



**Crescent Valley High School**  
Values, Vision and Mission

Crescent Valley High School has adopted the following core values to guide the attitudes, behaviors and commitments we will demonstrate in order to move toward a unified school vision:

<b>Integrity</b>	<b>Passion</b>
<b>Responsibility</b>	<b>Respect</b>
<b>Critical Thinking</b>	<b>High Standards</b>

We are committed to developing graduates who:

- Think, produce, and communicate effectively.
- Creatively solve problems, access information, and adapt to change.
- Behave in a respectful manner, being good role models and showing kindness.
- Demonstrate a passion for life-long learning.
- Demonstrate integrity.
- Tackle new challenges with confidence and skill.
- Evaluate and synthesize information.
- Are self-reliant, believing in their ability to think critically to solve problems.
- Make responsible decisions regarding health and humanity.

**Vision statement:**

Crescent Valley High School will provide a positive learning environment where each individual has an opportunity to be successful inside and outside of the classroom, develop supportive and healthy relationships that honor diversity and inclusion, promote student responsibility and integrity and provides relevant learning experiences that prepare them for life after high school.

**Mission statement:**

The mission of Crescent Valley High School is to provide a supportive educational environment based on integrity and high standards. Through relevant classroom activities, a vibrant student leadership program, student clubs, activities, athletic and performing arts programs, students have vast opportunities to develop individual potential and pursue unique interests.

In order to reach high levels of achievement and personal success, all individuals within the Crescent Valley community strive to:

- Think and communicate effectively.
- Demonstrate integrity, show kindness and be positive role models.
- Be self-reliant and able to tackle new challenges with confidence and skill.
- Develop a passion for lifelong learning.



**Crescent Valley**  
**High School**

**4444 NW Highland Drive,**  
**Corvallis, Oregon 97330**

**Student Handbook 2008-2009**

**The Raider Way**  
**Be Respectful**  
**Be Safe**  
**Be Responsible**  
**The way we do things here**

**This Planner Belongs to**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Student Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

”The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained may be superseded by Board policy, administrative regulation, or negotiated agreement.

Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice. Copies of the district’s extensive Student/Parent Handbook are available at your school office or on the district web site at [www.csd509j.net](http://www.csd509j.net).”

## Instructional Schedule

<b>Advisor Schedule</b> Monday/Thursday		<b>Regular Schedule</b> Tuesday/Wednesday	
A Block Per. 1/2	7:45 – 9:15 am	A Block Per. 1/2	7:45 – 9:20 am
Break	9:15 – 9:25 am	Break	9:20 – 9:30 am
B Block Per. 3/4	9:25 – 10:55 am	B Block Per. 3/4	9:30 – 11:05 am
Advisor	11:00 – 11:25 am	Break	11:05 – 11:15 am
C Block Per. 5/6	11:25am – 12:55pm	C Block Per. 5/6	11:15am – 12:50pm
Lunch	12:55 – 1:35 pm	Lunch	12:50 – 1:30 pm
D Block Per. 7/8	1:35 – 3:05 pm	D Block Per. 7/8	1:30 – 3:05 pm

<b>Friday Schedule</b>		<b>Activity Schedule</b>	
A Block	7:45 – 9:20 am	A Block	7:45 – 9:10 am
1 <sup>st</sup> Period	7:45 – 8:30 am	Per. 1/2	
2 <sup>nd</sup> Period	8:35 – 9:20 am		
Break	9:20 – 9:30 am	Break	9:10 – 9:20 am
B Block	9:30 – 11:05 am	B Block	9:20 – 10:45 am
3 <sup>rd</sup> Period	9:30 – 10:15 am	Per. 3/4	
4 <sup>th</sup> Period	10:20 – 11:05 am		
Break	11:05 – 11:15 am	Activity	10:45 – 11:35 am
C Block	11:15am – 12:50pm	C Block	11:35am – 1:00pm
5 <sup>th</sup> Period	11:15am – 12:00pm	Per. 5/6	
6 <sup>th</sup> Period	12:05 – 12:50 pm		
Lunch	12:50 – 1:30 pm	Lunch	1:00 – 1:40 pm
D Block	1:30 – 3:05 pm	D Block	1:40 – 3:05 pm
7 <sup>th</sup> Period	1:30 – 2:15 pm	Per. 7/8	
8 <sup>th</sup> Period	2:20 – 3:05 pm		

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## Crescent Valley High School Directory

**Cherie Stroud, Principal**  
 757-5801, [cherie.stroud@corvallis.k12.or.us](mailto:cherie.stroud@corvallis.k12.or.us)  
**Melissa Harder, Assistant Principal**  
 757-5801, [melissa.harder@corvallis.k12.or.us](mailto:melissa.harder@corvallis.k12.or.us)  
**Julie Linhares, Assistant Principal**  
 757-5801, [julie.linhares@corvallis.k12.or.us](mailto:julie.linhares@corvallis.k12.or.us)

<b>Activities/Athletics (Sandy Nash)</b> .....	<b>757-5809</b>	
Activities and Clubs	Calendar of Events	
Athletics	Student Transportation/Bus	
Athletics Booster Club	Ticket Information	
<b>Athletic Director (Craig Ellingson)</b> .....	<b>757-5765</b>	
<b>Administrative Office (Linda Alderman)</b> .....	<b>757-5802</b>	
General School Info	Staff	Lost and Found
School Policy	School Closures	
<b>Attendance Office (Jerri Barr)</b> .....	<b>757-5806</b>	
Absences	Homework due to absence	Health Concerns
Lockers	Messages, parent to student	
<b>Bookkeeper (Denise Purdy)</b> .....	<b>757-5808</b>	
Student Fees/Fines	Cashboxes	
School purchases	Student body account transfers	
<b>Cafeteria (Tammy White)</b> .....	<b>757-5834</b>	
Lunch Accounts	Catering	
<b>Career Center (Nancy Pliskin)</b> .....	<b>757-5916</b>	
Career information	Awards/Scholarships	College Catalogs
Community Opportunities	Volunteer opportunities	Student Volunteer Opportunities
<b>Counseling (Barb Gilroy)</b> .....	<b>757-5815</b>	
Academic/Personal Concerns	Free/Reduced Lunch Program	
<b>Counselors</b> (call Barb Gilroy at 757-5815 for an appointment)		
<b>Annika Mauelshagen</b>		
<b>Barbara Popoff</b>		
<b>Marc Rosegold</b>		
<b>Learning Lab (Laurie Jones)</b> .....	<b>757-3816</b>	
Provides academic learning opportunities to customize your personal education plan		
<b>Library (Judy Westlake)</b> .....	<b>757-5822</b>	
<b>Student Leadership and Activities (Sheila Fowler)</b> .....	<b>757-3886</b>	
Student Government and Leadership	Student Clubs	Special Student Activities/Events
<b>Student Behavior Assistant (Kodi Waite)</b> .....	<b>766-4887</b>	
<b>Student Records and Transcripts Coordinator (Joan Wonsley)</b> .....	<b>757-5751</b>	
<b>Student Schedules, Registrar (Bonnie Ryan)</b> .....	<b>757-5804</b>	

**Email address format:** *firstname.lastname@corvallis.k12.or.us*  
 Further information available at the CVHS Web site: <http://www.csd509j.net/cvhs/>

*The Corvallis School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.*

## The New Oregon High School Diploma

In 2007, the State Board of Education adopted new requirements to better prepare each student for success in college, work, and citizenship. To earn a diploma, students will need to meet the following standards. More changes to the diploma will be phased in over the coming seven years.

1. Successfully complete the credit requirements for graduation.
2. Demonstrate proficiency in essential skills listed below.
3. Meet personalized learning requirements described below.

