

Corvallis High School



Student Rights, Responsibilities, and Resources Handbook

2019 – 2020

Students Rights, Responsibilities, and Resources Handbook

Spartan Culture/Community

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Spartan Culture/Community

Introduction

The CHS community is made up of staff, students, parents/guardians, volunteers, and others who are interested in providing learning opportunities that are characterized by respect, responsibility, and safety. At CHS we strive to uphold the following values:

- Practice empathy.
- Take personal responsibility.
- Be resilient.

Culture Inclusion Statement

Corvallis School District 509J values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. It is the policy of the district that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, parental or marital status, national origin, race, religion, sex, or sexual orientation in any educational programs, activities or employment.

District Title II Contact—Amy Lesan, Student Services, 757-5863

District Title IX Contact—Jennifer Duvall, Human Resources, 757-5840

District 504 Contact—Rynda Gregory, Student Services, 757-4433

The address of the above contacts is 1555 SW 35th Street, Corvallis, Oregon 97333

Links to staff emails are available at: <https://chs.csd509j.net/about/staff-directory/>

District-Wide calendar is available at: chs.csd509j.net

DIRECTORY

Matt Boring, Principal	757-5871	matt.boring@corvallis.k12.or.us
Salvador Muñoz, Assistant Principal and Athletic Director	757-5920	salvador.munoz@corvallis.k12.or.us
Paul Navarra, Assistant Principal	757-5871	paul.navarra@corvallis.k12.or.us
Colleen Works, Assistant Principal	766-5871	colleen.works@corvallis.k12.or.us

Accounting (Hannah Punches)	757-5873
Activities/Athletics Office (Laurie Laney)	757-5917
Administrative Office Manager/School Secretary (Annie Neves)	757-5871
Attendance Office (Debbie Begin)	757-5888
Beyond CHS/Career and Assessment Specialists (Lisa Corrigan, Marquina Hofschneider)	757-4453
Book Room (Judi Welever)	757-5896
Cafeteria (Jennifer McPike)	757-5908
Counseling Office Manager (Linda Keller)	757-5881
Counselors (Elizabeth Garcia, Penny Kindred, Josh Miller, Matt McDonough)	757-5881
District Nurse (Trish Pokrzywa)	541-745-8326
ELL (Karin Krueger)	757-4489
Health Room (Emilie Zook)	757-5910
Life Skills (Karen Peterson)	757-5712
Leadership (Christa Schmeder)	757-4496
LRC Office Manager (Jennifer Cakus)	757-5986
LRC Teachers (Kelli Rice, Joseph Liette, Leigh-Ann Russell)	757-5986
Library (Judi Welever, Katherine Osten Harris)	757-5900
Online Courses (Kathleen Muravez)	757-5893
Registrar (Erin Hyde)	757-5884
Student Behavior & Attendance Specialists (Lindsay Ford, Jose Schofield, Justin Volker)	757-5794 757-5967

FAQS-Frequently Asked Questions

- Where is Lost and Found?

Lost and Found is located in the Counseling Office. Please talk to the student aide on duty, or see Linda Keller.
- Where do I sign up for Free/Reduced lunch?

Free/Reduced lunch forms are available outside the main office, in the counseling office, in Beyond CHS and online. Completion of the form online has the quickest turn-around time. If your parents/guardians do not have access to a computer, please see Annie Neves in the main office. If your parents/guardians prefer to fill out and sign the form, please turn it in at the main office. If your parent/guardian has questions about the program, please contact Marv Newcombe at the Corvallis School District Food Service Office at (541) 757-5903.
- What do I need in order to check out books?

Your student ID card.
- What do I need to do if I lose my student ID card?

See Debbie Begin in the attendance office to arrange for a replacement card. CHS recommends that you take a photo of your ID card on your phone as a backup.
- How do I report a theft?

Report all thefts to Behavior Specialists.
- Are there tutors available during the day to help me?

Yes. Contact the Counseling Center, or visit the Tutoring Center in room 214. In addition, after school tutoring is available Monday through Thursday, until 4 p.m.
- What happens if I can't remember my locker combination?

See Debbie Begin in the Attendance Office.
- Who do I tell if I can't open my locker?

Come to the Main Office and we will find someone to help you.
- Where do I get a parking permit?

You can pick up an application for a parking permit on the wall rack outside of the Main Office or online. The application needs to be turned into the Main Office or Student Behavior.
- Where can I pick up a bell schedule?

Pick up a hard copy of the bell schedule on the wall rack located outside the Main Office or in the Counseling Center.
- How can I drop, add, or change classes?

Courses may be dropped within the first three weeks of the semester with no grade penalty. Courses dropped after this date will result in an F grade on the transcript. Courses may be added or changed, depending on available space, during the first week of the semester. Please visit the Counseling Office for assistance with this.

- How can I make an appointment with my counselor?

Please visit the Counseling Office and ask Linda Keller or an assistant to set up an appointment with your counselor.

- If I am late because of consulting with a staff member or a teacher, how can I get that tardy excused?
Please have the staff member write you a note and take it to your next class. If there are complications bring it to the Attendance Office.

Corvallis High School Website:

<https://chs.csd509j.net/>

The CHS website provides a variety of information for both students and parents/guardians. Below is some of the information available under the following drop-down menus on the opening page of the CHS website.

STUDENT INFORMATION

- **Athletic schedules** – Find the game time and place for your favorite team’s next competition.
- **CIS access** – The Career Information System (CIS) can be accessed through the website. You will need your CIS password. If you have lost or forgotten your password, please see Erin Hyde, our registrar.
- **Gradebook Access** – Gradebook can be accessed through the student drop down menu on the website. With Gradebook access you will be able to see your grades, missing assignments, and attendance record. You will need your student ID number and password, which are available from Emilie Zook in the Counseling Center or from Erin Hyde, registrar.
- **Staff email links** – Use these links to email your teachers or other school staff.

PARENT/GUARDIAN INFORMATION

- **Course Catalog** – Read CHS course descriptions and see the requirements for graduation from CHS.
- **Parent Connection** – Read the minutes of the Parent Connection meetings.
- **Gradebook Access** – Gradebook can be accessed through the parent drop down menu on the website. With Gradebook access you will be able to see your student’s grades, missing assignments, and attendance record. You will need a username and password. Parents/Guardians of students who are new to CHS will receive their usernames and passwords in the mail. Other parents/guardians should see Erin Hyde, registrar, if they are experiencing difficulty with access. Due to confidentiality restrictions, we are unable to give Gradebook access information over the phone.
- **Staff email links** – Use these links to ask questions and get information from your student’s teachers or other school staff.

Conduct and Responsibilities

ALCOHOL, TOBACCO and OTHER DRUGS

CHS promotes healthy living for student and staff. We encourage all CHS members to set healthy habits and practice well-being. If you have concerns for your health please talk to Emilie Zook, a school nurse, counselor, or trusted staff member. CHS does not tolerate the possession, sale, or use of unlawful drugs. Students who engage in such activity will be subject to disciplinary action, including but not limited to drug/alcohol treatment referrals, suspension, expulsion, and referral to law enforcement. CHS policies align with district policy as follows:

District Policy states “the possession or use of tobacco, alcohol, dangerous drugs or drug paraphernalia in any form by staff, students, and others of any age on or about the school premises is prohibited.” The possession, use or sale of any of the above substances on or near school premises or at any school related activity is prohibited. Student violations of this policy will lead to appropriate disciplinary action up to and including suspension. Students will also be subject to removal from any or all co-curricular activities in accordance with the high school athletic code of conduct. Parents/Guardians will be notified of all violations involving their student and action taken by the school. Parents/Guardians, visitors, and volunteers will be asked to adhere to the policy while on school premises. Policies can be viewed on the district website. (Policy: GBK/JFC/KGC, JFCH). ***Effective January 1, 2018, the legal age for tobacco possession will increase to 21 years of age. Students who violate this law may face a range of disciplinary action, as noted above.***

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school regularly, unless otherwise exempted by law. **Regular attendance** means attendance with fewer than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session. School staff will monitor and report violations of the state compulsory attendance law.

Any parent or guardian who fails to send a student to school within three days of notification by the district that the student is not complying with compulsory attendance requirements may be issued a citation by the district. Failure to send a student to school is a Class C violation of law and is punishable by a court-imposed fine, as provided by ORS 339.925.

The district will notify the parent/guardian in writing that, in accordance with Oregon law, a representative of the building will schedule a conference with the non-attending student and his/her parent/guardian(s) to discuss attendance requirements. The written notice will state the following:

- The principal or designee has the authority to enforce the provisions of compulsory attendance laws;
- Failure to send a student to school is a Class C violation;
- A conference with the parent/guardian and student is required;
- A citation may be issued by the district.

The written notification will be in the native language of the parent/guardian.

Additionally, a parent/guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Each school will notify parents/guardians by the end of the school day if their children have unexcused absences. CHS uses an automated phone system to inform parent/guardians of absences. Personal contacts are frequently made as well. CHS works with families to ensure student attendance is consistent.

Students may be excused from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability, or for personal, religious, or ethnic considerations. A student who leaves school during the day must check out through the Attendance Office and have a parent/guardian call to excuse him/her within 48 hours. A student who becomes ill during the school day should, with the teacher's permission, report to the Health Room. The Health Assistant will determine whether or not the student should be sent home and will notify the student's parent/guardian, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study as assigned by the teacher to meet subject or course requirements. A parent/guardian should contact the office to arrange for the collection of homework assignments for a student who will be absent for several days. Teachers will provide notice to students regarding the consequences for student failure to make up assigned work within a reasonable amount of time, as allowed by the teacher. *A student who is absent from school for any reason may be prohibited from participation in school-related activities on that day or evening.*

Importance of Being Excused

An excused absence allows students the right to make up missed work. It is the responsibility of the student to make arrangements with the individual teacher(s) to complete the make-up work within a 2-week window. Students must work with the teacher prior to the absence or within 48 hours of absence to take care of any missed work. Due to the importance of classroom participation, unexcused absences may result in a reduced assignment grade or no grade, and may further result in disciplinary action. Teachers will verify the status of an absence using the attendance system and will allow make up work as outlined above.

