

CANBY HIGH SCHOOL STUDENT HANDBOOK 2016 – 2017



Canby High School
721 SW 4th Ave
Canby OR 97013

503-263-7200 ph
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canbyhs.canby.k12.or.us

STUDENT HANDBOOK 2016-17

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Canby High School
721 SW 4th Ave.
Canby, OR 97013-3999
503.263.7200
canbyhs.canby.k12.or.us

GENERAL INFORMATION

CSD NON-DISCRIMINATION STATEMENT

Canby School District does not discriminate on the basis of race, religion, creed, color, national origin, disability, marital status, personal life orientation, or age in providing education or access to benefits of education services, activities, and programs in accordance 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 (*from Canby School District's Students' Rights & Responsibilities*).

CHS CONTACTS

CANBY HIGH SCHOOL

503.263.7200

Administration

Greg Dinse	Principal, x5303
Mark Martens	Associate Principal/Athletics & Activities, x5302
Rob Holveck	Associate Principal/Student Management, x5323
Kimie Carroll	Associate Principal/Curriculum & Instruction, x5306

Office Staff

Alissa Netter	Office Manager, x5300
Kristen Martin	Bookkeeper, x5307
Lori Wujek	Athletic Secretary, x5301
Claudia Aguilar	Attendance Secretary, x5312
Lisa Stahl	Counseling, x5340
Melinda Allhands	Counseling Secretary, x5341
Leesa Beaudoin	Registrar, x5342
Katie Strong	Student Center/Activities Secretary, x5320
Laurie Bailey	School-to-Career Secretary/ASPIRE, x5022
Leticia Angel	Campus Security Specialist, x5322

Email Communication

Teachers are best reached via email. Go to the Canby High School web site (www.canbyhs.canby.k12.or.us) for a directory and staff websites.

The Canby School District's web site is www.canby.k12.or.us.

COUNSELING

CHS offers the services of a complete guidance and counseling program for high school students. This program includes academic guidance, which relates to curriculum information, course planning, as well as college and career planning.

In an effort to best meet the needs of the individual student at Canby High, we have assigned students to specific counselors. However, in the case of an emergency, a student is welcome to see any counselor, whether or not he or she has been assigned to that counselor.

The counselor assignments follow:

Andrew Young	Academic Counselor (A-G)	x5348
Kelly Nace	Academic Counselor (H-O)	x5347
Daren Gilbert	Academic Counselor (P-Z)	x5346
Trevor Lockwood	Intervention Specialist	x5343

School to Career

Jamie Netter	School-to-Career Coordinator	x5021
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STUDENT ARRIVAL/DEPARTURE

School personnel are not on duty until 7:15 am each morning (or 8:15 for late start Wednesdays). For student safety we require that students not come prior to that time.

Students are to leave the building by 3:00 pm unless involved in a school-supervised activity and/or working with a staff member.

- **Students with "late-arrival" should arrive no more than fifteen minutes before their first scheduled class, or check into the library or the Student Center.**
- **Students with "early dismissal" should be off campus ten minutes after their last class has concluded, unless they have made prior arrangements to work with an instructor.**

APPROVED FINES AND FEES FOR 2016-17

Optional Fees

PE Lock	\$8.00
Yearbook 1 st Trimester	\$55.00
2 nd & 3 rd Trimester	\$60.00
Parking (on campus)	\$20.00
ASB/Activity Fee	\$35.00 (all CHS students)
Early Childhood Cadet	\$10.00 (Food Handlers Card required)
Teaching for Tomorrow	\$10.00 (Food Handlers Card required)
Student ID cards	\$5.00 (replacement fee)*

*Note: Student ID cards are **required** for all CHS Students

Participation Fee for OSAA Sanctioned Sports

The participation fee is \$150.00 per sport. There is a two OSAA sanctioned sport maximum participation fee charge to any one athlete of \$300.00. There is a participation fee maximum family cap for Athletics/Activity of \$450.00. **Note: Club Sports are not OSAA sanctioned sports and the fees only apply to the family cap.**

Extra-Curricular Participation Fee for Activities and Club Sports

Cheer	\$60.00
Concert Choir	\$40.00
Dance	\$60.00
Drama	
Fall Play	\$40.00
Spring Musical	\$40.00
Equestrian	\$40.00
FBLA	\$40.00
FFA	\$40.00
Lacrosse	\$75.00
Marching Band	\$60.00
Rugby	\$75.00
Ski Team	\$75.00
Snowboard Team	\$75.00
Speech Team	\$60.00

Requests for refunds for fees paid and not used must be submitted to the Canby High School bookkeeper by May 1st of the same school year they are assessed.

STUDENT ID CARDS AND OPTIONAL FEES

Students pay an ASB/Activity Fee for \$35.00. All students must have a student ID card and are expected to carry this card with them while attending school and school events. The student ID card will also be used to check out books in the library, textbook depository, and can be used as a debit card for lunch. The student ID card admits students to CHS hosted athletics and activities (except for OSAA championship events or fundraisers, i.e. dances).

All students issued an iPad may incur a \$35 insurance fee, please see district document, "iPad Acceptable Use Agreement."

NO PETS IN BUILDINGS/ON GROUNDS

Due to safety and hygiene concerns, pets of any kind are not allowed at Canby High School, at school events or on school grounds. The exception: certified aid animals.

SCHOOL CLOSURES

Because of weather conditions or some other emergency, it may be necessary to close school or start school late. Students and parents are advised to sign up for FlashAlert (see district website) and/or listen to radio or television stations for closure or late start information.

For snow route information, please call Student Transportation of America (STA) at 503.596.2026. We will make every effort to have a decision on school closure by 6 a.m. regarding the closing of school, or in the delay of opening school. In the event the opening of school is delayed, students should follow this procedure:

1. Be prepared to catch the bus two (2) hours later, realizing that the buses may be running late because of road conditions.
2. When arriving at school, report to the first period class.
3. Class periods will be shortened, but we will attempt to meet all classes on a shortened schedule. Delayed starting time will be two (2) hours. First period will start at 9:40 a.m.
4. In the event school is dismissed early or closed due to inclement weather, all athletic and activities will be cancelled.

SCHOOL CALENDAR



2016-2017 CANBY SCHOOL DISTRICT CALENDAR HIGH SCHOOL

Adopted 5/5/16

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

30 | First Day of School for Freshman
31 | First Day of School for Sophomores, Juniors, Seniors

5 | Labor Day Holiday
12 | Open House 6:30-8:30

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19*	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 | No School Staff Training/Student Progress
14 | No School Non-Contract
19 | PSAT & NCRC Assessment Sophomores & Juniors
19 | No School Freshman & Seniors
*19 | Evening Conferences 4:00-8:00

4 | No School Conference Comp Day
11 | Veteran's Day Holiday
21-25 | Thanksgiving Break

1 | End of First Trimester
2 | No School Grading Day
19-30 | No School Winter Break

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2*	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 | New Year's Day Holiday
3 | No School Staff Training
16 | Martin Luther King Jr. Day Holiday
30 | No School Staff Training/Student Progress

*2 | Evening Conferences 4:00-8:00
17 | No School Staff Training
20 | Presidents' Day Holiday

16 | End of Second Trimester
17 | Grading Day
27-31 | No School Spring Break

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3*	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

28 | No School Staff Training/Student Progress

*3 | Evening Conferences 4:00-8:00
29 | Memorial Day Holiday

9 | Graduation
14 | Last Day of School

SCHOOL HOURS DAYS	
7:40 - 2:40	
LATE START WEDNESDAYS 8:40 - 2:40	
Student Days: 172 (58/58/56) Teacher Days: 192	

SCHOOL INFORMATION	
Main Office: 503-263-7200	
Attendance Office: 503-263-7210	
Address: 721 SW 4th Ave Canby, OR 97013	

KEY	
	No School
	First and Last Day of School
	Schedules Vary
	Late Start

POLICY AND PROCEDURES

BULLETIN BOARD

All bulletin board materials must be approved by an administrator or the Leadership advisor. All students must obtain permission from before posting materials. The approved materials will then be stamped to identify the length of time they can be posted. When posting bulletins, advertisements, and posters on the premises, the following procedures should be followed:

- Materials are to appear only in designated areas. Signs, posters, and flyers are allowed only if they promote School-Related and sponsored events.
 - All materials should be taken down immediately following the event advertised.
 - Make sure posted material has who, what, why, where and when.
- If posted materials do not meet the above criteria or they are deemed inappropriate by the administration, the materials will be removed immediately.