### *Essential Skills*

Essential skills are process skills that are deemed critical for future success and can be applied in a variety of courses, subjects, experiences, and settings. Students will have a variety of opportunities to demonstrate they are proficient in these skills. Essential Skills will be required for graduation in 2012.

- Read and comprehend a variety of texts
- Write clearly and accurately
- Listen actively and speak clearly and coherently
- Apply mathematics in a variety of settings

### *Personalization of the Diploma*

The following requirements personalize the diploma for each student and help students plan for their post-high school education and career goals.

- **Education Plan and Profile:** Develop a plan and profile to guide learning and document progress toward their personal, career, and post-high school goals.
- **Career-Related Learning Standards:** Demonstrate personal management, problem solving, communication, teamwork, employment foundations, and career development.
- **Career-Related Learning Experiences:** 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:** Apply and extend knowledge in new and complex situations related to the student's personal career interests and post-high school goals in real world contexts.

### *Corvallis School District Vision – Service Learning*

The Corvallis School District is committed to providing students with at least one service learning experience at each level: K-5, 6-8, and 9-12. At Crescent Valley, students will have the opportunity to participate in Service Learning across the curriculum and will be expected to document and reflect on at least one Service Learning project during their four years at Crescent Valley. Those records will be maintained in each student's Personal Education Plan and Profile in Advisor.

## Graduation Credit Requirements

<b>Class of 2009</b>		<b>Classes of 2010, 2011</b>	
English	3	English	<u>4</u>
Mathematics	2	Mathematics	<u>3</u>
Science	2	Science	2
Social Studies	3	Social Studies	3
Physical Education	1	Physical Education	1
Health	1	Health	1
English/Math/Science/Social Studies	1	Career Development	.5
Career Development	.5	Applied/Fine Arts/Second Language**	2
Applied/Fine Arts/Second Language**	2	Electives	<u>7.5</u>
Electives	7		
<b>REQUIRED CREDITS</b>	<b>22.5</b>	<b>REQUIRED CREDITS</b>	<b>24</b>

\*\* Any one or a combination

Students graduating on or after July 1, 2009 will be required to meet the graduation requirements listed at the right.

\*\* Any one or a combination

Credit changes from previous year are underlined

### *Oregon Diploma Credit Changes*

- **Number of credits:** The minimum number of credits needed to graduate was increased from 22 credits (for the class of 2009) to 24 credits.
- **English:** The number of English credits was increased from 3 credits to 4.
- **Math:** The number of math credits required was increased from 2 credits to 3 and these 3 credits must be at the Algebra I content level or above.
- **Science:** The number of science credits was increased from 2 credits to 3 (for Class of 2012 and beyond).
- **Second Language / Art / Career & Technical Education:** The number of credits required in this area (any combination of the subjects) was increased from 1 credit to 3 (for Class of 2012 and beyond).
- **Electives:** The number of required electives was reduced from 9 credits to 6 (for Class of 2012 and beyond).

### *Modified Diploma*

A modified diploma may be available with the submission of a four-year graduation plan. See your counselor for more information.

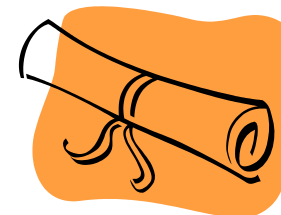
## Class of 2012

English	4
Mathematics	3
Science*	<u>3</u>
Social Studies	3
Physical Education	1
Health	1
Career Development	.5
Applied/Fine Arts/Second Language**	<u>3</u>
Electives	<u>5.5</u>
<b>REQUIRED CREDITS</b>	<b>24</b>

\* 3 lab experience/scientific inquiry credits

\*\* Any one or a combination

Credit changes from prior year are underlined



Over the course of four years, students may earn up to a total of 28 credits. Currently, 22.5 credits are required for the Class of 2009 to graduate. For students graduating after June 20, 2009, 24 credits are required to graduate.

Please note that although our schedule allows for 16 “timeslots” per year, funding limits students to only 7 credits per year, filling 14 of the 16 timeslots. For 9<sup>th</sup> graders the two extra timeslots will be filled with two supervised study hall periods, one each semester. 10<sup>th</sup> – 12<sup>th</sup> graders will be assigned two unsupervised study periods per year. Students are encouraged to use unsupervised study periods for independent study, homework, research, learning lab use, community service, off campus courses, tutoring, and other opportunities to complement and enrich their educational experiences.

### *Expanded Options Program*

The Expanded Options program provides Corvallis district students who are accepted into the program the opportunity to take college classes at Linn-Benton Community College as part of their high school experience. This year’s sophomores and juniors may apply to be a part of the district’s Expanded Options program during the 2009-2010 school year. Complete information about the Expanded Options program and the application form are available in the counseling office and at the district website <http://www.csd509j.net> under District Information, Extended Learning

### *Early Graduation*

Students who wish to graduate early must have the prior approval of a counselor and the principal.

### *Walking at Graduation*

Students must be within two credits of the requirements for a diploma to take part in the district’s graduation exercises. Any student who has been expelled or is suspended on the day of graduation is not allowed to participate in any school-sponsored activity, including the graduation ceremony.

## Academic and Credit Policies

### *Credit Policy*

Students are limited to 7 credits per year. Exceptions to the 7 credit limit require administrative and counselor approval. Semester classes meeting every day and year-long classes meeting every other day receive one credit. Grades are awarded for each credit. No credit is awarded for an F, No Pass (N), No Grade (G), or Incomplete (I).

### *Credit Denial*

If credit denial is an option in a particular course, the class syllabus will outline specific details of the credit denial policy. All Crescent Valley classes will follow Corvallis School District Policy IKAD with regard to Credit Denial.

Grade reduction or credit denial determination may include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction or credit denial, the following shall occur:

1. The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student's disability; or
  - c. An excused absence, as determined by the district's policy.

Corvallis School District Policy IKAD

Students who receive a credit denial warning are responsible for taking measures to prevent the loss of academic credit. Students who are failing a class at the time of credit denial will have an "F" entered on their transcript. No credit will be awarded for the course.

### *Repeat Classes*

Students may repeat classes at Crescent Valley to improve their mastery of the course content. In such cases both course titles will appear on the student's transcript. The initial grade will be changed to R to reflect the repeat and no credit is awarded for the first attempt.

Please note: **Course work completed outside of Crescent Valley will not replace Crescent Valley courses.** Both grades will appear on the transcript and be calculated into the GPA. Credit for coursework taken outside of CVHS (i.e., college classes, correspondence classes, independent study) requires prior approval of a counselor and administrator.

## Grade Policy

In every course offered, teachers shall establish standards for awarding student grades and credit. Teachers shall reflect student progress and achievement by using the following grades:

A	for excellent mastery of knowledge and skills
B	for strong mastery of knowledge and skills
C	for adequate mastery of knowledge and skills
D	for minimal mastery of knowledge and skills
F	for inadequate mastery of knowledge and skills
G	for incomplete course requirements due to legitimate reasons including illness and family emergency. Credits and grades may be awarded upon completion of course requirements with teacher approval
N	a No Pass represents achievement in the D or F range
P	a Pass represents achievement in the A, B, or C range

### *Pass/No Pass*

Pass/No Pass grades are awarded for specific classes and are also used as a class grade in courses by agreement among student, parent and teacher. Arrangements to take a class on a Pass/No Pass basis must be made within the first nine weeks.

No more than two courses may be taken on a Pass/No Pass basis during any grading period. Pass/No Pass credits are not computed into a student's GPA.

Students wishing to be valedictorians or salutatorians may not have any G or N grades or use the Pass/No Pass option for an A-F class, or University required courses.

