

# Caldera High School

# Student Handbook

[Updated 9/8/22]



**60925 SE 15<sup>th</sup> Street**  
**Bend, OR 97702**  
**(541) 355-5000**

## Welcome to the Wolfpack!

This handbook covers the basic expectations, rules, and policies governing the way students, staff, and others relate within the high school community. The school staff and administration have the responsibility to ensure that all policies are administered fairly and equitably. Students and parents are encouraged to become familiar with the basic principles incorporated in this handbook. If you have questions about the content of this handbook, please contact CHS administration.

# Quick Links

- [Attendance Policies and Procedures](#)
- [Cell Phone Policy](#)
- [Student Safety](#)
- [Discrimination and Harrassment](#)
- [Academic Integrity and Honesty](#)
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# Attendance Policies & Procedures

Students who attend school regularly are more likely to have success in school, graduate on time, and positively reflect on their high school experience. Parents have 48 hours to clear an unexcused absence with the attendance office. Students more than 10 minutes late to class without an excused note, will be marked with an unexcused absence. Please reference the [Actions and Consequences](#) section of this handbook for disciplinary actions regarding unexcused absences.

- To report an absence, contact our 24-hour attendance line at **(541) 355-5015**.
- Parents have 48 hours to clear an unexcused absence with the attendance office.
- Students who leave campus during the school day are required to check out with the attendance office.
- Students returning to campus during the school day are required to check in with the attendance office.
- Pre-arranged absences may be made for non-illness or emergency absences, such as a dentist appointment.
- Families are encouraged to schedule vacation/appointments outside of instructional time.

The table below describes some common examples of excused and unexcused absences:

Examples of Excused Absences	Examples of Unexcused Absences
<ul style="list-style-type: none"> <li>• Student Illness</li> <li>• Mandated Isolation Periods</li> <li>• Family illness or medical emergency</li> <li>• Bereavement</li> <li>• Religious Holiday</li> <li>• Participation in school sponsored activity</li> <li>• School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Cutting Class</li> <li>• Overslept</li> <li>• Missed bus</li> <li>• Leaving campus without checking out</li> <li>• Arriving tardy and not attending class</li> <li>• Left class early without permission</li> <li>• Something better than class came up</li> <li>• Extended bathroom breaks</li> </ul>

## Attendance related to athletics & school-sponsored activities

In order to participate in practice, contests or after-school activities students are required to attend classes for the full day. Failure to do so will result in forfeiture of that day's participation.

## Contacting Students During the School Day

If a parent or guardian needs to contact their student, please call the attendance office at **(541) 355-5015**.

## **Makeup Work**

It is the student's responsibility to find out what was missed and how to make up work when they are absent. Teachers and staff are eager to help students be successful, but students must take ownership for their learning experience at Caldera. Prior to returning to school, students should:

1. Develop a plan with teachers to make up work and recover missed learning.
2. Check Canvas to help understand what work was missed.

## **General School Policies**

### **Student Entries**

Students may enter through the East or West Entrance until 8:45. After 8:45, students may only enter through the East Entrance (on 15<sup>th</sup> St.). Students may not prop doors open or open doors for others, students may only enter through the East Entrance doors

### **Cell Phones**

To maintain the integrity of an academic environment students are not permitted to access their cell phones during class time without teacher permission. Cell phones should be turned off or silenced and placed in a backpack or classroom holder to limit distractions ("off & away"). During class time students are not allowed to use cell phones in the hallways or common areas unless they have an open period and are in the designated areas (see Open Periods). Students can freely access their cell phones before and after school, during passing periods, and at lunch time. See [Actions and Consequences](#) for behavior relating to the cell phone policy.

### **Community Neighbors**

Students are expected to respect the local neighborhood that surrounds our campus, and be good stewards of our local community! Students shall not litter, loiter, trespass or be a nuisance to our neighbors.

