

Clackamas High School

Principal's Welcome

Hello, and welcome to Clackamas High School. This handbook is designed to help every student and parent find the information they need to be successful as a Cavalier.

I am proud of our exceptional staff at CHS. I urge each student to take advantage of the outstanding opportunities available to them in rigorous courses and quality activities and athletic programs.

I wish all of you success in your academic, activity, and athletic endeavors and hope that you will achieve the goals you have set for yourself. Your success will create a brighter future for us all!

-Christine Garcia, Principal

Handbook of Clackamas High School

The materials in this handbook have been carefully selected and prepared by members of the CHS administration, staff, and student government. They are subject to change as policies change and emergencies arise. Students are responsible for the material in this handbook and the district *Guidelines For Student Behavior* brochure. Parents are urged to encourage their student to abide by articles concerning good citizenship within the school. Infraction of the regulations included in this handbook will be dealt with by the administration of Clackamas High School.

Website

Find updated information on the Clackamas HS website:
<http://www.nclack.k12.or.us/clackhi>

Clackamas High Fight Song

*The Mighty Cavaliers will fight again
And on her name we're striving to defend.
We're going to shake that thunder from the sky
And for the red and black
We'll fight, fight, fight, fight, fight.*

*We'll never let that old school spirit die
We're going to win this ball game if we try.
We're going to raise that score up to the sky,
And win this game!*

Our Mission

Preparing empowered and inspired graduates who will strengthen the quality of life in our local and global communities.

School Colors and Nickname

Scarlet and Black Cavaliers

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School Address

Clackamas High School locations:

West Campus	East Campus
14486 SE 122 nd Ave	14331 SE 132 nd Ave
Clackamas, OR 97015	Clackamas, OR 97015
503-353-5800	503-353-5750

24 Hour Attendance Voice Mail: 503-353-5829

Basic CHS Phone Numbers

Main Office (West Campus) 503-353-5800
Julie Ottenbacher, Principal's Secretary 503-353-5800 x 38090
Beth Ruhl, Assistant Secretary 503-353-5810 x38089

Main Office (East Campus) 503-353-5750
April Biancone, Asst. Secretary 503-353-5810 x37255
Patty Canales, Asst. Secretary 503-353-5810 x35752

Athletic Office
Alicia Wilkes, Asst. Secretary 503-353-5810 x38122

Attendance (24 Hr. Voicemail) 503-353-5829 Option 1
Christine Mitzel, Asst. Secretary 503-353-5829 Option 2

Bookkeeper
Aileen Black 503-353-5806 x35806

CAV Center
Dotty Miller, Asst. Secretary 503-353-5810 x38080

Counseling Office 503-353-5811
Terri Ferris, Asst. Secretary 503-353-5811 Option 1
Carrie Madlem, Registrar 503-353-5811 Option 2

Media Center (West Campus)
Sheri Jackson, Media Asst. 503-353-5823

Nurse (West Campus)
Penny Bradley 971-563-8755 x35807

Student Management Office 503-353-5800
Shalaia Walters, Asst. Secretary 503-353-5800 x38082

Staff Information

***denotes East Campus staff**

ADMINISTRATION

Christine Garcia,
Principal
Joe Bridgeman, AP
Counseling
*Joel Dunn, AP Student
Management
Vicki Nelms, AP Athletics
Barret Sale, AP Curric. &
Instr.
Ray Byzewski, Dean of
Students
*Bruce Wales, Dean of
Students

ART

Bonie Kayser
*Kellete Elliot
*Linda Keiling

AVID

*Mike Freeborn

BOOKKEEPER

Aileen Black

CAMPUS SECURITY

Mike Figert
*Manuel Martinez
Bo Stephens
Melissa Zuccaro

CAREER CENTER/ASPIRE

Linda Chelsky
Dotty Miller

COUNSELING

Julie Bauder
Andrea Karpinski,
Trillium FS
Ezra Kilfoil
Laura Nelson
Sarah Pearlz – Psych.
Erika Rutz
Jennifer Schroeder
Maggie Winthrop

CUSTODIANS

*Marilyn Burland
Nelrosa Clapp
*Amanda Easton
Steve Freimark
*Robert LeClair
Elvia Lopez Nazario
*Robert Runnion
Lowell Slama – Head
Custodian
John Varesio

DANCE/DRAMA

Michael Streeter
Carrie Jo Vincent

ELD

Svetlana Darling – Asst.
Chad Fitzsimmons
Valentina Galindo – Asst
Carrie Ann Tkaczyk

ESD/LEEP

Tracy Beebe
*Janelle Finch
*Joshua Finch
*Kathleen Krieger
Abby McAuley
*Diane Moody
Mona Pilgrim
*Nicholas Price
*Kia Sherman

HEALTH/P.E.

*Joe Bushman
*Charmaine Coleman
*Dom Giancola
Steve Gustovich
*Korey Landolt
Valorie Landolt
*Ed Wilkins

KITCHEN

Diane Blachly
Angela Caldwell
*Emma Easton – Mgr.
*Mary Faris
Brenda Finzer
Kim Johnston
*Terrie Mentze
*Cindy Peacock
Svetlana Petrovoskiy
*Cathy Scarth
Deb Stace
Jodi Wayland
Lori Yeadon – Mgr.
Jami Young

LANGUAGE ARTS

Tom Carney
Libby Csergei
*Leslie Hunter
Jennifer Lesieur
*Dawn Patrick
Peter Pommer
*John Schlaefli
LeeAnn Scott
*Jillian Smith
*John Stewart
Michael Streeter
*Laurie Thurston
*Nancy Utterback
Barbara Wagner
*Jayson Wullbrandt

LEADERSHIP

Joe Watson

MEDIA CENTER

Leslie Fulton
Sheri Jackson – Asst.

MATH

Tyler Blake
Tom Bohlman
Randy Fisher
Annette Hall
Laura Hilsenteger
Drew Larson
Linda Mindt
Cindy Rochester
Kim Rowland
Jennifer Sonnichsen
Emma Vaughan
Alanna Vidin
Joe Watson

MUSIC

Jeff Betts
Scott Davis
*Lisa Hanson

NURSE

Penny Bradley

PRODUCTION

Jacqui Emmerson

SCIENCE

*David Castles
Anton Clifford
Leigh Grange
Phil Gwin
Sally Howe
Dan Robinette
Sara Schipper
Angie Schroufe
Rob Schroufe
Lorraine Stratton
John Sytsma
*Don Walthers
*Laura Zahm

SECRETARIES

Aileen Black
*April Biancone
*Patty Canales
Terri Ferris
Carrie Madlem
Dotty Miller
Christine Mitzel
Mary Neale
Julie Ottenbacher
Janet Rogers
Beth Ruhl
Shalaia Walters
Alicia Wilkes

SOCIAL STUDIES

*John Arntson
Megan Balzer
*Corey Davis
*Mike Freeborn
Jeff Kelleher
Mark Kirby
*Ryan Kline
Steve Kraus
Don Kunstel
Marty Lefkowitz
Lee Lipton

SPECIAL EDUCATION

Laurie Balke – SLPA
Lora Bass – Asst.
Heidi Bueno
Christy Bunker – Speech
Pathologist
Gene Campbell – TLC
Jason Fleming
*Caitlin Gonzales
Cynthia Hanson – Asst.
Olivia Helland
Lori Houston – Asst.
Roy Jasso – Asst.
*Katie Keller
Jennifer Ketterman – Asst.
Jackie Lane – Asst.
*Kathleen Madden
Marilyn Morse – YTP
Sarah Pearlz – Psych.
Ben Rowe – Asst.
Kristi Thompson – Asst.
*Angela Tucker – SLC-A

SPEECH

Jennifer Lesieur

STUDY HALL

Elisabeth Dalling
Jose Losoya
Jordan Rowland
Jeremy Ward

TECH. SUPPORT

Charlie Irish
Ben Stead

WORLD LANGUAGES

*Jennifer Jervis
*Aimee Losoya
*Grant Raddon
*Alexandra Smith
*Barbara Spisla

YEARBOOK

Lee Lipton

Student Information

Main Office (West Campus)

Julie Ottenbacher, Principal's Secretary

Beth Ruhl, Assistant Secretary

Meet with the Principal
Schedule an event
Obtain a visitor pass
Order cap and gown
Teacher messages/mailboxes
Place an announcement
Obtain bus route information
Schedule use of facility

