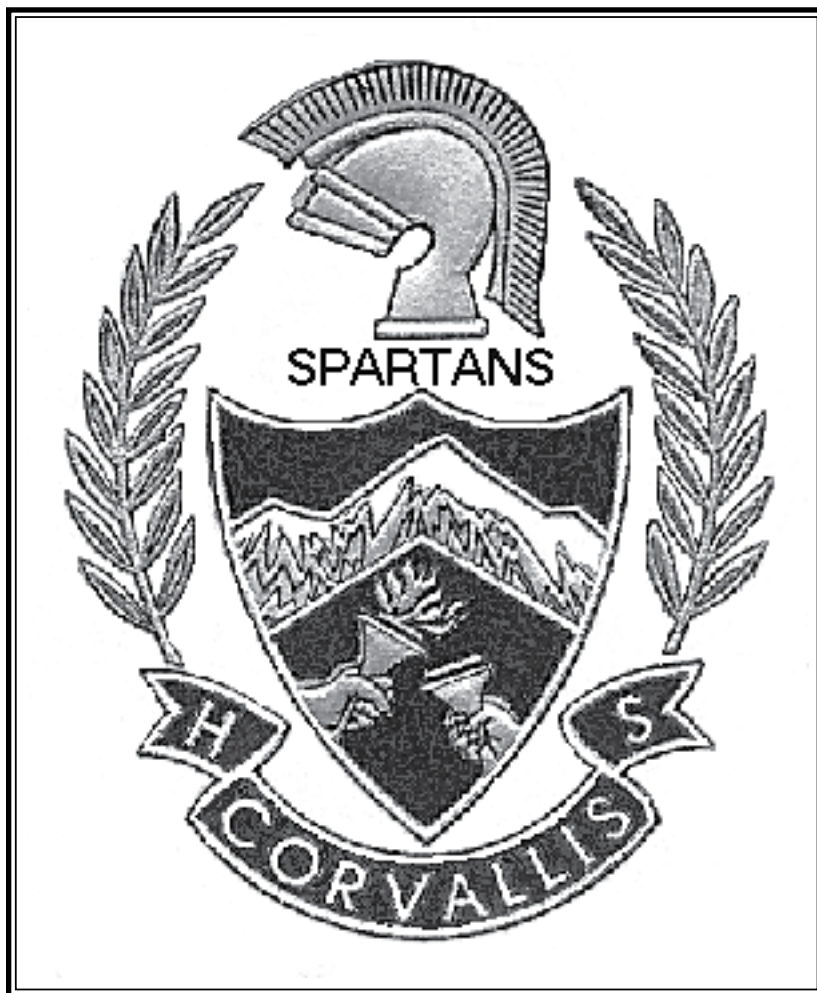


CORVALLIS HIGH SCHOOL



**STUDENTS RIGHTS AND
RESPONSIBILITIES HANDBOOK
2009-2010**

Students Rights and Responsibilities Handbook

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Spartan Culture/Community

Introduction

The CHS community is made up of staff, students, parents and other interested individuals. Together we hold a strong commitment to provide an opportunity to learn that is characterized by: Respect, Responsibility and Safety

CHS Mission Statement

At Corvallis High School we strive to create an environment that nurtures self-esteem, responsibility, sensitivity and life-long learning. Corvallis High School provides students with opportunities and support to acquire academic and life skills for success in our highly competitive global economy. CHS offers a balanced and challenging education program insuring that our graduates possess the knowledge and skills to live productive and satisfying lives.

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: Mike Strowbridge, Instructional Services, 757-5855

District Title IX contact: Jeanne Holmes, Assistant Superintendent 757-5840

District 504 contact: Kathleen Walker, Student Services, 757-5752

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

DIRECTORY

Dawn Granger, Principal	757-3905	dawn.granger@corvallis.k12.or.us
Alicia Ward Satey, Assistant Principal	757-5904	alicia.ward@corvallis.k12.or.us
Eric Wright, Assistant Principal	757-5876	eric.wright@corvallis.k12.or.us