*Note to athletes: The NCAA does not accept a Pass/No Pass grade in core classes, independent studies, or correspondence courses toward their NCAA eligibility requirements.*

### *Withdrawal Grades (when dropping class)*

When a student drops a class after the deadline (usually five weeks) he/she will receive an F on the transcript regardless of the grade at the time dropped. Special circumstances require administrative approval.

## Valedictorian and Salutatorian Criteria

By definition, the valedictorian and salutatorian candidates should be the outstanding student (s) in the graduating class. The following criteria are proposed to ensure that the Crescent Valley High School valedictorian (s) and salutatorian (s) have achieved high academic standards and demonstrated exemplary citizenship.

Valedictorian/Salutatorian candidates must meet the following criteria:

- Be graduating seniors in good standing.
- Complete subject requirements for the Oregon University System: 8 credits of English, complete the second year of the same world language, math through Algebra II, four credits of science and six credits of social studies.
- Earn at least forty-six (46) graded credits.
- No classes may be taken with a Pass/No Pass option, unless the class is only graded in this manner.
- No “N”, “G” or repeated courses.
- The student must act with respect, honesty, integrity, courage, personal responsibility, self-discipline, kindness, justice, and social responsibility. The student will show appropriate behavior with no major violations of the student rules of behavior.

*Valedictorian candidates* must comprise the highest clearly discernible grouping based on accumulative grade point average (AGPA), a minimum of at least 3.95, as identified annually by the graduation committee.

*Salutatorian candidates* must comprise the second highest clearly discernible grouping based on accumulative grade point average (AGPA), a minimum of at least 3.90, as identified annually by the graduation committee.

Meeting the minimum standards listed above does not guarantee that a student will be selected by one of the recognized groups; only those chosen by the graduation committee will be honored. Every candidate will be evaluated on an individual basis for eligibility.

If no graduating students meet the above criteria, no Valedictorian or Salutatorian Scholars will be recognized.

Students will be designated as candidates for the Valedictorian/Salutatorian award until semester grades have been determined and eligibility verified.

Students not meeting the above criteria due to special circumstances such as a foreign exchange program or family sabbatical may petition the graduation committee for consideration.

## Pinnacle Grading System

Students and parents may check grades and attendance online with the Pinnacle Internet Viewer (PIV) at the following address: [www.csd509j.net/cvhs](http://www.csd509j.net/cvhs). Click on the Check Grades button. Please make note of the following:

- Login ID is the student’s seven digit student identification number. Parent passwords are randomly assigned and cannot be changed. Student passwords also are randomly assigned, and may be changed.
- PIV access is dependent on access to the servers of Corvallis School District, Linn-Benton-Lincoln ESD and Excelsior Software. Occasionally one or more of the servers is unavailable or the system is down for maintenance. If you receive an error message, please allow a few hours before reporting the problem.
- Known issues will be posted to the CV home page.
- Email alerts: Parents and students are encouraged to sign up for email alerts. If you choose to take advantage of this service, please be aware that PIV displays live data.
- Attendance alerts: There may be lag time between the time you report your student’s absence as excused and the time the information is entered into the database. It is also possible that a student who is marked absent is actually tardy, and the absence will be changed later in the day. Please allow time for data to become current before contacting the attendance office.
- Student grades displayed on PIV are estimations only. Questions regarding student grades on PIV should be directed to the teacher of the course in question.
- For login and password information, please contact [bonnie.ryan@corvallis.k12.or.us](mailto:bonnie.ryan@corvallis.k12.or.us)

## Grade/Progress Reports and Conferences

### *Conferences*

Parents may call for a conference appointment at any time. Conferences may be arranged by calling the teacher directly or by calling 757-5802. School-wide parent conferences will be held in October and April.

### *Progress Reports*

Progress reports are issued at the mid-point of each grading period, or every 4 ½ weeks. These reports will be issued to all students who are failing to meet minimum academic expectations (D, F, or No Pass).

Progress reports will be mailed home the weeks of October 6<sup>th</sup> and December 15<sup>th</sup> (for Semester 1) and March 2<sup>nd</sup> and May 18 (for Semester 2).

Teachers are expected to communicate performance to all students through maintenance of grade records on the Pinnacle Grading System. Teachers are also encouraged to contact parents any time a significant decline in general performance and/or achievement level is demonstrated by their child.

Students are expected to make use of information provided by teachers and Pinnacle in order to monitor their grade and seek help when needed. Crescent Valley staff encourages parents to make use of the Pinnacle Internet Viewer and monitor their student's progress in classes. Parents are invited to check in with teachers via e-mail when questions or concerns arise.

### ***Report Cards***

Report cards are issued at the end of semester. Report cards will show academic grades, number of credits earned, absences per class, and GPA. Teacher comments are optional. Grades issued at the semester are recorded on student transcripts. Report cards will be mailed home.

Report Cards will be mailed home the weeks of February 2<sup>nd</sup>  
(for Semester1) and June 22<sup>nd</sup> (for Semester 2).

## **Student Records**

### ***Student Records Policy***

Information on transfer of student records, release of personally identifiable information, and the annual notification to parents may be found in the district *Student/Parent Handbook* and online at <http://www.csd509j.net/>

### ***Transcripts***

Official student transcripts are maintained by the Transcripts Coordinator. Transcripts provide an official record of all grades and credits earned.

Official copies of a student's transcripts are available upon student/parent request and require up to two days for processing. After the first two transcripts, a \$5 fee per transcript will be charged to current students. Graduates will be charged \$5 per transcript.

### ***College Application Processing Service***

Students who are applying to colleges requiring teacher and counselor recommendations or secondary school reports and mid-year reports can opt to pay a \$25 fee to cover costs of materials, copying, management of college files, and postage and handling. The \$25 fee pays for the first three applications; each application thereafter costs \$10 each. This service is optional but does make the application process much more efficient and provides peace of mind for students and parents.

## **Counseling and Guidance Programs**

At Crescent Valley, the purpose of Counseling and Guidance is to assist students in meeting state and district outcomes and to reach their personal and educational goals. The programs include professional licensed school counselors, the CV Career Center, and the school-wide Advisor program.

### ***School Counselors***

Every student is assigned a school counselor for their four years at Crescent Valley. Services provided by Crescent Valley school counselors include crisis intervention, assessment, consultation, counseling, referral, and follow-up. Students and parents are encouraged to contact the counseling staff with concerns that interfere with student learning. Information on careers, college and standardized testing may be accessed on CV's Counseling website at <http://www.csd509j.net/cvhs/counseling/>.

If you have questions or concerns that require a school counselor, contact Barb Gilroy, Counseling Secretary, to make an appointment, 757-5815.

### ***The Career Center***

The Career Center provides information and activities to assist students in making decision as they look beyond high school, including what they can do now to prepare for the future. The Career Center provides information on potential careers, apprenticeships, colleges (2 and 4 year colleges), the military, and technical/vocational training.

Testing registration materials and information for the PSAT, SAT, ACT, and AP tests are available in the Career Center for college bound students. Extensive files of scholarship applications as well as college financial aid forms are also on hand for students. All students and parents are welcome to attend Career Center presentations such as college and military visitations and career seminars. Check the Career Center website for upcoming events and scholarship information at <http://www.csd509j.net/cvhs/counseling/>.

If you have questions about Career Center activities or would like to volunteer your time in the Career Center, contact Nancy Pliskin, Career Center Coordinator, 757-5916.

### ***Advisor Program***

Every student is assigned an adult advisor for their four years at Crescent Valley. Students are randomly placed in Advisor groups, although requests will be honored if space is available. Each group consists of an adult advisor and 19-25 students in the same grade. Advisor meets twice each week for approximately 20 minutes. Attendance in Advisor is required.

The Crescent Valley High School Advisor program provides support to students and is the principle means by which students earn their career development credit for high school graduation. Students earn .125 credit per year for attending Advisor and completing all of the Career Related Learning Experiences (CRLEs) required in Advisor and related classes.