Process of Being Excused

Parents and/or Guardians, please call Mrs. Begin at our CHS Attendance Office at 541-757-5888 to excuse your student/s within 48 hours of their absence. If you receive an automated phone call stating that your student has missed one or more classes and you and/or your student feels it is an error, please check your Online Gradebook information before you call the CHS attendance line to research which class/teacher marked them as *unexcused*. Your student can quickly correct the absence through their teacher the next school day. *For excused absences, notes are not accepted in place of a telephone call.* If you do not call to excuse the absence, it will remain unexcused and may have an effect on your student's grade. *Please be aware that if you get the Attendance voicemail during the school day, Mrs. Begin may be on the line talking with another parent or helping a parent/student at her window.* Please leave a detailed voicemail including parent/guardian name, name of student, when the student was absent, and the reason why. Messages will be checked as soon as possible and she will respond accordingly. During these calls, homework can be requested for absences over three days.

Reasons for Absence

Excused Absences/Tardies

Corvallis School District only recognizes the following reasons as valid excuses for an absence/tardy:

- Illness, Medical or Dental appointments
- Death in immediate family/Bereavement leave
- Educational/occupational interviews
- Field trips and school-approved activities
- Legal or court appointments
- Bereavement leave
- Emergency medical or dental needs

Other reasons may be deemed appropriate by the school administrators and/or Attendance Office staff on a case-by-case basis.

Unexcused Absences/Tardies

Corvallis School District will NOT recognize the following excuses for an absence/tardy:

- Working out in the CHS gym facilities
- Oversleeping
- Senior Skip Day
- Missing the bus
- Shopping, including food or beverage
- Haircut appointments
- Birthdays, family visiting
- Family vacation, hunting, fishing, if not approved in advance
- Missing one class to work on an assignment for another class
- Work, except on a rare emergency basis

Pre-arranged Absences

A student may pre-arrange an absence of 3 or more days for a planned medical procedure, travel, or similar needs. Check with the Attendance office to get the appropriate form, which must be completed one week prior to your absence.

Communicable Diseases

Parents/Guardians of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. Some medical conditions will exclude a student from school until the illness is no longer contagious. The exclusion will end only with a written statement of the local health officer or a licensed physician, stating that the disease is no longer communicable to others in the school setting. In some cases the restriction may be removed by the district's registered nurses. Current excludable diseases and guidelines for restrictions are found on the Oregon Department of Education website under Communicable Diseases. Parents/Guardians with questions should contact the school office.

Medical/Dental Appointments

Medical and dental appointments are considered excused absences. Students may bring a note from the physician's or dental office verifying an appointment, or a parent/guardian may verify an excused absence due to a medical appointment.

Excessive Absences due to Medical Issue

If a student has more than 5 consecutive days of absences due to illness, or has a pattern of excessive absences due to illness, a parent/guardian will be asked to provide a note from the student's physician.

Attendance and CHS Student Parking

Excessive tardies or unexcused absences (over 10%) may result in the revocation of a student's parking pass. If the pattern of tardiness and absences improves, the parking pass may be reinstated.

Suspension of Driving Privileges

According to Oregon law, a student's driver's license may be revoked due to a pattern of excessive absences. Corvallis High School may take steps to revoke a student's driver's license if deemed necessary because of excessive absences.

Students 18 years or older

Students who are 18 years of age or older may excuse themselves for absences. In order to receive this privilege, a student must have good attendance (over 90%). In addition, the student must complete an Independent Student form and obtain a parent/guardian signature and administrative approval. If at any time a pattern of excessive absences occurs, the student's privilege to excuse him or herself will be revoked. Independent Student forms are available in the Attendance Office.

Tardies

Students are expected to be on time to each class and be prepared with materials to start work at the bell. Late arriving students miss part of a lesson, disturb other students, and interrupt the learning process. Teachers may provide consequences for students who are tardy to class. Students who arrive more than 18 minutes late to class will be marked unexcused for the entire class. For any tardy or chronic tardiness, Student Behavior may assign lunch detention to be served during the next scheduled lunch detention.

Bad Weather Make-up Day

In the event of district-wide school cancellations due to weather or other emergencies, the school year may be extended an additional week.

BEHAVIOR EXPECTATIONS/CONSEQUENCES

Classroom and Campus

The student expectations at Corvallis High School are guided by our Core Values:

- Practice empathy.
- Take personal responsibility.
- Be resilient.

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.

These expectations apply to all school-related events. Students attending school-sponsored activities, on-campus or off-campus, will be governed by school district rules and regulations and will be subject to the authority of school district personnel. Corvallis High School prides itself on exemplary student behavior and a warm, supportive relationship with the Corvallis community. Therefore, student behavior during

assemblies, guest presentations, fine arts presentations, and sporting events should follow appropriate community standards. During assemblies of any kind, students should show due appreciation with their attention and applause. All electronic devices and paraphernalia, including cell phones, headphones and earbuds should be turned off and put out of sight. Behavior at all OSAA-sanctioned events will follow the OSAA guidelines as outlined on page 12 and will be supportive of all contestants.

Failure to obey rules and regulations and/or failure to obey reasonable instructions from school personnel may result in loss of eligibility for activities, loss of the right to attend school-sponsored events, or suspension. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program.

When teachers, administrators, and other school personnel witness unacceptable student behavior, they have the responsibility to address it. Consequences depend on the nature, frequency, and circumstance of the incident, and will be at the discretion of the school administration.

Student Rights and Responsibilities

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 student rights, and responsibilities, are the following:

Rights	Responsibilities
Full civil rights—including the right to equal educational opportunity and freedom from discrimination.	To refrain from discrimination against others
A free and appropriate public education	To attend school regularly and to observe school rules essential for permitting others to learn
Due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights	To participate honestly, accurately, and actively in decisions affecting the student's education
Free inquiry and expression	To observe reasonable rules regarding this right
Informal assembly	To refrain from disrupting the orderly operation of the educational process, nor infringe upon the rights of others.
Privacy, including the student's education records	To treat one's own and others' right to privacy with respect
Clear and public behavior standards	To know the consequences of not meeting behavior standards

Student Code of Conduct

The district has authority and control over students at school during the regular school day, including during any school-related activity regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline, including detention, suspension, expulsion, denial, and/or loss of awards and privileges and/or referral to law enforcement officials for the following (including but not limited to):

- Assault or fight promotion (any action that encourages fighting or public viewing of a fight);
- Bringing, possessing, concealing, or using a weapon;
- Coercion of another student to engage in activity that is against school rules, district policy, or unlawful violent behavior or threats of violence or harm;
- Disorderly conduct, false threats, and other activity causing disruption of the school environment;
- Hazing, harassment, intimidation, menacing, cyberbullying, bullying, or teen dating violence;
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
- Possession, use, distribution of tobacco, alcohol, or unlawful drugs, including drug paraphernalia, on or near district grounds or while participating in school-related activities;
- Sexual harassment--see Discrimination and Harassment section for more information;
- Use or display of profane or obscene language;
- Vandalism/malicious mischief/theft, including willful damage or injury to district property or to private property on district premises or at school-sponsored activities;
- Violation of district transportation rules;
- Violation of law, Board policy, administrative regulation, school, or classroom rules.

Please see Appendix C for behavior matrix and consequences.

BEHAVIORAL CONSEQUENCES

It is our desire to teach appropriate behaviors. Sometimes consequences must be assigned to support these processes. Some of the possible consequences for inappropriate student behaviors include:

Community Service: Community Service can be an appropriate consequence for minor infractions. Failure to perform the service assignment will result in progressive disciplinary consequences. If this occurs, clean-up duty will not be an option should the student incur additional infractions.

In-School Suspension (ISS) - Students may be assigned in school suspension for more serious infractions.

Lunch detention: Students may be assigned lunch detention for tardies or other minor infractions as determined by school staff. When assigned a lunch detention, students are expected to attend. If students choose not to attend, they will be given one chance to make up the detention. If not made up, they will be assigned in-school suspension.

Restitution: Students will be held accountable for the destruction of property by fixing, replacing or paying for any damage.

Out of school suspension: Suspensions may be assigned for up to ten days. Suspended students may not be on any school district property or attend any school or school-related activity for the duration of the suspension. Students will have the right to make up missed work in a reasonable time frame, determined by the individual teachers.

Expulsion: Students may be expelled for up to one calendar year for serious or repeated offenses.

Expelled students may not be on any school district property or attend any school or school-related activity for the duration of the expulsion. Alternative education will be provided during the time the student is not allowed on school district property.

Fighting and Assault

Students involved in fighting are subject to suspension from school. Students having disagreements that they believe may lead to physical confrontations should leave the area and immediately report the situation to a Behavior Specialist, a counselor, an administrator, or any staff member. Staff will work with the involved students to resolve the situation peacefully.

WEAPONS IN THE SCHOOLS

Students shall not bring, possess, conceal or use a dangerous or deadly weapon (as defined in School Board Policy JFCJ) on or near district property, including parking areas, or at any school-related activity. Examples include brass knuckles, knives, clubs, stars, explosive devices, and poisonous substances. Possession of any pocket knife at a school or a school-related activity is prohibited, whether or not the knife is a weapon. Replicas of weapons are also prohibited by Board policy. Exceptions may be granted for certain educationally-related activities, only with prior building principal approval. Incidents of students possessing weapons or realistic replicas will be reported to the student's parents/guardians and a referral to the appropriate law enforcement agency will be made. Appropriate disciplinary and/or legal action will be taken. Violations will result in discipline up to and including expulsion. Federal and state laws require standard discipline for students bringing a firearm to school to be "expulsion for a period of not less than one year."