CAMPUS RESTRICTIONS

Canby High School is a CLOSED campus – open campus for walkers - only during lunch. Students are free to **walk** off campus during lunch to eat at local restaurants or purchase food and return to campus. In order to keep an open campus and maintain good relations with local businesses and their patrons, students are not to **loiter, litter, or disrupt off-campus businesses or properties.**

Students must be in supervised areas during lunch.

Students are not allowed unsupervised in the following areas: sports facilities (fields, gyms, courts or bleachers), parking lots, or vehicles.

Student vehicles may not be moved at any time without permission from administration*.

*Please refer to Student Driving/Passenger Policy in this handbook.

COMMUNICABLE DISEASES

Any student suspecting they have a contagious or communicable disease is to be excluded from class by the teacher and sent to the Counseling Office where the school nurse will be consulted. If the student has such a disease, a health slip from a doctor may be required to re-enter school.

COMPUTER/INTERNET USE

All students must comply with the Canby School Technology/Electronic Communication Policy. **Unacceptable uses of the internet include, but are not limited to: use of the system to access content that is profane, obscene or pornographic, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people.**

*See CSD Rights and Responsibilities Handbook and code of conduct level system in this handbook.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or other extra-curricular purposes. All students are considered "in-school" while participating in school-sponsored field trips. This means students are subject to the school's student conduct rules, applicable board policy, and other rules as may be deemed appropriate by the supervisor.

FIRE ALARMS/SAFETY

Our fire alarm system is used as a means of protecting each of us from serious injury or death due to fires. A fire escape route is posted in each classroom.

Fire drills will be conducted on a monthly basis. This drill, which will be conducted by school officials, is a means to help students learn the procedure of evacuation of the school so if a fire occurs. A safe and speedy evacuation will take place.

CAUTION: A slow evacuation when a real fire occurs could result in injury and/or death. Students are reminded to take drills seriously.

The administration feels very strongly about the potential danger of setting off false alarms. Time missed from class because of false alarms may be made up. In addition to school consequences, violators may be prosecuted to the full extent of the law.

In the event of emergencies other than fire, an emergency plan is posted in each classroom. Directed evacuation drills, which include earthquake and lockdown, will be held periodically.



**STANDARD™
RESPONSE PROTOCOL**

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveuguy.org>



**LOCKOUT
SECURE THE PERIMETER**

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



**LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT**

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



**EVACUATE
TO A LOCATION**

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



**SHELTER
FOR A HAZARD USING SAFETY STRATEGY**

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



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LIBRARY MEDIA CENTER

The Library Media Center has printed and non-printed materials for research, instruction and/or recreational use. A copy machine is available (5-cents per page) for copies. Computers are available and are networked to a laser printer. See the Media Center for available multi-media support.

Students must show their **Student ID Cards** in order to check out library materials. Books are checked out for two weeks. Students will be assessed the replacement cost of any book not returned or renewed by the due date. Lost books and other materials should be paid for before grades are sent out each trimester.

LOCKER OPERATION AND ASSIGNMENT

Lockers are the property of the school and the student does not have the same right of privacy regarding it that a person has in their home. However, students have no legal right to enter either locked or unlocked lockers that are not assigned to them by the office staff. **School lockers may be inspected or searched, and any school administrator may take prohibited material.** Locker inspections may be held at any time at the discretion of the administration.

The school is not responsible for items lost, damaged, or stolen from lockers. Please note: this includes textbooks. Locker damage on the inside or outside will be the responsibility of the student, and the student will be charged for the cost of repair. If there is excessive writing or scratches on the inside of a locker, please notify the Student Center.

Vandalism occurring to any locker must be reported immediately to the Student Center or the student assigned to that locker will be charged.

SCHOOL BUSES

Students must follow the rules governing behavior on school buses or may forfeit the right to ride. Students should understand that the bus driver is responsible for the safety of students. A staff member is responsible for establishing departure times of field trips and for maintaining order during field trip activities. An adult, other than the bus driver, must be on the bus for all field trips.

1. Pupils being transported are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and evening.
3. *Pupils shall not bring firearms, weapons, or any other potentially hazardous material on the bus.
4. *Fighting, wrestling, or boisterous activity is prohibited on the bus.
5. *Pupils shall remain seated while the bus is in motion.
6. *Pupils shall not extend their hands, arms, or head through bus windows.
7. Pupils shall not bring animals, except approved assistance guide animals, on the bus.
8. *Pupils shall use the emergency door only in case of emergency.
9. The bus driver may assign pupils seats.
10. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
11. *Pupils shall be courteous to the driver, to fellow pupils, and passersby.
12. Pupils shall have an appropriate bus pass issued by the school to leave the bus other than at home or school.
13. *Pupils shall converse in normal tones; loud or vulgar language is prohibited.
14. Pupils shall not open/close windows w/o permission of the driver.
15. Pupils shall keep the bus clean, and must refrain from damaging it.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

Transportation Video Recording (ORS Chapter 820): The bus company has installed video and audio equipment on all school buses to monitor school transportation. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain in the custody of the bus company.
2. Parents or students who wish to view the videotape in response to disciplinary action taken against a student may request such access, under the procedures set out in the Student Record Board Policy and Administrative Guideline (Code 5070).
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

For further information or a copy of the board policy on use of video surveillance please contact the District Office or the CHS Main Office.

Additional District procedures related to student transportation:

1. Pupils shall not have in their possession on the bus 1) tobacco, alcohol or illegal drugs, or 2) matches, or other incendiaries, or concussion devices. *
2. Pupils shall not have on their possession without prior approval
1) glass containers or other glass objects; 2) balloons; or 3) skateboards or other large objects which might pose safety risks or barriers to safe entry and exit from the bus.
3. Pupils shall not eat food, drink, or chew gum while on the bus.
4. Pupils shall not damage school property or the property of others. *
5. Pupils shall not throw any objects. *

** These regulations are serious violations with severe consequences because of the threat of safety of others.*

Driver's Evacuation Drill Checklist

- I. Safe Boarding Practices
- II. Safe Riding Practices
- III. Safety Leaving the Bus

IV. Point out Oregon State Bus Regulations

V. Evacuation Drill

- i. Explain that during the drill we evacuate from the front door only.
- ii. Point out all the other exits. Explain how they operate in case of a real emergency.
- iii. We evacuate only if it is safer outside the bus than inside.
- iv. Instruct students on how to set the parking brake and how to remove the key from the ignition.
- v. Remind students to leave belongings on the bus in an emergency.
- vi. Instruct students on proper evacuation exiting Seat 1 followed by Seat 2, ...etc. Remain seated until it is your turn. Then exit quickly and orderly, walking not running.
- vii. Assign one student to lead the students away from the bus and two students to stand at the door to assist students off the bus and count them. Instruct them to lend a hand, not pull the student from the bus.
- viii. Instruct students to do this even when the bus driver is unable to help them.
- ix. Outside the bus

SCHOOL DANCES

The success of a school dance is largely determined by the amount of pre-planning involved. Please follow the guidelines below regarding school dances:

1. The advisor of the group sponsoring the dance will be responsible for organization and supervision of the dance. Scheduled dances must be approved by administration.
2. **Admission will be limited to Canby High School students for most dances. Students must show a Student ID Card.**
3. **Guests are only allowed at the three major dances: Homecoming, Winter Semi-Formal, and Prom.** The guest/CHS student must fill out a guest pass and return it completed to the Student Center. Guests over 19 will not be allowed to come to school dances unless an administrator grants permission. **Background checks will be completed on all guests.** All guests must show ID and bring the guest pass with him/her to the dance. Grade/Middle school students will not be permitted to attend high school dances. Only one guest is allowed per CHS student.
4. Administrators, Security and Chaperones at the dance will have the authority to remove any student or guest from school dances for violation of school or dance rules.
5. **All after game dances will end by 11:00 p.m. unless otherwise designated.** No student will be admitted after one hour, unless at a school-sponsored activity or arranged by an administrator.
6. **If a student or guest leaves the building in which the dance is held, they will not be permitted to return to the dance.**
7. Security (Campus Security or School Resource Officer) will be on duty at school dances. He/she will be responsible for supervising the grounds and parking lots, and to remove any unauthorized persons from the premises. Individuals are not permitted to loiter around the dance area.
8. Students violating the district drug/alcohol policy during a school dance will be dealt with as prescribed by school district policies. They may be detained until parents and/or legal authorities have been summoned and action taken.
9. All school rules apply at dances, including: no grinding (back to front), moshing, or being provocative with dance or dance moves. Public display of affection is also not appropriate. Continued violations will result in removal from the dance.
10. Dances held off-campus such as the Prom operate under the same guidelines as all other school dances.

SELF-MEDICATION POLICIES

Sharing and/or borrowing of medication, with another student, is strictly prohibited and in violation of Policy JFCG, *Tobacco, Alcohol, and Drugs*.

Self Medication:

Self-medication of prescription and nonprescription medication for K-12 students will be allowed subject to the following:

- A. Sharing and/or borrowing of medication with another student is strictly prohibited and in violation of Board Policy JFCG *Tobacco, Alcohol and Drugs*.
- B. A written request must include:
 1. The written signed permission of the parent/guardian
 2. The written instruction from the parent/guardian for the administration of the nonprescription medication to the student, including
 - a. name of the student
 - b. name of the medication
 - c. route
 - d. dosage
 - e. frequency of administration
 - f. other special instruction, if any
 3. Permission from the building administrator
- C. Medication must be in its original container
- D. Permission to self-medicate may be revoked if the student violates Board Policy EBBAF, *Administering Medications to Students*, and/or this procedure.

Administration of Medication by School Personnel

Designated trained school personnel will provide assistance to students with medication administration as necessary. A permission form and written instructions need to be submitted to the Counseling Office as required for *Administering Medication to Students*.

1. All prescription medication must be kept in its appropriately labeled, original container. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction.

2. It is the parent's/guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication. Also, it is the responsibility of the parent/guardian to pick up all unused medication within five days after the last day of school.

NOTE: Nonprescription medications will not be administered if the parent/guardian request exceeds manufacturer's recommended dosage.

STUDENT FEES AND FINES

In accordance with the law and with the district policy, certain student activities/records may be withheld if fines and charges are not paid. The administration may restrict student participation or the diploma of the student who owes the fee or is responsible for the loss or damage of school property. The school district shall not withhold the education records of a student in the circumstances described in ORS 326.575 and applicable rules of the State Board of Education or when such records are requested for use in the appropriate placement of the student.

STUDENT PUBLICATIONS

District Sponsored: Students' First Amendment rights to freedom of expression and equal protection of the law will be observed regarding district-sponsored publications. The observance of these rights must be balanced against the legitimate needs of the educational process. Some student publications, such as yearbooks, and school newspapers, may be educational devices developed as part of the curriculum to benefit primarily those who compile, edit and publish them. Staff advisors will be assigned to guide students engaged in these activities. Any commercial advertisements in such publications will conform to Board regulations.

Students may be required to submit publications for approval prior to distribution. When approval is required, school administrators must make available to students the standards, which will be used to determine granting or denying permission to publish. Such guidelines will be specific and will be directed toward ascertaining which publications will cause substantial disruption of district activities or contain libelous or obscene content. Prior restraints will contain precise criteria, which spell out what is prohibited. A definite, brief time limit will be set within which school officials must approve or disapprove of distribution. To be valid, these guidelines must prescribe a procedure for appeals from students.

All Publications: It will be the responsibility of administrators to set reasonable and specific regulations; setting for the time, manner and place in which distribution of student publications may occur.

TEXTBOOKS

When textbooks are first issued, students must inspect the book thoroughly and advise library staff and/or teachers of any markings, tears, defects or other damage. There will be a charge for book damage that was not previously recorded. **The assigned student is responsible for all damaged, lost, or stolen textbooks.**

Damaged book charges:

Broken Binding	\$15	Torn Pages, ink markings	\$2	Defaced Covers	\$ 7	Other Damage	– up to full cost of book
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STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC AWARDS

Academic Letter

An academic letter requires a cumulative GPA of 3.70 with a minimum of four academic classes taken each of the previous two trimesters. Academic classes will be defined as all credit classes offered with the exception of staff assistants (TLAs), work based learning and work experience. No exchange students will be acknowledged with an academic letter. The school provides the academic letter certificate, but the student will be responsible for picking up the emblem or letter for his/her academic award from the Athletic Office (in Main Office). The Academic Awards Night takes place in the spring in the FAC.

Honor Roll

Honor roll status requires a 3.50 GPA for a single trimester with a minimum of four classes.

ACADEMIC ETHICS

Every school has a responsibility to promote honesty and integrity on the part of all students. At CHS, students are expected to rely on their own efforts to achieve and to accept the consequences for their own choices as they complete their work.

Teachers take care to promote ethical behavior on the part of all students and will *not* tolerate cheating. It is the responsibility of each student to avoid the act or the appearance of an act of dishonesty, whether it is as the supplier or recipient of unethically obtained materials or information. Academic dishonesty includes, but is not limited to, the following items:

1. Glancing during a test or quiz
2. Unsanctioned teamwork on an assignment
3. Habitual absenteeism on tests or assignments
4. Failure to cite sources adequately on assignments
5. Copying a major paper in a research project
6. Changing answers, using cheat notes or stealing a paper or test
7. Receiving excessive outside assistance on an assignment
8. Plagiarism
9. Computer or grade book misuse/accessing or changing grades

It is the school's expectations that students will not cheat or plagiarize. Students will not copy another writer's work (either published or unpublished) without giving proper credit to the original writer. The faculty and administration of Canby High School take this violation seriously. **Students may be denied credit on a test or paper or for the entire course.** **Students are subject to school discipline.**

ADMISSION TO CHS

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, board policy and administrative regulations. Students and their parents should contact the counseling office for admission requirements.

Canby High School utilizes an intake procedure for students with health, safety or special academic needs. This procedure was developed to assist the counseling staff, case managers, administrative staff and families in school placement. Intake meetings are scheduled based on availability of staff and take place in the counseling office. The intake team members include, but are not limited to: counselor, administrative staff, intervention specialist, case manager (IEP), and district program staff as needed.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district.

FREEDOM OF EXPRESSION AND ASSEMBLY OF STUDENTS

Students, as citizens, have the right of free expression under the 1st and 14th Amendments of the US Constitution and under Article 1, Section 8, of the Oregon Constitution.

Because school is a learning experience, the matter of free expression must also be viewed as a part of the learning process. School officials have the responsibility to see that what is presented to students is truthful and factual, has a proper explanation and background, is appropriately and properly presented, and if there are two sides to any issue, that both are told.

Any student activity at school or school-sponsored function must be cleared and approved beforehand by the advisor or school official in charge. Distribution of leaflets or papers on school premises will not be allowed unless approved by the administration.