Athletic Office

Alicia Wilkes, Secretary

Make appointment w/ Athletic Director
Athletic clearance
Fundraising approval
Poster approval
Sports Schedules
Sports information and PE lockers

Attendance Office

Christine Mitzel, Secretary (West Campus)

April Biancone, (East Campus)

Obtain an admit slip
Clear an absence
Check out of school
Get an attendance printout
Rearrange absences
Report address change

CAV Center (West Campus)

Dotty Miller, Secretary

Linda Chelsky, Aspire Coordinator

Work experience forms
College visits
College Information
Career information
Extended Application
Naviance help
Job information
Club information
Activity information
Student officer information
Schedule use of facility
Schedule an event

Bookkeeper (West Campus)

Aileen Black

Buy school activity tickets
Pay school fees
Graduation check out
Get change
Free/Reduced Lunch application

Counseling Office (West Campus)

Terri Ferris, Secretary

Make an appointment with counselor
Awards and scholarships
Request a transcript
Obtain copy of schedule
Enroll or withdraw from school
Check graduation progress
Check work samples progress
College counseling
DMV proof of enrollment
Work permit
Get an application for another school or special program

Library / Media Center (West Campus)

Leslie Fulton, Media Specialist

Sheri Jackson, Media Assistant

Use library computers
Check out textbooks
Check out library books
Request a book

Nurse's Office

Penny Bradley, School Nurse (WC – in Stu. Mgmt. Office)

Shalaia Walters, Secretary (WC – in Stu. Mgmt. Office)

April Biancone, Assistant Secretary (EC – in Main Office)

Store and take prescription medications
Band-Aids
Help when feeling ill

Student Management Office (West Campus)

Shalaia Walters, Secretary

Request a dance pass
Report a theft
Register a vehicle
Get a parking pass
Get a new/duplicate ID card
Discipline issues

Basic Reminders

1. You must be released by a parent's note or phone call when you leave school for any reason. Failure to **check out** at the attendance office will result in an unexcused absence.
2. An excused absence will allow you to make up the work on a timeline set by the teacher. To excuse an absence, the parent/guardian must send a note or call the Attendance Office within two (2) consecutive school days following the student's return. Call the **24-hour attendance office voice mail: 503-353-5829**.
3. Parents are notified of student absences by the automatic dialer. If you receive such a call, please contact the Attendance Office to confirm if your student was absent.
4. Students must carry their Student Body ID card at all times. They are required for doing business with the Attendance Office, Bookkeeper's Office, and Media Center.
5. It is the responsibility of the student to request his/her homework and/or assignments when he/she misses a class.
6. Phone messages for students are accepted from parents/guardians only. A phone is available in the Counseling Office and Main Offices for emergency use by students.
7. Do not leave valuables in your hall locker or P.E. locker. Report thefts immediately to the Student Management Office. The school is not responsible for lost or stolen items.
8. Students may park in approved parking areas only. Cars are not to be used for lockers. All cars must be registered in the Student Management Office.
9. If you have problems concerning buses, call the Transportation Department at 503-353-6150.
10. All books leaving the library must be checked out.
11. Smoking is prohibited on or near the CHS campus.

Tips for Success

THE FOLLOWING TIPS WILL AID YOU IN HAVING A GREAT YEAR AT CLACKAMAS HIGH SCHOOL

1. Support your school in all activities. The fun in school is being positively involved.
2. If you're experiencing any difficulties, make an appointment to see your counselor – we're here to help!
3. If you have difficulty in class, please talk the problem over with that teacher. Be proactive and take ownership over your learning.
4. Carry your student body ID card at all times – you'll just need it.

Student Information

School Closures/Delayed Start

In the event of a serious storm, including volcanic ash fallout, no decision will be made concerning closing of the school until 6 a.m. Such a decision will be announced over local radio stations and the hot line as soon as the decision is made. Do not call school officials. Their telephones must be clear for important calls concerning the school closure.

CLOSURE INFORMATION HOTLINE

The District has a school closure information hotline. People are able to get a recorded message on the status of schools on bad weather days. The phone number is 503-353-6020, or go to the website at www.portland.snowclosures.com.

DELAYED START PROCEDURE

In the event that school is delayed one or more hours, upon arrival to school, students should attend their next regularly scheduled class.

Emergency Procedures

Earthquake / Fire Drills / Lock Down/Lock Out

Fire drills will be scheduled periodically throughout the school year. Students exit in an orderly fashion with the classroom teacher. Escape routes are posted in every classroom. When outside the buildings, students should gather with their class as a group as the teacher takes roll. Students should return directly to class following an *All Clear* announcement when the building is safe to re-enter.

In the case of an earthquake drill, students should follow teachers' directions and intercom announcements. A building evacuation will be initiated by the fire alarm.

In an emergency, lock -down, or lock -out, procedures may be initiated. Local police will be consulted and student safety will be of primary importance. Directions will be spoken on the intercom.

Neighborhood Resident's Rights

Students are expected to comply with any Clackamas County daytime curfews. Community residents have a right to privacy, private property and freedom from abusive behavior. Students must not loiter, litter, trespass or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students to and from school, they will take disciplinary action if the circumstances warrant. Schools have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

Sabin-Schellenberg Center

The Sabin-Schellenberg Center (SSC) offers students an opportunity available to no other high school students in the State of Oregon outside our district: the opportunity to participate in a truly meaningful occupational program that will adequately prepare you to enter your post high school years with confidence. You can receive this education in the finest facility of its kind in the Northwest and be trained on up-to-date equipment.

Since the programs at SSC are hands-on, **attendance is vital to student success**. Therefore, students who enroll at SSC should understand they might not be able to attend all assemblies that are held during SSC class time. SSC students who are either participating in the assembly or have a written note from parents must let the Attendance Office know **one day preceding the assembly** and they may attend.

Students who miss a SSC bus due to tardiness will go to the Student Management Office for the remainder of that period(s). This will result in an unexcused absence for that period(s).

Visitors

No visitors are allowed on campus during school hours. Exceptions to this policy will be made for parents or legal guardians who have related school business to conduct, and students transferring/moving here wishing to take an escorted tour.

Any student or non-student who is found on campus after being warned to leave may be subject to a written trespass warning and possible subsequent arrest and prosecution for criminal trespass.

Excused Period / Off Campus Policy

For the 2015 - 2016 school year, Clackamas High School juniors and seniors may have at least one excused period(s) in their schedule. This document is intended to communicate to students and parents the expectations of an excused period.

Options:

Students may be off campus during their excused period. Students will be expected to return to their next class on time. If students choose to remain on campus, they may be in the Commons, CAV Center, or Media Center, if available and with permission from the CAV or Media Center staff. Students must sign in and out. **It is the school's expectation that students will use this time to work on graduation requirements or coursework.**

Students may have a TA position during an excused period. A signed application must be on file with your counselor. Students are responsible for reporting to their assigned staff member.

Students are not permitted to

- Be in the halls during their excused period.
- Attend classes that are not on their schedule.
- Use the gym, weight room or athletic fields during their excused period.
- Loiter in the parking lot.
- Be unsupervised at any Sabin-Schellenberg campus during an excused period.
- Ride an SSC shuttle bus during an excused period.

Transportation

It is understood that parent/guardians assume all responsibility for student transportation and liability during the excused period their student is off campus.

Violation of Rules

Students are expected to follow the Code of Conduct during their excused period. Regular due process and assignment of consequences for violation of school rules will be followed for all incidents occurring during the school day on campus and in the community.

Student Information

Lunch/Breakfast Program

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need. For information about the school lunch program in North Clackamas Schools, call 503-353-6034.

Because children need healthy meals to learn, North Clackamas Schools offer healthy meals each school day. The schools provide nutritious free and reduced-price meals and free milk to children in low income families. All schools offer lunch programs, and some schools also provide breakfast.

Children in households that receive Food Stamps or Temporary Aid to Needy Families (TANF) and most foster children can get free meals regardless of their income. These families should only submit an application if they are not notified of their eligibility by the school district.

Children can also receive free meals if their household income falls within the federal guidelines. Meal benefits begin as soon as an application is approved and school begins. The eligibility guidelines for household size and income level are available. If you have questions, please call 503-353-6034.

Families in need of a free lunch before the school year begins can phone Oregon Safenet at 1-800-723-3638 to find out about a program near their home.

Apply online at <https://district.ode.state.or.us/apps/frlapp>.