Curriculum in the Advisor program will focus on three content areas: Career Education; Academic Achievement; and Social-Emotional Growth. Students and parents can track progress in Advisor using the Pinnacle grading system.

The reassignment of an Advisor group requires the consent of the present advisor, the new advisor the student, and the student's parent.

### ***Personal Education Plan and the Advisor Folder***

The main objective of the Personal Education Plan (PEP) is to provide students with a thoughtful and deliberate working plan for the journey through high school and transition to life after high school. The PEP is reviewed and evaluated regularly.

The Advisor Folder is a collection of student work held by the adult advisor for four years. It contains the PEP as well as all work samples and records of CRLEs, and Service Learning. Students can access the folder at any time and the folder is released to them upon graduation.

### ***Career Related Learning Experiences***

- ***Ninth graders*** are required to write the first draft of their resume, complete career exploration surveys and write a reflection of that process. Ninth graders must also complete a tour of the Career Center.
- ***Tenth graders*** are required complete the Career Shadow activity which provides them the opportunity to shadow a career they are interested in learning more about. As part of that process, students must revise their resume from 9<sup>th</sup> grade.
- ***Eleventh graders*** are required to attend a Mock Interview event in the spring that brings them together with members of the community to practice this vital job skill. As a part of that process, students must revise their resume from 10<sup>th</sup> grade.
- ***Twelfth graders*** must complete their Extended Application project in order to earn credit for Advisor and meet graduation requirements.

## **Health Services**

Students who are injured at school or become ill during school hours should report to the Health Room, located in the front office of the main building. During class hours, students should report to their scheduled classes before reporting to the Health Room.

### ***Medical Conditions and Medication***

Students who have specific medical conditions and are in need of special attention should meet with the head secretary or their counselor to discuss their situations. The head secretary will act as a liaison with the staff regarding students with health concerns.

Students requiring medication during the school day must keep their medications in the Health Room. Medication must be in the original container with a signed parental consent form, which may be obtained from the front office.

## **Attendance and Tardy Policies**

### ***Attendance Policy***

Oregon law requires students to attend school until they are 18 years old, until they graduate from high school, or until they complete an approved alternative education program. Students are responsible for maintaining regular attendance in all of their assigned classes and for being aware of the number of absences they accumulate during a given grading period.

When students are absent from school, the attendance office secretary and/or school administrator will determine (according to state guidelines) if the absence is excused, unexcused, or unresolved.

***Excused absence:*** an absence for personal or family illness; family emergency; school activity; religious holiday; medical, dental, or court appointments; college visitation; or pre-arranged family commitments. Prearranged absences require completion of the Prearranged Absence Form (available online or in the attendance office).

***Unexcused absence:*** an absence for reasons other than those listed above.

***Unresolved absence:*** an absence not cleared by the parent **within 48 hours** of the student's return to school.

### *Excusing an Absence*

Parents are responsible for notifying the Attendance Office when their son/daughter is absent from school. It is preferred that the parent call the school (757-5806) on the day of the student's absence. Absences not verified by the parent **within 48 hours** of the date of the student's return to school will be recorded as "unresolved."

### *Making Up Missed Assignments*

Please read individual course syllabi for make-up work policies with regard to "excused" and "unexcused" absences. Students are responsible for making up any school work missed during an "excused" absence. Credit may not be given for schoolwork missed because of "unexcused" or "unresolved" absences. Teachers may verify from the Attendance Office that the absence was excused.

### *Leaving Campus*

Students leaving school for an excused reason after the school day has begun should notify the attendance secretary in person before leaving and upon returning to the campus.

All freshmen are required to stay on campus, including lunch unless they have a written excuse from the parent/guardian. Sophomores must have a "Permission to Leave Campus" form signed by a parent/guardian and on file in the office in order to leave campus.

### *Teacher Responsibilities*

Teachers will maintain accurate records of student attendance. Teachers will provide students the opportunity to make up school work because of an excused absence. Check individual course syllabi for more information.

Teachers will notify students and parents/guardians when unexcused absences begin affecting the student's participation or performance in a class. Teachers may request a parent conference for the purpose of establishing a behavior contract when a student is consistently late to class.

When a teacher refers a student who is accumulating excessive absences, the administrator may initiate necessary conferences, contracts, as well as approve credit denial warning notices prepared by the teacher.

### *Tardy Procedures*

Teachers are responsible for beginning their classes promptly, for enforcing school/classroom tardy policies, and for maintaining accurate records of student tardiness.

Teachers may assign students detention when students are late to class three or more times. Students will be given prompt notification of detention upon referral of staff.

## **Student Conduct**

The Corvallis School Board has adopted procedures and standards of behavior that identify student rights and responsibilities. These guidelines are designed to establish an educational environment that promotes sound learning opportunities, a respect for authority, and the preservation of individual rights. A copy of the district **Student/Parent Handbook** is available upon request. It is also on the district Web site at <http://www.csd509j.net/>.

### **Expected Student Behavior**

The Crescent Valley community believes that it is the responsibility of the entire school community to foster an environment which promotes building positive relationships that value the intellectual, emotional, social and physical development for all school members.

The three basic school rules are:

**Be Safe, Be Respectful of people and property, and Be Responsible.**

Students are responsible for conducting themselves in accordance with the policies of the district and lawful direction of school staff. Appropriate student behavior is important to the maintenance of a safe, secure environment that promotes student learning. Through the advisor program, students are taught the following behavioral expectations:

- Knowledge of behavior in regard to respect, responsibility and safety
- To obey all school rules and appropriate staff directions
- Demonstrate concern for the welfare and rights of others
- Respect school, staff and student property
- Contribute a positive attitude to the school community
- Attend school daily, be on time and participate in class activities.

## **Prohibited Behaviors**

The following behaviors are specifically prohibited at school or school related activities:

### *Assault / Fighting / Menacing*

Assault/Fighting/Menacing can involve physically assaulting or menacing another person or knowingly encouraging others to physically assault or menace another person. In these situations all parties involved will be suspended while an investigation is being conducted. These prohibited behaviors could result in suspension or expulsion.

### *Computer Use*

All students sign a "Student Network Account Agreement." If a student is using a computer for non-educational purposes, a referral could be made for revoking privileges.

### *Disruption of School Activity*

Any behavior which disrupts or interferes with the classroom learning environment is prohibited.

### ***Cheating/ Plagiarism***

Cheating and Plagiarism involves reproducing or paraphrasing the work of others without appropriately citing the sources of the work. Examples of plagiarism include but are not limited to the following:

- ◆ Downloading an entire paper off the Internet and turning it in as one's original work.
- ◆ Downloading paragraphs or groups of sentences from texts online and turning them in as original work.
- ◆ Reformatting an online text and turning it in as original work.
- ◆ Copying a print text or another student's work and turning it in as one's own work.
- ◆ Copying groups of sentences, paragraphs or solutions from a print text and turning them in as one's own work.
- ◆ Knowingly passing off someone else's original idea(s) as one's own work.
- ◆ Using an online translator to complete work in a World Language class.

### ***Plagiarism carries the following consequences:***

1. First offense within a student's high school career: score of zero on the assignment, incident recorded in the student's behavioral file, parents notified.
2. Second offense within the same class: dropped from the class with a grade of F, incident recorded in the student's behavioral file, parents notified.
3. Second offense within a student's high school career: score of zero on the assignment, incident recorded in the student's behavioral file, parents notified.
4. Third or subsequent offense within the student's high school career: dropped from the class with a grade of F, incident recorded in the student's behavioral file, parents notified.

Teachers are required to include the plagiarism policy in their written class policies and present clear instruction on the definition of plagiarism and the correct conventions of documentation.