Gang Activity or Association

Corvallis High School believes that the presence of gangs or gang-related behaviors creates the potential for substantial disruption at school or school-sponsored events and is harmful to the educational process. A gang is defined as a group of two or more that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in disorderly conduct up to and including criminal activity. Such behavior at Corvallis High School is prohibited.

Any student found behaving in a manner that represents gang influence, affiliation, behavior, or activity will be subject to disciplinary action including suspension or expulsion. This includes the wearing of any clothing or carrying of any objects that appear to support gangs or gang activity.

A student who observes suspected or actual gang-related behaviors or activities is encouraged to report such observations to an administrator or other staff member.

Discipline/Due Process

A student who violates the Student Code of Conduct or specific school rules will be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques, including: counseling by teachers, counselors, and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors, and awards; and enrollment in an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The student's age and past behavior pattern will be considered prior to any suspension or expulsion. School administrators will evaluate the severity of the offense within the context of school and district policy and the law, and respond appropriately.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, s(he) may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, will be reported to law enforcement.

Reporting Incidents

Students are encouraged to report incidents of theft, harassment and other offenses as soon as possible. If incidents are reported in a timely manner, administrators will be more able to resolve the issue at hand. All incidents of theft, harassment and other offenses should be reported to an administrator or behavior specialist. Students can be assured that reporting an incident is confidential and safe. In the case of theft, students may be asked to fill out an incident report. Students are also encouraged to refrain from leaving valuable items in places where they may be stolen.

OSAA Sanctioned Events (Athletics, Speech, Choir, Band and Orchestra)

In addition to the general expectations included in the OSAA Constitution, Rule 3, that school officials "... will take all reasonable measures to ensure that the school's students and supporters maintain a sportsmanlike attitude toward all events ...", the following specific expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post-season competition, are provided:

1. Spectators are not permitted to have signs or banners (larger than 8.5 x 11 inches), confetti, balloons or glass containers. Spectators are required to wear shirts.
2. Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
3. Spectators will not be permitted to use vulgar/offensive or racially/culturally insensitive language. Spectators will not be permitted to engage in any racially/culturally insensitive actions.
4. All cheers, comments and actions will be in direct support of one's team. No cheers, comments or actions will be directed at one's opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: turning backs, holding up newspapers or jeering at the cheerleaders during opposing team introductions; disrespecting players by name, number or position; negative cheers or chants; throwing objects on the floor or field.
5. Spectators who fail to comply with the Association or site management spectator conduct expectations may be expelled from the event and prohibited from attending future events.

CELL PHONES

In order to promote student engagement and student safety within the classroom, students may not use their digital devices during class time unless directed to do so. Students may be allowed use of their cellphones during teacher-directed learning activities. The phone may only be used to accomplish the learning activity. Listening to music during learning activities is not allowed. Failure to adhere to this policy will result in the device being taken away.

- **Level 1.** Device is confiscated and turned into the Behavior Office and returned to the student between 3:05 and 4 p.m.

- **Level 2.** Device is confiscated and returned at the end of the day (3:05 to 4 p.m.) after our Student Behavior Staff contacts a parent or guardian.
- **Level 3.** Device is confiscated and will only be returned directly to a parent or guardian.

Refusal to relinquish a cell phone at any level will be considered insubordination. All future violations will be treated as insubordination.

Should a parent/guardian need to contact a student during class time, they should call the attendance line at 541-757-5888; we will have a note sent to their student.

COMPUTER and ELECTRONIC DEVICES

Guidelines for Use

There are computers in the media center for student use. All students are assigned individual passwords in order to access the computers. In addition, students are assigned a Google account to save documents for school. Please see one of the staff members in the media center or the CHS technology staff for assistance.

Students who use electronic devices during classroom instructional time without prior permission will have the devices confiscated. Staff will take appropriate disciplinary action.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications.

Internet Use

Internet access is available for students at CHS. With this privilege comes the responsibility to follow CHS guidelines when accessing the Internet at CHS. Electronic tampering such as keying profane/obscene language, using pornographic sites or information, willfully deleting files, changing computer passwords or default settings, and downloading inappropriate materials is prohibited. School officials actively monitor computer use at CHS. CHS bandwidth is limited; all internet use should be for 509j educational purposes.

Students may be permitted to use the district's electronic communications system for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations and the district's "Student Electronic Use Handbook."

Parent-Student School Communication

The staff at CHS requests that parents/guardians honor our desire to provide the best education possible by not calling or texting students during the instructional school day (7:55 a.m. to 3:10 p.m.), not including the student's lunch period. Parents/Guardians who need to contact their children during class time may do so by telephoning the Attendance Office at 757-5888, identifying themselves, and requesting that an important message be delivered to the student's classroom. This method is much less disruptive to the learning environment.

School Computer Transmissions are Public

Files and other information, including email, sent, received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

CYBERBULLYING

Corvallis High School is committed to providing a positive and productive learning environment. No form of cyberbullying by students will be tolerated at CHS. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational environment may also be considered cyberbullying.

Students will not use personal communication devices or district property to harass or stalk another.

Students who experience harassment are encouraged to report it as soon as possible. Screenshots of any cyber-incidences are often needed as evidence for the school to move forward with discussion and consequences. We encourage students to report all incidents to any staff member. Staff members are required to report incidents to the Student Behavior department.

Consequences for cyberbullying will include a comprehensive investigation by the CHS behavior support staff and/or the administration. Parents/Guardians will be contacted and, if there is the possibility of a violation of the law, a police officer will be called. There is also the possibility of suspension from school and/or suspension from athletic events and activities.

DISCRIMINATION AND HARASSMENT

Corvallis High School promotes a climate of civility and inclusiveness and an environment free of discrimination based on an individual's race, color, religion, sex, national origin, citizenship, sexual orientation, or disability. Sexual orientation means an individual's actual or perceived sexuality or gender identity.

The school urges students who believe they are victims of discrimination, harassment, sexual harassment, intimidation, bullying, or retaliation to report the incident to a teacher, counselor or administrator as soon as possible. All reports will be investigated and treated as serious misconduct. In cases of harassment, students will not be asked to confront the person who has been harassing them, and their report will remain confidential to every extent possible. Harassment includes intentionally annoying another verbally, in writing, or by physical contact. Sexual harassment is the creation of a hostile or uncomfortable environment due to uninvited, unwelcomed, personally offensive sexual attention.

Bullying is repetitive behavior and intends to harm, humiliate, or harass another. Often bullying involves an imbalance of power between the aggressor and target.

Harassment, discrimination, bullying, cyberbullying, hazing, coercion, threats, or intimidation will not be tolerated at CHS. For all cases of alleged harassment, a comprehensive investigation will be completed by the CHS behavior support staff and/or the administration. Parents/Guardians will be contacted, and if there is the possibility of a violation of the law, a police officer will be called. During an investigation students may also be suspended from school or from participation in athletics and activities, and discipline up to and including expulsion may result from a violation. If the building principal is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of complaint the complaint may be filed with the board chairman.

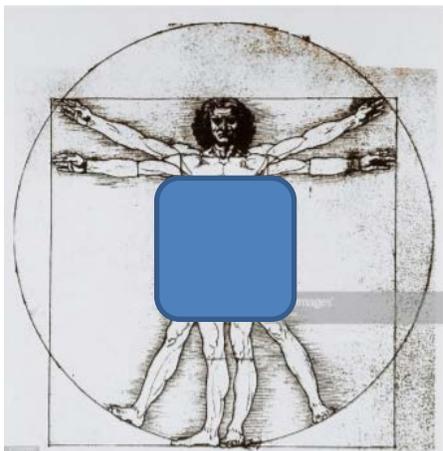
DRESS AND GROOMING

CHS recognizes the right to free expression and the value of diversity, including diversity in dress and general appearance. The purpose of dress and grooming guidelines is to teach and uphold community standards, and create an inclusive environment to promote learning and support a professional approach to academics. Students have the right to a safe and healthy educational environment at school. This applies to **all** school-related activities, whether on or off campus, including but not limited to: school dances, athletic events, club events.

Students' dress and grooming are the responsibility of the individual student and his or her parents/guardians. When dress and grooming compromise community standards, it becomes a matter of school concern and school administrators will take appropriate action. Such action may include asking the student to change clothing, sending the student home to change and return, and/or discussing CHS community standards with the student and/or parent/guardian.

The following are specific guidelines for this area:

1. Clothing is aligned with school messages for healthful living. Dress and grooming will be clean and in keeping with health and sanitary practices. Articles of clothing and accessories may not create a safety hazard to the individual student or others. This also applies to students participating in special activities.
2. Cover the core.



3. Articles of clothing that advertise or promote the use of alcohol, tobacco/marijuana or drug products, or that display sexually suggestive words or pictures, and/or other discriminatory and/or degrading slogans (hate speech), and/or images that create a hostile or intimidating environment are not permitted in school.
4. Wearing sunglasses in the building is not permitted, unless it is health mandated.

5. Neither masks nor complete face paint are allowed at school or school activities.

DANCES

Student ID Cards are required for admission to school sponsored dances. Our school dress code applies (as noted above). Students may be asked to take a breathalyzer test at admission to these events.

Behavior Expectations

Dances are school-sponsored events, and students are expected to dress and behave in accordance with district policy and school guidelines/expectations. Lewd and unruly behavior, profane language and disrespect for authority will not be tolerated. Inappropriate attire or dances (such as moshing, lifting students overhead, grinding, etc.) are not allowed. Any student who violates school or district policy while at a school dance will be subject to disciplinary action and will not be permitted to attend future dances until cleared by an administrator or designee. Admittance to dances may be denied by administration due to attendance, academic progress, and/or behavior. Students with an attendance rate under 90% and/or chronic unexcused absences may not be allowed to attend dances.

Doors close one half-hour after the start of the dance and no additional students will be allowed to enter unless they have just returned from a school-sanctioned co-curricular activity or have pre-approved a late entry with the school administration.