Library / Media Center Materials, Textbooks

The Media Center is a place where students may work on research assignments, read, study, and do homework. The Media Center is not a place to socialize or pursue non-academic pursuits. No food or drink (including gum and candy) is allowed in the Media Center. Violations may result in removal and/or disciplinary action.

Individual students from classes and study hall are required to have a pass issued by their teacher. Students on Excused Period can sign in upon arrival to the Media Center and are allowed if space is available and they follow Media Center rules. Students with passes or on excused are to sit in designated areas. They may not sit in areas designated for classes.

Students may check out library materials, computers, and textbooks with their student ID card. Students are responsible for all materials on their account and any fines accrued for materials that are lost, late, or damaged. Students need to return the **exact copy** that is checked out to them. Students are responsible for any damage that occurs to any book they have checked out or the theft of any book. Fines from other District schools remain on the student account until they have been eliminated.

Check out of Media Center materials is limited to a total of **five (5) items** in combination of books, magazines, etc. Fines are levied at the rate of 10 cents per day for all overdue items. Additional materials will not be checked out to students who have overdue items or owe Media Center fines. **Book fees must be paid before purchasing special event tickets** (winter semi-formal & prom) **or receiving a diploma for graduation or yearbook.**

Textbooks and assigned novels are due back the day a class or unit ends. There is a \$5 fine for each textbook and assigned novel returned late.

All materials must be returned the day a student drops a class or withdraws from school.

Media Center Computer Lab Usage

Students are welcome to use computer applications for class assignments or Internet research, if computers are available. Students wanting to use the Internet are required to have a signed NCSD Parent Notification Form, outlining District Internet and E-mail rules. Internet Validation is printed on their student body card, which must be present with the student while using the Internet.

Computer misuse will not be tolerated in the lab. Computer misuse is defined, but it not limited to, as changing computer settings without authorization, accessing inappropriate websites, designing or printing inappropriate materials, and non-academic pursuits.

The computers may be remotely monitored. Students need to follow the school's electronic use policy.

Students need to get permission before printing.

Students need to refrain from moving or rearranging computers, keyboards, mice, etc., or their connections.

Students need to refrain from any form of vandalism, theft, or other destruction of property.

The following activities are not permitted under the District Guidelines for Access and Use of the Internet:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others
- Violating software, video, downloading music, or print copyright laws
- Trespassing in another's folders, directories, work or files
- Damaging, attempting to gain unauthorized access, or attempting to disrupt the operations of computers, computer systems, or computer networks
- Using the network for personal gain, personal advertising, commercial purposes, or illegal activity
- Linking district, school or class websites to personal websites
- Intentional spreading of computer viruses.

Violations may result in restriction or loss of access as well as other disciplinary or legal action.

Student ID Card

All students will receive a student ID card that will be used for identification. The ID card is required for student admission to home athletic contests, dances, and library materials / textbooks check out. This card remains the property of the school and must be carried at all times while at school or at school sponsored events. **It must be presented upon request to any member of the North Clackamas District #12 staff (ORS 339.250).**

After registration day, all students needing ID cards or replacement cards must report to the Student Management Office (SMO). Cost \$5.

Students permitting others to have possession of their card will forfeit their card and must purchase a new card from the bookkeeper. If you lose your card, report it immediately to the bookkeeper and SMO.

Hall Pass

Students not in an assigned class or office must be in possession of a CHS hall pass slip signed by a teacher or authorized adult. Students without a pass may receive consequences.

Student Information

Announcements

Daily announcements pertaining to school events, meetings, and information are displayed on the video screens and on the CHS web page. To have information placed in the announcements, e-mail or turn in the form to the West Campus main office secretary before 9:30 am the posting day.

Posters

All signs, banners and posters must be approved by the Athletic Director in the Athletic Office before posting and displayed in designated areas only. If they are displayed without authorization or not in designated areas, they will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. Paper and poster paints are available for students to make signs advertising dances, sales, etc. Clean up all materials and remove outdated posters promptly.

Lockers

Lockers may be requested at registration and anytime throughout the school year from a main office secretary on either campus.

1. The School District retains exclusive control of lockers. Periodic inspections could be conducted for any reason, at any time, without notice.
2. Students should report all locker problems to the main office secretary on either campus immediately.
3. Changing of lockers is permitted only if cleared by the Attendance Secretary. Any locker damage will be charged to all students assigned to that locker. Any writing or adhesives (stickers) on lockers will be considered vandalism, and is strictly forbidden.
4. Security of the locker is the responsibility of the students assigned to that locker. Clackamas High School assumes no liability for theft from student lockers. Students can reduce theft by: not sharing their combination, securing the locker after closing, and not presetting the combination to the last number. If items have been stolen, students report it to the Student Management Office.
5. Students should leave valuable items such as MP3s, iPods, cell phones, cameras, electronic games, large sums of money, jewelry, etc. at home. This reduces the risk of theft throughout the school.

Lost and Found

Lost and found items may be turned in or claimed in the Student Management Office on the West Campus and the Main Office on the East Campus. **Unclaimed items** will be given to charitable organizations. **Books** that have been found should be taken to the Library/Media Center. **Thefts** should be reported to the Student Management Office. CHS is not be responsible for any lost or stolen items, and will not investigate any claims of theft of electronic devices.

Vending Machines

Students will use vending machines at their own risk. The school will not be responsible for reimbursing students for money lost in the vending machines.

Students are not to ask teachers for a pass to go to the vending machine during class time.

Parking / Motor Vehicle Use

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of

compliance with the financial responsibility requirements of the state.

In applying for a parking permit, student will be notified that parking on district property is a privilege and not a right. All parking guidelines must be adhered to. Vehicles parked in restricted areas such as fire lanes, or other undesignated parking spots may be subject to towing at the owner's expense.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

Parking Permit Application Process and Requirements

All outstanding fines must be paid. All vehicles must be legally registered with the State of Oregon Department of Motor Vehicles. Due to limited space, parking on the Clackamas Campus is only available to staff members and students with a registered parking pass. Permit forms are available in the Student Management Office. A parking permit sticker is non-transferrable and is non – refundable. The sticker must be visible in the front windshield of the car at all times.

All student-parking must be within the white lines of non-numbered spaces only. **DO NOT** park in a numbered (staff), visitor, or handicapped space.

Students are not to loiter in cars or the parking lot during the school day. **Driving in between campuses for the purpose of attending class is strongly discouraged.**

Drivers who drive recklessly may be subject to the loss of the privilege of driving to and from school.

Students who violate the parking policy are subject to a citation of \$20 per violation, as well as the vehicle being towed at the owner's expense. Continual violations can bring about school consequences.

According to NCSD Board Policy JFG-AR 6: a. (1)

Other Searches

Student vehicles may be parked on district property on the condition that the student and his/her parents/guardians allow the vehicle and its contents, upon reasonable suspicion, to be examined. Additionally, student vehicles on another district's property at activities under the jurisdiction of the district, including interscholastic activities sponsored by the Oregon School Activities Association (OSAA) or other such voluntary organizations approved by the State Board of Education, shall also be subject to such condition.

1. If a student or parents/guardians refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto district property will be terminated up to one calendar year. A refusal will subject the student to discipline up to and including expulsion and law enforcement officials may be notified.

Driving to SSC

Students are expected to ride the bus transportation provided by the District to go to and from the Sabin-Schellenberg Center, Land Lab, South Campus, and North Campus.

Students will not be allowed to drive a motor vehicle or walk to and from the Sabin-Schellenberg Center. Under special conditions, they may obtain an O.S.C. driving permit from the Sabin-Schellenberg Center office.

High School Fees

Fees, Fines and Charges*

All student fees and charges, both optional and required, will be listed and described annually in the student handbook or in some written form and distributed to each student. Notice will advise students of the due dates for such fees and charges as well as possible penalties for failure to pay them. (Policy: JN Student Fees, Fines and Charges)

*Class fees may be charged for products produced in class that students take home. Students who do not pay the fee will be provided an alternative assignment or activity and must return all finished products and materials to the teacher. An optional fee for course field trips may be charged to cover actual expenses. Students who do not pay the fee will be provided with an alternative assignment or activity.