### ***Fire Alarm/ Fire setting/ Arson***

Tampering with or willfully setting off a school fire alarm, starting a fire, or lighting an incendiary device while on school property or a school event is prohibited. All of these behaviors may result in disciplinary action such as suspension and expulsion and possible law enforcement involvement.

### ***Gambling***

Playing cards or other games that involve the exchange of money is prohibited.

### ***Hall Behavior and Traffic***

The main hallways are closed for student use during instructional time. During class time students will be re-directed to class, cafeteria, the quad or other common student areas. Blocking the free flow of pedestrian traffic and inappropriate voice level are prohibited in the hallways.

### ***Harassment/ Intimidation***

Threatening, intimidating, coercing, or harassing other students or school personnel will not be tolerated and will lead to some form of discipline up to possible suspension, expulsion, and loss of driving privileges.

### ***Improper Vehicle Use***

Parking in spaces reserved for staff, next to painted yellow curbs, in handicapped parking zones, loitering in the student parking lot, exceeding the ten (10) mile per hour school speed limit, and driving without a vehicle registration from the attendance office are all examples of improper vehicle use which may result in citations, law enforcement involvement, or loss of driving privileges on school grounds.

### ***Insubordination***

Insubordination involves ignoring or disobeying the directions of teachers, administrators, or other school personnel. Insubordination may lead to disciplinary action up to suspension or expulsion.

### ***Personal Electronic Equipment***

The use of personal electronic devices (cell phones, IPOD, electronic games, etc.) is not allowed during class time. Amplified music is prohibited during class time.

### ***Profane/ Offensive language***

Use of profanity/offensive language is prohibited and may be cause for disciplinary action.

### ***Sexual Harassment***

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

### ***Skateboards, Roller-skates/blade/shoes, Scooters and Bicycles***

Riding these wheeled devices on campus is prohibited. Upon arriving at school students are expected to lock their bicycles at the bike racks and put any skateboards and or roller-skates/blades in their lockers.

### ***Substance Abuse***

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.

### ***Unsuitable Dress***

Crescent Valley 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. Examples of unsuitable dress include clothing which promotes the use of tobacco, alcohol or controlled substances, or contains language, lettering or symbols which create a hostile or intimidating environment.

### ***Gang-related clothing, property and grooming***

School board policy KGB discusses public conduct on district property, and includes guidelines related to gang affiliation and dress. No person will wear gang clothing or possess gang related personal property while on school grounds, including during school sponsored activities and events. This includes items used by or associated with gangs, such as gang insignias, color patterns, bandannas, hats, jewelry, clothing, belts, or any other clothing or personal property with any gang significance. It also includes any body markings, including temporary or permanent tattoos, and other grooming patterns that are gang related. Markings and writings that are gang related, such as references to streets, numbers or other gang signals and codes, are also not allowed. The school administration understands that display of apparel or property, dress and grooming do not necessarily indicate gang membership, but the use or display of these can be distracting and disruptive to the educational environment and will not be tolerated.

### ***Theft/Vandalism***

Any student who steals or destroys the property of students, school personnel, or the school or district will be subject to disciplinary action and, if appropriate, referral to law enforcement officials.

### ***Weapons***

Students shall not bring, possess, conceal or use a weapon on school property or at any school-related activity. The definition of a weapon may include firearms, any instrument, material or substance which could cause death or serious physical injury. Examples include brass knuckles, switchblade/butterfly knives, clubs, stars, live ammunition, explosive or incendiary devices or poisonous gases. Realistic replicas of weapons are also prohibited and may result in serious consequences.

Weapons violations may result in law enforcement referral and involvement. Students bringing look-a-like weapons, replicas, or weapons (not operational), for the purpose of class presentations or projects are expected to bring them to the office of an administrator first thing in the morning. The student then may pick them up prior to their class for the purpose of presenting and then return them to the office to be picked up after school.

## **Disciplinary Actions**

The district has the authority and control over a student at school during the regular school day, at any school-related activity regardless of time or location, and while being transported in-district provided transportation. It is the philosophy of the school that all students be treated with respect and dignity, and that any disciplinary action be consistent and fair, and taking into account all circumstances involved. All rule infractions that may involve disciplinary action will be investigated and parents will be immediately notified.

### **As a result of inappropriate behavior the following actions may be taken:**

#### ***Academic Penalties***

Students will receive a lowered grade up to a zero or an F for school work that has been copied or plagiarized and for missed class assignments which are due to unexcused absences. (Note: A student's attendance shall not be the sole criterion for reduction of a student's grade – see credit denial policy).

#### ***Attendance Referrals***

Students may be referred to the LBL Attendance officer when attendance patterns cause concern or are impacting a student's academic progress.

#### ***Expulsion***

Expulsion is a long-term exclusion from school attendance and requires a hearing be held by the superintendent or designee. State law provides that the expulsion of a student will not exceed one (1) calendar year. Expulsion can be recommended on the basis of one serious behavioral infraction or accumulated disciplinary problems.

The primary purpose of expulsion is to maintain the safety of all students. It is one element on a continuum of interventions and viewed as a temporary placement with the goal of returning the student back to and successfully functioning in school. Prior to any expulsion hearing there will be a comprehensive investigation and parental contact/involvement in the process.

#### ***Fines***

Students will be charged for locker damage, vandalism, lost or damaged books or uniforms, or other damage to school property. Students parking in no parking zones, visitor or staff parking, or illegally in handicapped parking areas will receive citations resulting in fines.

#### ***Parent Conferences for Behavioral Issues***

Parent conferences will be scheduled when direct parent involvement is needed to resolve a problem related to student behavior or academic progress. Parent conferences typically involve the student, parent, school administrator, appropriate teachers and counselors. Parent conferences will also be required as a condition of a student who is being placed on a behavioral contract, being considered for a change in placement, and as a condition for re-admittance after a suspension or expulsion.

### ***Police and Fire Department Referrals***

Police referrals will occur whenever a student engages in an unlawful activity. Every effort will be made to notify parents prior to a police interview. School administration will be present at the interview. A referral to the fire department will be made whenever a student lights a fire or incendiary device on school property or sets off a school fire alarm.

### ***Student Support Team Interventions***

A student may be referred to the Student Support Team when they are demonstrating behavioral or academic problems which are influencing his/her ability to be successful in school. The purpose of the Student Support Team is to assess the situation and design an intervention to address and modify the behavior or improve performance. The Student Support Team is one service in Crescent Valley's continuum of support model.

### ***Suspension***

Suspension is a formal action prohibiting a student from attending school or school activities for a designated period of time, not to exceed ten consecutive school days. At the discretion of an administrator, students can be suspended on an in-school or out-of-school basis. Every attempt will be made to notify parents prior to a suspension. A conference with the parents may be required before the student returns to school.

### ***Suspension of Driving Privileges***

The school district may request that a student lose driving privileges or the right to apply for driving privileges for the following offenses:

- Expulsion for a weapon
- Two or more suspensions for menacing or assault on school premises.
- Willful damage to school property
- Pattern of unexcused absences

The first request to suspend a student's driving privilege or right to apply for a driving privilege may be for up to a year. A second request may result in suspension of privileges until the student reaches the age of 21.

## **Filing Complaints/Grievances**

### ***Equal Education Opportunity***

It is the policy of the Corvallis School District that all students shall be assured equal education opportunities and treatment. No student legally enrolled in the district shall, on the basis of race, national origin, religion, sex, age, disability, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the district school board. Exceptions shall be only as provided in OAR 581-21-046(1)(c).

### ***Filing a Behavior Code Complaint***

Students may file a verbal or written complaint against another student alleging a violation of school policy with the school administration. When possible, student complaints will be resolved through informal discussion and consultation with the involved parties. Complaints requiring disciplinary action will be addressed according to school policy and may involve a parent conference, suspension and/or expulsion from school, and notification of community authorities. The student who initiated the complaint shall be notified of the outcome of the investigation within five school days.