Assembly of Students

1. Students of Canby High School shall be given a limited open forum which allows them the opportunity to meet for non-curriculum related topics on school premises during non-instructional time.
2. All meetings shall have prior approval of school authorities and be scheduled in advance. They shall not disrupt school classes or activities or create a hazard to person or property.
3. Non-curriculum related meetings (limited open forum) should include meetings of a philosophical, political, or a religious nature.
 - a. Meetings shall be student initiated and attendance shall be voluntary.
 - b. Meetings shall be open to all students without regard to race, religion, creed, color, national origin, disability, marital status, personal life orientation, or age.
 - c. Meetings shall not be sponsored by the District, or any employee of the District.
 - d. Meetings shall not be subsidized by public funds beyond the incidental cost of providing space.
 - e. Meetings shall be monitored by school authorities to determine compliance with policies.
 - f. Employees or agents of the District may be present at religious meetings in a non-participatory capacity only.
4. Nothing in this policy shall be construed to authorize school officials to do any of the following:
 - a. Sanction meetings that are unlawful.
 - b. Abridge the constitutional rights of any person.
 - c. Establish a minimum numerical size for meetings.
 - d. Compel any school agent or employee to attend a school meeting, if the content of the speech at the meeting is contrary to the beliefs of the agent or employee.
 - e. Require any person to participate in prayer or any other religious activity.
 - f. Influence the form or content of any speech, prayer, or other religious activity.
5. Students have the right of freedom of expression and assembly but must accept responsibility for their expressions of personal opinion so as not to interfere with the freedom of expression of others. The use of obscenities, libel, slander, threats of harm to person or property, or any other expression, which might result in disruption of, or interference with the educational process or school activity, is prohibited.

DRESS AND GROOMING

GUIDELINE (Board Policy JFCA)

1. Right

Dress and grooming regulations shall be a part of the written school policy and such rules shall be made readily available to parents or guardians and students.

2. Responsibility

- a. A student's dress and grooming while on school premises or at any time while under the jurisdiction of the school shall be clean and in keeping with reasonable standards of health, safety, and sanitation.
- b. When students are participating in school activities, their dress and grooming shall not disrupt the performance of, or constitute a health or safety threat to, the individuals or to other students.

Inappropriate or immodest dress and grooming which disrupts the teaching-learning process shall not be permitted.

CHS DRESS CODE

1. Dress and grooming while on school premises or at any time under the jurisdiction of the school is the responsibility of the student and parents or guardians. When dress and grooming disrupts the learning process for the individual student, other students, or the learning climate of the school, it could become a discipline issue for the student, including parent contact.
2. Clothing, jewelry, or other forms of appearance, which are likely to interfere with safety or the educational process may not be worn or displayed. Examples include overly revealing clothing (i.e. strapless, spaghetti straps or crop tops) and clothing decorated with illustrations or words which are lewd, vulgar, obscene, plainly offensive, or which promote illegal activity (drug, alcohol or tobacco). Chains may be no longer than 6 inches.
3. Students will not be allowed to wear gang-related clothing or paraphernalia as determined by school officials.

Parents are responsible for the dress, grooming, and conduct of their children.

Parents will be notified at the earliest possible time and asked to bring a change of clothing to the school, or come and get their student. Should a student and/or parent refuse to address and correct a violation of the code, it shall be necessary to handle the matter according to school policies regarding student conduct and discipline. Repeated violations will be treated in a similar manner.

It is essential that the staff of the school have the authority to interpret and enforce the dress and grooming code established by the Canby School District Board. It shall be the responsibility of all staff members to inform the administrative staff of any violations, and if necessary, to send students to the Student Center.

GRADE REDUCTION/CREDIT DENIAL

Grade reduction or denial determinations may include student attendance; however, student attendance may not be a sole criterion. If attendance is a factor, prior to a grade reduction or credit denial, the following shall occur:

1. The teacher shall identify how attendance and class participation is related to the instructional goals of the subject or course in the form of the course syllabus to be distributed to students at the beginning of the course.
2. Parents and students shall be informed of classroom procedures regarding expectations and grading.
3. A grade is not reduced or credit denied based upon absences due to:
 - Religious reasons
 - Student's disability
 - School-related activities
 - An excused absence, as determined by the district's policy

GRADING SYSTEM/GRADES ON SYNERGY

A letter grade will be used on progress reports and report cards:

A - Student masters the content completely, accurately, and supplements with enriching experiences, thus greatly increasing his store of knowledge and broadening the student's experience. Also, the student is able to apply the assignment practically and relatively.

B - Student comprehends and masters most of the principles and understands the content involved sufficiently to make application.

C - Student understands the content and is able to make a reasonable amount of application.

D - Student understands enough of the content to apply the minimum essentials of the work to warrant a recommendation to continue study in this particular field.

F - The performance of the student has not reached the minimum necessary for credit. **In addition, an "F" is recorded if a class is dropped without teacher approval.** (*see below)

I - A student should receive an "I" for incomplete when appropriate. A student is to either have made arrangements with a teacher to make up work, or have made up the work within three weeks of the completion of the grade period. Third trimester incompletes must be made up or have teacher approval at end of first three weeks after the succeeding first trimester begins, or incomplete letter grade converts to the grade the student earned.

P - Pass - credit not figured in GPA

N - No Pass – credit not figured in GPA (*please see below)

U - or S refers to Alternative Grading

IMPORTANT

Dropping classes: Student initiated schedule changes from any course must be done within three full school days of the course. After three days any changes must be teacher initiated. Courses dropped after ten days by a student will receive an "F" grade. Teacher initiated drops will be graded "N" or "F" at the teacher's discretion.

After ten days, administrative approval is required in order for a teacher to give an “N,” student must fill out an Add-Drop Request form and get the teacher’s signature.

PARENT VUE/STUDENT VUE (Synergy) AND GRADES

Students’ academic progress will be officially reported approximately every 6 weeks throughout the school year. Teachers are expected to keep grades updated regularly. Parents and students can access current students’ attendance and grades through ParentVUE or StudentVUE. They can find the link on the CHS website under “ParentVUE/StudentVUE.” Parents/Guardians can contact Susie McMullin for their usernames and passwords at 503.263.7246. Students can go to the technology counter in the back of the library for assistance.

ASSESSMENT, RECORDING, AND REPORTING

Teachers are required to maintain daily attendance. Notification to parents, counselors, and administrative staff in regards to students, who are not meeting state attendance expectations, is mandatory. The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communication with parents is essential. Parents are encouraged to attend Parent/Teacher conferences. Also, for those parents with concerns, email is another way parents can communicate with teachers. A listing of teacher email addresses is posted on the CHS website: canbyhs.canby.k12.or.us.

Parents are encouraged to contact teachers or counselors if they have concerns or questions about their students’ grades. Instruction is related to the course standards, program guides, planned course statements and goals.

HOMEBOUND INSTRUCTION (TUTOR)

Canby High School offers assistance for students unable to attend classes because of medical reasons. Written verification by a physician that necessitates a student’s absence from school for **five (5) or more** days must be presented to an administrator **prior** to the initiation of tutor services. Please see a counselor for paperwork and support.

HONORS DIPLOMA

Students who desire to be challenged to academic excellence and to increase their chances for success in college or other Post Secondary Programs should consider an Honors Diploma track.

Students must meet or exceed the following requirements:

1. Pass 10 credits from the Honors Core classes (“C” or better).
2. Have a minimum 3.50 accumulative GPA.
3. Complete at least 28 credits.
4. Complete all other graduation requirements (see pg. 5 of the 2016-17 Academic Planning Guide).
5. In addition to what’s listed on pg. 5 of the Academic Planning Guide; meet or exceed Oregon State Assessment Benchmarks.

Please see the 2016-17 Academic Planning Guide’s Honors Diploma Requirements or the counselor if there are questions.

INCOMPLETES

An incomplete grade must be made up, or arrangements made, by the end of the third week of the succeeding trimester, or no credit will be granted. An incomplete grade automatically changes to a failing grade after the third week. Teachers can make a grade change at any time.

MINIMUM ENROLLMENT FOR ATHLETICS AND ACTIVITIES

Students who participate in athletics or activities **must** be enrolled in a minimum of four (4) class periods at all times. All other students are expected to enroll in a minimum of four (4) class periods each trimester (2.0 credits). For example, study hall does not count, nor classes worth less than 0.5 credit*.

Students must also be “on track” for graduation:

- End of freshman year: 4.5 credits completed
- End of sophomore year: 11 credits completed
- End of junior year: 18.5 credits completed

Work experience cannot replace credit for a class that has been dropped. However, work experience through a regularly scheduled class can count for credit if it meets the established criteria.