Activities/Athletics Office (Jan Walker)757-5917
Administrative Office (Sherry Faller)757-5872
Alternative Education Teacher (Laura Delp)757-5909
Athletic Director (Bob Holt)757-5920
Attendance Office (Debbie Begin)757-5888
Beyond CHS (Nancy Shaffer)757-4453
Bookkeeper (Cindy Wettengel)757-5873
Book Room (Judi Welever)757-5896
Cafeteria (Laurie Schrock)757-5908
Career Education Specialist Assistant (Donna Keim)	757-5911
Counseling Assistant (Linda Keller)757-5881
Counselors (Josh Miller, Keri Phipps, Cathy Wright)757-5881
ELL (Karin Krueger)757-4489
Life Skills (Karen Peterson)	757-5712
Leadership (Jane Kiekel)757-4496
LRC Assistant (Sharon Watenpaugh)757-5986
LRC Teachers (Monica Forsman, Meg Gear, Karen Jones, Ellen Froot and Maughn Hagel)	757-5986
Library (Judy Westlake)757-5900
Nurse (Cindy Gullledge)757-5910
Online Courses (Kathleen Muravez)757-5893
Registrar (Karen Nelson)757-5884
School Liaison-Spanish speaking (Monica Schlechter)757-5884
Student Behavior Specialist (Ed Strowbridge)	757-5794

Department Chairs

Business/Technology (Scott Lasswell)757-4737
Counseling (Josh Miller)757-5881
Fine Arts (Bret Godfrey)757-5907
Language Arts (Dena Minato)757-4498
Math (Greta Brooks, Eric Dazey)757-4487
PE/Health (Greg Garrison, Heather Perrigan)757-5887
Science (Matt Kirby)757-4497
Social Studies (Sarah Theurer)757-3825
Special Education and LRC (Meg Gear)757-5986
World Languages (Trudi Caster)757-4488

Links to staff emails are available at: www.corvallis.k12.or.us/chs/

District Calendar

September 8	Freshman Orientation
September 9	First day of school for students - Beginning of first quarter
October 9	Statewide in-service (Non-contract day, no school all levels)
October 12	Professional development (no school all levels)
October 28	Grading (no school elementary/middle)
October 29	Grading/Conferences (no school all levels)
October 30	Conferences (no school all levels)
November 11	Veterans Day Holiday
November 16	Beginning of second quarter
November 26	Thanksgiving Day Holiday
November 27	Non-contract day (no school all levels)
December 21-31	Winter break--non-contract days (no school all levels)
January 1	New Year's Day Holiday
January 18	Martin Luther King Jr. Day non-contract (no school all levels)
February 4	Grading day (no school all levels)
February 5	Professional development/Prep Day (no school all levels)
February 5	Teacher preparation (no school high school)
February 8	Beginning of second semester
February 15	President's Day - non-contract day (no school all levels)
March 5	Professional development (no school all levels)
March 22-26	Spring break--non-contract days (no school all levels)
April 14	Grading/Conferences (no school elementary)
April 15	Grading/Conferences (no school all levels)
April 16	Conferences (no school all levels)
April 19	Beginning of fourth quarter
May 31	Memorial Day Holiday
June 14	High school graduation
June 17	Last day of school (early release all levels--2 hours early)
June 18	Grading--unless needed for bad weather make-up day
June 18	Last contract day for teachers
June 21	Possible bad weather make-up day

District-Wide calendar available at: www.corvallis.k12.or.us

Bad Weather Make-Up Days

In the event of a district-wide school cancellation due to weather related or other emergency, Feb 15, June 18 and June 21 may be used to make up those days.

FAQS-Frequently Asked Questions

Where do I sign up for Free/Reduced lunch? Free/Reduced lunch forms are available outside the main office, in the counseling office and in Beyond CHS. After your parents have filled out and signed the form, please turn it into the main office

What do you need in order to check out books? Student body card

Where is the Lost and Found? The lost and found is located in the Attendance Office. Please talk to Debbie Begin to access it.

What do I need to do if I lose my ID Card? See Cindy Wettengel in the main office to arrange for a replacement card.

How do I report a theft? Report all thefts to an administrator or Ed Strowbridge, behavior specialist.

Are there tutors available during the day to help me? Yes, please contact the counseling office to find information about limited tutoring services available at school.

What happens if I lose my combo? 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 pass outside the main office. The application needs to be turned into Ed Strowbridge, behavior specialist in the main office.

Where can I pick up a bell schedule? Pick up a hard copy at the main office.

How can I drop classes and/or be given another in its place? 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 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 talk with 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 bring it to either your next class or Debbie Begin in the attendance office so that the tardiness may be excused.