Guest Pass

In order to bring a non-CHS guest to a dance, the CHS student must sign up in the main office by 3:10 p.m. the Wednesday before the dance. All guests must be approved by an administrator and/or behavior support staff. Permission will be granted or denied on an individual basis. No one who attends middle school, or who is over the age of 19, will be allowed to attend dances. All guests must have a photo ID with them when entering the dances.

Leaving Dances

Once students arrive at a dance, they are not allowed to leave and return.

Alcohol, Tobacco and Other Drugs

As with all CHS sponsored activities, dances are alcohol, tobacco and drug free. No outside containers, including water bottles, may be brought into the dances.

DISPLAYS of AFFECTION

Good taste and respect for others should guide students' public displays of affection. Being overly physically affectionate in school is not in good taste. This behavior is not allowed and may lead to disciplinary action. Common community standards for public displays of affection will be followed.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Non-School-Sponsored Media

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the Corvallis School District Office for review and approval prior to distribution to students or posting on/in school property. Materials will be reviewed based on legitimate educational concerns. Please contact the CHS main office for clarification.

School-Sponsored Media

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School sponsored media refers to materials that are prepared, substantially written, published or broadcast by student journalists; that are distributed or generally made available, either free of charge, or for a fee to members of the student body; and that are prepared under the direction of a student media adviser. School-sponsored media does not include media intended for distribution or transmission solely in the classrooms in which they are produced.

School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions, pursuant to state and federal law. School-sponsored media cannot contain material that:

- Is libelous or slanderous.
- Is obscene, pervasively indecent, or vulgar.
- Is factually inaccurate or does not meet journalistic standards established for school-sponsored media.
- Constitutes an unwarranted invasion of privacy.
- Violates federal or state law.
- Incites students to create a clear and present danger of:
 - The commission of unlawful acts on or off school premises.
 - The violation of district policies.
 - The material and substantial disruption of the orderly operation of the school.

These requirements apply equally to promotional student dress, including t-shirts advertising school clubs, activities, teams, and competitions. Any public notices, posters, or dress that promotes school clubs, activities, teams, and competitions must be approved by school administration prior to distribution.

IMMUNIZATION

Students are expected to be fully immunized against certain communicable diseases. In order for exceptions to be made, students must present a Medical Exemption Certificate from a physician or a Vaccine Education Certificate. Proof of immunization may be in the form of personal records issued by a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as s(he) has met immunization requirements. Parents/Guardians will be notified of the reason for this exclusion. A hearing will be afforded upon request.

LIBRARY/MEDIA CENTER

Book Room- Textbooks for CHS classes are stored in the Library book room.

- Students need to bring their current student body cards in order to check out textbooks.
- Payment is required for all lost or damaged textbooks. Damages include writing with pencils, pens or highlighters, torn pages, broken bindings or liquid damage. Diplomas may be held until all fines are paid.
- Textbooks must be protected with a thick paper cover. These are available free of charge in the library.
- A \$10 late fee is charged for textbooks/library books not returned by the end of the school year.

Guidelines

The CHS Library is open to students every school day from 7:15 a.m. to 3:30 p.m. Students are expected to help maintain an atmosphere that promotes quiet study/conversation and reading in the library, the surrounding halls and nearby pods. While at the library, please keep these rules in mind:

- Socializing and the consumption of food and beverages should be done elsewhere. **Eating food on any carpeted area is not allowed.**
- The library is reserved for schoolwork. Only during lunch may students play quiet board and card games.

In the library, students are able to access abundant resources for research and reading pleasure:

- The library and library computer lab provide access to multiple sources of information.
- Materials are easy to borrow from other school district libraries through interlibrary loans.
- Information is readily available from the Corvallis/Benton County Public Library, the Valley Library at OSU, and other local libraries.
- Learn from library staff about how to access the wide world of information effectively and efficiently.
- A drop-in computer lab features Microsoft Office; curriculum-based software; online databases (including OSLIS, EBSCO Host, Grolier Online) and the Internet, which is filtered.
- A student school login is required, and students must follow school rules and district guidelines while using computers including: no games, inappropriate content, downloading games or videos, video streaming, installing software from outside sources, accessing DOS without permission, network broadcasting, or altering the desktop (see the Student Network Use Handbook).
- Free printing is allowed for three pages of student assignments only; contact library staff if you need more pages.
- The use of library copiers costs a nominal fee. Single color copies may be made; please contact library staff.
- Current student body cards are required to check out materials and charges are assessed for lost or damaged materials, such as writing with pencils, pens or highlighters, tom pages, broken bindings or liquid damage.
- A late fee of \$10 is charged for library/textbook materials not returned by the end of the school year.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district, even when assigned to an individual student. The district reserves the right to inspect all lockers, including PE lockers. These searches are intended to reclaim district property, ensure that lockers do not contain prohibited items, and ensure that they are kept clean and in proper working condition. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked. Students should not share their combinations with anyone else and do so at their own risk. Valuables and unsealed food should never be stored in the student's locker.

MEDICINE AT SCHOOL

All medication, whether prescription or over-the-counter, must be registered with the health office as soon as it is brought into the building. Oregon State Law requires that parents/guardians complete a medication form through the health office for all medications, including cough drops. The health office will assist with administration of medication, either through the office or by the student. Self-medication requires that the following conditions be met:

- Building administrator permission. The District's registered nurse is available for consultation with the building administrator and/or parent/guardian as needed. Self-medication of prescription and nonprescription medication for K-12 students is considered only under the following conditions:
 - It is directed by a physician or other licensed health care professional and a building administrator. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.
 - A parent/guardian permission form must be submitted for self-medication of all prescription and nonprescription medications. In the cases of asthma, severe allergy or diabetes, a written treatment or management plan from a licensed health care professional will be required for the use of medication by the student during school hours.
 - All medication must be kept in its appropriately-labeled, original container. Students may have in their possession only the amount of prescription medication needed for that school day. Students may carry small doses of over-the-counter medications in the manufacturer's original packaging, and the student's name must be clearly written on the package. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school health office for additional information and forms.

SEARCHES—Searches of property and questioning of students

Searches

District officials reserve the right to search a student, his/her personal property, and property assigned by the district for the student's use at any time while the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion or evidence of a violation of a law, Board policy, administrative regulation, or the Student Code of Conduct.

Searches will take into consideration the age, sex, maturity of the student, and nature of the infraction. District officials may also perform searches when they have reasonable information that emergency or dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical condition and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. These searches may also involve law enforcement officers as appropriate. This paragraph serves as notification that drug-sniffing canines may be used on CHS campus.

Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. When possible and practical, the student will be present when a search of personal possessions is conducted. Items found which are evidence of a violation of law, policy, regulation, or school rule may be seized and may be turned over to law enforcement or returned to the rightful owner, as appropriate.

Law Enforcement Interviews

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent/guardian of the situation.

When an Oregon Department of Human Services or a law enforcement official is questioning a student whom the investigating agent believes may be a victim of child abuse, endangered, or knowledgeable of abuse or endangerment, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting the parent/guardian.

STUDENT ID CARDS

Students are strongly encouraged to carry their student ID cards at all times while at school. An ID card is required to check out books from the library. At times, students may be required to produce their ID cards as proof of attendance at CHS. Students should also remember that a student ID card is required to attend sporting events and school dances. A replacement student ID card may be purchased for \$5.00 from Debbie Begin in Attendance. Students are encouraged to keep photos of their ID cards on their cell phones. This backup copy can be useful in the event that the original ID card is misplaced.

STUDENTS NAVIGATING HOMELESSNESS

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence, or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which s(he) moves to permanent housing. Further assistance is available through the district liaison for homeless students and families.

TRANSPORTATION

Bicycles

Bicycles ridden to school by students must be parked in designated areas on school grounds and should be locked to the structures provided. No bicycles should be locked to any gates or fences. Students under the age of 16 must wear helmets, as required by law. The district assumes no liability for loss or damage to bicycles. If you suspect that your bike has been stolen, please report the theft immediately to the main office. CHS is experiencing an increase in bicycle theft by professional criminals. In order to cut down on thefts and to increase the likelihood of recovery of stolen bicycles, you are strongly urged to:

- Register your bicycle and its BIN (serial number) in the CHS main office.
- Use a u-style, rigid bicycle lock.
- Engrave your student ID number onto your bicycle.

Parking Automobiles at CHS

Vehicles parked on district property are under the jurisdiction of the district. Parking on district property is a privilege and not a right. District officials reserve the right to conduct searches of vehicles that are parked on district property upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, school rules, or ordinances and laws.

1. All vehicles must have a CHS parking sticker, which can be obtained in the main office. Cars that are improperly parked may be ticketed and towed at the owner's expense.
2. Proof of insurance, a valid Oregon Driver's license, an attendance record of 90% or better, and a minimum 2.0 GPA are required to receive a parking permit at CHS. In addition, the student permit holder must have no disciplinary referrals. Permits may be cancelled for failure to meet any of the above terms.
3. Student vehicles that are parked in staff, visitor, handicapped or any other reserved areas may be subject to tow. Reserved areas include the Buchanan Avenue parking lot, the lot between the school and the stadium, and any designated parking area.
4. Any student who violates drug or alcohol regulations may have his/her parking privilege suspended for a specific period of time. Loss of parking privileges may also result from patterns of excessive tardiness or unexcused absences.
5. Any student who fails to display a CHS parking tag for his/her vehicle or who parks in an unauthorized area, may be fined as follows: \$5 for the first two tickets, \$10 for the third, and \$15 for all subsequent citations with revocation of parking privileges after six citations.
6. There is a 5-mile per hour speed limit in all parking lots. Speeding and other form of reckless driving are strictly prohibited. Consequences may include loss of parking privileges and/or follow-up and possible citation by law enforcement.

School Bus Expectations

The State has set regulations for riding school buses. Violation of regulations or inappropriate student conduct will result in the loss of bus riding privileges. School bus drivers are in charge while students are being transported, and they expect complete cooperation from all students. Students referred by the bus

driver to CHS administration will be subject to discipline or suspension from riding any school bus for a period of time. Please note that students must comply with the Student Code of Conduct and bus safety procedures whenever they ride the bus, including to and from home, on field trips, on athletic or extracurricular activities, or on any other school-sponsored event.

