To earn college credit, the student will have to register and pay a small fee to the college, usually about \$25 per college credit. **These courses are designated with a "(DC)" next to their name in the course catalog to designate "Dual Credit". College Now course grades are weighted.**

### Expanded Options Courses

Expanded Options is a program offered through the Culver School District (CSD) and Central Oregon Community College (COCC). This program allows current Culver students who are at least 16 years old at the time of enrollment to take 100-level or higher college courses on-site and online through COCC, on a seat-available basis. CSD pays for enrollment costs, tuition, and textbooks.

As a COCC student, you can begin earning college credits while still in high school. Letters explaining the Expanded Options program, along with an application, are mailed to all Sophomores and Juniors in the spring of each year. Students wishing to enroll must sign up with the Culver High School Counselor by May 1st the year before participating. Students who enroll in the Expanded Options program and fail or drop a course after the add/drop period has ended will not be able to enroll in the Expanded Options program again.

## Impact of Taking College Courses in High School

Taking college credits in high school may impact your college GPA or financial aid eligibility. Credits taken before graduation may also be considered as part of the 90 credit limit the Oregon Promise grant covers. Culver High School is committed to encouraging participation in advanced programs.

## Monitoring Academic Progress and Attendance

Grades are posted regularly electronically and mailed home at the end of every six weeks as a Progress Report. Parents and students may monitor academic progress and attendance via PowerSchool. For assistance with PowerSchool, please contact the Main Office at (541) 546-2251. If you are unable to access grades online, parents may contact teachers via e-mail or telephone. Only semester grades are posted on transcripts and impact a student's GPA. All other grades are progress grades reporting on how the student is doing for the time period published on the report. Parents are encouraged to contact teachers any time they have a concern about their student's progress.

## Grading Policy and Definitions

Culver High School staff is committed to providing multiple opportunities to demonstrate proficiency, but all students must respond with effort and a demonstration of certain prescribed skills and knowledge. Individuality in regard to grading programs is extremely important. Individual teachers will make their student evaluation system available to students, parents and administration. Teachers may also employ alternative assessment measures in the evaluation process. Examples of alternative measures are interviewing, self-assessment, verbal testing, projects, and demonstrations. Final grades are based on a combination of student learning, participation, and attendance.

## Incomplete Grades

Extenuating circumstances may prohibit a student from completing the assignments/exams necessary to complete a course. If this situation arises, students should contact the School Counselor to obtain an Incomplete Grade Agreement. All assignments, exams, and requirements must be completed by the agreed-upon date. Failure to do so will result in the incomplete grade being changed to an "F" and no credit will be earned.

## Graduation Ceremony

Commencement is for parents and the community to celebrate seniors who have earned their diplomas. Walking and participating in graduation is a privilege. Students must be passing all required classes for graduation, have filled out their career packet, and have all necessary credits to earn a diploma by the Thursday before graduation. Students not meeting that deadline may receive a diploma at a later date but will not be allowed to walk at graduation. Students who have been suspended or expelled during the week prior to graduation may not be allowed to walk at graduation. **Caps**

**and gowns will be mailed home after they are ordered online.** Seniors are required to attend graduation set-up and practice. Students are expected to dress (business attire) and act appropriately at commencement. To participate in the graduation ceremony, students must have successfully completed all academic requirements and complied with all behavioral guidelines.

## Graduation Requirements

All students must complete 24 credits from a combination of subject areas, detailed below, to earn a Culver High School diploma. A total of 7-semester classes are offered to students each semester. Students earn one half-credit (0.5) for completing each semester class, which amounts to a possible 3.5 credits per semester and 7.0 credits per school year.

| <b>Culver High School Standard Diploma Requirements</b> |                |
|---|----------------|
| <b>Subject</b>  | <b>Credits</b> |
| Language Arts (LA)                                      | 4.0            |
| Mathematics (MA)<br>Algebra 1 or above                  | 3.0            |
| Science (SC)  | 3.0            |
| Social Studies (SS)                                     | 2.5            |
| Physical Education (PE)                                 | 1.0            |
| Health (HE)   | 1.0            |
| Government (GOV)  | 0.5            |
| Personal Finance (PF)                                   | 0.5            |
| Computer Applications (CA)                              | 0.5            |
| Fine Arts (FA)  | 3.0            |
| Electives (EL)  | 5.0            |
| <b>Total Credits</b>                                    | <b>24.0</b>    |

# Student Behavior & Discipline

## Disciplinary Policy Information

Culver High School practices reflect the following foundational beliefs:

- All of our students deserve a learning environment that is safe and orderly.
- All of our students are continually learning school-appropriate behaviors and seek to learn the boundaries of what is appropriate.
- All of our students deserve clear expectations and reminders when appropriate.
- School officials have the right and responsibility to enforce expectations using coaching, mentorship and (when appropriate) reasonable consequences.