Corvallis High School Website: <http://www.corvallis.k12.or.us/chs/>

The CHS website provides a variety of information for both students and parents. 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,
- **Pinnacle Access**- Pinnacle can be accessed through the student drop down menu on the website. With Pinnacle access you will be able to see your grades, assignments missing and attendance record. You will need your student ID number and password. They are available from Linda Keller, counseling office administrative assistant or Karen Nelson, registrar.
- **Staff email links**-Use these links to email your teacher or other school staff.

Parent Information

- **CHS Newsletter**-Access the monthly CHS newsletter
- **Course Catalog**- Read the description of courses offered at CHS as well as see the requirements for graduation.
- **Parent Connection**- Read the minutes of the Parent Connection group.
- **Pinnacle Access**- Pinnacle can be accessed through the parent drop down menu on the website. With Pinnacle access you will be able to see your student's grades and attendance. You will need your child's student ID number and password. They are available from Linda Keller, counseling office administrative assistant or Karen Nelson, registrar. Due to confidentiality restrictions, we are unable to give Pinnacle access information over the phone.
- **Staff email links**-Use these links to ask questions and get information from your student's teacher or other school staff.

Conduct and Responsibilities

ALCOHOL, TOBACCO and OTHER DRUGS

Anabolic Steroids

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

Students violating the code of conduct prohibiting substance abuse, possessing, selling and or using unlawful drugs or alcohol or other prohibited substances may be subject to an assessment and if appropriate, referred to law enforcement officials.

ALCOHOL, TOBACCO and OTHER DRUGS-Athletic/Activities Participation

This policy shall 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. All students involved in a performing or competitive activity or athletic program shall not knowingly possess, use, transmit or be under the influence of alcohol, tobacco or controlled substances of any kind during a school year. A student who

finds him/herself in jeopardy because of a substance abuse problem should receive professional assistance.

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 within a reasonable period of time. More information is available from the Activities/Athletic Office.

First Offense

- Three calendar week suspension from performing or competing must be served before eligibility is regained.
- Attendance at all practices.

Second Offense

- Six week suspension from performing or competing must be served before eligibility is regained.
- Attendance at all practices.

Third Offense

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

ALCOHOL, DRUGS and TOBACCO-District Policy

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 additional educational programs; appropriate disciplinary action up to and including suspension. Students will also be subject to removal from any or all extracurricular activities (high school athletic code of conduct). Parents shall be notified of all violations involving their student and action taken by the school. Parents, 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).

ALCOHOL, DRUGS and TOBACCO-Tobacco

Consequently, student possession, use, distribution, or sale of tobacco, including any smoking device, on district property, at school-sponsored activities on or off district property, in district-owned, rented, or leased vehicles, or otherwise while the student is under the jurisdiction of the school, is prohibited.

ATTENDANCE

Regular attendance at CHS is key to a student's academic success. Oregon law requires that students attend school until they are 18 years old or have completed the 12th grade. In addition to Oregon law, Corvallis High School policy states that students may be denied credit for excessive unexcused absences and lack of academic progress.

ATTENDANCE - 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 doctor's note will be requested from parents.

ATTENDANCE - Importance of Excusing

Students have the right AND the responsibility to make up missed work in the case of an excused absence. It is the responsibility of the student to make arrangements with the individual teacher(s) to complete the make-up work in a reasonable amount of time. Due to the importance of classroom participation, unexcused absences may result in a reduced assignment grade or no grade, and may result in disciplinary action. Teachers will verify the status of an absence using the attendance system and will allow make up work as outlined in the classroom syllabus. Please review the class syllabus for details.

ATTENDANCE - Medical/Dental Appointments

Medical and Dental appointments are considered an excused absent students must bring a note from the physician's or dental office verifying each appointment. Any appointments other than for medical or dental reasons will not be accepted.

ATTENDANCE - Parking in CHS parking lot

Patterns of excessive tardies or unexcused absences may result in the revocation of a student's parking pass. If the pattern of tardies and absences improves the parking pass may be reinstated. In addition, juniors and seniors have a number of parking spaces in the CHS parking lot designated specifically for their use

ATTENDANCE - Pre-arranged absences

A student may pre-arrange an absence for a planned medical procedure, a trip or similar needs. The absence may not exceed 5 days in a semester. Check with the Attendance office to get the appropriate form, which must be completed prior to your absence

ATTENDANCE - Process for Excusing

When a student is absent, a parent/guardian must call the school to excuse the absence. All absences must be cleared by the parent/guardian within two school days. To excuse an absence, call the 24 hour attendance line at 757-5888 and include the following: Name of student, date and time of absence, reason for absence, and your identity. When possible, call the attendance line before noon on the day of the absence. We do not accept written excuses for absences.

