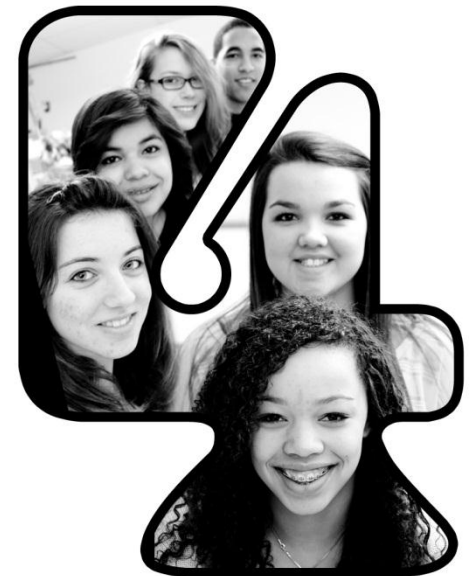
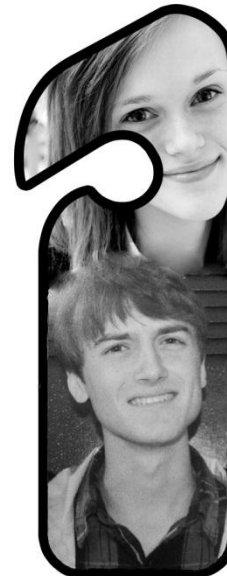


Student Handbook



Crescent Valley High School



Crescent Valley High School
Student Handbook
2013 - 2014

We are a
community of...

*R*espect

*A*ccountability

*I*ntegrity

*D*etermination

*E*mpathy

*R*esponsibility

*S*afety

4444 NW Highland Drive,
Corvallis, Oregon 97330
541-757-5801
www.csd509j.net/cvhs/

This Planner Belongs to

Name _____

Address _____

City _____ Zip _____

Phone _____ Locker # _____

E-mail _____

Replacement Cost for this planner is \$2

“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 Material contained may be superseded by Board policy, administrative regulation, or negotiated agreement.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.”

Daily Schedule

Monday		Tuesday		Wednesday		Thursday		Friday	
1 st	8:00 – 9:30 am	2 nd	8:00 – 9:30 am	1 st	8:00 – 9:30 am	2 nd	8:00 – 9:30 am	1 st	8:00 – 8:45 am
Break	9:30 – 9:45 am	Break	9:30 – 9:45 am	Break	9:30 – 9:45 am	Break	9:30 – 9:45 am	2 nd	8:50 – 9:35 am
3 rd	9:45 – 11:15 am	4 th	9:45 – 11:15 am	3 rd	9:45 – 1:15 am	4 th	9:45 – 11:15 am	Break	9:35 – 9:50 am
Lunch	11:15 – 11:55 am	Lunch	11:15 – 11:55 am	Lunch	11:15 – 11:55 am	Lunch	11:15 – 11:55 am	3 rd	9:50 – 10:35 am
5 th	11:55 am – 1:25 pm	6 th	11:55 am – 1:25 pm	5 th	11:55 am – 1:25 pm	6 th	11:55 am – 1:25 pm	4 th	10:40 – 11:25 am
Break	1:25 – 1:35 pm	Break	1:25 – 1:35 pm	Break	1:25 – 1:35 pm	Break	1:25 – 1:35 pm	Lunch	11:25 am – 12:05 pm
7 th	1:35 – 3:05 pm	Advisor	1:35 – 2:00 pm	7 th	1:35 – 3:05 pm	AO	1:35 – 2:25 pm	5 th	12:05 – 12:50 pm
		AO	2:00 – 2:25 pm					6 th	12:55 – 1:40 pm
								Break	1:40 – 1:50 pm
								7 th	1:50 – 2:35 pm

Welcome To Crescent Valley High School

“The Raider Way...”



Raider Values

We have adopted the following core values to guide the attitudes, behaviors and commitments we will demonstrate in order to unify our school vision:

Integrity
Responsibility
Critical Thinking

Passion
Respect
High Standards

We are committed to developing graduates who:

- Think, produce, and communicate effectively.
- Creatively solve problems and adapt to change.
- Behave respectfully, being good role models and showing kindness.
- Demonstrate a passion for life-long learning.
- Demonstrate integrity.
- Tackle new challenges with confidence and skill.
- Access, evaluate and synthesize information.
- Develop self-reliance.
- Make responsible decisions regarding health and humanity.