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Fees

ASB StickerPE (swimming, bowling, etc.)
Field Trips Workbooks
Parking Textbook Deposit

2. Athletics & Activities

All Sports
Dance and Drill/Cheerleading
DECA (association for students in Marketing)
Drama
Music (all levels of vocal and instrumental classes)
Speech

3. Certain classes that students create take-home projects

Animal Science: 1, 2, 3, & Adv. Ag Research
Art classes and Arts Lab
Intro: Auto Upkeep
Automotive: 1, 2, & 3
Ceramics
Intro: Culinary Arts
Culinary Arts 1, 2, & 3
Intro: Electronics
Electronics: Exploring 1, 2, & 3
Fire Science 1 & 2
Intro: Health Care Trends
Health Services: Survey Health Sciences 1 & 2
Intro: Manufacturing & Engineering
Manufacturing & Engineering: 1, 2, 3, & 4
Photography
Other Classes as determined by the teacher

School Fees

Student Body Card \$25
Replacement Student Body Card \$5
Textbook yearly deposit (cumulative over 4 years)\$20
Elevator key (refundable deposit when returned)\$25
Yearbook (*optional*) (increases \$5 after Nov. 14)\$55
Parking Sticker (per school year) \$50

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. In addition, a school may deny purchase of extra-curricular opportunities such as entrance to school formal dances (Winter Semi-Formal and Prom), yearbook, or other events deemed not part of the required educational program until such debt is paid. All such materials shall be released upon payment of moneys owed.

Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent 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 creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue the matter through a private collection agency or other method available to the district.

The School Board recognizes the need for student fees to fund certain school activities, which are not funded by local, state or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education because of his/her inability to pay these supplementary charges; however, no student is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

Health Services

Healthy Environment

We want to provide a healthy environment for learning at Clackamas High School. As parents, you can help make that happen. Make sure your child gets adequate rest, and eats a healthy breakfast and lunch. Please communicate with the nurse about any health concerns your student might have.

School Nurse / Health Room

A school nurse comes to the high school during the week. Please feel free to call for any health concerns you or your child might have. The nurse can provide teaching, direction to resources, and can give advice about health issues. If your child has a medical condition, please let the nurse know. We want to make sure your child has a healthy and safe learning environment. The school health room is available to your child should he/she become ill or injured during school hours. We have staff members well trained in first aid.

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and developing a management plan for the control of this substance. The plan is available for public inspection in the district office. The district Risk Manager serves as the district's asbestos program manager and may be reached for additional information.

Medical/Emergency Information

Each student must have a current registration card on file with the school. This registration card will have emergency information that the nurse needs to be aware of. Keep the information current and inform us of any changes in your student's health. Current phone numbers are important in case we need to contact you in an emergency.

Communicable Disease

If your child has a communicable illness, please keep him/her home until he/she is symptom free for 24 hours. Examples are: a fever of 100 degrees or more, vomiting, diarrhea, severe cough, a rash, draining wound, or head lice. We want to help control the spread of illness at school by keeping ill students home until the contagious period has passed.

Elevator

Students may use the elevator for medical reasons.

Immunizations

Oregon requires all children to be immunized per State guidelines in order to be allowed in school. A nurse will notify you if your child is in need of any immunizations. All students attending high school must meet the requirements of having Diphtheria/Tetanus/Pertussis (DTaP) series, Polio series, Varicella vaccine (chickenpox) or date of chickenpox illness, Measles/Mumps/Rubella (MMR) series, and Hepatitis B series. Please make sure to update the nurse when your student gets additional shots. You may call 1-800-723-3638 for the location of immunization clinics in your area.

Physical Examinations

Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation. All incoming freshmen must have a physical dated after 3/15 of their 8th grade year.

-The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

-Record of the examination must be submitted to the school district and will be kept on file and reviewed by the coach prior to the start of any sports season.

-Students shall not participate without a completed school sports pre-participation examination form on file with the district.

District-Administered Medication

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer *prescription* medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Medications labeled "once per day" can be taken at home, and medications labeled "three times daily" (such as antibiotics) can be taken in the morning, after school and at bedtime, so they need not be taken at school.

If the **medication is a controlled substance** such as a pain medicine, narcotic, ADHD medication or a steroid, it must be stored in a locked area in the nurse's office and dispensed by trained staff.

Students may carry **inhalers** and self-medicate if ALL the following criteria are met:

Parent has completed District Medication Assistance Form in nurse's office.

A copy of the original prescription label is on file in the nurse's office if the label is NOT on the inhaler the student carries.

3. Inhaler is labeled with student's name.

Written instructions of the parent, which includes the information above, are required for all requests to administer *nonprescription* medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent at the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Students who need **over-the-counter medication** such as Advil or Tylenol may carry and self-administer these medications if:

1. It is in a clearly labeled, original container (no baggies).

2. It is used only for themselves not shared or sold.

3. It is only a one-day supply.

THE SCHOOL CANNOT SUPPLY ANY MEDICATION TO STUDENTS.

THE HEALTH ROOM HAS NO MEDICATION ON HAND OTHER THAN WHAT STUDENT/PARENTS HAVE PROVIDED.

Student Rights and Responsibilities

Student Rights and Responsibilities

School officials will consider students' individual and collective rights and safety and will afford students their rights to fair consideration free from action which is patently arbitrary, capricious, and inappropriate.

Among student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

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.

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe & efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials.

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and

Including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, prom, etc.). A referral to law enforcement may also be made.

The mission of the common school system is to provide a learning experience which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to:

1. Respect the rights of others. Students have a responsibility to refrain from expressing personal prejudice toward any individual or group because of race, sex, age, handicapping condition, religion, national origin, or language. Students will not be allowed to engage in conduct, which interferes with the educational pursuit of other students.
2. Attend all classes each day on time.
3. Come prepared and make a reasonable effort to learn.
4. Follow the reasonable instruction of teachers.
5. Comply with the rules of the District and school.
6. Submit to reasonable corrective action or punishment imposed by the District and its professional staff for violation(s) of its rules.
7. Conduct yourself in a manner that will not bring discredit upon you or other members of the school community.
8. Provide parent/guardian contact/permission BEFORE leaving school during the instructional day.

Discipline in the schools aims to teach the following fundamental concepts: (1) responsibility, self-discipline, and self-respect, (2) respect for the rights, dignity, and safety of all individuals within the school community, (3) respect for law and observance of school district policies, procedures, rules and regulations, (4) respect for public and private property.

Parent/Guardian Responsibilities

1. Assure that their student's attendance will be regular and punctual.
2. Monitor their student's academic progress.
3. Provide their student with a quiet place to study.
4. Initiate communication with teachers and counselors when their student needs assistance.
5. Assure that their student makes-up missed schoolwork.
6. As appropriate, become involved in their student's school activities.
7. Support their student in both academic efforts and extra curricular activities.

Parent-Teacher Conferences

Annual Fall Parent Teacher Conference

Parent-Teacher conferences are held once a year. Parents may also arrange for additional parent-teacher conferences through the student's counselor. Conferences should be scheduled immediately following the close of the school day.

Parents having questions or concerns relating to disciplinary problems should contact the teacher directly or the assistant administrator in charge of Student Management, Joel Dunn (503-353-5751).

Student Rights and Responsibilities

Parental Rights

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as the student's parent(s) may also review part of the school's curriculum.

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Parent/Student Complaints

District Personnel Complaints

The district will implement effective means of resolving concerns voiced by employees, students, parents and the public in order to reduce potential areas of complaints, and to establish and maintain recognized channels of communication.

A complaint is a concern, problem or difficulty related to the district educational process and/or service presented to the district by an employee, student, parent or member of the public. Complaints must relate to concerns and/or events that have occurred within the past 12 months or the current school year.

An individual properly presenting a concern or complaint shall be assured the opportunity for an orderly and timely review of the concern or complaint without reprisal.

Although no community member will be denied the right to petition the Board for redress of a complaint, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Complaints that concern Board actions or Board operations shall be presented to the superintendent. Complaints that concern employees must be processed according to any applicable agreement between the district and either employee association.

Board members shall refer the public to the proper channel of communication for complaints involving instruction, discipline, learning materials, and/or services such as transportation, food service, etc.

Any complaint about school personnel that cannot be resolved informally between the complainant and the district employee shall be submitted in writing to the employee's supervisor and will be investigated by the administration before consideration and action by the Board. Complaints will be handled and resolved as close to their origin as possible.

The channel of communication for complaints (with the exception of athletics) is as follows:

1. Teacher or employee;
2. Principal or direct supervisor;
3. Appropriate district level or central office administrator;
4. Assistant superintendent for educational programs or assistant superintendent for operations;
5. Superintendent;
6. School Board.