ATTENDANCE - Reasons for absence

Excused Absences

Corvallis school district ONLY recognizes the following reasons as valid excuses for an absence:

- Illness, medical or dental appointments
- Serious illness or death in immediate family
- Absences approved in advance by the attendance secretary
- Bereavement leave
- Emergency medical or dental needs

Unexcused absence/tardy

Corvallis school district will NOT recognize the following excuses for an absence:

- Truancy
- Oversleeping
- Missing the bus
- Shopping/ haircut appointments
- Family vacation, hunting, fishing, not approved in advance
- Birthdays, family visiting
- Missing class to work on an assignment for another class

ATTENDANCE-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 will take steps to revoke a student's driver's license if deemed necessary because of excessive absences.

ATTENDANCE- Students 18 years or older

Students that are 18 years old or older may excuse themselves for absences. In order to receive this permission

a student must have good attendance and a parent signature. Students must fill out a permission slip available in the attendance office. If at any time, a pattern of excessive absences occurs, a student's privilege to excuse them self will be revoked.

ATTENDANCE - Tardies

Students arriving late to school must obtain a pass from the attendance office before entering class. The attendance secretary will determine if the tardy is excused or unexcused.

ATTENDANCE-Truancy referral

After 4 days (32 periods) of unexcused absences within 20 school days, a student at Corvallis High School will be referred to the Benton County Truancy officer. After the referral is given, the officer will make a home visit to the student and parent. If the pattern of unacceptable attendance continues the parent may be taken to court and fined.

BEHAVIOR CONSEQUENCES

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

After school Detention: After school detention is held on Wednesday in room 202 from 3:20-4:05. As part of this consequence, students will be expected to bring and work on school assignments. If students do not attend afterschool detention, they will be given one time to make it up and if not made up a meeting with parents and administrator will be scheduled.

Community Service: This is a typical consequence for minor infractions. Failure to perform the assignment will result in progressive discipline. 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. This may be given in

Lunch detention: Student may be assigned lunch detention for tardies or other minor infractions as determined by school staff. Lunch detention is held Tuesdays and Thursdays in room H1 from 1:00-1:25. When assigned a lunch detention students are expected to attend. If a student chooses not to attend they will be given one chance to make up the detention and if not made up will be given an after school detention and

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 district school or school-related activity for the duration of the suspension. Students will have the right to make up work they miss in a reasonable time frame to be determined by the individual teacher.

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 district 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.

BEHAVIOR EXPECTATIONS- Classroom and Campus

Please note behavioral expectations apply to all school-related events. Students attending school-sponsored activities, on-campus or off-campus, shall be governed by school district rules and regulations and will be subject to the authority of school district personnel. 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 students display unacceptable behavior, teachers, administrators, and other school personnel have the responsibility to address the behaviors. Consequences depend on the nature, frequency and circumstance of the incident and will be at the discretion of the school administration.

COMPUTER USE-Guidelines

Internet access is available for students to access at CHS. With this access comes responsibility and guidelines that must be followed when accessing the Internet at CHS. Electronic tampering such as keying profane/obscene language, accessing pornographic sites or information, willfully deleting files, changing computer passwords or default settings and downloading inappropriate materials is prohibited. School officials monitor computer use at CHS.

Students are allowed to access computers before and after school and during their off block. There are computers in the media center for student use. All students are assigned a password in order to access the computers. In addition, there is the "H" drive that is available for students to use to save documents for school. Please see one of the staff members in the media center for assistance.

CYBERBULLYING

Corvallis High School is committed to providing a positive and productive learning environment. Any form of harassment using electronic devices, commonly known as "cyber bullying," by students will not be tolerated at CHS. "Cyber bullying" 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 cyber bullying. Students will not use personal communication devices or district property to harass or stalk another.

DANCES

Dances sponsored by school clubs or organizations as fundraising activities generally occur in the cafeteria. Student Body Cards are required for admission.

DANCES-Behavior Expectations

As school sponsored events, 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 dance, (moshing, lifting students overhead, grinding etc.) is not allowed.

DANCES-Guest Pass

In order to bring a non-CHS student to a dance, you must sign up in the main office. All guests must be approved by an administrator and permission will be granted or denied on an individual basis. Generally only high school aged students will be admitted and middle school students are never allowed to attend dances.