***See the CHS Athletics & Activities Handbook or Academic Counselor for complete eligibility requirements.**

OFF CAMPUS CREDIT

The following are to be considered with respect to early graduation and/or concurrent “Off-Campus for High School Credit” enrollment:

1. In order to insure that the class to be taken meets CHS requirements, approval from the counselor is necessary.
2. Off campus credit can be granted if approved by CHS administration.
3. State and local requirements for high school graduation still must be met.
4. Three (3) college credit hours will be equivalent to one-half CHS credit. Credit amount for special programs will be determined on an hourly basis.
5. In order to be eligible for high school activities (athletics, speech, music, drama, etc.) a student must be enrolled in a full time program at Canby High School – at least four subjects.
6. Tuition and fees at other educational institutions will be the responsibility of the person taking course(s).

7. All credits taken outside of Canby High School that are to be applied toward graduation requirements must be verified by an official transcript and/or certificate of completion.
8. In order to qualify for a CHS diploma, the final trimester of high school work must include enrollment on a full-time basis at Canby High School. Full time enrollment is defined as three classes. Any exceptions must have an administrative approval.
9. Those students entering and completing the Oregon National Guard's "Oregon Plan" and completing the "Training Agreement" contract will receive one-half unit in Career Education. Proof of completion in the form of a letter from the "Guard" must be submitted to the CHS administration before credit can be granted.
10. The grade earned from the off-campus class is computed into the cumulative GPA, if the course is taken as credit retrieval. It does not replace the grade earned at Canby High School. Also, the course is included on the official transcript.

Students are to see their academic counselors for more information.

PERSONAL COMMUNICATION/ELECTRONIC DEVICES

High school students may possess personal communication and/or electronic devices. All students have the responsibility to ensure their communication/electronic devices do not disrupt the learning environment. A student is subject to disciplinary action for disrupting the learning atmosphere. Failure to follow rules will result in denial of privilege to possess and/or use an electronic device/cell phone at school.

Students are asked to follow the "**off and away**" rule at school.

1. Cell phones are permitted during passing time and at lunch.
2. Students are not to use cell phones in school, during class time (even if stepping out of the classroom).
3. Students must turn their phones off while in the classroom outside of specific instructional use.

Social Network Sites/Chat Rooms (Twitter, Facebook, Instagram, Snapchat, etc.) Students are not to access these sites from any school computer or while on school property.

Students may be subject to discipline for the following (but not limited to only these items):

- Any posting of information that is considered threatening, harassing, or bullying
- Athletic/Activity members who post information regarding alcohol, drugs or tobacco use
- Any information or comments posted by students regarding a staff member
- Personal computer use engaged in outside school hours that has a disruptive effect on the school environment, such as defamatory, harassing comments or threatening comments

Students are allowed to wear headphones/ear buds at the discretion of CHS staff. This is a **safety issue**. Students must be able to hear staff direction at all times.

Students are required to use their electronic devices appropriately during school hours while on campus or at school-related activities and events.

Consequences:

- | | |
|-------------------------|---|
| 1 st offense | warning from teacher/staff |
| 2 nd offense | classroom discipline and parent contact |
| 3 rd offense | classroom referral, parent meeting with administrator, school discipline (progressive sequence of consequences) |

PLEASE NOTE:

- **Canby High School will not be responsible for lost or stolen electronic devices**
- **Major discipline will be assigned to students after first offense as a result of illegal activity/bullying/intimidation/harassment.**

PROOF OF ENROLLMENT (DMV) – no longer required

Students are no longer required to get a Proof of Enrollment form from their schools. The certification of school attendance or exemption is on the Application for Driving Privileges or ID Card, Form 173. See the Oregon DMV website for more details. To access form 173, go here: <https://www.odot.state.or.us/forms/dmv/173fill.pdf>.

SENIOR GRADUATION AND ACTIVITIES

Seniors at Canby High School must complete all graduation requirements by 2:30 p.m. the day before graduation in order to go through the commencement ceremony (see the 2016-17 Academic Planning Guide).

In order to qualify for a CHS diploma or alternative certificate and walk at graduation, the final trimester of high school course work must include enrollment in at least three on-campus classes at CHS or have Principal approval by 2nd trimester. Only students receiving diplomas/alternative certificates will participate in the graduation ceremony.

If seniors are missing credits, they must be enrolled in an institution that grants high school or college credit to complete their graduation requirements. A letter from the institution (student's responsibility) must be given to the counselor one week prior to graduation verifying success in the course. Verification of enrollment from the institution must be given to the counselor at the beginning of the third trimester. A diploma/alternative certificate will not be issued until official verification from the institution is received.

Graduation activities and programs are to be arranged by the senior class, their advisors, and an administrator. Final program is subject to approval of the school administration. Speakers at graduation will be selected from the senior class and content of speeches must be submitted to the administration for approval.

Baccalaureate is a religious service and student attendance is voluntary. The Constitution of the United States establishes a separation of church and state. This includes school. The C.I.T.Y. Club provides Baccalaureate services. They are responsible for the selection of the speaker and ministers who will participate. The service is non-denominational.

The Graduation All-Night Party (GAP), held the night of graduation, is for seniors only. Hosted by the parents of the senior class, the purpose is to provide a drug and chemical-free party for the graduates. Rules and protocol for this event are the responsibility of the GAP Committee.

SKATEBOARDS, SCOOTERS, BIKES and HOVERBOARDS

Large lockers are available for skateboard storage. Skateboards and scooters must be stored in a locker at all times. Bikes must be stored at designated bike racks. Students are not allowed to ride skateboards, scooters, bikes, hoverboards or other transportation devices on campus.

STUDENT VISITORS ARE NOT ALLOWED

In maintaining a safe, non-threatening environment, student visitors are not permitted at CHS during regular school hours. An administrator, with a 24-hour prior notice, may grant exception to this policy.

The visit must be for educational purposes.

STUDENT PARKING

Students parking on school grounds must have a registration tag. Those students not parking on campus must park in legal, unassigned parking areas only and are subject to city parking regulations, ticketing and towing, if in violation.

Students are advised to utilize the bus transportation of Student Transportation of America (503.596.2026) as much as possible.

The parking facility at the NE end of the 200 hall is **off limits** to student parking. Students and staff are **not** to park in visitor or SRO designated spaces, no parking zones, or in painted handicapped parking spaces (unless authorized). Vehicles could be subject to ticketing or towing if parked in unauthorized areas.

STUDENTS DRIVING VEHICLES/PASSENGERS

Students are **not to be in vehicles or loiter in the parking lots** during the school day whether the vehicles are on or off school campus. **This includes the lunch period.**

Reminder: this policy is to help keep students safe and to ensure an open campus for those that are walking and following guidelines.

STUDENTS ARE NOT TO DRIVE OR BE A PASSENGER DURING THE SCHOOL DAY AND/OR WHILE STUDENTS ARE THE RESPONSIBILITY OF THE SCHOOL.

This policy applies to both the **DRIVER** and **PASSENGERS** in vehicles during the school day.

- **First Offense** — one day of in-school suspension and parent notification.
- **Second Offense** — one day of out of school suspension, parent notification and student must sign a driving contract to continue driving to school.
- **Third Offense:** — three days out of school suspension, parent notification, and the driver must register his/her keys in the Student Center each day for the remainder of the trimester (If deemed by an administrator, the registering of keys could be for the remainder of the school year). Student must leave car keys upon arrival to school and pick them up before departure each day.
- **Fourth Offense** — five days out of school suspension, parent notification and loss of driving privileges for the remainder of the school year, possible other discipline.

Failure to comply with student driving policy can result in the above listed discipline and extreme violations could result in continued out of school suspension and/or recommendation for expulsion. Students are expected to drive in a safe manner and follow local and state laws when operating their vehicles both on and off the premises.

Town passes may be issued only in the case of emergency or special circumstances. Parent permission and written administrative authorization is required to be on file in the Student Center.