The Board will not hear complaints against employees in open session unless an employee requests an open session. **The proper channeling of complaints regarding athletics issues is as follows:**

1. Coach/Head Coach (as appropriate);
2. Athletic Director;
3. Principal.

Any complaint regarding athletics must follow the established channel of communication for complaints and will be resolved at the school level. The principal will make decisions regarding athletic complaints.

While speakers may offer objective criticism of operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

Legal Reference(s): ORS 192.610 - 192.690 ORS 332.107 OAR 581-022-1940 Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984). Connick v. Myers, 461 U.S. 138 (1983).

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the district office at 503-353-6000.

Students with Sexual Harassment Complaints

The Board is committed to schools and district work sites free of sexual harassment. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students or staff by other students, staff, Board members, or non-employees.

Definitions:

• **"District"** includes district facilities, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

• **"Non-employees"** include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district, and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. The district may also report individuals to law enforcement if necessary.

Student Rights and Responsibilities

Legal Reference(s):

ORS 163.190	ORS 332.107	OAR 581-021-0045
ORS 166.065	ORS 339.240	OAR 581-021-0046
ORS 166.155–166.165	ORS 330.250	OAR 581-021-0055

ORS 332.072	ORS 339.351–339.364	OAR 581-022-1140
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Student Educational Records

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one -hour fire-safe place in the school office. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, Imp's etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Alcohol / Drugs

The possession, use, supply or being under the influence of any substance classified as narcotics, dangerous drugs, **marijuana**, or other intoxicants on or about the school premises or at any school sponsored activity shall result in suspension and/or expulsion.

1. USE OR POSSESSION OF ALCOHOL OR OTHER DRUGS

A. First Offense Within an Incident Year

1. Request an immediate conference with the parent/guardian(s)
2. Ten (10) day out-of-school suspension. A reduction of the suspension by eight days to a total of two school days will occur if the steps described below are followed.
3. The student will be directed to undergo a professional assessment of chemical dependency, at the family's expense, by an agency listed on the District's Assessment and Providers List, as a requirement for an eight day reduction of the suspension. Verification of an appointment for the assessment must be provided to the administrator by the student's parent or guardian prior to the student returning to school. In addition, the student will follow all treatment recommendations of said agency.
4. Secure permission via a release of information form for the school to contact the treatment agency to obtain or provide information.

5. When appropriate, contact law enforcement/juvenile agency to notify them of the student's possession/use of alcohol and other drugs.

B. Second Offense Within an Incident Year

1. Determine if the offending student has been undergoing documented efforts of rehabilitation through an agency program.
 - a. Students not documented as under agency care or having completed a documented program:
 - Request an immediate conference with the parent/guardian(s) of the student
 - Suspend the student for ten school days. **Recommend expulsion.**
 - b. Students in a documented program **may be** reinstated after a long suspension (10 days).
 - During the suspension period, will determine whether or not the student and his/her family are willing to obtain a chemical dependency assessment or reassessment, if the student has been in treatment and is in relapse. The student will be expected to follow all treatment recommendations as an alternative to expulsion/exclusion proceedings. This assessment/reassessment and treatment will be at the expense of the family. The family will agree to sign all necessary release of information forms to the assessing/treatment agency.
 - If the family does not exercise the above option, the expulsion recommendation will be implemented.
2. When appropriate, contact law enforcement/juvenile agency to notify them of the student's involvement in alcohol and other drug use.

C. Third Offense Within an Incident Year

1. A third offense within an incident year by a student will result in a recommendation for expulsion.

2. SALE AND/OR DISTRIBUTION OF ALCOHOL AND OTHER DRUGS

Students who **sell and/or distribute** alcohol or other drugs, including marijuana, to other students or persons on or about District property during school hours or during school-sponsored activities are subject to immediate suspension and recommendation for expulsion.

- a. Request an immediate conference with the parent / guardian(s) of the student.
- b. **The student will be suspended for ten (10) days and recommended for expulsion.**
- c. Prior to readmission into any of the district's schools
 - An adolescent chemical dependency assessment will be performed by an approved agency at the parent's expense.
 - The results of the assessment and/or treatment recommendations will be submitted to the principal or designee. This will be shared with the student's counselor, a CORE team representative, and/or the Drug/Alcohol Prevention Specialist.
 - The student and parent/guardian(s) will agree to fulfill the recommendations of the assessment and submit necessary progress report(s) to the principal or their designee. These will also be shared with the student's counselor and/or the Prevention Specialist.
- d. Due to violations of federal, state or local laws, **school officials will notify the appropriate law enforcement authorities.**

Student Rights and Responsibilities

3. DRUG PARAPHERNALIA

Students found in possession of drug paraphernalia will result in disciplinary consequences ranging from suspension to expulsion. Drug paraphernalia may include, but is not limited to commercial or home-made new or used pipes, baggies used for storing marijuana, and any item used to smoke or ingest illegal substance.

4. LOOK-ALIKE SUBSTANCES – “OTHER DRUGS”

Substances that resemble and can be mistaken for illicit beverages or drugs will result in disciplinary consequences. These consequences may vary from detention to suspension/expulsion depending on the situation. Look - alikes include “clove” cigarettes, e-cigarettes, mint chew, non-alcoholic beer, and various substances resembling marijuana and other narcotics.

The term “Other Drugs” refers to all illegal substances; substances including common household or commercial products, known as inhalants and designer drugs; any substance students purport to be drugs; and any prescription drugs not being administered under a physician’s care.

or commercial products, known as inhalants and designer drugs; any substance students purport to be drugs; and any prescription drugs not being administered under a physician’s care.

Tobacco Policy

Student possession, use, sale, including any smoking device is strictly prohibited and may be subject to discipline. Students may not smoke or chew on campus or on adjoining school property during the school day or at any school related activity. Law enforcement authorities may be notified if a student is in violation of these tobacco guidelines. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, , e-cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

Appropriate Language

Students are entitled to express their personal opinions verbally and in writing as long as such expression does not interfere with the rights of others. The uses of obscenities or personal attacks are prohibited. **The use of profanity or inappropriate language will not be tolerated.**

Students using such language will be disciplined. Profanity and/or inappropriate language directed at a staff member will result in suspension from school.

Cell Phones – Electronics Policy

The use of electronic devices, including mp3 players, iPods, headphones, cell phones, and video game players, is having a detrimental impact on student behavior and achievement. These devices represent a significant threat to student privacy, safety, property and academic success. The staff at Clackamas High School is committed to providing a safe and effective learning environment for all students.

If students choose to bring an electronic device to school, they are not in violation of this policy **as long as it stays in their bag or in their pocket until the final bell.**

To meet this goal, if a student uses or displays a cell phone, electronic music player, headphones, or personal video game console, the following consequence(s) will result:

- **FIRST OFFENSE:** The student’s device can be picked up by the student between 3:10pm – 4:00pm in the SMO on West Campus or the Main Office on East Campus (from the campus on which it was confiscated).
- **SUBSEQUENT OFFENSES:** A parent/guardian or authorized adult is required to pick up the device from SMO on the West Campus, or the Main Office on the East Campus (from the campus on which it was confiscated). Current students **WILL NOT** be authorized to pick up or receive the confiscated device.

Refusal to Surrender

If a student refuses to surrender their electronic device to a staff member, Saturday School will be assigned. Further failures to surrender an electronic device will result in possible suspension.

These guidelines and procedures will be in effect from the time students arrive at school until the final bell at the end of the day.

Since it is sometimes necessary for parents to communicate with their child during school hours, parents can call the office and have a message sent to their student. Students are allowed (with staff permission) to use the school phones if it is necessary to contact a parent during the instructional day.

Use of an electronic device during after-school activities will be at the discretion of the supervising coach/staff member. Students will be allowed to use the electronic devices with permission from a staff member if there is a direct correlation to class activity (i.e e-readers, tablets, laptops, and smartphones).

