

# Caldera High School Student Handbook



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# 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.

# Attendance Policies & Procedures

Good attendance is an early indicator of success at school. Below is a list of CHS policies and procedures for parents and students to follow.

- To report an absence, contact our 24-hour attendance line at **(541) 355-5016**.
- 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:

<b>Excused Absences</b>	<b>Unexcused Absences</b>
Student Illness	Cutting Class
Mandated Isolation Periods	Overslept
Family illness or medical emergency	Missed bus
Bereavement	Leaving campus without checking out
Religious Holiday	Arriving tardy and not attending class
Participation in school sponsored activity	Left class early without permission
School Suspension	Something better than class came up
Pre-arranged vacation	Extended bathroom breaks

## 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.

## Unexcused Absences

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.

## Contacting Students During the School Day

If a parent or guardian needs to contact their student, please call the attendance office at **(541) 355-5016**.

## **Makeup Work**

It is the student's responsibility to understand 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. Check Canvas to know what they missed.
2. Follow along remotely when possible.
3. Initiate conversation with teacher (via email) to develop a plan to make up work when they return to in-person school.

Make up tests and extensions will only be considered if the absence(s) is excused.

# **General School Policies**

## **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.

## **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](#)

## **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.

## **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 west entrance. Administration reserves the right to remove this privilege if it becomes a barrier to academic progress or behavior concerns.

# **Student Management**

## **CHS Behavior Response Philosophy**

Caldera High School strives to create a safe and positive community for students to learn and grow, so when complications occur CHS acts swiftly and appropriately.

### **We believe:**

- Teens know the difference between right and wrong, especially when they have been taught and reminded of appropriate choices while in school.
- Schools should partner with families while using logical consequences to student actions with the goals of changed behavior at school and strengthened character for life.
- 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.

## General School Response

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

**Campus Community Service:** Work with the custodians around CHS 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.

**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.

### Academic Dishonesty

Includes plagiarism, cheating, sharing, copying, along with any other academic dishonesty. Academically dishonesty infractions are tracked and accumulative; meaning cheating in one class, then another, would result in a level 2 consequence. For further explanation and detail, please reference the [CHS Academic Honesty Policy](#).

1. Student receives a ZERO on the assignment/test. Parents contacted. Detention and/or campus community service. Teacher may provide alternative assignment/test or allow a retake.
2. Student receives a ZERO on the assignment/test with no option to make up. Student may receive one letter grade drop in class. Parents contacted. Detention, campus community service, and/or ISS.
3. Student receives a ZERO on the assignment/test AND a failing grade in the class. Parents contacted. Detention, campus community service, and/or ISS. Student no longer qualifies for honors diploma.

### 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.

## Busses

School District #1 school bus discipline policy can be found the District website or by clicking [HERE](#). 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:

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. "SIT Time" and a mandatory student/parent meeting will be required
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. Miss 1 lunch detention will result in an additional lunch detention.
2. Miss 3 accumulative lunch detentions, student being assigned 1 SIT Time Detention.
3. Miss SIT Time detention, student will be assigned ISS.

## **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. School resource officer (SRO) contacted.

### **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
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, which may include 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.

## **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.



## Swearing and Vulgar Language

1. In conversation: Verbal reprimand. 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.

1. **Classroom tardy 1-4:** the classroom teacher will issue a warning to the student; teacher may contact home.
2. **Classroom tardy #5-6:** the classroom teacher will contact the attendance office; lunch detention will be assigned and parents notified.
3. **Classroom tardy #7-8:** the classroom teacher will contact the attendance office, SIT time will be assigned and parents will be notified.
4. **Classroom tardy 9+:** attendance office & 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:

5. **Unexcused absence #1:** the attendance office will issue a warning to the student, parents will be notified.
6. **Unexcused absences #2-3:** lunch detention will be assigned, parents will be notified.
7. **Unexcused absences #4-5:** SIT time will be assigned, parents will be notified.
8. **Unexcused absences #6:** ISS will be assigned, parents will be notified.
9. **Additional unexcused absences:** attendance office & administration will determine next steps.

## 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.

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**

Zero tolerance. 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.

***If it is determined a student has lied or otherwise misled a school official during an investigation, the student is subject to disciplinary action.***