All vehicles parking on school grounds must purchase a parking tag. Go to the Student Center for more information.

STUDENT PARKING LOT SPEED LIMIT

In all parking lots, the speed limit should not exceed 10 miles per hour. Violators are subject to tickets that can exceed \$1,000.

STUDENTS OF LEGAL AGE

A student who reaches the age of 18 when enrolled at Canby High School shall be deemed an adult or "eligible student" and shall be accorded the same rights and responsibilities as an adult, unless the student waives his or her rights through written notification to the high school principal. These rights include, but are not limited to, all notifications and decisions relative to school conduct, discipline and attendance that were formerly granted the parent or guardian.

Students who are of legal age, but do not act responsibly when excusing themselves from school, will have the privilege to excuse themselves revoked, because they have failed to abide by the previous standards; therefore written excuses will be required and administrator review needed before an absence will be excused. Refer to Absences and Excuses in this handbook.

TICKETING OF STUDENT VEHICLES

Students who park on Canby High School property and are not registered or parked in an authorized parking area (staff parking, visitor parking, etc.), will be issued a parking violation warning. Vehicles that are parked in a manner that is a safety issue will be towed away at the owner's expense without warning.

First Violation: Student will be issued a written warning. Parent will be contacted by phone and advised of the violation and will also be informed that the second violation will be ticketed and could result in the vehicle being towed at the owner's expense. A copy of the violation will be sent home and one will be put into the student's file.

Second Violation: Vehicle will be ticketed and student charged at least \$10.

Subsequent Violations: Students may lose the privilege to park on campus.

TRANSCRIPTS

Students can receive official copies of their transcripts without a fee assessed. Requests are made online or in the Counseling Office. Include full name, date of birth, year of graduation or years of attendance at CHS, address to receive transcript, and official or unofficial copy. **Transcripts can be picked up in person but will only be mailed to colleges or universities.**

TRANSFER OF STUDENT RECORDS

If a student withdraws from Canby High School and enrolls in another high school or school system, an official transcript of grades and credits, and the student's other education records, will be sent to the new school upon our receipt of notification of the student's official enrollment in that institution. This transfer is provided for in the Family Educational Rights & Privacy Act of 1974, as amended June 17, 1976.

Prior to the withdrawal of a student from Canby School District, his or her parent has a right to see the student's records, with the exception of students who are age 18 or over. If a parent requests a hearing to contest the records, a two-day period must be allowed between the request and the hearing. Parents or legal guardians may receive a copy of the records to be transferred, if desired. Any hearing must be held prior to the actual withdrawal of the student. Please contact the Principal or Superintendent's office for any inquiries in this regard.

TRANSFERRING/LEAVING CHS

Any student leaving CHS is to do the following:

1. Parent/guardian to contact the counseling office authorizing the withdrawal of his/her student from CHS.
2. **A withdrawal form will be prepared by the counseling office to be presented to each teacher and the other offices to initial, providing all books/equipment are returned and all fees/fines are paid.**

The form will then be forwarded to the Registrar.

TRESPASSING

No individual may loiter on school facilities or grounds at any time.

1. To help protect students and the orderly operation of school, officials must know of any persons who are not members of the staff or student body are inside the buildings or on the school grounds.
2. Any or all persons having a legitimate reason to be on the school premises during a normal school day shall report directly to the school office and arrange to conduct their business.
3. Upon entering the school, persons having a relationship involving custody of or the responsibility for a student shall report to the main high school office.
4. Spectators and competitors will not be required to have clearance through the office, but will be expected to confine their presence to only those areas required by that activity.
5. Any person refusing to follow the above procedures or leave the school building or surrounding area when requested to do so, will be subject to arrest and the penalties of the law pertaining to loitering.
6. Any school district employee may request unauthorized persons on school grounds to leave. Complaints against persons in violation of the above law, policy, and procedures will be signed by a school administrator on behalf of the school district.
7. Students may not loiter on school grounds.

ATTENDANCE

Regular attendance is KEY to student success.

Canby High School is committed to working with families to promote good attendance.

Our current attendance protocols are under review and being revised. Parents are ultimately responsible for insuring regular attendance of their student. Once these protocols are finalized, parents will be notified of these new procedures.

The school system provides learning experiences, which can only be attained by consistent attendance in school. Attending class is a requirement. A student with excessive unexcused absences will be held in violation of the Rules of Student Conduct.

If a student becomes ill or injured at school, the school contacts the parent or guardian through the information provided on the student verification form. It is especially important; therefore, that any changes in the family address or emergency contacts should be updated at once to the school.

As per Oregon State Law, after ten (10) consecutive days absence in all classes, the student will be dropped from school. A letter will be sent to the resident address, notifying parents or guardians of this action.

Attendance number or message: 503.263.7210 (24 hours a day)
Asistencia número de 503.263.7210
Para español, presione 2

EXCUSED ABSENCES

According to ORS.339.065 and Canby High School Protocol, excused absences are defined as:

1. For illness of the student or family member
2. For emergencies
3. For pre-excused absences - school and non-school sponsored (if approved by administration)

In accordance with state law requiring attendance at school, students may not be excused for work or childcare. Students and Parents are asked to monitor attendance via ParentVUE or StudentVUE. Usernames and passwords will be shared with them the first trimester.

School-Related Excused Absences are field trips, athletic contests or any school sponsored activity that takes students out of the regular class period. Periods of in school or out of school suspension are also excused.

ATTENDANCE RIGHTS AND RESPONSIBILITIES

Student's rights and responsibilities if excused absent:

- To clear the absence within two (2) school days.
- The student can either bring a note or have his/her parent or guardian call the Attendance Office. If a student is marked absent and was in class, he/she is also expected to clear that absence with the teacher within 2 school days.
- To make-up assignments missed during the time of absence (including suspension). The student has the number of days absent to make up work missed. For example, if a student is excused absent 2 days, he/she has 2 days to make up work missed.
- To take the initiative to obtain make-up assignments, schedule missed exams, etc. from or with the teacher.

Teacher's rights and responsibilities if student is excused absent:

- To give student access to content, correct and credit assignments, projects, exams.

Please note: Teachers reserve the right to not give students access to content if the absence is unexcused. It is at the discretion of the teacher.

STUDENT ACTIVITIES/ATHLETICS ATTENDANCE ELIGIBILITY

In order to participate in practice, contests or performances, students must be in school attendance the full day of such activity. Any exceptions must be cleared through administration. See Student Athletics/Activities Handbook for more information.

ATTENDANCE AND FINALS

NOTES WILL NOT BE SENT OUT DURING FINALS.

Students may bring a note the morning of finals and turn it into the Attendance Office if they need to leave sometime during the school day. **Parents and students are strongly encouraged to not schedule appointments during finals.** Students should prearrange to take the final early from their teachers if needed and it is at the teacher's discretion whether or not the student is allowed to take the final early – it is not a guarantee.

CHECKING OUT DURING THE SCHOOL DAY

REMINDER TO STUDENTS: BEFORE LEAVING CAMPUS DURING THE SCHOOL DAY, STUDENTS MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE OR THE ABSENCE WILL AUTOMATICALLY BE UNEXCUSED.

APPOINTMENTS

- Students are to bring a note to the Attendance Office before school and to get their attendance check-out slip.
- Attendance may need to verify the appointment with parent/guardian.
- Note should include the time the student needs to leave and if student is returning.
- **If returning to school, students must check back in at the Attendance Office to get an admit slip back to class.**

STUDENT ILLNESS

- The student should report to the Counseling Office.
- The Counseling Office will notify parent/guardian.
- If parent is unavailable, one of the emergency contacts for the student will be notified.
- Students are not allowed to leave without checking out from the Counseling Office.
- A doctor's verification may be required after three consecutive days of absence due to illness or injury.