CHS is not responsible for any lost or stolen items

Student Rights and Responsibilities

Cheating / Plagiarism / Forgery

Clackamas High School believes that the work you submit needs to be reflective of your own learning and not anyone else's. To have academic integrity means that you have demonstrated your learning to the best of your own ability. Academic dishonesty is not acceptable in any circumstance. **If you are struggling with an assignment or the materials in a class, you need to speak to the teacher rather than resorting to the following examples of academic dishonesty.**

Academic dishonesty includes, BUT IS NOT LIMITED TO:

Cheating

- Copying another person's homework or assignment
- Looking on another's test/quiz or allowing another to copy a test/quiz/assignment
- Using notes or cheat sheets for a test/quiz (without teacher's permission)
- Stealing and/or selling a test or quiz
- Submitting another student's assignment for credit and claiming it as your own
- Using false claims or fabricated references in a paper or assignment
- Substantial editorial or compositional assistance (including parental assistance)
- Allowing another student to copy or borrow content from your work

Plagiarism

- Using another person's ideas, words, or images without proper citation (If you use ANYTHING from the internet or a print resource, you must cite it, even when you paraphrase the others' ideas)

CONSEQUENCES FOR ACADEMIC DISHONESTY

When students have cheated or plagiarized on class work, assignments, projects, or tests, a range of consequence may be applied depending on the circumstance. At a minimum, the student will meet with the teacher and/or the assistant principal of curriculum and instruction. If the student has violated our Academic Integrity policy, the following range of consequences will be applied:

Behavioral Consequences

1. Parents/guardians will be informed
2. The incident will be recorded on the student's record
3. The student may be removed from valedictorian, honors diploma, academic hall of fame and/or other honors/titles based on administrative review
4. A behavioral consequence such as a long detention, Saturday school, or suspension
5. Repeated incidents or major infractions can result in a suspension and/or loss of credit for the class

Academic Consequences

1. Reduced credit or loss of credit for the assignment (as per teacher's syllabus and/or teacher's discretion)
2. Students may need to further demonstrate their learning
3. Repeated incidents or major infractions may result in a loss of credit for the class

Conflicts with Staff / Students

If a student has a conflict with a teacher and he or she is asked to leave a class by a teacher, for disciplinary reasons, the student must report to the Student Management Office. The Administrator and the student will start working through the conflict as soon as possible. Students who do not comply with a teacher's request will be disciplined for defiance of authority. Teachers, at their discretion, may allow students to leave the classroom for emotional reasons. Students must receive a pass to leave the classroom.

If a student has a conflict with another student or believes they have been the victim of discrimination or harassment in any form, they should first discuss the matter with their counselor or an administrator with whom the student is comfortable discussing the matter. If the problem is not due to a simple misunderstanding that can be resolved by the counselor or administrator, the student should file a complaint. Discrimination/Harassment Complaint forms are located in the Student Management Office.

Defiance of Authority

Students will be consequence for defiance of authority when they knowingly fail to respond to a reasonable request from a staff member, leave the Student Management Office without permission, avoid a campus monitor or other staff member, refuse to identify themselves, or openly disregard a directive. Failure to comply will result in discipline.

Disorderly or Disruptive Conduct

State of Oregon law prohibits the existence of any secret society in public schools (ORS 33.610(1)). A secret society is an organization composed of students that has an element or purpose which is concealed from the public and shared only confidentially among members of the organization. The North Clackamas School District considers street gangs and similar organizations, including, but not limited to, such groups as the "Bloods," "Crips," "Skinheads," and "Youth-of -Hitler" to be secret societies.

Students who participate in gang-related activities at school or school functions – including possession or display of gang-related clothing, symbols, hand signals, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti, harassment of others; or recruitment for gang membership – will be subject to strict disciplinary measures, including possible expulsion.

Disruptive Items

Any items that could be used to disrupt the learning environment or harm other students are prohibited and may result in suspension, expulsion; i.e., stink bombs, mace, explosives, spray cans, electronic devices, etc. Possession and/or use of water guns, water balloons, hacky sacks, etc. may result in the item(s) being confiscated and/or an additional consequence including suspension and/or expulsion.

Student Rights and Responsibilities

Dress and Grooming

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

This code was developed with student, parent, and staff input. In order to create a positive learning environment, and students need to comply with the following dress code.

Clothing which is inappropriate for school:

- An adequate coverage of the body is required. Bare midriff, halter-tops, strapless or one-strap tops, tube tops/bandeau tops, spaghetti straps, low necklines backless tops, tank top muscle shirts, or otherwise revealing tops are inappropriate. Additionally, exposed underwear, or excessive sagging, holes, or tears in pants or shorts, and very short skirts are also inappropriate.
- The length of shorts or skirts must not be shorter than the length of the fingers extended when the arms are held downward from the shoulders in a relaxed manner. Underclothing should be covered at all times.
- Sheer blouses, shirts, pants, clothing that is see-through, is not appropriate for school. If a student is wearing a sheer shirt without a solid tank top or shirt that adequately covers midriff, they may be asked to change clothing. Sheer leggings and running pants should not be worn to school, and student may be asked to change clothing

- Clothing promoting any illegal activity (tobacco, alcohol, and other drugs) is not permitted.
- Clothing which promotes violence, direct hatred, or prejudice towards any group or individual because of race, gender, religion, etc., is not permitted.
- Clothing which is suggestive or lewd in nature (containing sexual references or inappropriate language) is not permitted.
- Clothing/accessories associated with gang activity is not permitted. This includes bandanas worn on the head, arm, leg, or hanging from the body; belts that hang vertically from the waist; clothing that openly or subversively promotes gang activity.
- Spikes on collars, bracelets, etc., and chains hanging from the body or clothing are not acceptable.
- Tattoos/body art that would be considered inappropriate must be covered.

Students found in violation of these standards may be subject to disciplinary consequences. A student will be asked to change the inappropriate clothing. If the student does not have extra clothing, they will be asked to call home and have parents bring something appropriate.

Student Rights and Responsibilities

Explosive Devices and Fireworks

The use of, threat of use, possession, or sale of explosive materials or look-alike devices are prohibited. Firecrackers present a very serious danger to the safety of students. Students in possession of any fireworks or exploding fireworks in the school building will be suspended. Any firecracker in their possession will be confiscated.

Fighting

Students who engage in fighting on school premises will be subject to suspension and/or expulsion. Both students will be subject to suspension regardless of who may have initiated physical contact.

Fire Alarm - Activating False Alarm

Any student activating a fire alarm for other than the intended purpose may result in suspension and/or expulsion and possible financial obligation if fire department responds.

Food and Drink Policy

Food and beverages are only allowed in the Commons and outside. **Per District policy, food and drink are not allowed in classrooms.** Students are encouraged to recycle containers and keep the campus and buildings clean.

Gambling

Gambling in any form (i.e., risking something of value in the hopes of winning something of value) is prohibited. Violators may be subjected to suspension.

Graduation Exercises

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

Hazing / Harassment / Intimidation Bullying / Menacing Cyberbullying/ Teen Dating Violence - Student

The Board is committed to providing a positive and productive learning environment with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying by students, staff and third parties toward students are strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials.

The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

"District" includes district facilities, district premises and non-district property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student and may be based on, but not limited to, the protected class of the person.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation ¹, national origin, marital status, familial status, source of income or disability.

¹**"Sexual orientation"** means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.

"Teen dating violence" means:

- 1) A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
- 2) Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Student Rights and Responsibilities

Policy Continued:

“Cyber bullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property/equipment to violate this policy.

“Retaliation” means harassment, intimidation or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Reporting

The building administrator will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building administrator who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the building administrator. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the building administrator may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building administrator who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the building administrator who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent/designee review the actions taken in the initial investigation, in accordance with administrative regulations.

The district shall incorporate into existing training programs for students' information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyber-bullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's website, and school and district office and the development of administrative regulations, including reporting and investigative procedures.

Legal Reference(s):

ORS 163.190	ORS 339.250
ORS 166.065	ORS 339.254
ORS 166.155 - 166.165	ORS 339.351 to 339.364
ORS 174.100(6)	
ORS 332.072	OAR 581-021-0046
ORS 332.107	OAR 581-021-0055
ORS 339.240	OAR 581-022-1140
Title VI of the Civil Rights Act of 1964, 42 U.S.C. fl 2000d (2006).	

Hazing / Harassment / Intimidation Bullying / Menacing Cyberbullying/ Teen Dating Violence Complaint Procedures – Student

The building administrator and superintendent or designee have responsibility for investigations concerning hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. All complaints will be investigated in accordance with the following procedures:

Step 1: Any hazing, harassment, intimidation or bullying, menacing, acts of cyber-bullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building administrator. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2: The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3: If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Student Rights and Responsibilities

Policy Continued:

Step 4: If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, menacing or bullying and acts of cyber - bullying, and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

Harassment - Sexual

It is the practice of the North Clackamas School District not to discriminate against any student on the basis of sex. In keeping with that practice, **the District will not tolerate sexual harassment of any of its students.** Sexual harassment is considered to be a major offense, which can result in disciplinary action against the offender.