DANCES- Leaving dances

Once a student arrives at a dance, they are not allowed to leave and return. CHS wants to ensure that we maintain an environment free of alcohol, tobacco and other drugs.

DISPLAYS OF AFFECTION

The expression of feelings of affection toward others is a personal concern. Therefore, let good taste and respect for others be a guideline for public displays of your feelings toward others. Being overly affectionate in school is not in good taste. This type of behavior will not be allowed and may lead to disciplinary action

DISCRIMINATION AND HARASSMENT

Corvallis High School shall promote 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.

The school encourages students who believe they are victims of discrimination, harassment, sexual harassment, intimidation, bullying, or retaliation are urged 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 sexual 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, discrimination, bullying, cyber-bullying, hazing coercion, threats, or intimidation will not be tolerated at CHS. Students who violate this rule are liable for discipline, suspension or expulsion in accord with district policy. 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.

**Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.*

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 ensure that students are not distracted and are able to focus on learning. Students have the right to a non-disruptive, safe and healthy educational environment at school.

Students' dress and grooming is the responsibility of the individual student and their parents. When dress and grooming disrupt the learning process then 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 or counseling with the student and/or parent.

The following are guidelines for this area:

1. Dress and grooming shall 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. Gang dress-Dress that is associated with gangs and/or gang affiliation is not allowed.
3. Articles of clothing that advertise or promote the use of alcohol, tobacco or drug products, or that display sexually suggestive words or pictures are not permitted in school.
4. Any underwear or undergarment may not be visible.
5. Halter-tops and or strapless tops are not allowed.
6. Tops showing too much cleavage are inappropriate for school
7. Midriffs should be covered.

ELECTRONIC DEVICES-Cell phones, MP3 players etc)

The possession and use of electronic devices (including cellular phones, personal pagers, camcorders, CD players, mp3, etc.) is not consistent with the CHS mission of ensuring that students use instructional time to fulfill their potential to gain success and experience academic excellence. All too often students are distracted from their academic pursuits when they are engaged with electronic devices, and they disrupt the lesson, their classmates and the teacher.

Students who use an electronic device during classroom instructional time without prior permission, may have their electronic device confiscated and staff may take appropriate disciplinary action. .

The staff at CHS requests that parents honor our desire to provide the best education possible by not calling or texting students during the instructional school day (7:40 AM to 3:10 PM). This does not include a student's lunch period.

Parent/Guardians who need to contact their child 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.

FIGHTING and ASSAULT

Students involved in fighting are subject to suspension from school. Students having disagreements that they believe may lead to a physical confrontation, should report the situation to a counselor or admin in an attempt to peacefully resolve the situation.

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. "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.

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.

MEDIA CENTER-Guidelines

The CHS Library is open to students all day 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:

- Socialize and consume food and beverages elsewhere
- Use personal electronic devices elsewhere, except for calculators and computers
- Use iPods only if working alone and no one else can hear
- During lunch only, students can play quiet board and card games in the library and students can access games and e-mail on the computers in the pods next to the library

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 libraries in the district through inter-library loans
- Information is easy to find with materials 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, which classes only sometimes use, features Microsoft Office; curriculum-based software; online databases, which includes 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, e-mail, live journals, blogs, MySpace, video or instant messaging, chat rooms, downloading games or videos, telephony, 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 library copier costs five cents a copy and color printing costs \$1 per page
- 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, torn 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.

MEDIA CENTER-Book Room

The book room is incorporated into the library. Textbooks are checked out at the book room window:

- Students need to bring their current student body cards to check out textbooks
- Payment required for all lost or damaged textbooks. Damages include writing with pencils, pens or highlighters, torn pages, broken bindings or liquid damage
- Textbooks must be protected with a thick paper cover- 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

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 898). It is a serious academic crime with major consequences in college and the workplace. Examples of plagiarism are:

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: Score of zero on the assignment, plagiarism record initiated, parents or guardians notified.

Second offense: Dropped from the class with a grade of F.

A member of the National Honor Society will suffer further consequences for plagiarism, up to ineligibility of member (i.e. lose membership to NHS).

Under this policy, teachers are required to report plagiarism to the Administration when it occurs. A note will be placed in the student’s behavioral file so that subsequent offenses can be tracked even if the second incident occurs in a separate year or in a different class than the first. Students will incur the consequences of a second offense regardless of whether or not this second offense occurs within the same class or a different class than the first offense.