State laws require that the following guidelines be followed by students riding on buses:

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling or boisterous activity are prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
5. Students will not bring animals, except approved assistance guide animals, on the bus.
6. Students may be assigned seats by the bus driver.
7. Students will be on time for the bus, both morning and afternoon.
8. Students will remain seated while the bus is in motion.
9. Students will not extend their hands, arms or heads through bus windows.
10. Students will converse in normal tones. Loud or vulgar language is prohibited.
11. Students will not open or close windows without the driver's permission.
12. Students will keep the bus clean and must refrain from damaging it.
13. Students will be courteous to the driver, to fellow pupils and to passers-by.
14. Students will have written permission to leave the bus other than for home or school.
15. Students who refuse to obey the directions of the driver or the above regulations will forfeit their rights to ride on the buses.

Use of Skateboards, Hoverboards, and Scooters

Use of skateboards, hoverboards, and scooters is prohibited inside CHS buildings. Use between CHS buildings must be safe and considerate of pedestrians or the transport device may be confiscated and the student may be subject to disciplinary consequences. At school, students will provide their own locks for the storage of their transportation equipment unless it can be stored in a locker.

VISITORS

Parent/Guardian Visits

Parents/Guardians and other patrons are encouraged to visit district schools. All visitors must report to the office upon entering school property. While parents/guardians are always welcome to visit classrooms, as a courtesy to teachers visits must be scheduled a minimum of 24 hours in advance. Visitors without a student currently enrolled in a school may also visit, but they must schedule their visit 24 hours in advance through the main office. The prospective visitor should state the purpose of the visit and indicate the classrooms or programs that he or she would like to visit. No individual may loiter in or near a school building or on the school grounds. Loitering is defined as "standing idly about; lingering aimlessly."

Student Visitors

Students are not allowed to bring visitors to school without prior permission. Guidelines are as follows:

- Visitation will not be allowed if the guest lives within 60 miles of Corvallis (Mid-Valley League Principals' Agreement).

- The guests must be of high school age and considered to be a “student in good standing” by their high school administration.
- A visitor request form must be completed by the host student 24 hours prior to the visit. These are available in the Main Office.
- Any violation of school guidelines during the visit may result in both students being sent home.
- Generally, student visits are not available during the first and last weeks of school.

Academics

ACADEMIC INTEGRITY

Genuine learning and academic success depend on hard work and honest effort. CHS expects all students to be responsible for their own learning and not to resort to cheating. It is the student’s responsibility to perform to standards.

Student Responsibilities

Students are expected to:

- Put forth their best effort on tests and assignments.
- Demonstrate respect toward their instructors and peers by encouraging and facilitating learning.
- Converse with others and assist other students in a manner that is consistent with testing or assignment instructions.

If a student is struggling academically in a class, CHS staff encourages the student to take the following steps:

- Attend regularly, bring required materials, and do the assigned work.
- Use Gradebook to know his/her exact performance and to assess strengths and challenges.
- Talk with the teacher to develop a plan to improve her/his performance.
- Plan to work with the teacher during prearranged times with Tutoring Center staff, or during monthly advisor time.
- Follow through on the plan.
- Attend Spartan Tutoring after school or on lunch or off-blocks.
- Meet with counselor.
- Request an academic support class, e.g. Spartan Prep, Agoge, Academic Support, etc.

Academic Dishonesty

Engaging in various forms of academic dishonesty interferes with student’s ability to engage fully in the educational experience and realize the full extent of their academic potential. Academic dishonesty can have many forms, including but not limited to the following:

- Giving or receiving unauthorized assistance to/from peers, including prohibited study aids.
- Using or disseminating test answers.
- Referring to unsanctioned reference materials during testing.
- Sharing test questions with students who have yet to take the exam.
- Being consistently absent on test days or project due dates.
- Forging of parent/guardian signatures.
- Sharing false information or knowingly misleading another to reach a false conclusion.

- Using an online translator to complete work in a World Language class.
- Inappropriately modifying work without teacher approval.
- Plagiarism.

PLAGIARISM

Plagiarism is defined as “stealing or passing off the ideas or words of another as one’s own...to present as new and original an idea or product derived from an existing source” (Webster’s Ninth New Collegiate Dictionary, page 898). It is a serious academic crime with major consequences in college and the workplace. Students are expected to submit their own work on assignments, projects, reports, and exams.

Policy: Teachers are required to present clear instruction on the definition of plagiarism and the correct conventions of documentation. Any student found to have plagiarized from a source which can be directly identified will be served with the following consequences:

First offense: No proficiency or credit will be awarded for the assignment, a plagiarism record will be initiated, and parents or guardians will be notified. Alternative options to demonstrate mastery or proficiency may be offered at the discretion of school staff.

Second offense: The student may be dropped from the class with no grade and need to retake the course for credit. Alternative consequences may be implemented by school staff.

If the student is a member of the National Honor Society, he or she will suffer further consequences and will risk the loss of NHS membership.

Teachers are required to report all acts of plagiarism to the administration. The plagiarism will be noted in the student’s behavioral file so that subsequent offenses can be tracked. Students with multiple offenses will incur increasing severity in their consequences.

Offenses covered by this policy include, but are not limited to:

- Copying an assignment or test
- Allowing others to copy an assignment or test
- Giving or receiving test information, or collaborating on an individual assignment without teacher authorization
- Copying a portion of a document written by another person, and presenting it as original work or failing to use citation
- Downloading an entire paper from the Internet and turning it in as one’s original work
- Downloading paragraphs or groups of sentences from existing texts online and turning them in as original work
- Reformatting an existing text online and turning it in as original work
- Copying an entire print text and turning it in as one’s own work
- Copying groups of sentences or paragraphs from an existing print text and turning it in as one’s own work
- Knowingly passing off someone else’s original idea as one’s own
- Attributing words or ideas to someone other than the actual author or source

GRADING POLICY

CHS issues grades of A, B, C, D, F, P, NP, and occasionally a credit option. Grades A-D earn credit in all classes. D grades may not be sufficient for a student to move to the next academic level. Individual teachers and academic departments set grading policies for specific courses. These policies are listed in each course's syllabus. Syllabi are available on the CHS website and from the Main Office.

Students and parents/guardians may monitor a student's academic progress through Gradebook, the online gradebook. Logins and passwords are available from the CHS registrar.

ALTERNATIVE LEARNING

Academic Support Period(s) - Students who desire more assistance in completing school assignments may be assigned an academic support period. Students in this class should attend regularly, come prepared with materials and assignments to be completed, stay actively engaged in the schoolwork throughout the class period, and be respectful of the requests of staff.

CHS Prep - Students may be enrolled in this elective class in order to receive academic and organizational support. Students in this class receive 1:1 tutoring, organizational and study skills instruction, and intensive monitoring of academic progress.

Corvallis Online - Corvallis Online offers many online courses to high school students within the Corvallis School District. There is no charge for a counselor-approved course that is part of the student's regular 7 credit-allocation. Courses are available on a tuition basis for students who wish to add a course beyond their 7 credits. All courses are taught by Oregon licensed teachers. There are a limited number of slots available, and first-time online students are limited to one course per semester. Students who are self-directed have been the most successful in this online environment. Students must be approved through their counselor.

Credit Recovery - This alternative education option is provided through the learning lab at CHS. Students are able to enroll in credit recovery in order to retrieve credits they have lost. Students must sign up for credit recovery through their counselors.

College Hill – The College Hill program is a program that serves students from Corvallis High School and Crescent Valley High School. In conjunction with earning a diploma, students develop the computer skills, basic skills, life skills and career skills needed to succeed as adults. The College Hill Program works to provide students with experiences that help them to prepare for life after high school. Students learn to set long-term and short-term goals and to exercise the discipline to meet those goals. Students remain enrolled with their home high school and receive diplomas from those schools.

Independent Study Contracts - Teachers may rarely grant an independent study option to interested students. Teachers must complete an Independent Study Form for each participating student. These forms are available in the Counseling Center.

Summer School - Credit recovery options are available through a fee-supported district summer school program. These classes are mainly online but include direct teacher assistance and monitoring.

Parents/Guardians and students who desire summer school should make arrangements through their counselor.

COURSE SYLLABI

Copies of syllabi are available on the school website and in the main office. Course syllabi include important information regarding class content, expectations, and policies. Teachers make these syllabi available to students either in paper form or online.

FIELD TRIPS

Teachers may take students away from the building for educational, cultural or extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. Students are subject to school student conduct guidelines, applicable Board policies, and teacher direction. Students are required to be enrolled in the class to attend a class field trip, and they must have a permission slip, signed by a parent or guardian, before leaving the school. Students may also be required to be “class members in good standing,” i.e. with 90% or better attendance, a minimum score of 70% or a C, and no discipline referrals. Field trips for CHS performing groups will include only student participants who are in good standing.

Students with specific medical or food needs should communicate these to their teacher, health room staff, or counselor at least 24 hours prior to the field trip. Lunches can be provided for students on free/reduced lunch upon request, and medications will be provided during a field trip as needed.

GRADUATION

Credits

In order to graduate from high school in the Corvallis School district, the students must successfully complete 24 units of credit. The State of Oregon requires all students to complete a certain series of courses. A student in the regular high school program is required to complete the following courses:

- Language arts, including the equivalent of 1 unit in written composition (4 credits)
- Mathematics (3 credits-Algebra 1 and above)
- Science (3 credits)
- Social science, including instruction in history, civics, geography and economics (3 credits)
- Physical education (1 credit)
- Health education (1 credit)
- Applied arts, fine arts or second language (3 credits in any combination; caution: many colleges and universities require a minimum of two credits in one or more of these areas)
- Electives (5.5 credits)
- Career development (.5 credit)

To be awarded a regular diploma, students must meet designated scores on state standardized tests in math and language arts (reading and writing). Students may also meet their Essential Skills in reading, writing, and math by meeting designated scores on work samples or alternate acceptable tests, e.g. SAT/ACT.