### **Dress and Grooming**

The Bend-La Pine School District has a dress and grooming policy designed to provide a quality education in a safe, secure and orderly environment. Students at CHS are expected to dress appropriately for school. For safety reasons, shoes must be worn at all times. Students will be asked to change if their clothing displays drugs, alcohol, illegal/derogatory acts or statements or has been deemed otherwise inappropriate. Caldera High School's dress code is in accordance with district regulation: JFCA-AR: Student Code of Dress

## **Search and Seizure**

If school officials have a reasonable suspicion that a search will produce evidence that a student has, or is in the process of a violation of school policies, a search of a student, their possessions, cell phone, lockers, and vehicle (parked on campus) will be conducted. Appropriate disciplinary action will be taken by the administration.

## **Video Surveillance**

Caldera High School campus is monitored by security cameras. Camera footage may be used in school investigations.

## **Parking**

A parking pass is required to park on the CHS parking lots. Students may sign up for a pass through the Bookkeeper in the West Office. Students may only park in the lot on the south side of the building. Students may only park in designated parking spots. Failure to comply with any of these rules may result in vehicle being booted or parking pass being revoked.

## **Single Use Restrooms**

The single use restrooms are for students, staff, and visitors. Occupancy must be limited to one occupant at a time and is for bathroom related use only.

## **Hall Passes**

Students should carry a hall pass with them during class time. Hall passes will not be granted during the first and last ten minutes of class.

## **Open Periods**

If a student has an open period (no scheduled class) they can assemble in the commons to study or leave campus. Students opting to stay in the building should be quiet and respectful of classes in session. Students are not allowed to roam campus or linger in the hallways. Once a student leaves campus during an open period, they are not permitted to return until after school. Students contributing to disruptive behavior will be escorted out of the building and possibly face further disciplinary actions.

## **On Campus at Lunch**

Students are encouraged to stay on campus during lunch. The commons, learning stairs, outdoor patios, and break out rooms, are all open to students during lunch. Students are not permitted on the athletics fields, in locker rooms, or in unsupervised classrooms during lunch. Students must clean up after themselves

## **Off Campus at Lunch**

Caldera has an open campus during lunch for all grades. Students are expected to be good neighbors to our community and to return to school on time. All students returning from off campus lunch need to re-enter the

building via the student east entrance. Administration reserves the right to remove this privilege if it becomes a barrier to academic progress or behavior concerns.

## Dress Code

Caldera High School uses the [Bend La Pine Schools guidelines for student code of dress \(JFCA-AR\)](#).

## Athletic Facilities

The athletic facilities, including the weight room, cardio room, stadium, outdoor fields, and gym, are closed during the school day unless being used for school related activities with adult supervision.






# Responding to Harassment and Discrimination

See the [CHS Discrimination and Harassment Response and Policy](#).


## Student Safety

Bend La Pine Schools uses the Standard Response Protocol to respond to threats on or near our campuses:

### IN AN EMERGENCY TAKE ACTION

	<p><b>HOLD! In your room or area. Clear the halls.</b></p> <p><b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual</p>	<p><b>ADULTS</b> Close and lock the door Account for students and adults Do business as usual</p>										
	<p><b>SECURE! Get inside. Lock outside doors.</b></p> <p><b>STUDENTS</b> Return to inside of building Do business as usual</p>	<p><b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual</p>										
	<p><b>LOCKDOWN! Locks, lights, out of sight.</b></p> <p><b>STUDENTS</b> Move away from sight Maintain silence Do not open the door</p>	<p><b>ADULTS</b> Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend</p>										
	<p><b>EVACUATE! (A location may be specified)</b></p> <p><b>STUDENTS</b> Leave stuff behind if required to If possible, bring your phone Follow instructions</p>	<p><b>ADULTS</b> Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults</p>										
	<p><b>SHELTER! Hazard and safety strategy.</b></p> <p><b>STUDENTS</b> Use appropriate safety strategy for the hazard</p> <table border="0" style="width: 100%; font-size: small;"> <tr> <td><b>Hazard</b></td> <td><b>Safety Strategy</b></td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </table>	<b>Hazard</b>	<b>Safety Strategy</b>	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground	<p><b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults</p>
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# Academic Integrity

Please review the [Caldera Academic and Honesty Policy](#).

## Student Management

### CHS Behavior Response Philosophy

Caldera High School strives to create a safe and positive community for students to learn and grow.