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 working on or completing an individual assignment collaboratively without teacher authorization
- Copying a portion of a document from an author or composed by another person, and presenting it as original work (no citation)
- Downloading an entire paper off the Internet and turning it in as one's own 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.

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, the office is more likely to be 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 are encouraged to be careful about leaving valuable items in a place where they may be stolen.

TRANSPORTATION-Bicycles

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no liability for loss or damage to vehicles or bicycles. If you suspect your bike has been stolen please report the theft to the main office as soon as possible.

TRANSPORTATION-Parking automobiles at CHS

1. All vehicles must have a parking sticker available 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 and a record of good attendance and behavior are required to receive a parking permit at CHS. Permits cost \$5.00.
3. Parking in staff, visitor, handicapped or any other reserved areas, may be subject to tow.
4. Students who give or sell his/her parking permit to another student may be permanently banned from parking in the CHS parking lot and receive other disciplinary consequences.
5. Any student who violates drug or alcohol regulations may have his/her parking privilege suspended for a specific period of time.
6. Loss of parking privileges may also result from patterns of excessive tardiness or unexcused absences, other disciplinary violations or poor academic performance.
7. Any student who fails to purchase and display a CHS parking or white tag for his/her vehicle or who parks in an unauthorized area may be fined \$5.00 by the school.
8. There is a 5-mile per hour speed limit in all parking lots. Speeding and other form of reckless driving is strictly prohibited.

TRANSPORTATION-School Bus Expectations

The State has set regulations for riding the busses. Violation of regulations or inappropriate student conduct will result in the loss of bus riding privileges. The drivers are in charge while students are being transported and will expect complete cooperation from all students. Students referred by the bus driver to an Assistant Principal 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 whether the student rides the bus in the morning or afternoon, students on field trips, students on athletic or extracurricular activities, or any other school-sponsored event.

State laws require the following guidelines for students riding on buses:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is 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 shall be on time for the bus, both morning and afternoon;
8. Students shall remain seated while bus is in motion;
9. Students shall not extend their hands, arms or head through bus windows;
10. Students shall converse in normal tones. Loud or vulgar language is prohibited
11. Students shall not open or close windows without the driver's permission;
12. Students shall keep the bus clean and must refrain from damaging it;
13. Students shall 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. Pupils, who refuse to obey the directions of the driver or refuse to obey regulations, forfeit their rights to ride on the busses;

TRANSPORTATION-Skateboards

Non-motorized vehicles such as skateboards and rollerblades may be ridden to school but not used nor ridden on district property. At school, students will provide their own locks for the storage of their "vehicles" unless they can be stored in a locker.

VISITORS-Parent visits

Parents and other patrons are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. While parents are always welcome to visit their student's school, as a courtesy to teachers, they must schedule their visits in advance with the teacher. Visitors without a student currently enrolled in a school may visit that school but must schedule their visit through the principal's office. Visitors without a student currently enrolled in a school are asked to schedule their visit 24 hours in advance and to state the purpose of their visit and the classrooms or programs they would like to visit.

No individual may loiter in or near a school building or on the school grounds. Loitering means being present without legitimate reasons.

VISITORS-Student visitors

Students are not allowed to bring visitors to school without prior permission. Guidelines for student visitors to CHS are as follows: Visitation will not be allowed if the guest lives within 60 miles of Corvallis (Valley

League Principal's Agreement); The guest must be of high school age and considered to be a "student in good standing" by their high school administration; A "visitor's request form" must be completed by the host student 24 hours prior to the visit (available in the main office); Any violation of school guidelines during the visit may result in both students being sent home.

ACADEMICS

ACADEMIC INTEGRITY

Genuine learning and academic success depend on hard work and honest effort. Cheating on tests, quizzes or other schoolwork is dishonest. CHS expects all students to be responsible for their own learning and not to resort to cheating. Students who allow others to copy their homework or use their answers during a test are also cheating. Please see Plagiarism for more specific information.

ALTERNATIVE LEARNING

- Corvallis Online- Corvallis Online offers many online courses to high school students with the Corvallis School district. There is no charge for a course if the course is part of the student's regular 14-credit allocation. Courses are available on a tuition basis for students who wish to add a course beyond their 14 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. There are a limited amount of slots and students must be referred to College Hill by 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 sign up for credit recovery through their counselor.
- College Hill- College Hill High School is a program that serves students from Corvallis High School and Crescent Valley High School. Monday through Thursday, an independent study environment is offered where students earn credits toward a high school diploma. On Fridays there is the option for elective classes and make up time. In conjunction with earning a diploma, students develop the computer skills, basic skills, life skills and career skills to succeed as adults. College Hill High School 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.
- Independent study contracts- Teachers may grant an independent study option to students who desire to take a class in that manner. The independent study form that needs to be completed by the supervising teacher is available from Linda Keller in the counseling office.