State of Oregon Career Requirements

All graduating students must:

1. Develop an Education Plan and build an Education Profile; this happens yearly through Advisor. Students develop an Education Plan and Profile to guide their learning and document academic achievement and progress toward their personal, career, and post-high school goals.
2. Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102. This happens upon completion of career assignments.
3. Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5). This happens upon completion of career assignments.
4. Participate in career-related learning experiences as outlined in the student's educational plan. These requirements personalize the diploma for each student and help prepare him or her to meet post-high school goals.
 - Extended Application (Junior/Senior year): Students apply and extend their knowledge in new and complex situations related to the student's personal and career interests and post-high school goals through critical thinking, problem solving, or inquiry in real world contexts. Please see Beyond CHS staff for more information.
 - Career-Related Learning Standards (CRLS): Students demonstrate personal management, communication, problem solving, teamwork, employment foundations, and career development skills. This can be accomplished through completion of career assignments.

Grades in Core Academic Classes

Occasionally, a student may be dissatisfied with a grade in a core academic class and choose to retake the class. **Replacing** grades is not an option, but a student may retake a class to earn a higher grade. The previous grade will continue to be included on the student's high school transcript as an elective credit grade and will continue to be calculated in the student's cumulative grade point average (GPA). The new grade for the core class will exist on its own merit on the student's transcript and will also be calculated in the student's GPA.

Pass/No Pass Policy

CHS recognizes that there are times when students may want to request to take a class on a Pass/No pass basis. To ensure academic integrity CHS requires the following:

- Student must make request prior to the nine week mark in the semester.
- Student must meet with the counselor and secure signatures from parent/guardian, teacher, counselor and an administrator must give final approval. (Form will be provided to student by the counselor.)
- Student must earn 70% or higher to receive a Pass.
- Only one .50 credit Pass/No pass per student per semester.
- A student interested in being a valedictorian or salutatorian may not take a core class on a Pass/No Pass basis.

It is important to keep in mind that universities/colleges prefer that students take rigorous courses and earn a “B” or “C” rather than a “Pass”. This shows that the student is willing to accept challenge by taking academic risks and persevering.

Policy for Dropping Courses

Courses may be dropped without penalty during the first three weeks of each semester. Dropping a course after three weeks will result in an F grade. Dropping a course requires consultation with counselor. It is the student’s responsibility to ensure that dropping a course will not impact future college or university eligibility or sports and co-curricular eligibility. OSAA rules require that students pass 2.5 credits the prior semester and be currently enrolled in and passing 2.5 credits.

DIPLOMAS

All students have the opportunity to pursue a diploma and will be provided the appropriate resources to achieve the requirements. Alternative diplomas will be awarded only upon consent of the student’s parent or guardian, and in consultation with the school team. The state of Oregon offers four diploma options:

1. **The Oregon Regular Diploma-** See Graduation section above.
2. **The Modified Diploma -** This option is available for students who demonstrate an inability to meet the full set of academic standards, despite reasonable modifications and accommodations. To be eligible, the student must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or a documented history of a medical condition that creates a barrier to achievement. The school team, including the parent/guardian, may decide if a student should work toward a Modified Diploma. This diploma requires the successful completion of the following courses, any of which may be modified: English (3 credits); Math (2 credits); Science (2 credits); Social Science (2 credits); Physical Education (1 credit); Health (1 credit); Second Language, Arts/Career, Technical (1 credit); Career Education (.5 credit); Electives (11.5 credits) for a total of 24 credits. Students must demonstrate proficiency in Essential Learning Skills and meet all Personalized Learning Requirements. This diploma is valid for entry into community college and makes the student eligible for federal financial aid.
3. **The Extended Diploma –** This option is available for students who have individual plans. To be eligible the student must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or a documented history of a medical condition that creates a barrier to achievement. The student must participate in an alternate assessment no later than grade six, and lasting for two or more assessment cycles, or have serious illness or injury that occurs after grade eight that changes the student’s ability to participate in grade-level activities and that results in the student participating in alternate assessments. The school team, including the parent/guardian, may decide if a student should work toward an Extended Diploma. Of the 12 credits required, no more than 6 credits may be earned in a self-contained special education classroom. Courses include: English/Language Arts (2 credits); Math (2 credits); Science (2 credits); Social Science (3 credits); Physical Education (1 credit); Health (1 credit); Second Language or Arts (1 credit). Students earning an Extended Diploma are exempt from demonstrating proficiency in the Essential Learning Skills and from demonstrating Personalized Learning Requirements.

4. **Alternative Certificate** – This certificate is awarded to students who do not satisfy the requirements for a high school diploma, a modified diploma or an extended diploma. The alternative certificate is intended for students who have shown an inability to satisfy the requirements for a diploma, modified diploma or extended diploma and who have demonstrated an inability to meet the full set of academic standards for these diplomas, despite reasonable accommodations and modifications. A decision to move to an Alternative Certificate is made in consultation with the student’s school team, which will include the parent/guardian. At a minimum, students who are granted Alternative Certificates have demonstrated to the team that they have worked to potential on their individual plans of achievement and attendance. Absent a serious illness or injury that occurs after the 11th year of attendance, a decision to move to an Alternative Certificate will be made at least one year prior to the graduation date. A certificate of attendance may be awarded to a regular education student, a student on an IEP, or a student on a 504 plan who meets these requirements. Students receiving an Alternative Certificate are exempt from the Essential Skills and Personalized Learning Requirements.

Requirements to Participate in the Graduation Ceremony (“Walking”)

A student who successfully completes all requirements of the State of Oregon, Corvallis School District’s Board of Education, and Corvallis High School diploma and who is in good standing may participate in graduation exercise. (See Board Policy IKFB.)

If during the last few weeks of school a student receives a disciplinary referral, the privilege of walking at graduation may be revoked.

RECOGNITION OF SCHOLARS

Corvallis High School will honor outstanding scholars in each graduating year in three categories: Honor Roll Scholars, Salutatory Scholars and Valedictory Scholars.

Salutatory Scholars

1. Salutatory Scholars will form the second highest clearly discernible grouping based on GPA distribution as identified annually by the staff graduation committee.
2. If no graduating students meet these criteria, there will be no Salutatory Scholars.
3. Transfer students must attend CHS for one year in order to be considered for salutatory candidacy.
4. Salutatory Scholars must meet the following minimum standards:
 - a. Eligibility for regular diploma;
 - b. Attend CHS both semesters of senior year and take 2.5 credits each semester. No “NG”, “NP” or incomplete on transcript;
 - c. Proficiency in all Essential Skills must be demonstrated through Smarter Balanced, SAT or ACT testing;
 - d. A minimum of 4.5 credits of Honors or Advanced Placement (AP) coursework, and no P/NP grades in any core classes. Starting with the Class of 2022, a minimum of 8 Honors or AP coursework will be the minimum standard.
 - e. All career requirements complete by April 1.
5. Any major disciplinary infraction in the junior or senior year will render a student ineligible.

Valedictory Scholars

1. Valedictory Scholars comprise the highest clearly discernible grouping based on GPA distribution as identified annually by the staff graduation committee.

2. If no graduating students meet these criteria, there will be no Valedictory Scholars.
3. Transfer students must attend CHS for one year in order to be considered for valedictorian candidacy.
4. Valedictory Scholars must meet following minimum standards:
 - a. Eligibility for regular diploma;
 - b. Attend CHS both semesters of senior year and take 2.5 credits each semester. No “NG”, “NP” or incomplete on transcript;
 - c. Proficiency in all Essential Skills must be demonstrated through Smarter Balanced, SAT or ACT testing;
 - d. Minimum of 4.5 credits of Honors or Advanced Placement (AP) coursework. Starting with the Class of 2022, a minimum of 8 Honors or AP coursework will be the minimum standard, and no P/NP grades in any core class;
 - e. All career requirements complete by April 1.
5. Any major disciplinary infraction in the junior or senior year will render a student ineligible.

PARENT-TEACHER COMMUNICATION

At CHS we work in partnership with parents/guardians, and mutual communication is very important. A student or parent/guardian may request to confer with a teacher at any time. CHS also hosts an annual fall Open House and parent conferences to allow parents and guardians to meet briefly face-to-face with their student’s teachers.

Teachers are available for telephone conferences and correspondence through email. Other appointments can be made with the teacher as needed. Please contact the teacher to make an appointment. Most teachers are available before or after school.

Parents/Guardians may monitor their student’s academic progress and attendance through the Gradebook on-line attendance record and gradebook. Parents/Guardians may obtain login and password through Erin Hyde, the registrar. Parents/guardians will receive an email invitation for Google Classroom updates.

Parents or guardians may receive important information and notifications through the school listserv. Parents/Guardians may sign up for the listserv on the school website.