### ***Filing a Sexual Harassment Complaint***

Sexual harassment complaints shall be presented to the building principal. All such complaints shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The administrator or his/her designee will meet with all concerned parties within five working days after receipt of the complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The administrator or his/her designee will notify the complainant in writing when the investigation is concluded. The findings of the administrator or his/her designee can be appealed to the superintendent, the school board, and/or the Department of Education.

### ***Filing a Grievance***

A student grievance is defined as a complaint lodged by a student against the school, a member of the staff, or administration, alleging one or more of the following:

- A school rule is unfair, a school rule or regulation discriminates between students
- An unfair procedure has been used.

All student grievances must be filed in writing with the principal or his/her designee. The principal or his/her designee will investigate the student grievance and provide a written response within 10 school days.

### ***Confidentiality***

Whenever possible, the administration and staff attempt to preserve the confidentiality of students with respect to any matter reported and/or investigated. Exceptions to this policy are made when the safety and welfare of students require sharing information with appropriate law enforcement or student support agencies.

### ***Section 504 Accommodations***

Section 504 of the Rehabilitation Act of 1973 prohibits school districts to discriminate against persons with disabilities – including students, district patrons, and staff members. Section 504 protects all qualified students with disabilities; defined as those having any physical or mental impairment that substantially limits one or more major life activity. Life activities include; walking, breathing, hearing, speaking, self-care, manual tasks, seeing, learning, and working. Section 504 requires that qualified persons with disabilities be provided access to educational opportunity as commensurate with non-disabled persons.

A student, district patron, or school staff with an American with Disabilities Act-Section 504 concern should contact a school counselor or Administrator. A counselor can provide a Parent/Student Rights in Identification, Evaluation, and Placement Form.

## Student Services

### Campus Locations

#### ***Book Room***

Students access the book room to check out textbooks for classes. The book room is located next to the library off the main hall. Textbooks are usually checked out at the book room window during the first two days of school or other arranged times; otherwise, students are welcome to check out textbooks in the library whenever it is open.

Students need their student body cards to check out textbooks and are financially responsible for the textbooks they have checked out including damage to these materials. Examples of damages include writing with pencils, pens or highlighters; bent or damaged covers; torn pages; or broken bindings. The requirement that textbooks be protected with a thick paper cover helps protect these valuable resources. A \$10 late fee will also apply to textbooks not returned by the end of the school year.

#### ***Cafeteria***

The school cafeteria and snack bar are open before school, during the morning break period, and during lunch. The standard breakfast costs \$1.50 and the standard lunch costs \$2.75. Each student has an on-line food service account. Students should bring money in a sealed envelope (with name on it) and turn it in at the snack bar. Accounts are updated on a daily basis. It is helpful if students make deposits for a week at a time. Students use their student body card bar code or name to access their accounts to buy food.

Students are expected to maintain a positive balance in their accounts to cover purchases. No charges will be allowed. Free and reduced price lunch applications are available in the Counseling Office and the cafeteria.

#### ***Computer Lab***

There are numerous computer labs at CVHS, where students are welcome to use Microsoft Office; curriculum-based software; online databases, including OSLIS, ESCOHost, and Grolier Online; and the Internet. The school district has installed an Internet filter, allowing student access only to approved sites.

Students can access the drop-in lab during normal library hours. Teachers regularly reserve the campus computer labs for their classes. CV students must use their own login to access computers for classroom and limited personal research only, and are required to adhere to school and district technology guidelines.

CV does not allow computers to be used for games, live journals, blogs, MySpace, video or instant messaging, chat rooms, downloading music or videos, telephony, or video streaming. Further restrictions prevent installing software from outside sources, assessing DOS without permission, network broadcasting, or altering the desktop.

We allow free printing for student assignments only. Students pay for printing of class worksheets, multiple copies, color documents, and documents not related to school. Food, beverages, and socializing are prohibited in the computer labs.

#### ***Learning Lab***

The Learning Lab is designed to support the academic growth of all students at CVHS. Learning Lab tutors, seminars, and scheduled classes provide students the opportunity to experience success in high school and be prepared for a smooth transition to postsecondary education or the workforce. Volunteer tutors are available on a drop-in, non-credit basis, while scheduled classes offer students a structured academic support class, a math lab and a variety of alternative education courses that are self-paced and individualized to meet the diverse student population at Crescent Valley High School.

#### ***Lockers***

Lockers are assigned at the beginning of the school year. Questions regarding locker assignments or locker combinations may be directed to the Attendance Office. Students are advised to keep their lockers locked at all times and not to keep money or other valuable property in their hall lockers. The school does not accept responsibility for lost or stolen property.

Student lockers are school property and are subject to search by school officials with reasonable suspicion that the locker may contain illegal items. Students will be charged a minimum of \$6.00 for locker damage unless incidents of vandalism are promptly reported to the school administration. Locker damage fees are paid to the bookkeeper. **All lockers are shared.**

#### ***Library***

The CVHS Library is open to students all day, every school day. CVHS students are fortunate to have access to abundant print and electronic resources for research and reading pleasure. Students move conveniently between the library and computer labs to access multiple sources of information.

Staff and students are expected to help maintain an atmosphere that promotes quiet study and reading. We ask that students socialize and consume food or beverages outside the library. In addition, we ask students to use their cell phones and play electronic games elsewhere, and to use iPods or CD players only if they are quietly working alone.

To increase resources available to our students, we also make it easy to borrow materials from other school libraries in the district. In addition, students can quickly find out about materials available from other local libraries. Most important, CVHS students benefit from instruction from library staff about how to access the wide world of information effectively and efficiently.

Students need their student body cards to check out materials and are financially responsible for all materials checked out, including damage to these items. Students will be charged a late fee of \$10 for materials not returned by the end of the school year.

#### ***Lost and Found***

Lost and Found is located in the Main Office. All unclaimed articles will be donated to charity at the end each semester. Stolen property should be reported to the Behavior Office.

### ***Parking Lots and Parking Permits***

Student parking is located in the gym parking lot. Students are prohibited from parking in the back lot near the football field or in front of the main office.

All students who drive to school are **required** to obtain parking permits at registration or in the Attendance Office. The permits must be visible, and attached to the rear window.

### ***Carpooling***

CVHS is dedicated to leaving a smaller carbon footprint. To that end, the parking lot's premium spaces are reserved for carpool vehicles only. Students interested in carpooling and using the "diamond" parking spots in the student lot can sign up for a carpool pass with the SEA Club during the first weeks of school or in the front office during the year.

## **Campus Communication**

### ***Bulletin Board***

A student bulletin board is located next to the entrance to the library. Students may post special notices on this board with prior administrative approval for a period not to exceed five school days.

### ***Daily Bulletin***

The Daily Bulletin is posted in the library, Career Center, and in classroom. An electronic version is posted on the CV Web site at [http://www.csd509j.net/cvhs/bulletin\\_files/bulletin.pdf](http://www.csd509j.net/cvhs/bulletin_files/bulletin.pdf)

### ***Student Publications***

CVHS has two student publications: *The Revolutionary* and *Crescent Crier*. The *Revolutionary* is the school yearbook and the *Crescent Crier* is the CVHS newspaper.

*The Revolutionary* and *Crescent Crier* are school publications and represent extensions of the regular instructional program. As such, these publications fall under the direct supervision of the faculty advisor and principal and are subject to prior review by them and/ or prior review by the CVHS Publications Review Committee.