The district and school officials have authority over students at school and at any school-related activity, regardless of the time or location of the activity. This includes but is not limited to: district and chartered bus transportation, field trips, athletic events, and off-campus lunch. Student expectations apply in all of these circumstances and school officials have the right to impart disciplinary consequences for incidents in these circumstances. ***School officials may impart school-related consequences for incidents that occur outside of school or in the community if the origins of the incident began at school or the school day is impacted by the events.***

## Due Process

When a disciplinary incident occurs, school officials will make every effort to gather factual information from all parties involved. School officials will make decisions regarding reasonable disciplinary action that reflect our philosophy of maintaining a safe and orderly environment.

If a parent believes that their student has not received fair treatment under our disciplinary policy, the following procedure may be followed:

- Student/Parent requests a meeting with the staff member involved;
  - If unresolved, student/parent requests a meeting with the administrator and other parties when appropriate.
  - If unresolved, student/parent may contact our district office and follow district complaint procedures.

## Student Dress Code

Responsibility for dress and grooming rests primarily with students and their parents, however, Culver High School expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

- Disruption or interference with the school's learning environment;
- Threat to the health and/or safety of the student concerned or of other students.

Therefore, the following items are not allowed at Culver High School:

- Clothing or accessories with spikes or hazards
- Clothing or accessories that display weapons, drugs, tobacco or tobacco-related products, alcohol, gang-related messages, or obscene/profane words or images; this includes direct or implied messages; bandanas.
- Clothing that exposes undergarments

If a staff member concludes that a student's clothing is in violation of our expectations or disrupts the learning environment for others, the student will be asked to correct this. Parents will be notified if dress policy violations become a pattern of behavior. If a student is asked to remove an item or change and refuses, the student may be suspended for the remainder of the day.

## Access to Students and Students' Property

Law enforcement, including School Resource Officers (SROs), may have cause to speak with students while at school or in co-curricular activities. School officials will follow district protocol regarding parent notification when law enforcement or another agency (Department of Human Services, Juvenile Department, etc.) requests to speak with a student.

School officials may search a student's personal property (vehicle, clothing, backpack, etc.) when there is reasonable suspicion to believe a student's property contains an item that is dangerous, illegal, or in violation of the student code of conduct. Lockers are school property and may be searched given reasonable suspicion. The Culver School District reserves the right for random inspections of school facilities such as lockers without warning, including the assistance of law enforcement and canine drug detection units.

## Lockers & Locker Rooms

Lockers are available for both academic and athletic use. Academic lockers upon request. To request a locker, please see the Main Office. Athletic lockers are found in the boy's and girls' locker rooms. Students are expected to use locks at all times on their PE lockers. Locker rooms are off-limits to students when they are not in a PE class. Please note that lockers are school property and are subject to searches. The district reserves the right for random inspections of school facilities such as lockers without warning.

## Classroom Disruption/Non-Compliance

Students are expected to manage their behavior and not interfere with the learning environment. Teachers are expected to communicate directly with parents if their student's behavior is disruptive or non-compliant. If this becomes a pattern, the student may be referred to the administration. In circumstances where the student's behavior is severely non-compliant or disorderly, the student may be removed from the class. Patterns of non-compliance or insubordination may result in further consequences, up to and including recommendations for suspension and/or expulsion.

## Behaviors Resulting in Discipline

### Truancy & Tardies

Students are expected to attend every class, every day, on time. If a student skips (portion of class/day or entire class/day), they may receive disciplinary consequences. Students who have a pattern of truancy may be placed on a contract through administration and law enforcement may be involved due to compulsory attendance laws.



Tardies are disruptive to the learning environment. The following procedure will occur for students having multiple tardies:

- First & Second Tardy
  - Teacher will provide warning and/or classroom level consequences. Parents may be contacted by the classroom teacher.
- Third Tardy
  - Teachers may notify parents, indicating that further tardies may be referred to administration. The student will receive classroom-level consequences.
- Fourth and Subsequent
  - Teacher will refer the student to administration. Consequences for multiple tardies may include lunch detention, after-school detention, suspension, or additional consequences.
- Administration may also discipline students who develop a pattern of tardiness across multiple periods.