CHS CAREER LEARNING SCHEDULE

9th grade Career Learning Activities include:

- Personalized Education Plan with updates
- A four-year academic plan
- Introduction to career requirements for graduation
- Introduction to the Job Shadow activity

10th grade Career Learning Activities include:

- Personalized Education Plan with updates
- A four-year academic plan revision
- The PSAT
- Review of Job Shadow requirements
- College and Career Planning night

- Introduction to the Extended Application activity

11th grade Career Learning Activities include:

- Personalized Education Plan with updates
- SAT/ACT
- College and Career Planning night
- Planning the Extended Application activity

12th grade Career Learning Activities include:

- Personalized Education Plan with updates
- Extended Application
- Post-Graduation planning

Co-Curricular Activities (Athletics and Clubs)

Academic and Eligibility Requirements

Corvallis High School strongly encourages students to take part in the diverse range of co-curricular activities offered for our student body. However, academic success is our number one priority. Therefore, students wishing to participate in athletics, theater, state performing arts contests, robotics, cheerleading, and any other school-sponsored activity (including clubs and dances) must meet the following eligibility requirements:

- A student must be enrolled in and passing 2.5 credits of work. The student must also have earned 2.5 credits during the preceding semester. Students must also be current with graduation requirements, including career-related requirements.
- In the fall if a student meets the OSAA requirements but does not meet the school district requirement of a 2.0 GPA and passing all classes the prior semester, he or she will be placed on academic probation and eligibility will be determined on a weekly basis. That determination will be based on a progress form that will be taken to all teachers and returned to the athletic office by Friday to determine eligibility for the next week.
- Students must be passing all classes and receiving a minimum 2.00 GPA at each grading period. Grade eligibility is checked every 4 1/2 weeks. Students not meeting these criteria will have one week to re-establish their eligibility. In the event that students cannot meet these criteria within the week, they will not be allowed to participate in athletic contests, music competitions, theater productions and all other school-sponsored contests and activities. Students must then meet with a counselor or administrator to create a plan for re-establishing eligibility.
- Students must be in regular attendance, maintain academic eligibility, obey the Mid-Willamette Conference League training rules and follow all school rules. Criminal acts, violence, intimidation, bullying, or discrimination will not be tolerated and may be the cause of immediate suspension from the program.
- All athletes must be covered by insurance.

All students involved in performing or competitive activities, including athletics, will not knowingly possess, use, transmit, or be under the influence of alcohol, tobacco or controlled substances of any kind during a school year. Any student who has a substance abuse problem should receive professional assistance. The Counseling Center can guide students who need to seek professional services. ***This policy will be in effect 24 hours a day from the first day a student signs the athletic agreement throughout the***

remainder of the school year and all subsequent high school years. Off-campus activities can and do affect the educational environment and as such, fall under this policy.

Anabolic Steroids and other Drugs

CHS will not tolerate the possession, sale, or use of unlawful drugs or hormonal substances that are chemically or pharmacologically related to testosterone. In addition, the district will utilize an evidence based instructional program that will prevent the use of anabolic steroids and performance-enhancing substances. The program will meet additional minimum requirements as defined by law.

Any student who finds him/herself in the company of persons who illegally use, possess, transmit, or are under the influence of alcohol, tobacco or controlled substances is expected to leave as quickly as possible within a reasonable period of time. More information is available from the Activities/Athletic Office.

First Offense

- A three calendar week suspension from performing or competing must be served before eligibility is regained.
- Attendance at all practices.
- Possible mandatory meeting with school substance abuse counselor or appropriate specialist and demonstrated willingness to follow his/her recommendations.
- A student whose three-week suspension starts at the end of one season will serve the remaining weeks during the next season.

Second Offense

A six-week suspension from performing or competing must be served before eligibility is regained.

- Attendance at all practices.
- Possible mandatory meeting with school substance abuse counselor or appropriate specialist and demonstrated willingness to follow his/her recommendations.
- A student whose six-week suspension starts at the end of one season will serve the remaining weeks during the next season.
- The student must comply with the recommendations following the second offense or will be disciplined as if a third offense was committed.

Third Offense

- Full suspension from all performing and competing programs for the remainder of the student's high school career.

See the Corvallis High School Athletic Eligibility Form for more details.

Students are encouraged to participate in the following OSAA-sanctioned sports:

Fall	Winter	Spring
Football	Basketball	Baseball/Softball
Volleyball	Wrestling	Golf
Cross Country	Swimming	Tennis
Cheer	Cheer	Track
Soccer	Skiing/XC Skiing	

Sports available through clubs: Equestrian, Lacrosse, and Ultimate Frisbee.

CLUBS

Corvallis High School offers an array of clubs that serve our diverse student body. Many clubs meet during lunchtime and participate in special activities after the school day. All students are encouraged to become involved in CHS co-curricular activities. An updated list of clubs can be found on the CHS website and in the Main Office.

APPENDIX A



School Year Calendar At-A-Glance - High Schools

KEY	
	Holiday (non-school day)
	Non-school day
	Possible weather make up days
	ALL Day
	EVEN Day
	ODD Day
	Beginning of quarter
	End of semester
	Advisor/Assembly day

September 2019				
Mon	Tue	Wed	Thu	Fri
		4 ^A	5 ^A	6
9	10	11	12	13
16	17	18	19	20
23	24 ^A	25 ^A	26	27
30				

October 2019				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8 ^A	9 ^A	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19 ^A	20 ^A	21	22
25	26	27	28	29

December 2019				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10 ^A	11 ^A	12	13
16	17	18	19	20 ^W
23	24	25	26	27
30	31			

January 2020				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14 ^A	15 ^A	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17 ^W	18	19	20	21
24	25 ^A	26 ^A	27	28

March 2020				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13 ^W
16	17 ^A	18 ^A	19	20
23	24	25	26	27
30	31			

April 2020				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21 ^A	22 ^A	23	24
27	28	29	30	

May 2020				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19 ^A	20 ^A	21	22
25	26	27	28	29

June 2020				
Mon	Tue	Wed	Thu	Fri
1 ^A	2 ^A	3	4	5
8	9	10	11	12 ^W
15 ^W	16 ^W	17 ^W	18 ^W	19 ^W
Summer Break				

First day of school is September 4.

Graduation is June 5.

^W Last day of school (early release) is June 12.

Adopted 4/10/17

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.
The following person has been designated to handle inquiries regarding discrimination: Jennifer Duval, Human Resources Director and Title IX Coordinator, jennifer.duval@corvallis.k12.or.us
541-757-6860 | 2555 SW 25th Street, Corvallis, OR 97331

APPENDIX A



Vistazo al calendario escolar - Preparatorias

CLAVE	
	Día feriado (no hay clases)
	No hay clases
	Posible día de recuperación por el clima
	Día de TODOS las clases
	Día PAR
	Día IMPAR
	Inicio del ciclo
	Fin del semestre
	Día de asamblea/asesor

Septiembre 2019				
L	Ma	Mi	J	V
		4 ^A	5 ^A	6
9	10	11	12	13
16	17	18	19	20
23	24 ^A	25 ^A	26	27
30				

Octubre 2019				
L	Ma	Mi	J	V
	1	2	3	4
7	8 ^A	9 ^A	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Noviembre 2019				
L	Ma	Mi	J	V
				1
4	5	6	7	8
11	12	13	14	15
18	19 ^A	20 ^A	21	22
25	26	27	28	29

Diciembre 2019				
L	Ma	Mi	J	V
2	3	4	5	6
9	10 ^A	11 ^A	12	13
16	17	18	19	20 ^{SR}
23	24	25	26	27
30	31			

Enero 2020				
L	Ma	Mi	J	V
		1	2	3
6	7	8	9	10
13	14 ^A	15 ^A	16	17
20	21	22	23	24
27	28	29	30	31

Febrero 2020				
L	Ma	Mi	J	V
3	4	5	6	7
10	11	12	13	14
17 ^{SR}	18	19	20	21
24	25 ^A	26 ^A	27	28

Marzo 2020				
L	Ma	Mi	J	V
2	3	4	5	6
9	10	11	12	13 ^{SR}
16	17 ^A	18 ^A	19	20
23	24	25	26	27
30	31			

Abril 2020				
L	Ma	Mi	J	V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21 ^A	22 ^A	23	24
27	28	29	30	

Mayo 2020				
L	Ma	Mi	J	V
				1
4	5	6	7	8
11	12	13	14	15
18	19 ^A	20 ^A	21	22
25	26	27	28	29

Junio 2020				
L	Ma	Mi	J	V
1 ^A	2 ^A	3	4	5
8	9	10	11	12 ^{SR}
15 ^{SR}	16 ^{SR}	17 ^{SR}	18 ^{SR}	19 ^{SR}
Vacaciones de verano				

El primer día de clases es el 4 de septiembre.

La graduación es el 5 de junio.

El último día de clases (salida temprano) es el 12 de junio.

Adoptado 4/10/17

El Distrito Escolar de Columbia no discrimina en base a la edad, nacionalidad, color, discapacidad, expresión de género, identidad de género, origen nacional, situación de los padres o de su estado civil, raza, religión, sexo u orientación sexual en sus programas y actividades, y proporciona igualdad de acceso a los grupos de jóvenes designados. La siguiente persona ha sido designada para atender las consultas acerca de la discriminación: Jennifer Duval, Director de Recursos Humanos y Coordinadora de Título IX, jenniferduval@dc.gov | 202-724-3400 | 1555 9th Street, Columbia, DC 20004

APPENDIX B



High School Bell Schedules – 2019-20

Regular Schedules – 3:05 pm dismissal

ODD/EVEN

Period	Time
1/2	8:00 – 9:30 am
Passing	9:30 – 9:45 am
3/4	9:45 – 11:15 am
Lunch	11:15 – 11:55 am
5/6	11:55 am – 1:25 pm
Passing	1:25 – 1:35 pm
7/8	1:35 – 3:05 pm

ODD/EVEN Advisor/Assembly

Period	Time
1/2	8:00 – 9:20 am
Passing	9:20 – 9:30 am
3/4	9:30 – 10:50 am
Lunch	10:50 – 11:25 am
5/6	11:25 am – 12:45 pm
Passing	12:45 – 12:55 pm
7/8	12:55 – 2:15 pm
Passing	2:15 – 2:20 pm
Advisor/ Assembly	2:20 – 3:05 pm
Days: September 4, 5, 24, 25; October 8, 9; November 19, 20; December 10, 11; January 14, 15; February 25, 26; March 17, 18; April 21, 21; May 19, 20; June 1, 2	

ALL DAY Days: 10/30, 2/18, 6/5

Period	Time
1	8:00 – 8:40 am
Passing	8:40 – 8:50 am
3	8:50 – 9:30 am
Passing	9:30 – 9:40 am
5	9:40 – 10:20 am
Passing	10:20 – 10:30 am
7	10:30 – 11:10 am
Lunch	11:10 – 11:55 am
2	11:55 am – 12:35 pm
Passing	12:35 – 12:45 pm
4	12:45 – 1:25 pm
Passing	1:25 – 1:35 pm
6	1:35 – 2:15 pm
Passing	2:15 – 2:25 pm
8	2:25 – 3:05 pm