Raider Vision

Crescent Valley High School will nurture students to grow as responsible citizens and engaged learners who are prepared for life beyond high school.

Raider Mission

Through rigorous and relevant learning, we will inspire students to be reflective, to develop individual potential and to pursue unique academic, career and persona interests.

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Directory

Cherie Stroud, Principal	<i>cherie.stroud@corvallis.k12.or.us</i>	
Michael Beck, Assistant Principal	<i>michael.beck@corvallis.k12.or.us</i>	
Zachary Lauritzen, Administrative Praticum	<i>zachary.lauritzen@corvallis.k12.or.us</i>	
Activities/Athletics (Sandy Nash)	541-757-5809	
Activities and Clubs	Calendar of Events	
Athletics	Student Transportation/Buses	
Athletics Booster Club	Ticket Information	
Athletic Director (Craig Ellingson)	541-757-5765	
Administrative Office (Linda Alderman)	541-757-5802	
General School Info	Staff	Lost and Found
School Policy	School Closures	
Administrative Assistant (Damdy Marriott)	541-757-5801	
Attendance Office (Jerri Barr)	541-757-5806	
Absences	Homework due to absence	
Lockers	Messages, parent to student	
Bookkeeper (Denise Purdy)	541-757-5808	
Student Fees/Fines	Cashboxes	
School purchases	Student body account transfers	
Cafeteria (Tammy White)	541-757-5834	
Lunch Accounts	Catering	
Career Center (Carol Beamer)	541-757-5916	
Career information	Awards/Scholarships	College Catalogs
Community Opportunities	Volunteer opportunities	Student Volunteering
Career Learning (Kathy Zimbrick, Carey Doyle)	541-757-5813	
Counseling (Barb Gilroy)	541-750-5815	
Academic/Personal Concerns	Free/Reduced Lunch Program	
Counselors (call Barb Gilroy at 757-5815 for an appointment)		
Annika Bay	Robbie Cox	Marc Rosegold
Health Room	541-757-5823	
Learning Lab (Patti Pauk)	541-757-3816	
Library (Melissa Carr)	541-757-5822	
Online Learning Coordinator (Kathleen Muravez)	541-757-5893	
Student Leadership and Activities (Sheila Fowler)	541-757-3886	
Student Gov't / Leadership	Student Activities/Clubs/Events	
Student Behavior Specialist (Kodi Fagan)	541-766-4887	
Student Records and Transcripts Coordinator (Joan Wonsley)	541-757-5751	
Student Schedules, Registrar (Bonnie Ryan)	541-757-5804	

Email address format: *firstname.lastname@corvallis.k12.or.us*

CVHS Web site: <http://www.csd509j.net/cvhs/>

Visitor/Guest Pass Policy

All visitors must check in at the office upon arrival.

Students 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:

- Be ages of 14 to 18
- Attend school outside of a 60 mile radius of CV (includes CHS, College Hill, Albany, and Philomath schools)
- Permission signatures from parent, teachers, and administrator

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.**

School Board 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. Violation of these rules may 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.

Corvallis School District 509J

Corvallis School District 509J contact information:

541-757-5811
1555 SW 35th Street
Corvallis, OR 97333

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

District Title II and 504 Contact—Kevin Bogatin, Asst. Superintendent – 541-757-4857
District Title IX Contact—Jennifer Duvall, Human Resources Director – 541-757-5840

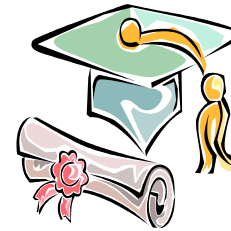
Oregon High School Diploma

To earn a high school diploma, students need to meet the following standards.

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

Credit Requirements for Classes of 2014, 2015, and 2016

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



*For the classes of 2014 and beyond, math credits must be earned at or above Algebra 1

** 3 lab experience/scientific inquiry credits

***Online PE classes do NOT count as PE credit

****Any one or a combination

Essential Skills Requirements

Essential skills are process skills that have been determined 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 proficiency in these skills. **Successful demonstration is required to graduate** and be awarded a diploma from Corvallis School District.