## Unsafe or Disruptive Items

Any item that potentially interferes with learning or with maintaining an orderly environment is not allowed at school. Such items include, but are not limited to water pistols, noise makers, silly string, matches, lighters, laser pointers. Staff members may confiscate such items, and parents will be required to retrieve the item in the office.

## Inappropriate Use of School Technology

Students are required to submit a completed Technology Agreement on an annual basis prior to accessing school technology.

## Activating a False Alarm

Activating a fire alarm, 911, or other security alarm or response protocol, when it is not necessary will result in disciplinary consequences and referral to law enforcement.

## Inappropriate Use of Skateboards, Bikes or Scooters

Students are expected to lock these items to our racks at the building's entrance if the item cannot fit in a locker. Students are expected to carry (not ride) boards, etc. until safely out of the parking area. Skateboards and other items cannot be ridden in the building and must remain in a locker.

## Electronic Device Policy

Students are expected to keep their phones and personal (non-school issued) electronic devices "Off and Away" during class unless otherwise permitted by their teacher.

If a student is seen accessing their phone and/or electronic devices during class time, the following procedure will be followed:

- The teacher will instruct the student to report to the Main Office to turn in their phone.
- The student will bring the device to the Main Office where it will be locked in a safe until the end of the day.

- The student will call their parent/guardian from the student phone in the Main Office to notify them of the violation.
- By the end of the school day, the teachers will contact parents/guardians to inform them that the student violated our personal electronic device policy.
- The student will pick up their phone/electronic device at the end of the day.
- Continued violations will result in a conference with the student, parent/guardian, and administration.

## Use of Inappropriate Language

Students are expected to use appropriate language at school. Swearing, obscene or profane language or gestures may result in disciplinary action. **Inappropriate language directed at staff will result in out-of-school suspension.**

## Vandalism & Theft

Students are expected to treat our facility and equipment with respect. Any act of vandalism (including writing on desks, walls, or other school property) will result in out-of-school suspension. This includes vandalism of school technology and purposeful vandalism of other students' belongings. If a student damages his/her locker, he/she may lose locker privileges. Students will be held financially responsible for the vandalism of school property, including covering the cost of custodial work orders. Students responsible for vandalism may be referred to law enforcement. Theft or possession (including receiving of) stolen property will result in discipline and referral to law enforcement.

## Harassment and Bullying

Culver High School has zero tolerance for bullying and harassment—regardless of where it occurs or how severe the offense. Everyone deserves to feel safe at school, and students are expected to treat each other respectfully and civilly. Students are expected to refrain from bringing online interpersonal conflicts (Facebook, TikTok, Snapchat, etc.) to school; however, such events should be brought to the attention of the Administration in order to support the prompt resolution. Incidents of harassment, bullying or threatening behavior will result in disciplinary action. Bullying that involves threats may result in a Threat Assessment Screening. Students are prohibited from carrying out hazing or group initiation behaviors. Violation of this expectation will result in consequences including suspension or expulsion and referral to law enforcement if needed.

## Gang-Related Behavior

Students are prohibited from displaying gang signs, tags, gestures, or items. Clothing or accessories considered by school officials or law enforcement to be gang-related are not allowed at school. Students involved in gang-related behavior are subject to suspension, a recommendation for expulsion, and referral to law enforcement. Examples include but are not limited to bandanas, the collective wearing of colors, symbolism, etc.

## Fighting & Assault

Students are expected to resolve conflicts without physical altercations. All Culver faculty members are available as resources to assist students in conflict management. If students are aware of an impending fight, it is their obligation to report it to de-escalate the situation. Promotion of fighting is prohibited and students are expected to inform an adult of

conflicts. Promotion of fighting includes, but is not limited to, encouraging student(s) to fight, filming a fight or a potential fight, leading students into a conflict, or distributing a filmed altercation. Students involved in promoting a conflict or fight may receive disciplinary consequences.

The following consequences are typical for any incidents of fighting involving mutual combat:

- First incident: Suspension for up to five days and a possible referral to law enforcement.
- Second and subsequent incidents: Suspension, the recommendation for expulsion, and referral to law enforcement.

An assault occurs when one student attempts to injure or fight another student and the other student attempts to avoid the physical confrontation or takes action solely to protect him/herself.

- Consequences for assault will be handled on a case-by-case basis.