Sexual harassment is unwelcome conduct that is directed toward a person because of that person's gender, or unwelcome conduct of a sexual nature that creates an intimidating, hostile or offensive environment.

Examples of behavior that may be sexual harassment include:

- Making sexually suggestive remarks, gestures, jokes, or remarks of a sexual nature about someone's appearance
- Using derogatory sexual terms for people
- Deliberate and unwelcome touching, pinching, brushing or patting
- Displaying sexual illustrations
- Describing or asking about personal sexual experiences
- Hazing, pranks, or other intimidating behavior directed toward a person because of their gender.
- Sexual assault

Students who believe they have been the victim of sexual harassment in any form should first discuss the matter with their counselor or an administrator with whom the student is comfortable discussing the matter. If the problem is not due to a simple misunderstanding that can be resolved by the counselor or administrator, the student should file a complaint. Sexual Harassment Complaint forms are located in the Student Management Office.

Homeless Students

The district provides full and equal opportunity to students in homeless situations as required by law, including **immediate enrollment**. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Kim Brown at 503-353-6153 or Cathy Sexton at 503-353-6156, the district's liaisons for homeless students.

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Internet, Email, Google Apps

The school will provide students with Google Apps for Education. Apps for Education includes free, web based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for Oregon students and teachers. This service is available through an agreement between Google and the State of Oregon. Oregon K-12 Apps for Education is available at school and at home via the Internet. **Even though email from known inappropriate sites is blocked, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of the Internet when students are at school. Parents are responsible for monitoring their child's use of the Internet when accessing programs from home. Students are responsible for their own behavior at all times.**

Students – Acceptable Use, Privacy and Safety

Apps for Education are primarily for educational use. Students may use Apps for personal use subject to the restrictions below and other school rules/policies which may apply.

- **Privacy** – School staff, administrators and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- **Limited Personal Use** – Students may use Apps tools for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell things)
 - Inappropriate sexual or other offensive content
 - Threatening another person
 - Misrepresentation of Oregon Public Schools, staff or students. (Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)
- **Data Security** – Student files and email are safe with Apps but it is the responsibility of the student to make backups of important documents.
- **Safety** –
 - Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
 - Students will agree to not meet with someone they have met online without their parent's approval and participation.
 - Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
 - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Student Rights and Responsibilities

Continued: Internet, Email, and Google Apps

- **Consumer Safety** (Advice for students and parents)
 - **Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself. **Never open an email from an unknown or questionable source.**
 - **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.
- **Digital Citizenship**
 - **Treat others well** – It hurts to get a mean email just like it hurts when someone is mean in the school hallway. Be kind when using email or making a post on a forum or web page. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself. It is never acceptable to use profanity or threatening language in email correspondence or collaborative documents.
 - **Respect the rights of copyright owners** – Copyright infringement occurs when an individual inappropriately reproduces a work protected by a copyright. If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
 - **Students have First Amendment rights to free speech** – Your rights can be limited in school though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Access Restriction

Access to and use of Apps for Education is **considered a privilege** accorded at the discretion of the North Clackamas School District. The District maintains the right to **immediately withdraw the access and use** of Apps when there is reason to believe violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension or termination. As a tenant of the Agreement with the State of Oregon, the State reserves the right to immediately suspend any user account in question of appropriate use. Pending review, a user account may be terminated as part of such action.

Laser Light Pointers

Laser light pointers are not allowed on campus **at any time**. They will be confiscated and not returned. They are considered dangerous items with the potential of causing great harm. Students found with laser light pointers in their possession will be disciplined.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

Public Display of Affection

The school is not the place where physical intimacies should occur. Students involved in such behavior may be reprimanded and/or referred to the Student Management Office.

Search / Questioning

Searches

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

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

District officials may also search when they have **reasonable information that emergency/dangerous circumstances exist**.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation, unless such notification may impede a criminal investigation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Skateboards/Longboards/ Rollerblades/Bicycles

Students may bring skateboards/longboards/rollerblades to school, but will not be allowed to ride them on school property. Skateboards/longboards/rollerblades must be carried while on campus. When students are in the building, objects are to be stored in a locker. The school will not be responsible for lost or stolen items. Failure to abide by these rules will result in disciplinary action.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no liability for loss or damage to bicycles.

Student Rights and Responsibilities

Talented and Gifted Program

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
2. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Theft

Students should report any information regarding vandalism or thefts immediately to the Student Management Office and complete a theft report with a detailed listing of stolen items.

Theft of property or receiving stolen property from persons or the school results in suspension, possible expulsion, and repayment of items stolen. Students are advised to leave valuables at home. **CHS will not be responsible for any lost or stolen item and is unable to investigate.**

Transportation of Students

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

If a student occasionally wants to ride a different bus from their own to go home with a friend, a note from the parent/guardian must be received in the Student Management Office requesting permission. The SMO secretary will make a confirmation call to the parent/guardian.

Threats and Intimidation

Students who threaten to injure another person or to severely damage school property shall be removed immediately from the classroom setting. Any student who engages in conduct, by word or action, that constitutes threats or intimidation will be subject to immediate disciplinary action including removal from school. For those students, who by their statements are threatening harm to others by using firearms, explosive devices, or deadly and dangerous weapons, appropriate law enforcement officials shall be notified. Students should immediately inform a teacher, counselor, or administrator regarding any threat or intimidation of students during school or at any school sponsored event.

Vandalism

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property and subject to school discipline, suspension, and/or expulsion. Law enforcement may be notified.

Visitors

We do not allow students to bring visitors to school. Parents/guardians who have related school business to conduct and students transferring or moving here wishing to take an escorted tour must meet with the assistant principal in the Student Management Office in advance to obtain permission.

Any student or non-students who are found on campus after being warned to leave may be subject to a written Trespass Warning and possible subsequent arrest and prosecution for criminal trespass.

Weapons

Any student may be expelled from school, for a period of up to one year, who is determined to have:

1. Brought a weapon to a school, to school property under the jurisdiction of the district, or to an activity under the jurisdiction of the school district.
2. Possessed, concealed, or used a weapon in a school or on school property or at an activity under the jurisdiction of the school district.

Weapon is defined as:

1. A firearm, explosive device, incendiary device, poison gas device, or projectile explosive device with a barrel bore of one-half inch or more in diameter.
2. A deadly weapon – any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.
3. A dangerous weapon – any weapon, device, instrument, material, or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.
4. Any device that looks like a real weapon or may be mistaken as a weapon is prohibited. Students in possession of such devices may be suspended and/or expelled.

Violations of district's weapons policy, as required by law, shall be reported to law enforcement.

Student Discipline Guidelines

Discipline Policy & Guidelines

A complete treatment of major discipline actions and their consequences may be found in the *Guidelines for Student Behavior* document which is distributed to each student either by mail or on Due Process instruction during class on the second Tuesday in September.

Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention; suspension; expulsion; suspend parking privileges; loss of privileges, honors, titles, and awards, and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol-and/or tobacco - related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

To mitigate disciplinary action for drug- and alcohol-related offenses, a student may voluntarily complete a drug and alcohol assessment or evaluation at parent expense, by a qualified professional approved by the superintendent or designee and the student's parent. If the parent/student agree(s) to the voluntary assessment or evaluation, the student may be readmitted to school after arrangements for the assessment or evaluation are verified by the school administrator and completion of the terms of the mitigated district-imposed discipline. Failure to complete the evaluation or to comply with the recommendations of the evaluator will result in imposition of the unmitigated terms of the original disciplinary action.

Detention

A student may be detained outside of school hours if the student violates the Student Code of Conduct. The outside of school hours detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. Students skipping a detention will receive additional consequences and/or possible suspension/in - school suspension.

After school detentions are held on Tuesday and Thursday. An activity bus which leaves CHS at 5:00 p.m. is available for students to ride.

Suspensions

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non- school hours or as in -school suspension as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up upon the student's return to school. The student is responsible to request homework assignments for missed classes.