Classes of 2014, 2015, 2016, and 2017

Essential Skills Required	Assessment Options	Achievement Standards
READING Read and comprehend a variety of text	OAKS Reading Test <hr/> 2 Reading Work Samples	Score of 236 or higher on OAKS <hr/> 1 sample must be informative Each sample must have a score of 12 or higher, with no score lower than a 3.
WRITING Write clearly and accurately	OAKS Writing Test <hr/> 2 Writing Work Samples	Score of 40 or higher on OAKS (a minimum score of 4 on each required trait) <hr/> At least one sample must be expository or persuasive. The other can be any of the other approved modes. Scores on each work sample must be 4 or higher in the required traits .
MATH Apply mathematics in a variety of settings	OAKS Math Test <hr/> 2 Mathematics Work Samples	Score of 236 or higher <hr/> One sample each for any two of the following; geometry, algebraic relationships, statistics/probability. Scores on each work sample must be 4 or higher in the required traits plus accuracy.

In addition to the options already detailed, the Oregon State Board of Education has approved the following testing options for students to meet the Essential Skills requirement in reading and math.

Test Option	Reading Score Needed	Math Score Needed	Writing Score Needed
ACT	18	19	19
PLAN	18	19	
Work Keys	5	5	
Compass	81	66 (Intermediate Algebra Test)	
ASSET	42	41 (Intermediate Algebra Test)	
SAT	440	450	460
PSAT	44	45	
AP Exams*	3	3	
Accuplacer	86		

*See your counselor for more information

Personalized Learning Requirements

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

- **Personal Education Plan and Profile (PEPP):** Develop a plan and profile to guide learning and document progress toward personal, career, and post-high school goals. The PEPP is reviewed and evaluated regularly in Advisor
- **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. Students will discuss grade specific requirements in Advisor on a regular basis.
- **Extended Application:** Apply and extend knowledge in new and complex situations related to the personal career interests and post-high school goals in real world contexts.

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. Students are expected to document and reflect on at least one Service Learning project during their four years at Crescent Valley.

Graduation

Early Graduation

Students who wish to graduate early must have prior approval from their counselor and the Crescent Valley High School principal.

Walking in the Graduation Ceremony

School Board Policy IKFB states that all students in good standing who have successfully completed the requirements for a senior high school diploma, a modified diploma, and extended diploma or an alternative certificate, may participate in 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.

Graduate All Night Party

The CV/CHS Graduate All Night Party (GANP) is a safe, drug and alcohol free way to celebrate high school graduation. Only students eligible to WALK in the graduation ceremony (see above) will be eligible to attend the GANP.



Modified & Extended Diploma

The Modified Diploma: This option is available for students who demonstrate an inability to meet the standard diploma requirements, even with reasonable modifications and accommodations.

To be eligible, a student must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or a documented history of a medical condition that creates a barrier to achievement. The school team, including the parent, may decide if a student should work toward a modified diploma. The decision to work toward a modified diploma may be made no earlier than the end of grade six and no later than two years before the student's exit from high school. Beginning in grade 5, school district schools shall annually provide information to parents or guardians of a student taking an alternative assessment of the availability of a modified diploma and the requirements for the modified diploma. Students receiving a modified diploma are required to complete the Personalized Learning Requirements and demonstrate proficiency in the required Essential Skills.

Modified Diploma

English	3
Mathematics	2
Science	2
Social Studies	2
Physical Education	1
Health	1
Career Development	.5
Applied/Fine Art/ Second Language*	1
Electives	11.5
REQUIRED CREDITS	24

* Any one or a combination

The Extended Diploma: This option is available for students who have individual education plans. To be eligible a student must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or a documented history of a medical condition that creates a barrier to achievement.

The student must participate in an alternate assessment no later than grade six, and lasting for two or more assessment cycles, or have serious illness or injury that occurs after grade eight that changes the student's ability to participate in

grade level activities and results in the student participating in alternate assessments. The school team, including the parent, may decide if a student should work toward an extended diploma. Beginning in grade 5, district schools shall annually provide information to parents or guardians of a student taking an alternative assessment of the availability of a modified diploma and the requirements for the modified diploma. Students working toward an extended diploma must participate in an alternate assessment beginning no later than grade six, and lasting for two or more assessment cycles.

Students receiving an extended diploma are exempt from the Personalized Learning Requirements and the Essential Skills.

Extended Diploma

English	2
Mathematics	2
Science	2
Social Studies	3
Physical Education	1
Health	1
Applied/Fine Art/ Second Language*	1
REQUIRED CREDITS	12

* Any one or a combination

Alternate Certificate

The Alternative Certificate: This option is available for students who have shown an inability to satisfy the requirements for standard, modified, or extended diploma, even with reasonable accommodations and modifications.