GENERAL PRE-EXCUSED ABSENCES

- Pre-Excused Absence forms are available in the Attendance Office.
- A Pre-Excused Absence form needs to be used whenever a student is planning to miss more than a few periods on a specific day.
- Pre-Excused forms need to be completely filled out, signed by all teachers and administrator and then returned to the Attendance Office **prior to the absence.**
- Pre-Excused absences are strongly discouraged for the last few days of a trimester or during finals.

SCHOOL-RELATED PRE-EXCUSED ABSENCES

It is the intent of this process that the custodial parent or guardian must approve the absence, and that a parent, guardian or school staff, coach or advisor should accompany the student.

Student's responsibility:

- Make sure the absence is arranged by staff, coach or advisor.
- Absence notification will be via email from the staff, advisor, coach or secretary OR
- Student will be required to use Pre-Excused Absence form by the staff, advisor or coach.

Any special circumstances that are different from this procedure must have prior written approval of the administration.

TOWN PASS

Students must have a Staff Assistant Off-Campus permission form (Town Pass) on file in the Student Center if they leave campus by any means (except lunch). This form can be obtained in the Student Center.

Students with Town Passes must check out and back in with the Student Center or the office designated by the Principal, including students in the Applied Technology Center, Fine Arts Center and 4th Street Center, during the class period in which they have been approved.

If approved to drive off campus, students must follow driving guidelines (see Students Driving Vehicles or Passengers in this handbook).

Town passes are administratively approved for emergencies only and specified destinations. Violators will lose town pass privileges. Students using Town Passes may not leave the city of Canby.

HOMEWORK REQUESTS

If a student is absent from school, it is recommended that the student contact teachers via phone or email for any missing work.

Homework requests may be made only **for two or more days'** absence. Homework requests must be made by 9:00 a.m. to be picked up in the Attendance Office by 3:30 p.m. that day.

Students should also check teacher websites and grades on ParentVUE or StudentVUE.

TARDINESS

Tardiness is not acceptable and could have a negative effect on the student's overall grade. Each teacher will outline his/her expectations within the classroom and post the rules and policies. Teachers start class on time; therefore, students are expected to arrive on time.

FORGED SIGNATURE

Students who write excuses for themselves or others, and/or use forged excuses will be assigned Saturday school as a first offense. Parents will also be notified.

UNEXCUSED ABSENCES

Any absence from school, which is not in accordance with Oregon State Law:

1. Parent request, not in accordance with Oregon State Law;
2. Truancy and absence from school without valid reason and parent permission;
3. Any absence not cleared by a parent's note/call within two (2) days;
4. Leaving school without checking out through the Attendance Office.

Automated Absence Notification

- Parents/guardians will receive an automated call between 6:00 pm. – 9:00 pm. if the student is marked unexcused absent from class.
- If the student is marked incorrectly, it is the **student's responsibility** to clear the absence with his/her teacher within two (2) school days.

CONSEQUENCES FOR EXCESSIVE EXCUSED/UNEXCUSED ABSENCES

It is recommended that teachers use the following procedure when dealing with student absences:

- Student/teacher conference
- Parent contact by teacher
- Referral to administrator (see chart next page).

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action, including detention, Saturday School, suspension, expulsion, and/or ineligible to participate in athletics or other activities.

The following chart represents levels of seriousness of absences per trimester and potential consequences:

<p>LEVEL I After six (6) unexcused absences, letter, or email or automated call to parents from Attendance Office, lunch/after school detention, Saturday School and/or School Service.</p>	<p>LEVEL II Excused/Unexcused After ten (10) absences, a disciplinary conference may be held if so determined, and/or In-School Suspension.</p>	<p>LEVEL III Excused/Unexcused After fifteen (15) absences, a meeting may be held by a counselor, the student, parents and administrative staff to consider alternative options program and/or attendance contract, out of school suspension.</p>
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CODE OF CONDUCT

The Code of Conduct for Canby High School students encompasses four basic concepts. Each student is expected to:

1. **Show evidence of learning**
2. **Be punctual and regular in attendance**
3. **Demonstrate behavior appropriate for the school setting**
4. **Respect the authority of the school**

Behavior outside of these areas confronts teachers and administrators in conducting teaching free from disruption and disruptive behavior that impede the learning of all students. As a result, school officials may find it necessary to discipline a student, or to remove the student from the formal learning environment for a period of time.

Discipline decisions regarding students and their behavior will be based on careful and reasoned investigation (due process) of the facts and consistent with school rules and regulations.

SCHOOL ENVIRONMENT

Students have the RIGHT to:

- Attend school in a safe environment free of harassment, intimidation, or any threat to personal safety.
- Attend a school that is free of fighting or physical violence.

Students have the RESPONSIBILITY to:

- Respect the rights of others.
- Seek help of authority when they have knowledge of a wrongful act, harassment, or potentially unsafe situation.
- Seek help if needed to resolve personal disputes in a peaceful, responsible manner.
- Seek safe, peaceful alternatives to fighting and physical violence in settling all disputes.

From the CSD Rights and Responsibilities Handbook

We encourage students to speak to a counselor or administrator if they have questions or concerns about their safety or others' safety. Students can report harassment to the Student Center by filling out the CSD Harassment form.

DISCIPLINE

Students will be notified of the school rules and procedures by which the school is governed, and the processes by which discipline may be involved.

The District has 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.

Students will be subject to discipline including detention, Saturday school, school service, in-school suspension, loss of awards and honors, suspension, expulsion, and/or referral to law enforcement officials for the following:

<p>LEVEL I Attendance Abusive/Profane Language Bus Referral Cheating/ Plagiarism Closed Campus Violation Disruptive Conduct/Aggressive Behavior Electronic Device – Misuse Forgery Gang Identifier – 1st offense Inappropriate display of affection Inappropriate dress Insubordination Internet use violation and/or misuse of computers at school Lying/Dishonesty Roughhousing</p>	<p>CONSEQUENCES Staff options include any of the following:</p> <ul style="list-style-type: none"> • Administrative conference • Parent contact • School service or detention during lunch, after school or as assigned • Saturday school • In-school Suspension • Behavior Contract • One (1) to five (5) day(s) out of school suspension • Possible removal from class(es) • Bus referral: Warning to exclusion from riding bus up to rest of year may occur
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<p>LEVEL II</p> <p>Open Defiance (1) Disrespect to Authority (2) Fighting/Assault Firecrackers/Explosive – Possession/Use Gang Identifier – 2nd offense Harassment, Bullying, Intimidation (3, 4) Internet, Texting and/or Social Networking use that becomes threatening or harassing Possession/Use/Distribution of Alcohol, Drugs or misuse of Prescription Medication Possession/Use of Tobacco (5) Sexual Harassment (6) Theft Vehicle – Reckless Use Vandalism Weapons/Look-a-like Weapons – Possession/Use/Attempted Use</p> <ol style="list-style-type: none"> 1. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulation. 2. Persistent failure to comply with rules under the lawful directions of staff or district officials. 3. Directing profanity, vulgar language, or obscene gestures toward other students 4. Name calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school environment or incite violence. 5. The use, possession, sale, distribution, or being under the influence of alcohol, drugs or other intoxicants. This includes, but is not limited to, the possession of drug paraphernalia, "lookalike drugs," and over-the-counter medication. 6. Inappropriate physical or sexual contacts offensive to other students or school personnel. 	<p>CONSEQUENCES</p> <p>Staff options include any of the following:</p> <ul style="list-style-type: none"> • One (1) to five (5) day(s) out of school suspension, parent contact. Parent conference may be required • Referral to appropriate law enforcement officials and/or a citation may be issued • Five (5) day suspension, parent conference requested, possible removal from class • Pre-expulsion / behavior contract required • 5-10 days out of school suspension • Recommendation for expulsion
<p>LEVEL III</p> <p>Alcohol, Drugs misuse of Prescription Medication, second offense Arson Assault/Menacing Bomb threat Computer Misuse/Academic Integrity Fire Alarm – False Gang Identifier – 3rd offense Theft Vandalism Weapons/Look-a-like weapons, 2nd offense Assault or threats of harm to self or others. Any unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material, or substance which is used, attempted to be used, or threatened to be used, and is readily capable of causing death or physical injury. Committing extortion, coercion, or blackmail that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force. Persistent failure to comply with rules under the lawful directions of staff or district officials. In the event of a second violation for alcohol/drug use within 36 months of the first offense, expulsion or change of placement will be recommended. Any alcohol/drug offense that occurs at least 36 months <i>after</i> a previous offense shall be considered as a first offense. Exceptions to the foregoing rules regarding possession of alcohol/controlled substances or look-alikes as used in dramatic productions, athletic events, classroom instruction, or school clubs activities are only permitted pursuant to prior arrangements and written permission under direct staff supervision. Additional procedures and guidelines regarding alcohol and controlled substances are listed in separate school board policies. In addition, further guidelines applying to the student activity program are listed in the various program handbooks (Examples. Athletic/Activities Handbook and Band Handbook.) [Board Policy JFCG].</p>	<p>CONSEQUENCES</p> <p>Staff options include any of the following:</p> <ul style="list-style-type: none"> • Up to 10 days out of school suspension • Up to 10 days out of school suspension, pending recommendation for expulsion • Referral to appropriate law enforcement officials