Special Schedules

ODD/EVEN

Extended lunch – November 21
3:05 pm dismissal

Period	Time
1/2	8:00 – 9:25 am
Passing	9:25 – 9:40 am
3/4	9:40 – 11:05 am
Lunch	11:05 am – 12:05 pm
5/6	12:05 – 1:30 pm
Passing	1:30 – 1:40 pm
7/8	1:40 – 3:05 pm

DELAYED START

2 hour weather delay
3:05 pm dismissal

Period	Time
1/2	10:00 – 11:00 am
Lunch	11:00 – 11:35 am
3/4	11:35 am – 12:35 pm
Passing	12:35 – 12:50 pm
5/6	12:50 – 1:50 pm
Passing	1:50 – 2:05 pm
7/8	2:05 – 3:05 pm

MINI ALL DAY

Last day of school – June 12
1:05 pm dismissal

Period	Time
1	8:00 – 8:25 am
Passing	8:25 – 8:35 am
3	8:35 – 9:00 am
Passing	9:00 – 9:10 am
5	9:10 – 9:35 am
Passing	9:35 – 9:45 am
7	9:45 – 10:10 am
Lunch	10:10 – 10:55 am
2	10:55 – 11:20 am
Passing	11:20 – 11:30 am
4	11:30 – 11:55 am
Passing	11:55 am – 12:05 pm
6	12:05 – 12:30 pm
Passing	12:30 – 12:40 pm
8	12:40 – 1:05 pm

The Coville School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.

The following person has been designated to handle inquiries regarding discrimination: Jennifer Dewell, Human Resources Director and Title IX Coordinator,
jennifer.dewell@coville.k12.or.us, 541-753-5840 | 1515 SW 10th Street, Coville, OR 97331

APPENDIX C

Discipline Matrix

There are three categories of disciplinary consequences as outlined below:

Tier 1: *Level 1:* Warning and/or parent contact

Level 2: Detention and/or loss of privilege and parent contact.

Tier 2: *Level 3:* In-school suspension for 1-3 days and parent notification.

Level 4: Out of school suspension for 1-3 days and parent notification.

Tier 3: *Level 5:* Out-of-school suspension for 5-10 day and parent conference.

Level 6: Continuing out-of-school suspension and expulsion hearing.

- Consequences for a single disciplinary violation may increase based on the number of previous offenses and/or the severity of the offense.
- Assigned discipline may also include consequences from any lower level.
- Violations may also result in athletic/participation penalties as outlined in the Athletic/Activities Code of Conduct.

Behavior Disrupting the Learning Environment

Violation	Definition	Severity	Level
Alcohol Use/Possession	Possession, use, sale, or supply of a dangerous drug, drug paraphernalia, alcohol, or an imitation substance, on or near the district premises, at any school-related activity, or in district owned, rented, or leased vehicles is prohibited.	Tier 2/First Tier 3/Repeated	Level 4 Level 5-6
Drug Use/Possession <i>Board Policy JFCH</i>	A dangerous drug is any controlled substance as defined by ORS 475.005 (6), illegal drug, or other drug obtainable with or without a prescription that has been or may be used in a manner dangerous to the health of the user. Many include, but is not limited to: Alcohol, illegal drugs, prescription or over-the-counter drugs, pipes/smoking devices. Corvallis Police Department may be called to assist.	Tier 2/First Tier 3/Repeated	Level 4 Level 5
Alcohol/Drug Distribution	Selling, distributing or possession with the intent to sell alcoholic beverages, inhalants, including solvents and other dangerous substances; or any other drug as defined by, but not necessarily limited to, the Uniform Controlled Substance Act, ORS 475.005, including look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs. The Corvallis Police Department will be notified.	Tier 3/First Tier 3/Repeated	Level 5 Level 6
Disorderly/Disruptive <i>Board Policy JFC, JFCA, JFCEA</i>	Any behavior that disrupts the classroom, school, or district-sponsored activity. May include, but is not limited to any disruption from the following conduct:	Tier 1/First Tiers 2-3/ Repeated	Levels 1-3 Levels 4-6

	<ul style="list-style-type: none"> ● Violation of classroom rules ● Violation of District Network Use Agreement ● Profane/vulgar words, gestures, or actions ● Dress code violation ● Blatantly loud, disruptive or offensive behavior ● Inappropriate displays of affection ● Gang-related behavior 		
Insubordination <i>Board Policy JFC, JFCEB, JFCF, JFCFA</i>	Behaviors that disobey, undermine, or defy the reasonable authority of a district employee or agent. Any behaviors that disrespect, demean, degrade, or malign district employees or agents. May include, but is not limited to: <ul style="list-style-type: none"> ● Cheating, forgery, and/or dishonesty ● Cell phone or electronic device misuse (see CHS cell phone policy) ● Safety violation ● Persistent failure to comply with a reasonable request. 	Tier 1/First Tier 2/Serious Tier3/Repeated/Serious	Levels 1-2 Levels 3-4 Levels 5-6
Threats of Violence <i>Board Policy JFCM</i>	Student threats (verbal or physical) of harm to others, and threatening behavior, including threats to severely damage school property. May include, but is not limited to: <ul style="list-style-type: none"> ● Bomb or shooting threat ● Threat of violence toward another person ● Threatening prank (The Corvallis Police Department may be called to assist.)	Tier 1/First Tier 2/Repeat Tier 3/ Repeated/Serious	Levels 2-3 Level 4 Levels 5-6
Tobacco Use/Possession <i>Board Policy JFCH</i>	Possessing, distributing, or otherwise using tobacco products or look-alike products (including E-cigarettes and vaporizers) campus or at district sponsored events.	Tier 2/First Tier 2/Repeat	Level 3 Level 4
Unexcused Absence <i>Board Policy JEDA</i>	Unexcused absence from class. May include but not limited to: <ul style="list-style-type: none"> ● Tardy more than 18 minutes ● Leaving class or campus without permission ● Skipping ● Failure to return to class in a timely manner from a break 	Tier 1/First Tier 1/Repeat Tier 2/Chronic	Levels 1-2 Level 3 Mandatory meeting/ Truancy
Weapons <i>Board Policy JFCJ</i>	Possessing, concealing, or using any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing destruction, death, or serious physical injury. May include not is not limited to: <ul style="list-style-type: none"> ● Knife, firearm, gun ● Explosives or components 	Tier 3	Levels 5-6

	<ul style="list-style-type: none"> • Bat, club, or stick • Look-alike objects (The Corvallis Police Department will be called to assist in weapons cases.)		
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Offenses Against Persons

Assault <i>Board Policy JFCM</i>	Aggressive behavior that causes physical injury to another. The Corvallis Police Department will be called to assist in assault cases.	Tier 3	Levels 5-6
Bullying/Hazing/Intimidation <i>Board Policy JFCF</i>	Bullying*, hazing, harassment, intimidation, or any act that injures, degrades, or disgraces a student or staff member, including throwing objects at an individual will not be tolerated. This policy is in effect while students are on district property, while on district transportation, and while attending or engaging in district-sponsored activities. *Bullying is repetitive behavior that intends to harm, humiliate, or harass another.	Tier 2/First Tier 3/ Serious/Repeat	Levels 3-4 Levels 5-6
Cyberbullying <i>Board Policy JBA</i>	Using electronic communication devices to convey a message that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational or working environment.	Tier 2/First Tier 3/ Serious/Repeat	Levels 3-4 Levels 5-6
Harassment (Sexual/Targeted) <i>Board Policy JFCM</i>	Sexual harassment and harassment based on race, national origin, sexual orientation, gender identity or disability will not be tolerated. This includes any behavior and/or comments of staff or students that has the effect of creating an intimidating, offensive, or hostile educational or working environment. The Corvallis Police Department may be called to assist.	Tier 2/First Tier 3/ Serious/Repeat	Levels 3-4 Levels 5-6
Violence <i>Board Policy JFCM</i>	Aggressive physical behavior directed towards another person. May include but is not limited to: <ul style="list-style-type: none"> • Hitting, punching, slapping • Kicking, tripping • Shoving • Attempting to injure • Mutual combat The Corvallis Police Department may be called to assist.	Tier 2/First Tier 3/ Serious/Repeat	Levels 3-4 Levels 5-6

Property Offenses

Property offenses may be subject to mandatory restitution at any consequence level. Further, property offenses may result in involvement with law enforcement.

<p>Automobile Misuse Board Policy JHFD, JFC</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Using any vehicle on school grounds or at a district-sponsored activity in a reckless manner. • Creating a disruption through operation of an automobile. • Parking in prohibited locations. • Exceeding the 10 mph speed limit. 	<p>Tier 1/First Tier 2/Repeat Tier 3/Serious</p>	<p>Level 2 Level 3 Level 5</p>
<p>Property Damage Board Policy JFC</p>	<p>Damage or destruction of school property or damage or destruction of private property on school premises or during a school activity.</p>	<p>Tier 2/Minor Tier 2/Repeat Tier 3/Serious</p>	<p>Level 2 Levels 3-4 Levels 5-6</p>
<p>Theft Board Policy ECAB, JFC</p>	<p>Theft of property belonging to students, school personnel, or the Corvallis School District; to be knowingly in possession or control of stolen property.</p>	<p>Tier 2 Tier 3</p>	<p>Levels 3-4 Levels 5-6</p>
<p>Vandalism/Arson Board Policy ECAB, JFC</p>	<p>Willful destruction of school property through vandalism/malicious mischief/theft or arson. Creating a hazard to the safety of other people on district property.</p>	<p>Tier 2/First Tier 3/ Serious/Repeat</p>	<p>Levels 3-4 Levels 5-6</p>