At a minimum, students granted an alternative certificate will have demonstrated to the team that they have worked to potential on an individual plan of achievement and attendance. Absent a serious illness or injury that occurs after the 11th year of attendance, a decision to move to an alternative certificate will be made at least one year prior to the graduation date. The school team, including the parent, may decide if a student should work toward an alternative certificate.

Students receiving an alternative certificate are exempt from the Personalized Learning Requirements and the Essential Skills.

Academic and Credit Policies

Credit Policy

Students are limited to 7 credits per year. Semester classes meeting every day and year-long classes meeting every other day receive one credit. Semester classes meeting every other day receive .5 credits. Grades are awarded for each credit. No credit is awarded for an F, No Pass (N), or No Grade (G).

Credits expected per Year

In order to progress to the next grade level, students must successfully earn the following number of credits:

- Freshmen must earn 6 credits to be considered Sophomores
- Sophomores must earn 12 credits to be considered Juniors
- Juniors must earn 17 credits to be considered Seniors

Retained students are promoted at the semester if they have earned the required number of credits. Students earning credits over the summer must submit records of credits earned to the registrar by the second week of August in order to be promoted prior to the start of the school year.

Course Waiver Form

For courses where teacher recommendations are required, students will be placed based on teacher recommendation. To be placed in a course for which a student has not been recommended, parents must sign a Course Waiver Form. Parents and students are encouraged to carefully consider all factors before making a request to be placed in a class that was not recommended. Parents should be prepared to provide an increased level of monitoring or tutoring if their student encounters difficulty in the class. This form is available in the Counseling Office.

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.

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 from a counselor and administrator.**

Credits From 2-year and 4-year Institutions of Higher Education

Credits from 2-year and 4-year institutions of higher education will be transcribed on the CV transcript only if those credits are needed to meet diploma requirements. In the case that these credits are needed to meet diploma requirements, they will be transcribed during the senior year. Transcription requests should be made to the registrar.

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** = Excellent mastery of knowledge and skills
- B** = Strong mastery of knowledge and skills
- C** = Adequate mastery of knowledge and skills
- D** = Minimal mastery of knowledge and skills
- F** = Inadequate mastery of knowledge and skills
- G** = Unfinished course due to legitimate reasons; students must retake the course in order to receive a grade and credit
- I** = Incomplete course requirements
- N** = No Pass represents achievement in the D or F range
- P** = Pass represents achievement in the A, B, or C range

Incomplete Grades

Students who receive an "I" (incomplete credit) need to complete course work within the period of time prearranged, and to the satisfaction of the teacher. If coursework is not completed, the incomplete grade will become an "F."

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 by the same deadline posted for dropping a class.

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.

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 three 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 in place to ensure that the Crescent Valley High School valedictorian (s) and salutatorian (s) have achieved high academic standards and demonstrated exemplary citizenship.

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 Valedictorian/Salutatorian Selection Committee.

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

In addition to GPA requirements, valedictorian/salutatorian candidates must meet the following criteria.

- Be graduating seniors in good standing.
- Meet the minimum subject area credit requirements to earn a standard diploma and:
 - Complete the second year of a world language
 - Complete math through Algebra 2
- Earn at least twenty-six (26) credits – 25 of which must be graded credits (A - F).
- Earn at least ten (10) credits in honors or Advanced Placement courses.
- Take no class with a Pass/No Pass option, unless the class is only graded in this manner.
- Have no “N” or “G” grades or repeated courses on their transcript.
- All subject area requirements shall be earned in a high school or college classroom setting. Students may not take a class through an online format in order to meet an OUS entrance requirement (English, math, science, social studies, and world language). Any course taken online must have prior approval from the Valedictorian/Salutatorian Selection Committee.
- Courses taken online will not count toward the 25 graded credits.
- Have acted with respect, honesty, integrity, courage, personal responsibility, self-discipline, kindness, justice, and social responsibility throughout their high school career. The student will show appropriate behavior with no major violations of the student rules of behavior.

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.

Members of the Valedictorian/Salutatorian Selection Committee are school teachers, counselor, administrator, and the Registrar. The committee will review petitions as they are submitted.

Candidates for the class of 2014 *may* be grandfathered in based on requirements previously published by the Valedictorian/Salutatorian Selection Committee. Students not meeting the above criteria due to special circumstances such as foreign exchange program or family sabbatical may petition the committee for consideration.