For further information regarding discipline, see Problem Areas and Definitions and Appendix A: Range of Consequences for Disciplinary Infractions in the Canby School District "Rights and Responsibilities" handbook.

Additional procedures and guidelines regarding alcohol and controlled substances are listed in separate board policies. In addition, further guidelines applying to the student activity program are listed in the various program handbooks (Examples: Athletic/Activities Handbook and Band Handbook) [Board Policy JFCG].

HEARING THE ACCUSER

Staff Complaints: Students may hear directly from the teacher or the staff member the specific complaints or descriptions of unacceptable behavior if requested by the student.

Student Complaints: It is recognized that a school official, as a public officer, shall not be examined as to communications made to him in official confidence, when the public interest would suffer by such disclosures. For this reason, in recognition of the special jeopardy in which the student witnesses may be placed, and the possible traumatic effects of adverse proceedings conducted by attorneys, police officers, or court officials, the complaining student may not be required to face the accused, nor have his/her identity revealed. However, the administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony. When it is determined that the student ought not to face the accused, the school official then becomes the official complainant. NOTE: CHS works cooperatively with the Canby Police Department through the School Resource Officer. Police investigation protocol may differ from school practice.

PROCEDURE FOR SUSPENSION OR EXPULSION OF STUDENTS WITH IEPs/504s

1. When a student with an IEP or 504 is recommended for expulsion or suspended for more than 10 school days, the administrator in charge will:
 - a. Notify the Student Services Coordinator so that a Manifestation Determination Meeting will be scheduled by the IEP Team, and
 - b. Notify the parent of the meeting, and
 - c. Serve as a member of the meeting for this student.
2. The Coordinator will:
 - a. Convene the Manifestation Determination Meeting as soon as possible and no later than five days after notification, and
 - b. Send the parent a Prior Notice of Proposed Change in Placement, a copy of parental rights under IDEA.
3. The IEP Team in the Manifestation Determination Meeting will determine the relationship between the student's behavior and his/her handicapping condition. The IEP Team in the Manifestation Determination Meeting may also consider whether the student's misbehavior is the result of inappropriate placement and make recommendations for change.
4. If the IEP Team concludes the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner, as would other students.
5. If the IEP Team concludes the misconduct is a consequence of the student's disability:
 - a. The student may not be expelled or suspended for more than ten (10) school days;
 - b. The MDT may recommend alternative placement for the student.
6. The District will offer special education services to students with disabilities who are expelled. Parents will be provided with notice of the right to a hearing to rebut the charges that resulted in the expulsion and will be provided notice of the availability of appropriate and accessible alternative programs.
7. The District will provide special education services to all students, including those who are a danger to themselves or others.
8. In-house suspension that results in the interruption of a student's special education program will be counted as time toward suspension requiring a change in placement.

SCHOOL ACTIVITIES DURING SUSPENSION OR EXPULSION

During the period of suspension or expulsion, students may not attend after-school activities or athletic events, be present on district property without a parent or guardian (with administrative approval only), or participate in activities directed or sponsored by the District. Students who may have violated these provisions may be referred to law enforcement officials and may be charged with criminal trespass.

STUDENT/PARENT GRIEVANCE PROCEDURE

The following procedure is an attempt to insure that student rights are not violated. Any student that feels their rights have been violated may implement this grievance procedure.

1. The student should request a conference with the staff member and discuss the conflict. Situations outside the scope of the staff member should be referred to an administrator (i.e. student dress, internet misuse, etc.).
2. A meeting may be requested with the Associate Principal at which time the matter will again be discussed. After hearing the concern from the student and discussing the matter with the staff member, the Associate Principal will attempt to resolve the matter.
3. If the problem is not resolved to the satisfaction of the student and/or parent at the Associate Principal level, a meeting can be requested with the Principal.
4. If the problem is not resolved to the satisfaction of the student and/or parent at the Principal level, a written request for a hearing can be presented to the Superintendent or designee. Within this request shall be a description of the grievance.
 - a. The Superintendent or designee will set a time for this meeting and will preside over the hearing.
 - b. The student shall be permitted to have a representative present at the hearing to advise and represent him/her. The representative may be an attorney, parent, or guardian.
 - c. The Superintendent or designee shall be permitted to hear evidence presented and will render a decision. If the student does not feel the decision is acceptable, the student may proceed to step five.
5. School Board: The student may request to meet with the school board at which time the board will listen to the evidence and will make a final decision.

CHS ACADEMIC RESOURCES

Canby High School Research Paper Style Guide

MLA Formatting: Seventh Edition

- Double Space entire document
- Margins – One inch on all sides
- Header – Upper right-hand corner ½" from top and flush with right margin
 - Includes last name and all pages numbered consecutively
- First Page
 - Heading – one inch down, double spaced:
 - Name
 - Instructor
 - Course
 - Date (example: 24 May 2017)
 - Double space and center title, use title case
 - Example: Andrew Carnegie: The Father of Middle Class
 - Double space and begin first line of text, indenting ½" (1 tab)

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Casey Cougar

Mr. Teacher

English 101

1 June 2017

Digital Devices Drain Brains

As digital devices have become an integral tool of every day life for many people of all ages, the effect of being constantly connected to some form of electronic media is taking an unseen toll on our brains. Just like an athlete who needs time for his muscles to recover after a hard work out, the brain needs time away from stimuli to process and organize all the new information it is being bombarded with. People should spend less time using digital media because scientific studies have shown that there are negative effects on the user's ability to pay attention, memorize and learn.

While the use of technology has been increasing dramatically with the introduction of small hand-held devices that can keep us connected to those around us twenty-four hours a day, it has not necessarily made us more productive. They have made us more distracted instead. In fact, practices like text messaging while driving have become an alarming trend. According to psychology professor Paul Atchley, "text messaging while driving is probably the most dangerous thing you can do in a vehicle other than driving with your eyes closed." It is responsible for a 2,400 percent increase in accident risk compared to alcohol use with a 400 percent increased accident risk (Sousa). Clearly this is a problem that needs to be addressed.

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Web Site:

Author's Name (Last, First, MI). "Title of Work." (only if different from overall website) *Title of Overall Website*. Website Publisher/Sponsor or N.p., Date posted or n.d.. Medium (Web). Date Accessed. URL.

Book:

Authors Name (Last, First, MI). *Title of book*. Publishing City, Publishing State:Publisher, copyright date. Medium (Print).

Journal/Magazine – online database

Author's Name (Last, First, MI). "Title of Article." *Journal* Volume #. Issue# Publication Year: Pages or n.pag. *Database Name*. Medium (Web). Date Accessed. Database Service URL.

Newspaper Article on the Internet

Author's Name (Last, First, MI). "Title of Article." *Title of Newspaper/Website* City. (if not national & not in title) Website
Publisher/Sponsor or N.p. Date Posted/Published or n.d.. Medium (Web). Date Accessed. Article URL.

Reference Book

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