CLASS STANDING

Students must earn a specified number of credits each school year to maintain their normal class standing. Freshmen must earn 6 credits to attain sophomore class standing the following fall. Juniors need to have earned 12 cumulative credits by fall registration and seniors need to have acquired 17 credits by the beginning of their senior year. Class standing determines class placement in the yearbook and on student body cards.

CREDIT DENIAL

Teachers may deny credit to students who accumulate excessive unexcused absences and are not able to demonstrate adequate learning. Teachers must individually communicate specific details of their policy to students and parents.

Teachers may adopt a policy on a class-by-class basis denying credit if a student has four unexcused absences (block periods or equivalent.)

Before denying credit the following will occur:

- The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
- Parents and students will be informed;
- The teacher shall consider reasons for nonattendance and credit denial shall not be based upon absences due to:
 - a. official school activities;
 - b. religious reasons; or,
 - c. long-term or permanent physical disabilities.

This practice will be reviewed during the year. If changes are made students and parents will be notified.

If a student is credit denied, he/she should continue to attend the class until a counselor has given the student a different schedule.

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 need to have a signed permission slip before leaving the school.

GRADUATION-Credits

In order to graduate from high school in the district, the class of 2010 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 one unit in written composition) (4 units); mathematics (3 units); science (3 units); social science (including history, civics, geography and economics (3 units); physical education (1 unit); health education (1 unit); applied arts, fine arts or second language (1 unit in anyone or a combination for a total of 3); and electives ([7] units) for a total of 24 units .

Classes	2010-2011	2012-2013
English	4	4
Mathematics	3	3
Science	2	3
Social Studies	3	3
Physical Education	1	1
Health	1	1
Career Development	.5	.5
Applied/Fine Arts/World Languages	2	3
Electives	7.5	5.5
TOTAL	24	24

All students graduating must:

1. Develop an education plan and build an education profile;
2. Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102;

3. Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5);
4. Participate in career-related learning experiences as outlined in the student's educational plan.

It is increasingly evident that a high school diploma may not be adequate preparation for a productive life in the 21st century. So, students need to select classes that will assist them in meeting their individual goals. We recommend that students work toward meeting the standards in all areas by continuing their coursework even after graduation requirements have been fulfilled.

GRADUATION—other requirements

These requirements personalize the diploma for each student and help prepare them for their post-high school goals.

- Education Plan and Profile: 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.
- Career-Related Learning Experiences: Students participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to their education plan.
- Extended Application: 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.
- Career-Related Learning Standards (CRLS): Students demonstrate personal management, communication, problem solving, teamwork, employment foundations, and career development.
- Essential Skills-Beginning in 2012, students must demonstrate proficiency in identified Essential Skills (ES). These are the 21st century skills needed for success in college, the workplace, and civic life. The State Board approved three assessment options for students to demonstrate Essential Skill proficiency: (1) state tests, or (2) local assessments consistent with state criteria, or (3) approved national standardized test.

GRADUATION-Recognition of Scholars

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

Valedictory Scholars

1. They 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 Valedictory candidacy.
4. Valedictory Scholars must meet certain minimum standards:
 - a. Eligibility for regular diploma
 - b. Earn at least 25.5 graded credits by graduation.
 - c. Must attend CHS both semesters senior year and take 2.5 credits each semester.
 - d. No "NG", "NP" or incomplete on transcript.
 - e. No behavior or academic violations on school record
 - f. Have at least a 4.0 accumulative GPA

As these are minimum standards, simply meeting them does not guarantee that a student will be in the recognized group. Only those chosen by the Graduation Committee will be honored.

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 Valedictory candidacy.
4. Salutatory Scholars will form the second-ranking group providing they meet the following minimum standards:
 - a. Eligibility for regular diploma
 - b. Earn at least 24 graded credits by graduation.
 - c. Must attend CHS both semesters senior year and take 2.5 credits each semester.
 - d. No "NG", "NP" or incomplete on transcript.
 - e. No behavior or academic violations on school record
 - f. Have at least a 3.95 accumulative GPA

As these are minimum standards, simply meeting them does not guarantee that a student will be in the recognized group. Only those chosen by the Graduation Committee will be honored .