## Possession or Use of Weapons

No weapons are allowed on campus. This includes, but is not limited to: guns, explosives, fixed blade or folding knives, mace, slingshots, spiked accessories, martial arts-related weapons, items that are presented as weapons, and ammunition. No look-alike weapons are allowed on campus. This includes, but is not limited to: airsoft guns, toy guns, paintball guns, pens or other items that appear to be knives, guns, or explosives. The consequence for having a weapon on campus, the bus, or any other school-related location will likely include suspension and/or recommendation for expulsion and referral to law enforcement.

## Possession, Use, or Distribution of Tobacco/Vaping Devices

The possession, use, or distribution of tobacco or other nicotine products is prohibited. This includes (but is not limited to) cigarettes, cigars, loose tobacco, smoking cessation products, chewing tobacco, or e-cigarettes/liquids or vape devices and accessories. If violated, the following consequences may occur:

- First and subsequent violations: Consequences including or up to suspension; referral to law enforcement; restriction of campus privileges; recommendation for expulsion.

Distribution involves sharing or attempts to share, selling or attempting to sell tobacco or nicotine-related products to another party.

- First and subsequent violations: Consequences including or up to 3-5 days out of school suspension, parent conference and consultation with and/or referral to law enforcement. Restriction of campus privileges. Recommendation for expulsion.

## Possession, Use, or Distribution of Alcohol, Drugs, and Imitation/Look-Alike Substances

The possession, use/abuse, or distribution of alcohol or any controlled substance is prohibited. This includes, but is not limited to marijuana, narcotics, medications, synthetic drugs, over-the-counter medicine (when not used as directed), and inhalants. This policy includes all co-curricular activities and applies to all areas of campus or district transportation. This policy applies to even small amounts of drug or alcohol residue in containers or paraphernalia. Imitation and/or look-alike substances include, but are not limited to: clove cigarettes, non-alcoholic beer, powders, or any substance presented as a drug.

- First violation: Consequences including or up to suspension and referral to law enforcement; placement on contract; recommendation for expulsion.
- Second violation: Suspension and recommendation for expulsion

Distribution involves sharing or attempts to share, selling, or attempting to sell drugs, alcohol or other look-alike substances to another party.

- First and subsequent violation: Recommendation for a calendar-year expulsion and referral to law enforcement.

## Behavioral Consequences

School officials may impose disciplinary consequences that include but are not limited to the following:

- **Interventions:** Adjustments to a student's daily routine or privileges in order to improve behavior.
- **Lunch Detention:** A student may get their food from the cafeteria (not off-campus), and report to the designated classroom for lunch.
- **Restorative Justice:** For certain incidents, students may opt to “give back” to the school community for their behavior. An example is a student who made a large mess during lunch may be given the option to help janitors at the end of lunchtime in lieu of detention.
- **Loss of Privileges:** A student may be excluded from certain activities such as attending after-school events, dances, or off-campus lunch privileges.
- **In-school Suspension (ISS):** A student spends a complete class period or portion of a day in the Main Office. The student will obtain his/her assignments for the class(es) missed. Parents will be notified when their student is assigned ISS. If a student’s behavior in ISS is not appropriate, it may result in out-of-school suspension.
- **Out-of-school Suspension (OSS):** A student is excluded from school for one or more days. During a suspension, the student may make up missed work. The student may not be on any Culver campus until the suspension is completed. This includes all co-curricular activities and athletic participation. Students who are on campus during a suspension may be cited by law enforcement for trespassing.
- **Contract in lieu of suspension/expulsion:** A student is placed on a behavior contract for a designated time. Parents will be notified of the conditions of the contract. The contract may include a reduced day, alternative placement, or loss of privileges. Violations of the contract may result in suspension or recommendation for expulsion.
- **Recommendation for expulsion:** A student is recommended for removal from school for up to one calendar year. Parents will be notified by mail to appear at an expulsion hearing, where a hearings officer will determine the conditions of the expulsion. The hearings officer will forward his or her recommendation to the Superintendent.

## Student Support & Safety

### School Counseling Services

The School Counselor is available to students and families for assistance in the areas of scheduling classes, academic issues, personal/social issues, and post-secondary options, and to help provide up-to-date information on scholarships and federal financial programs available to assist students with post-high school education. The School Counselor may be able to assist families in contacting community agencies. Parents and students are always welcome to contact the School

Counselor with questions or concerns by phone or email. Confidentiality is maintained at all times unless a student's health or safety is at risk.