Running Start Program

Running Start is an exciting opportunity for students to step into their future. The purpose of the Running Start program is to partner with students, parents, and Linn-Benton Community College (LBCC) to provide a supported bridge between high school and the student's early college experience. The program is designed to smooth the transition between the two education settings and increase success of our students transitioning to college. Students completing the program will be eligible to earn an Advanced High School diploma, which entails standard high school graduation requirements as well as 36 LBCC credits. Support with the costs of tuition and books, as well as with registration, orientation, appropriate course selection and monitoring of academic progress are provided through the program. Students may take classes through LBCC at any of the college's campuses including the Benton Center here in Corvallis.

Running Start is available to students who are enrolled at either of the Corvallis high schools and have an education plan that supports a transition from high school to college. Current high school students are referred to the Running Start program by their counselor after meeting with the student and determining that the program fits with the student's educational goals. Students not currently enrolled in the district, but who wish to enroll in order to gain access to Running Start should contact the program coordinator, Eric Wright, at 541-766-4717 or at eric.wright@corvallis.k12.or.us.

Online Grades (Pinnacle)

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

- Login USER is the student's seven digit student identification number. Parent passwords will be mailed in the fall and can also be retrieved through our Registrar.
- 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

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 \$3 fee per transcript will be charged to current students. Graduates will be charged \$3 per transcript.

College Application Processing Service

Students who are applying to colleges requiring hard copies of teacher and counselor recommendations or secondary school reports and mid-year reports will be charged a \$5 fee per application to cover costs of materials, copying, management of college files, and postage and handling. Students who use the Common Application online process are not charged this fee.

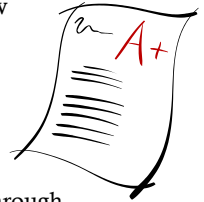
Progress Reports, Report Cards, and Parent Connection

Progress Reports

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 after the 6th and 12th weeks of each semester.

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 two weeks after each semester.



Parent Connection

Teachers are expected to communicate performance to all students through maintenance of grade records within the Pinnacle Grading System. Teachers are encouraged to contact parents during the term regarding concerns. These phone calls and/or e-mail communications will replace formal parent-teacher conferences for 2013-2014.

Parents may call to request a conference appointment at any time. Conferences may be arranged by calling the teacher directly or by calling 757-5801. School-wide Parent Connection Nights are held in October and April will be limited as teachers are expected to make contact with parents via phone or e-mail.

Students are expected to make use of information provided by teachers and Pinnacle in order to monitor their grade and seek help when needed. Parents are highly encouraged to regularly use the online 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.

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 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.

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, Career Center, and a school-wide Advisor program.

School Counselors

Every student is assigned a school counselor. Services provided by 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 <https://sites.google.com/site/cvhs counseling/>

If you have questions or concerns that require a school counselor, contact Barb Gilroy, Counseling Secretary, to make an appointment, (541)757-5815.

Career Center

The Career Center provides information and activities to assist students in making decision to prepare for their future beyond high school. 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 <https://sites.google.com/site/cvhs counseling/>

If you have questions about Career Center activities or would like to volunteer your time in the Career Center, contact Carol Beamer, Career Center Coordinator, (541)757-5916.

Advisor and Academic Options (AO)

Advisor

Every student is assigned an adult advisor. Each group consists of an adult advisor and 21-25 students in the same grade. Advisor meets every Tuesday during Academic Options period for 25 minutes. Attendance in Advisor is required at a rate of 80% or better. State excused absences and School Related Absences do not count against a student's attendance grade.

The Crescent Valley High School Advisor program provides support in post-high school planning and is the means by which students earn their career development credit for high school graduation. Students earn .5 of a credit after four years of attending Advisor and completing all of the Career Related Learning Requirements in Advisor and related classes.

Academic Options

All students are assigned to an Academic Options (AO) period two days a week based on their Advisor. AO period is 25 minutes in length on Tuesdays (following Advisor) and 50 minutes on Thursdays. AO is designated class time with .25 elective credit per year. To earn credit for AO, students must attend at a rate of 80% or better.

If you have questions about Advisor, Academic Options, or Career Learning activities, contact Kathy Zimbrick.

Teachers/Advisors will track student progress and help students make the most of their AO time. Students may request to meet with a specific teacher for extra help, or teachers can schedule time for struggling students to receive specific interventions.

In addition, students will be able to use AO time to:

- Make up missed tests or labs
- Work on group projects
- Complete homework
- Volunteer to be a peer mentor
- Access writing , math tutoring and other resource centers
- Complete career learning requirements
- Study or read
- Attend SAT/ACT prep sessions

Seniors – Will be excused from attending Advisor and AO in February, March, and April if they meet the following criteria.