#### We believe:

- Caldera Staff, Support Staff, Teachers, and Administration believe that a ‘one size fits all’ approach to discipline can interfere with a student’s ability to learn from their mistakes, and will do their best to personalize discipline when appropriate. They will work with individuals on an as-needed basis using Restorative Justice techniques.
- CHS will partner with families while using logical consequences to student actions with the goals of changed behavior at school and strengthened character for life.

### General School Responses

**Loss of Privilege:** Attendance at school events (games, dances, etc.), or off-campus at lunch.

**Campus Community Service:** Work with the school staff around CHS campus after school.

**Lunch Detention:** Students eat lunch in supervised assigned area away from peer groups for one or more days.

**School Improvement Time (SIT):** Students are assigned a 90-minute study/community service time after school on Wednesdays from 2:00 pm to 3:30 pm.

**Restorative Practices:** in some cases, conflict is best resolved through carefully facilitated dialogue and protocols that help foster mutual understanding and forge a plan for moving forward.

**Behavior contract:** in some cases, staff, student, and family may work together to develop an appropriate behavior plan and contract.

**Learning consequence:** in some cases, students may be required to participate in certain learning experiences as a consequence to their choices.

**In-School Suspension (ISS):** From one period to multiple days of out-of-class, but in-school suspension.

**Home Suspension:** Removal from school and all school activities between one and ten days.

**Expulsion:** Up to a calendar year. Student is not allowed to attend any BLP school events. A due process procedure is in place for these students and can be explained in detail to families by CHS Administration.

# Actions and Consequences

Below is a partial list, in alphabetical order, of conduct in violation of school policy and the associated school response. CHS sees these as both logical outcomes of poor choices as well as levers to change behaviors. In order to partner with parents for their student, parents will be notified of a student's action and the school issued consequence - most of these are also violations of the Athletic Contract, and will be addressed as such. Also, please note, if it is determined a student has lied or otherwise misled a school official during an investigation, the student is subject to disciplinary action.

## Academic Dishonesty

Includes plagiarism, cheating, sharing, copying, along with any other academic dishonesty. Click [here](#) for the CHS Academic Integrity Policy. In the event of an infraction, teacher and school admin will work together to determine the logical consequence, this may include having to re-do the assignment, receive a zero on the assignment, or in some cases lose credit for the course. Administrators will track repeat offenses.

## Arson

Arson, setting off a false alarm, bomb threat, or a real or imitation explosive device.

1. Restitution, suspension, potential expulsion. School resource officer (SRO) contacted.

## Assault

A willful attempt or threat to inflict injury upon another person, when the other does not wish to engage in the confrontation. This may be, but is not limited to, physical contact. Provocative speech can result in the same consequences.

1. Parent meeting, detention, and/or suspension. School resource officer (SRO) may be contacted.
2. Detention and suspension up to 10 days. Possible disciplinary hearing. School resource officer (SRO) contacted.
3. Assault of staff: School resource officer (SRO) contacted. Detention and suspension. Disciplinary hearing and possible expulsion.

## Bicycles, Skateboards, etc.

Bicycles and skateboards are not allowed to be ridden in school and they must be stored during school hours.

1. May be confiscated if used in school and returned to student or parent. Detention may be assigned.

## Breathalyzer Tests

CHS may breathalyze any person at a school-sponsored event or during school hours.



## **Buses**

Students are under the authority of the bus driver, and accountable to the school they attend for any consequences for misbehavior.

## **Cell Phones**

If a student does not adhere to our cell phone policy the following consequences will apply. After an initial warning:

1. **1st offense:** the phone will be confiscated and returned to the student at the end of the school day. The student will be reminded of our expectations and a parent email will be sent home
2. **2nd offense:** the phone will be confiscated and returned to the student at the end of the school day. Lunch detention will be assigned. The student will be reminded of our expectations and a parent will be notified
3. **3rd offense:** the phone will be confiscated and returned to a parent or guardian at the end of the school day. School Improvement Time will be assigned afterschool on Wednesday.
4. **4th offense:** a student/parent meeting will be required to discuss other potential solutions and consequences

## **Detention Flow Chart**

Missing assigned detention will result in the following actions:

1. The first time a student skips detention, they will be given the opportunity to make it up.
2. If they miss detention again, they will be assigned another detention.
3. Once a student has accumulated three or more detentions, they will serve SIT instead.
4. Missing SIT will result in in-school suspension (unless a parent calls or emails to reschedule).