### ***Other CVHS Publications***

*The Raider News*, which is the school newsletter, is published by the Crescent Valley Parent Organization (CVPO), with the help of parents, students, and staff. *The Raider News* provides information about the latest school programs and policies, career and college information, and special events and activities. *The Raider News* is available online or mailed to families without computer access at home. A few extra copies are available in the Career Center and front office. If you would like to receive the *Raider News* electronically and/or be on the CVHS Parent Listserv, forms are available in the main office.

*The CVHS Student Planner* includes the student handbook of school rules, personal monthly and daily calendars. Additional copies are available for purchase in the Student Store. Each student is required to have a copy of the CVHS Student Planner.

### ***Telephones***

CV has one pay phone which is located outdoors on the west side of the main building. The phone may be used for personal phone calls and cost \$.50. The office telephones are for business purposes or emergency use.

### ***Telephone Messages***

The Attendance Office will only accept and deliver phone messages from the student's parent or guardian. Non-emergency phone messages are placed on student lockers or can be held in the Attendance Office for the students to pick up during break or lunch period or after school.

## **Visitor/Guest Pass Policy**

### **All visitors must check in at the office upon arrival**

Students who want to have a guest visit the campus must obtain a guest pass at least **one day prior** to the date of the visitation. To be eligible for a pass, a guest must 1) Be between the ages of 14 & 18; 2) Attend school outside the local attendance area (this includes CHS, Albany and Philomath); 3) Have parent permission; 4) Have teacher approval from all classes and 5) Have administrator approval. Only one guest allowed per visit/a total of two guests per year. **No guest passes will be approved during the last week of the semester.**

Our current school district policy KGB states: No person on school property will impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on school property which has been authorized by the board, superintendent, principal or other authorized administrator. No person on school property will injure or threaten to injure another. All school visitors must follow the board policy described above, and will not intimidate, threaten or cause anyone to feel unsafe in any other way while on school premises. Violation of these rules will result in ejection from the school and possible referral to law enforcement.

Parents wishing to visit a classroom during the school day must have prior teacher permission and sign in as a visitor in the office. Adult visitors who intend to spend the day at school must have prior permission from an administrator.

## Activities and Athletics

### *Activities and Clubs*

All students are encouraged to participate in some of the more than 40 school clubs and activities. A partial list of clubs and activities is included below. For more specific information, watch the Daily Bulletin or contact Sheila Fowler, Activities Director. A Club Fair will be held in September and in February to introduce all CV's clubs.

#### Activity/Advisor

Band .....	Kris Janes
Cheerleading .....	Colleen Kerns
Class of '09 .....	Trinity Radabaugh & Patti Pauk
Dance Team .....	Shoshannah Richey
Debate Team.....	Danielle Robertson
Destination Imagination (OM) .....	Karen Anderson
French .....	Katie Myers
Jazz Band .....	Kris Janes
Link Crew.....	Jenni Bunkelman & Sheila Fowler
Medical Careers Explorers .....	Jenni Bunkelman
National Honor Society .....	Trinity Radabaugh
OSSOM.....	Jenni Bunkelman
Orchestra .....	Charles Creighton
Revolutionary .....	Pam Mathews
Ski Racing Club .....	Chad Huber
Spanish .....	TBA
Student Store .....	Craig Ellingson
Vocal Music .....	Emily Thielen

### *School Dances*

Dances are usually sponsored by school clubs or organizations as fundraising activities. They generally occur in the cafeteria; Student Body Cards are required for admission. 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. Attire or dance that violates the school sexual harassment policy, (conduct that has the effect of creating an offensive educational environment), inappropriate or unsafe behavior such as moshing, lifting students overhead, etc. is not allowed and will result in disciplinary action and loss of dance privileges.

If you wish to bring a friend who does not attend CVHS, you must submit the a guest pass form to the office for approval from an administrator. Permission will be granted or denied on an individual basis. Generally only high school aged students will be admitted. Middle School students are never admitted. Dances generally end at 11:00 p.m.

Once a student arrives at a dance, they are not allowed to leave and return. The district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free environment. Violators shall be suspended or expelled and referred to the appropriate law enforcement agency. An attempt will be made to contact parents/guardian.

### *Student Government*

All students regularly enrolled in Crescent Valley High School shall be members of "The Associated Student Body of Crescent Valley High School." Student government consists of Core Council, Student Council, and Site Council representatives.

**Core Council** members include the ASB President and Vice President, Clubs Commissioner, Athletics Commissioner, Historian, Spirit and Activities Coordinator, and the four Class Presidents. The Core Council is responsible for the daily operation and management of the student activities program. Members of the Core Council are required to enroll in the Leadership class for a minimum of one semester.

#### 2008 – 2009 ASB Core Council

ASB Co-Presidents:	Connor Bildfell and Pavan Vasdev
Senior Class Officers:	Daniel Fridley and Tim Moss
Junior Class Officers:	Alex Dionne and Caitlyn Doyle
Sophomore Class Officers:	Daniel Ha and San Yoon
Freshman Class Officers:	Elections are held in the fall

**Student Council** is comprised of elected and volunteer representatives from each Advisor group. Other students can serve at-large, providing they fulfill certain rights of petition.

### *National Honor Society*

Founded in 1921 by the National Association of Secondary School Principals, the National Honor Society recognizes students who exemplify scholarship, leadership, character and service to school and/or community. The purpose of the CV chapter is to provide service to the school and community with projects during the year.

### *NHS Membership Requirements*

- Must be a second semester sophomore, junior, or senior student with an overall GPA of 3.5 or better.
- Must show evidence of community and/or school service, good character and leadership skills.

After semester grades are issued, the faculty advisor contacts students who meet the scholarship criteria and sends each a form letter explaining the process for joining NHS. If interested, students pick up a packet from the NHS advisor. The packet includes recommendations to be completed by staff to show evidence of character, leadership, and service. The faculty council reviews applications and determines if the student meets all four criteria. Students are then informed of acceptance or non-acceptance by a letter issued through advisor class. The initiation ceremony and reception are held in the spring.

## Athletics

CVHS offers a comprehensive program in competitive athletics that is open to all students in grades 9-12. These sports are governed by regulations developed and administered by the Oregon School Activities Association.

To participate in an athletic program, students should contact the head coach or athletics director before the beginning of the season for information regarding tryouts, practice schedules, and team requirements. A user fee is required along with proof of insurance.

Physical exams are required for freshmen, juniors, new students, and first-year athletes.

Returning sophomores and seniors who have physical exam cards on file from the previous year do not need to have a new physical examination. Student athletes must also satisfy the academic and training rules of the OSAA, Willamette Valley Conference, and Corvallis School District.

### Athletic Activity/Coach

#### Fall

Cross Country (Boys & Girls) .....	Tyler Bushnell
Football .....	Scott Sanders
Soccer (Boys) .....	Casey Fries
Soccer (Girl) .....	Andrew Donaldson
Volleyball .....	Corey Barton

#### Winter

Basketball (Boys) .....	Michael Stair
Basketball (Girls) .....	Kodi Waite
Swimming (Boys & Girls) .....	Rex Watkins
Wrestling .....	Brendan Courtot

#### Spring

Baseball .....	TBA
Golf (Boys) .....	Jason Laughery
Golf (Girls) .....	Cheryl Van Vleet
Softball .....	Rick Scott
Tennis (Boys) .....	Chris Herb
Tennis (Girls) .....	Sheila Fowler
Track (Boys & Girls) .....	Tyler Bushnell

#### Activity/Athletic Code of Conduct Information

The Athletic Code of Conduct is a commitment by the student to exercise good judgment in all affairs, to represent self, school, family and community in the most positive manner at all times, and to encourage others to share in these ideals.

Student participation in student government, performing and competitive activities, or athletics is governed by the regulations developed and administered by the Oregon School Activities Association (OSAA) and the Corvallis School District. Copies of these policies are available from the activities director.