GRADUATION-Walking Requirements

Only those students who have earned the required number of credits may participate in graduation exercises. If during the last couple of weeks of class a student receives a disciplinary referral, the privilege of walking at graduation may be revoked. A student who successfully completes all requirements of the State of Oregon, Corvallis School District's Board of Education, Corvallis High School and who is in good standing may participate in graduation exercise. (See Board Policy IKFB)

PARENT-TEACHER CONFERENCES

Regular conferences will be scheduled in October 2009 and April 2010 to review student learning progress. Details will be included in the Parent Newsletters.

At CHS, we work in partnership with parents and communication is very important. A student or parent may request to confer with a teacher at any time. Please call the office for an appointment; most teachers are available before or after school. Teachers are also available for telephone conferences and correspondence through email.

ATHLETICS, ACTIVITIES and CLUBS

ATHLETICS/ACTIVITIES

Students wishing to participate in athletics, theater, state performing arts contest and cheerleading must meet the following eligibility requirements:

- A student must be enrolled in and passing 2.5 credits of work and also has been enrolled in and passing 2.5 credits during the preceding semester.
- Students must pass all classes and receive a 2.00 GPA at each grading period. Grade eligibility is checked every 4½ weeks. Students must also be current with graduation requirements.
- 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 or discrimination will not be tolerated and may be the cause of immediate suspension from the program.
- All athletes must be covered by insurance.

Please see alcohol, tobacco and illegal drugs for specific athletic/activities information.

Athletics and Activities offered at Corvallis High School

Fall
Football
Volleyball
Cross Country
Soccer

Winter
Basketball
Wrestling
Swimming
Skiing/X-Skiing

Spring
Baseball/Softball
Golf
Tennis
Track
Equestrian
Lacrosse

CLUBS

Corvallis High School offers an array of clubs that serve our diverse student body. From Anime to the Equestrian club, students have over 20 clubs to choose from. Many clubs meet at lunchtime and do extra projects after the school day. Below is the list of clubs available at CHS. Please contact the advisor if you are interested in joining.

Name of Club	Description	Advisor(s)
Anime	Social club for Japanese film fans	Heather Perrigan
Artisan's Club	To make art individually or in collaboration; to showcase art product; to sell art to support art department	Dennis Staats and Julia Lont
Ballroom Dance	Enjoy the grace and freedom of learning a new dance style	Cathy Wright
Chess Club	Chess matches during lunch	Greta Brooks
Drama Club	Students interested in theatre and theatre related activities	Laura Braibish
Family/Consumer 4H Club	Extended learning opportunities in sewing and foods	Debra Zeller
Fishing 101	Learn about fishing	Bret Godfrey
French Club	Expands awareness of French language and culture	Penny Bazanele
Gay/Straight Alliance	Promotes understanding, participation and inclusion of all	Julie Williams and Millie Kimes
German Club	Expands awareness of German language and culture	Trudi Caster
Green Club	Conservation and green practices	Greg Hyde/Julie Williams
Interpreter's Club	Develop skills, awareness and orientation in linguistics	Clint Morrison/Karin Krueger
Key Club	Leadership training	Tom Martin
Latin American Club	Students interested in the Latin American language, culture and people	Monica Schlechter/Alicia Ward Satey
Magic Card Club	Card games during lunch	Rich Larrowe
Model United Nat.	To promote awareness of international affairs and to promote a respect of other cultures and societies through role play.	Rich Larrowe
National Honor Society	Promotes scholarship, leadership, character and service	Sarah Theurer
National Novel Writing Month Club	Members goal is to write 50,000 word novel in Nov through National Novel Writing Month	Amy Knoke
Peer Mediation	Promotes methods for solving peer conflicts	Cindy Gulledege
Robotics	A team that builds robots and competes in different competitions	John Lanz
Rugby Club	CHS meeting group of Linn-Benton Rugby Club	Rich Larrowe
Sherpa Club	To wear and discuss interesting hats	Charlyn Ellis
Speech	This club competes in forensic competitions	See Jan Walker in the athletics/ activities office
Students for Peace and Global Responsibility (SPGR)	Local and global issues of the environment, justice and hunger	Charlyn Ellis
Variations	Art and Literary magazine to promote creativity and appreciation for the Arts	Charlyn Ellis
Z Club	Zonta partner to help women and children	Jane Kiekel