1. ALL Career Related Learning Activities Completed
2. On track to graduate with credits
3. Cumulative GPA 2.5 or better
4. 92% attendance in ALL classes
5. No major behavior issues

Attendance and Tardy Policies

Attendance Policy

Oregon law requires students to attend school until they: are 18 years old, have graduated 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.

Attendance Line – (541) 757-5806



Excusing an Absence

Parents are responsible for notifying the Attendance Office when their son/daughter is absent from school. Please call the school (541-757-5806) on the day of the student's absence. Absences not verified by the parent **within 48 hours** of the student's return to school will be recorded as "unexplained."

Pre-Arranged Excused Absences

Students who know in advance that they will be absent from school for three (3) or more days must complete a Pre-Arranged Absence Form and return it to the attendance office PRIOR to the absences. Without a completed form, the absences will be unexcused.

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 unexplained.

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.

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

Attendance on Pinnacle

Parents are encouraged to check their student's attendance on Pinnacle, which may be accessed on the CV homepage: <http://www.csd509j.net/cvhs/>. The password is available at 541-757-5804

Teacher Responsibilities for Student Attendance

Attendance:

- Teachers will maintain accurate records of student attendance.
- Teachers will inform students and parents how attendance and class participation are related to the instructional goals of the course.

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 other appropriate interventions and consequences.

Tardiness: Teachers are responsible for beginning their classes promptly and for enforcing school/classroom tardy policies. Teachers may assign classroom consequences when students are late to class three or more times. Students will be given prompt notification of detention upon referral of staff.

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 health assistant, head secretary, or their counselor to discuss their situation. The health assistant 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. Students may also complete a Self-Medication Agreement in order to self-administer a prescription or nonprescription medication.

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 positive 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 Website 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 positive relationships that value intellectual, emotional, social and physical development for all school members.

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 respectful, responsible, and safe behaviors
- Compliance of all school rules and lawful staff directions
- Concern for the welfare and rights of others
- Respect school, staff and property
- Contribute a positive attitude
- Regular on time attendance
- Positive class participation

We are a
community of...

Respect
Accountability
Integrity
Determination
Empathy
Responsibility
Safety

Prohibited Behaviors

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

Assault / Fighting / Menacing / Threats

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 may be suspended while an investigation is being conducted. These prohibited behaviors could result in suspension or expulsion and/or law enforcement involvement.

Disruption of School Activity

Any behavior which disrupts or interferes with the 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. Board Policy prohibits this. 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.
- Using a personal electronic device to receive information and using it as one's own 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:

For each offense of plagiarism in high school, the student will receive the following consequences:

- In-school suspension (1 day for first offense, 2 days for second offense, etc.)
- Assignment redone and submitted
- Research paper on topic designated by administration
- Incident recorded in student's behavioral file
- Parents notified

Plagiarism may impact a student's eligibility for school honors or awards, scholarships and teacher/counselor letters of recommendation.

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.

Cyberbullying

Any form of harassment or threats using electronic devices, commonly known as "cyberbullying," by students, staff, or third parties is prohibited and will not be tolerated in the district. Students are encouraged to report an incident immediately to a teacher or principal. Students found to be in violation of this policy will be subject to loss of privileges and consequences up to and including expulsion.

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 referral to the Fire Marshal

Gambling

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

Gang Related Activity

The presence of gangs (a group of two or more that identifies itself through the use of a name, unique appearance, or language including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in a disruption of the educational process up to and including criminal activity) creates the potential for substantial disruption at school or school-sponsored events. Any student found behaving in a manner that represents gang influence, affiliation, or behavior will be subject to disciplinary action within the guidelines of district policy.

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

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 may result in consequences up to and including suspension, expulsion, law enforcement involvement and loss of driving privileges on school grounds.

Improper Vehicle Use

Parking in spaces reserved for staff (front lot and back lot), 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, fines, law enforcement involvement, or loss of driving privileges on school grounds.

Inappropriate Cell Phone Use

School Board policy JFCEB strictly prohibits cell phone use during class. Students who violate the classroom policy regarding cell phone use may have their phone confiscated and held by the teacher until the end of the class period or the end of the day. Teachers may also opt to have an administrator hold the cell phone for pick up by a parent or guardian. The use of these devices in any manner (text, image, audio, or video) that would violate the confidentiality or privacy rights of another individual is strictly prohibited and may result in consequences up to and including suspension, expulsion, and law enforcement involvement.