## **Drugs, Paraphernalia, Tobacco & Alcohol**

This is a behavioral as well as a health concern. All violations will be mandatory meetings with a Student Support Counselor.

### **Tobacco/Nicotine**

1. Detention and/or suspension. Potential learning consequence.

### **All Other Drugs**

1. Detention and/or suspension. School resource officer (SRO) contacted.
2. Detention and/or suspension. School resource officer (SRO) contacted. Potential disciplinary hearing and expulsion.

3. Distribution or Selling: Detention and/or suspension. School resource officer (SRO) contacted. Potential disciplinary hearing and expulsion.

## **Fighting**

Mutual combat with 2 or more individuals engaged.

1. ISS and/or suspension. Possible disciplinary hearing and restorative conversation.
2. Suspension. Potential disciplinary hearing and expulsion

## **Forging/Falsifying a School Document, Phone Call or Note**

1. Detention and/or suspension.

## **Harassment, Bullying, Discrimination, Threatening, Sexual Harassment**

This rule applies to school related cyber or social media related content, as well as any behaviors that contribute to an unsafe environment for students or staff.

1. A school investigation will take place and appropriate disciplinary action taken, restorative conversation when appropriate, potential suspension or expulsion.

## **Hazing or Initiation of Other Students**

Any form of hazing or initiation will not be tolerated at CHS or at school-sponsored activities.

1. Parent conference. Suspension. School resource officer (SRO) contacted.
2. Suspended pending disciplinary hearing, or expulsion.

## **Propping Doors or Letting Individuals into the School**

1. Detention and phone call home.
2. ISS and phone call home.

## **Harmful or Inappropriate Language**

1. In conversation: Verbal reminder. Potentially referred to administration.
2. Toward another student: Refer to Administration. Detention, possible suspension.
3. Toward staff: Detention and/or suspension. Multiple offenses: Suspension and potential removal from class.

## **Theft**

1. **Minor (under \$50 total value):** 1 to 3-day suspension. Disciplinary hearing may be held. Restitution. School resource officer (SRO) contacted.

2. **Major (over \$51 total value):** Minimum 3-day suspension, up to 10 days. 2. Disciplinary hearing may be held. Restitution. School resource officer (SRO) may cite.

## **Tardiness**

10 or more minutes late will be considered an unexcused absence. Classroom tardies 1-4: classroom teacher will issue a warning to the student; teacher may contact home.

1. **Cumulative tardies 5-6 (per semester):** attendance office will track tardies and the Office of Climate and Culture will issue a detention.
2. **Cumulative tardies 7-8 (per semester):** attendance office will track tardies and the Office of Climate and Culture will issue School Improvement Time Wednesday after school.
3. **Cumulative tardies 9+:** attendance office and administration will determine next steps.

## **Unexcused Absence**

Each week our attendance team will run a report of students with one or more unexcused absences from the week before, and will respond accordingly. Responses may include:

- Progressive disciplinary responses for sporadic absences during the school day (skipping)
- Interventions from counseling and the student support team for frequent all day absences (absenteeism)

## **Unsafe or Obscene Behavior**

Intentional unsafe behavior that threatens/ endangers students or staff.

1. Detention and/or suspension. Parent contacted. May contact school resource officer (SRO).
2. Suspension or exclusion from events or areas. Parent and school resource officer (SRO) contacted.

## **Vandalism**

Willful or malicious defacing or destruction of property. This includes unauthorized posting or removing of signs.

1. Detention and/or suspension. Restitution. School resource officer (SRO) may be contacted.
2. Detention and/or suspension. Restitution. School resource officer (SRO) contacted. Disciplinary hearing.

## **Weapons - Real or Simulated**

Refer to district website or click [HERE](#) for details.

1. Suspended pending disciplinary hearing. School resource officer (SRO) contacted.

## **Willful Defiance (ORS 339.250)**

In order to retain a safe and orderly learning environment Oregon Education Law requires students to comply with school rules and to follow the authority of school staff. Intentional defiance of school rules or staff authority is subject to disciplinary consequences.

1. Detention and/or up to 10-day suspension.