## A Safe and Secure Campus

Student safety is the top priority for all Culver School District employees. At Culver, we expect everyone (students, staff, and visitors) to help keep our campus safe and secure. Please help keep Culver a safe environment by doing the following:

- Report any suspicious people or behaviors to a staff member. "See something, Say something."
- Never let someone into the building through doors other than the Main Entrance. This includes friends, employees, and strangers—no matter how harmless they seem.
- Never prop open doors.
- Share your concerns about fellow students with staff members. This includes jokes about violence, self-harm or signs of depression, or odd behaviors.
- Report all safety hazards to a staff member immediately, including spills, electrical hazards, etc.

## Safe Oregon Reporting

We recognize that creating a safe learning environment is a critical part of helping each child achieve academic success. SafeOregon is a way for anyone to inform school personnel about their concerns—large or small: report abuse, bullying, depression, drug sales/use, fights, safety concerns, thefts, threats to campus safety, suspicious activity, vandalism, and more. Students can access the SafeOregon system through a link on our school website or they may go directly to the [safeoregon.com](https://safeoregon.com) website. Tips can be submitted through the web form on the SafeOregon website or by text, email, live call, and mobile app. **1-884-472-3367**.

## Public Information Release

School district policy forbids the release of personally identifiable information to the general public in the form of mailing or phone lists. However, some personally identifiable information (student name, birthday, photograph, athletic participation), which is generally not considered harmful if released, may be released in the form of a "directory" for certain activities. This includes athletic rosters, concert programs, honor roll postings, and graduation programs. This may also include media coverage of school activities. Parents may prevent the district from including their students in such publication by making this request in writing, addressed to Katy Schonneker, Administrative Assistant, Culver High School.

## Distribution of Materials

All aspects of school-sponsored publications, including website, newspaper, video broadcasts, and yearbook, are under the supervision of school personnel. Students may be required to submit material to the administration for approval. No written or electronic materials may be distributed on district property without administrative approval. Students must obtain permission from the activities director before posting flyers or posters on campus.

## Personal Property at School

Students are encouraged to leave valuable items at home. The school is not responsible for the loss or theft of items. Students are expected to use lockers for PE and to store all personal property. We have limited resources to investigate missing items and encourage students to avoid bringing excessive cash, small electronics, jewelry, or other valuables to school.

## Culver Campus Security Cameras

Our campus has a comprehensive video surveillance system. This includes cameras inside and outside of the building. The intent of our system is to encourage appropriate behavior, discourage problem behavior, and aid in investigations when incidents occur. Our camera system is viewable in real-time, and stores surveillance data for future use.

## Bark for Schools

Keeping our students safe online is one of the Culver School District's highest priorities, which is why we have chosen to partner with Bark for Schools to monitor all of our school-issued Google-based student accounts. When a potentially harmful or serious message is sent online or created, such as suicidal ideation, acts of violence, cyberbullying, or sexual content, Bark sends us an alert so we can know who's involved and what's happening, so we can quickly intervene. Bark does not give us the ability to search student documents or data at random, it only alerts us if there is any concerning or dangerous information being shared. If you have any questions, please contact the Principal.

## Athletics & Activities

Information regarding Athletics and Activities can be found in the Culver High School Athletic Handbook.

## Associated Student Body (ASB)

The Associated Student Body is a group of class elected officials. If you are interested in running for office, elections take place every spring. The activities that the ASB plans and sponsors are assemblies, dances, and various spirit week activities, and events. For more information, please contact the Activities Director.

### Dances

- Guest passes will be available for any dance. Passes are issued to those who complete the "Culver Guest Pass Registration Form" and clear it with administrators. The administration reserves the right to deny guest passes.
- All guests will be at least a Freshman in high school and no older than 19 years of age.
- Students and guests must remain in designated areas and may not leave and re-enter the dance.
- Students are expected to act and dress appropriately. This includes actions or apparel that are excessively provocative in nature. Students who persist in acting or dressing inappropriately will forfeit their privilege to attend the dance.

## 2022-2023 CHS Student Handbook Culver High School OPT OUT Option

By signing this form, you are ***disagreeing*** with all or a portion of the Culver High School Handbook. We would like to hear your opinions and discuss the matter. Please return this form so I can arrange an appointment with you.

As a parent of \_\_\_\_\_ I acknowledge that I have received the CHS Handbook.

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Also, by signing this form, you are not allowing pictures or recordings of your child/children to be used for CHS promotional activities.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_