#### OSAA Academic Requirements

A student must be enrolled in and passing classes equivalent to 2.5 credits of work in the current semester and also have been enrolled in and passed classes equivalent to 2.5 credits of work during the preceding semester.

#### Corvallis School District Academic Requirements

A student must pass all classes or receive a 2.0 GPA at each grading period (quarter) to be eligible for participation in competitive athletic and specified activity programs.

#### Willamette Valley Conference Training Rules

Any student involved in a performing/competitive activity or athletic program shall not knowingly possess, use, transmit, or be under the influence of alcohol, tobacco, performance-enhancing drugs, or controlled substances of any kind during the school year.

#### Citizenship Expectation

Students participating in performing/competitive or athletic programs are expected to respect people and property, be in regular school attendance, obey the Willamette Valley Conference Training rules, maintain academic eligibility, and follow all school rules.

#### NCAA Certification

Students who want to participate in NCAA Division I or II Athletics should begin the certification process and register with the NCAA Clearinghouse by the end of their junior year or early in their senior year. Certification requirements are listed on the following website <http://www.ncaa.org>.

#### Spectator Expectations at Athletic Events

1. Individuals who attend athletic functions will enter and depart the area in an orderly and safe fashion.
2. Those in attendance shall dress and behave in a manner that is appropriate to a high school function.
3. Spectators will demonstrate courtesy to visitors, players, coaches and officials and show respect for others, both on and off the court.
4. Spectators will remain in the bleachers during the athletic contest except when using the restroom or concession areas.
5. Home team signs, banners, posters, or displays of any type shall be supportive in nature and be pre-approved by the athletic director.
6. Chants, cheers or slogans shall be positive and accomplished without the use of noisemakers or sound enhancing devices.
7. Student behavior at athletic events is governed by the Corvallis School District Code of Student Conduct.

## Student Fees

### Student Services Fees

\$40 ASB Card  
\$50 Yearbook  
\$5 Parking Tickets  
\$5 ASB/ID card replacement  
\$15 Check returned due to  
Non-Sufficient Funds

### Extracurricular Activities Fees

\$50 Drama/theater participation fee  
\$150 First & second sport  
\$100 Third sport  
\$150 Cheerleading (year-long)

### Workbooks

\$15 French 3&4  
\$12 German  
\$11 Spanish 1, 2, & 3  
\$10 Vocabulary Workbooks

\$6 Locker Damage  
\$5 PE Locks not returned

### Underclassmen:

- 2 free official transcripts
- \$5 charged for each subsequent official transcript
- No transcripts or grades until cleared
- No registration in fall until cleared
- Canned food alternative to paying fees/fines: 1-15 oz can = \$1.00

### Seniors:

- 2 free official transcripts
- \$5 charged for each subsequent official transcript
- \$25 College Application Processing Service - See counseling for details
- Checkout procedure must be completed and cleared prior to graduation. If not cleared student will not participate in graduation, diploma & transcripts will be held.

### Class Lab Fees

\$20 Art All Classes  
\$25 Foods  
\$5 Health Occupations (optional)  
\$6 CPR Certifications (optional)  
\$30 Outdoor Recreation  
\$25 Beg. Photography  
\$25 Adv. Photography  
\$3 Engineering goggles  
\$5 Electronics  
\$10 Intro to Engineering

### Library/Bookroom Fees

\$10 Late fee for library/textbooks not  
returned by June 30 – one fee for all  
late books  
Replacement cost of lost library or  
textbooks  
Damage charges to library/textbooks

## Emergency Procedures

There are six primary responses to an emergency at CVHS:

1. Reporting the emergency
2. Securing the building [lockdown]
3. Evacuating the buildings
4. Assembling in safe zones
5. Evacuating the campus
6. Shelter-in-place

### *Reporting the Emergency*

Call 911.

- Say, “This is an emergency.”
- Tell the dispatcher the nature of the emergency, your name, the phone number from which you are calling and your location.
- **DO NOT HANG UP** until you are told that no further information is required.

### *Securing the Building [Lockdown]*

Some emergency situations - e.g., the presence of explosives or weapons – might require students and staff to “secure” the building. Should this occur, an electronic siren alarm will sound over the PA system indicating that all students and staff should immediately seek shelter. If possible, doors should be locked to prevent unauthorized entry, lights turned off, and blinds closed

Following the alarm, the principal or his/her designee will make the following announcement over the intercom:

“We have an emergency in (specify area). THIS IS A LOCKDOWN. Report to the nearest classroom or secure area to seek shelter. Remain in this area until directed to leave by administrative staff or police personnel.”

### *Evacuating the Buildings*

The signal calling for an immediate evacuation of all buildings will be a continuous alarm. Although this signal is typically used as a fire alarm, it will be used for any emergency requiring the immediate evacuation of the building. Once outside, students should seek appropriate shelter or assemble at least 100 feet beyond the nearest structure and report to the nearest staff member for roll. Care should be taken to avoid hazardous structures such as power lines and trees. When the alarm is silenced, students and staff may re-enter the building.

### *Assembling in Safe Zones*

Any emergency might involve a prolonged evacuation of the building. If that occurs, the initial evacuation would be followed by an administrative direction for students to assemble in a designated safe zone - e.g., an athletic field.

Students will be given directions regarding access routes to the safe zone that avoid known hazards and allow emergency personnel unobstructed access to the campus. Students should report to their regularly assigned teacher or the nearest staff member for roll. Students are not allowed to leave the safe zone and will only be released to his/her parent or guardian.

### ***Evacuating the Campus***

A special emergency might require the evacuation of the campus. In a campus evacuation, students will be assembled in one or more designated safe zones on campus, and then directed to walk to the **Westminster Presbyterian Church (5005 NW Highland)** just northeast of our campus.

Parents and family members will be directed to meet the students at the church; they will not be allowed access to the CVHS campus. Students will not be allowed to drive their own vehicles during a campus evacuation and should be prepared to show their school ID card or some other form of identification.

### ***Shelter-in-Place***

Sheltering-in-place is the most effective first response for emergencies where chemicals may be involved from either a local industrial facility or from a transportation accident. The timeliness of sheltering is crucial to success. All students and staff will be instructed to go to the B building cafeteria and auditorium which may then be totally sealed off until cessation of emergency is received.

### **Specific Emergency Responses**

Local fire regulations and district policy require us to have monthly fire drills and two earthquake drills each year.

#### ***Earthquake***

Report to the nearest safe area and kneel under a desk or table, cover the back of your neck, and hold on to a protective structure. Stay away from windows and furniture that may break or collapse during the earthquake or an aftershock. Be prepared to evacuate the building if the alarm sounds.

#### ***Bomb/Explosive Device or Shooting Incident***

Report to the nearest secure area. Lock the door(s), avoid windows, close blinds, and await further instructions from the administrative staff or police personnel. Be prepared to evacuate the building if the alarm sounds.

#### ***Fire***

Vacate the building by the nearest fire exit when the alarm sounds. Assemble 100 feet from the nearest building and report to the nearest staff member for roll. Re-enter the building when the bell is silenced and you see the yellow flag from one of the designated runners. A red flag will be used by the runners in the case of an actual emergency.

#### ***Power Outage***

If there is sufficient natural light to insure student safety, remain in your assigned classroom until instructed by your teacher or supervisor to leave. Report to the cafeteria or library if you are unassigned.

#### ***School Closure***

School closure due to inclement weather or special emergencies will be announced over the local radio stations.

All school activities, including athletic practices, music rehearsals, play rehearsals, etc., involving students will be suspended when school is closed because of inclement weather. These suspensions shall affect activities within 509J and activities which take Corvallis students to other districts. If school opens before the end of the school day, the normal schedule of activities may be permitted at the discretion of the building principal.