Inappropriate 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.

Insubordination

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

Personal Electronic Equipment

The use of personal electronic devices (cell phones, iPod, personal gaming units, etc.) is not allowed during class time. Students who violate the classroom policy regarding personal electronics use may have their equipment confiscated and held by the teacher until the end of the class period or the end of the day. Teachers may also opt to have an administrator hold the equipment for pick up by a parent or guardian. Amplified music is prohibited during class time.

Profane / Offensive language

Use of profanity/offensive language is prohibited and may result in disciplinary action.

Public Display of Affection (PDA)

School is not the place for excessive PDA. Only the most benign and commonly public forms of PDA are acceptable at school. Face to face dancing is the expectation at all school dances. It is unacceptable to engage in sexual acts on school grounds and violation of this policy may result in consequences up to and including suspension or expulsion. Respect yourself, each other, and those around you.

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

School Board policy JFCH 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 or expulsion and law enforcement involvement. 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.

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 up to and including suspension and expulsion and, if appropriate, referral to law enforcement officials and restitution.

Unsuitable and Immodest 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 in a non-disruptive, safe and healthy educational environment.

Examples of unsuitable dress include clothing which displays weapons (see definition of weapon below); indicates gang influence or affiliation; promotes the use of tobacco, alcohol or controlled substances; displays sexually inappropriate, vulgar, or obscene words, phrases or illustrations; or contains language, lettering or symbols which create a hostile or intimidating environment.

Examples of immodest dress include bare midriffs; backless tops; strapless, single strap, or halter tops; pants or tops worn in a manner exposing underwear.

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 take into account all circumstances involved. Rule infractions that may result in disciplinary action will be investigated. Parents will be notified of discipline assigned to their student by phone, in person, and/or by mail.

Consequences of school offenses may include the following:

Attendance Referrals

Students may be referred to the LBL Attendance officer when attendance patterns cause concern or are impacting a student's academic progress. These referrals may result in hearings and fines.

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. Students may also be fined for not displaying a school parking permit.

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 may also be required as a condition of a student who is being placed on a behavioral agreement, being considered for a change in placement, and as a condition for re-admittance after a suspension or expulsion.

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.

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 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 with the goal of returning the student to the most appropriate placement. Prior to any expulsion hearing there will be an investigation and parental contact/involvement in the process.

Police and Fire Department Referrals

Police referrals will occur whenever a student engages in an unlawful activity. Every reasonable 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 Intervention

A student may be referred to the Student Support Team when they are demonstrating behavioral or academic problems which are influencing their 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 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 age, citizenship, color, disability, national origin, parental or marital status, race, religion, sex, or sexual orientation 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 administrator. 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.



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, and during lunch. The standard **breakfast costs \$1.75** and the standard **lunch costs \$3.00**. 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, EBSCO Host, 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. 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, social networking, 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. Free printing for student assignments is available. 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. Scheduled Alternative Education classes provide students the opportunity to experience success in high school and be prepared for a smooth transition to postsecondary education or the workforce. The Learning Lab offers a variety of alternative education courses that are self-paced and individualized.

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. 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.**

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 Office.

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 MP3 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.

Parking Lots and Parking Permits

Student parking is located in the gym parking lot. Student vehicles parked on campus at CV are subject to Board Policy JFG-AR with regard to searches. 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.

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 up to 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>

Student Publications

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

The Revolutionary and the *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. Staff will only interrupt a class to deliver a message if it is an emergency. 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.

Activities and Associated Student Body (ASB)

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.

Activity/Advisor

Band.....	<i>Kris Janes</i>
Cheerleading.....	<i>Kendra Peterson</i>
Class of 2014.....	<i>Julie Serna, Bonnie Ryan</i>
Dance Team.....	<i>TBD</i>
Debate Team.....	<i>TBD</i>
Destination Imagination (OM).....	<i>Karen Anderson</i>
Link Crew.....	<i>Katie Myers, Robbie Cox, Ryan Kanter</i>
National Honor Society.....	<i>Trinity Welch-Radabaugh</i>
Orchestra.....	<i>TBD</i>
<i>Revolutionary</i> (Yearbook).....	<i>Kevin Freedman</i>
Student Government/Leadership.....	<i>Sheila Fowler</i>
Student Store (The MAX).....	<i>Craig Ellingson</i>
Vocal Music.....	<i>Emily Mercado</i>

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.

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 are listed below. 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.

2013 – 2014 ASB Core Council

ASB Co-Presidents:	Jonah Beck & Ashraf Samhan
Senior Class Officers:	Jenny Lee & Ashley Rosen
Junior Class Officers:	Allen Huang & Matthew McGowen
Sophomore Class Officers:	Steven Guerrero & Ryan Pennington
Freshman Class Officers:	TBD - Election held in the Fall
Treasurer/Club Commissioner:	Joe Kim
Secretary/Historian:	Jonathan Chua
Athletics Commissioner:	Katy Schmidt
Spirit Commissioner:	Morgan Butts
Technical Coordinator:	Kyle Skillingstad
Publicity Coordinators:	Julie Meunier
Media Coordinator:	TBD

Student Council is comprised of elected and volunteer representatives from each Advisor group. Other students can serve at-large, provided they meet requirements.

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. **Students must dance face to face.** Attire or dancing 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 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 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 alcohol, and tobacco and other drug use and to maintain a drug-free environment. Violators shall be suspended and/or expelled and referred to the appropriate law enforcement agency.

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 (OSAA).

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 (see next page).

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>.

Athletic Activity/Coach

Fall

Cross Country (Boys & Girls)	Tyler Bushnell
Football	Scott Sanders
Soccer (Boys)	Casey Fries
Soccer (Girls)	Jessica Caze
Volleyball	Brittany Belshe

Winter

Basketball (Boys)	Michael Stair
Basketball (Girls)	Craig Ellingson
Swimming (Boys & Girls)	Rex Watkins
Wrestling	John Rich

Spring

Baseball	Ryan Starwalt
Golf (Boys)	Andrew Doyle
Golf (Girls)	Cheryl Van Vleet
Softball	Steve Peters
Tennis (Boys)	Chris Herb
Tennis (Girls)	Andrew Pritchard
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.

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.

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.

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.

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 and the OSAA Sportsmanship Guidebook.

Student Fees

The Board recognizes the need for student fees to fund certain school activities, which are not sufficiently funded by the district. No student will be denied an education because of their inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

Students will be advised of due dates for such fees and charges as well as possible penalties for failure to pay them. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines, or charges are paid. The district may waive all or a portion of debt if one of the following conditions is met:

1. The school district determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to notify the student and his/her parents would cost more than the potential total debt collected relating to the notice; or
4. There are mitigating circumstances as determined by the superintendent of the school district that preclude the collection of the debt.

Education records shall not be withheld for student fees, fines, and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student. Prior to collection of debts, the superintendent will ensure that notice has been provided as required by ORS 339.260 and 339.270. **Board Policy: JN**

Student Services Fees

- \$40 ASB Card
- \$5 ASB/ID card replacement
- \$70 Yearbook regular price
 - \$55 Before December 20th with coupon
 - \$65 Before March 21st with coupon
 - \$35 Reduced cost for students with verified Free & Reduced lunch status and coupon (See bookkeeper for more info)
- \$15 Check returned due to non-sufficient funds (NSF)

Class Lab Fees

- \$25 Art All Classes
- \$25 Food and Fitness
- \$40 Outdoor Recreation
- \$25 All Photography Classes
- \$25 Metals/Welding Classes
- \$20 All Woodworking Classes
- \$15 Intro to Engineering
- \$2 Engineering goggles
- \$5 Electronics Classes

Other

- \$5 PE Locks not returned
- \$6 Locker Damage
- \$5 No Permit or Parking Fines



Extracurricular Activities Fees

- \$50 Theater Performance Fee
- \$150 First & Second Sport
- \$100 Third sport
- \$150 Cheerleading (year-long)

Library/Bookroom Fees

- \$10 Late fee for library/textbooks not returned by June 30th – one fee for all late books
- Replacement cost of lost library or textbooks – students may work off these fees through agreements with the library or administration
- Damage charges to library/textbooks as assessed

Records Fees for Underclassmen:

- 2 free official transcripts
- \$3 charged for each subsequent official transcript

Records Fees for Seniors:

- 2 free official transcripts
- \$3 charged for each subsequent official transcript
- \$5 College Application Processing Service - See counseling for details
- Checkout procedure must be completed and cleared prior to graduation. If not cleared, the student may be unable to participate in graduation.

Fees will be charged to students through the bookkeeping office. Payment of all fees due by the close of the school year.



Emergency Procedures

There are six primary responses to an emergency at CVHS:

1. Reporting the emergency
2. Securing the buildings [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 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, law enforcement, or emergency 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 and report to your evacuation zone. 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.