An out-of-school suspension may be assigned by an administrator when it is a logical consequence of a breach of discipline. Suspension is sometimes necessary; i.e., fighting, to remove a disruptive student from our school to ensure an orderly environment for teachers and pupils. The attitude of the suspended student and parental involvement are key factors in how effectively student behavior is modified in this process. Parents should see that suspension is not a "vacation," but instead hold their child responsible for productive and useful activities during this time.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non -disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

Attendance

Clackamas High School Philosophy

Clackamas High School emphasizes the development of the dignity and worth of each student, and expects individuals to pursue the opportunities and challenges offered them. Because the success of the student's educational experience depends upon teacher-student relationships and peer interactions, **being absent from class disrupts the individual's educational process.** Therefore, **a CHS student is expected to attend every scheduled class period, every school day.**

It is a requirement of Oregon School Law (ORS339.010) that children between the ages of 7-18 regularly attend school. **Research shows excessive absences have a negative effect on grades and learning.** Absences cause students to fall behind in completion of required course work. Participation in class discussion, lectures, group projects, audio-video presentations, and demonstrations are required activities, which often cannot be made up outside the classroom. Students who are frequently absent are in jeopardy of failing classes and losing credit.

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

The district will notify the parent in writing that in accordance with the law, the school official will schedule a conference with the non-attending student and his/her parents/guardian to discuss the attendance requirements. The written notice will include the following:

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

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1) ©, be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failure to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Excused Absences

Oregon Law charges the school, not the parent, to determine which absences, other than illness or family emergency, should be excused. The following are legal reasons for an absence to be excused according to ORS 339.065:

1. Student illness.
2. Illness of an immediate family member when the student's presence at home is necessary.
3. An emergency, such as death, accident, medical or injury.
4. Dentist, doctor, or court appointment. (Please try to schedule these outside school hours.)
5. Other reasons where satisfactory arrangements have been made in advance (See Pre-Arranged Absence section).
6. Teacher/Administrator Arrangements, Field Trips, and school-approved activities.

A student may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or from a personal, religious, or ethnic consideration.

It is the parent's responsibility to clear unexcused absences within two school days or 48 hours of the absence or the absences(s) will remain unexcused.

Single period absences can result in disciplinary action.

Once students are 18 or over with parent permission or students who are emancipated or declared homeless may write their own excuse notes. Authorized students who manage this responsibility inappropriately will see this privilege revoked.

Once a student gains the privilege to write his/her own notes, the school expects to receive excuse notes only from the student.

Unexcused Absences

Any absence not excused within two (2) consecutive school days and according to the following guidelines will be considered, and will remain, unexcused.

How to Excuse an Absence

It is the parent's responsibility to notify the Attendance Office of an excused absence within two consecutive school days following the student's return to school. Notice may be in writing or by telephone.

A parent or legal guardian can excuse the absence in the following ways:

1. Written note to the Attendance Office. Notes may be written in the parent's chosen language. All written notes must include student name, student ID number, reason for absence, dates to be excused, and parent or guardian signature.
2. Written note faxed to the Attendance Office at 503-353-5815.
- 3.
- 4.
5. Phone call to the Attendance Office at 503-353-5829. Please indicate the student's first and last name and student ID # with all notes or messages. Spelling the last name is helpful as well. Include Sabin-Schellenberg Center classes if possible.

**24-HOUR ATTENDANCE OFFICE VOICE MAIL
503-353-5829**

Attendance

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, suspension, referral to truancy court, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

Clackamas High School participates in the Clackamas County Truancy Court. Parents will be issued a truancy citation of \$500 if students do not attend school on a regular basis.

When is a student / parent in violation?

Unexcused Absences . . . Eight (8) unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

Excused Absences . . . Not to exceed five (5) days in a term of three months or not to exceed ten (10) days in any term of at least six months.

If a student is truant, parent / guardian will be contacted.

Step One: Warning Letter

Step Two: Mandatory Attendance Meeting

Step Three: Citation – Truancy Court

Step Four: Fine Issued or Citation Dismissed

Leaving During the School Day

A student who must leave school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse or designee.

The school nurse or designee will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

The student must sign out at the Attendance Office prior to leaving the building.

Exemptions from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such request must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Extended Absence

In the event a student has an extended absence due to illness or injury, requests for assignments may be made by calling the Counseling Office at 503-353-5811. Requests are honored only in those cases where the student has been absent for three consecutive days and is not returning the following day.

Requested homework may be picked up in the Counseling Office 24 hours after the request is made. Teachers need the time to put assignments together.

If the student anticipates a longer absence, a counselor should be contacted. Arrangements for make-up, private study. And/or a tutor may be necessary. Parents should also notify the Attendance Office at 503-353-5829.

Arriving Late or Leaving Early During the School Day

Students must sign in at the Attendance Office if they have arrived more than 10 minutes into a class period to receive an admit slip.

Students must sign out at the Attendance Office or have a release slip prior to leaving the building. This means a student:

- Must have a note from the parent/guardian, or
- A parent or/guardian can call the office **before** the student leaves, or

A student can go to the Attendance Office to call home. Authorized personnel will speak with the parent/guardian to obtain permission for the student to leave. If parent permission is not obtainable, an administrator may determine the most suitable plan of action.

If a student is sick and needs to leave school early, they must go to the Nurses Office and check out with nurse, or if the nurse is not available, through the Student Management Office.

Leaving school without **prior** Attendance Office, Nurse, or Student Management Office contact with a parent/guardian will result in an unexcused absence.

Students returning to school following permission to leave will report to the Attendance Office to secure an admit slip.

Non-Attendance Consequence

Students who do not have regular attendance may be denied access to dances, prom, games or other extracurricular activities.

All students caught in the act of skipping a class or being off-campus without a pass will receive immediate consequences as per current policy.

After 3 unexcused absences in (1) class in a semester, a letter may be mailed to the student's home from the Student Management Office.

After 5 unexcused absences in (1) class in a semester, a student/parent meeting may be held by counselor and/or Dean of Students to determine a plan of action, which may include loss of credit, failure of the class, or recommendation for alternate placement. At this point a truancy citation may be issued.

Parents/Guardians Out of Town

When parents/guardians must be out of town, both the Attendance and Nurses Offices should be notified who to contact for their student's absence or emergency care should the need arise.

Parents/guardians who are out of town for a short time or unplanned reasons should provide the Attendance Office with the following information: where the student will be staying and who is authorized to excuse and pick up the student. This information should be on the emergency card.

Attendance

Tardy Policy

Students are expected to be in class on time.

1. A tardy is defined as arriving to a classroom after the tardy bell has rung without an appropriate pass from the Attendance Office. This pass will denote “excused” or “unexcused” tardy based on whether the student was properly cleared through a parent/guardian note or phone call.
2. Teachers may use their own policies/procedures for tardy #1 and #2 for each semester. This may include the teacher assigning detention or community service in the teacher’s room.
3. Upon receiving the 3rd tardy during a semester, teachers may notify the Student Management and assign an after-school detention.
4. Any student arriving to class **10 or more minutes late will be marked ABSENT**. Teachers are not required to change this to late.
5. Students arriving after the school day begins need to check in at the Attendance Office.

Pre-Arranged Absences

An absence should be prearranged when a student will be absent for more than two days for a school-related, field trip, family business, medical procedures or college visitations. Prearranged Absence Forms can be picked up in the attendance office or downloaded from the school website. The form will include student’s name, dates of absence, reason for absence, and parent/guardian signature. After all teachers have signed and administrative or counselor approval has been obtained then the student will return the form to the attendance office. Prearranged absences should be arranged at least one week prior to the excused absence.

Process for Prearranged Absence Approval:

Parent must call or send a signed note to the Attendance Office to start the prearranged absences process. Students must then do the following:

1. Obtain the Prearranged Absence Request Form from the Attendance Office
2. Obtain Teacher Signatures
3. Obtain administrative approval
4. Return the form to the Attendance Office prior to the absence

If these steps are not taken, the absence is not considered prearranged and will remain unexcused.

Extended absences may endanger the students grades. For this reason, we feel it is important to check the academic progress of the student before release is allowed.

For school-related absences, such as a spectator at athletic competitions, students wishing to attend must bring a note or have a parent phone in by 8:35am the day of the event in order for the absence to be excused. Rooter buses are seldom provided for these activities.

Periods with No Scheduled Class

An excused period is a period during the school day when a student does not have a scheduled class. **It is not to be considered a period of free time** at school. When a student has requested “Late Arrival” (period 1) or “Early Dismissal” (period 4) this is considered an excused period. No additional school bus transportation is available.

Students with excused periods may use the Commons or go to the library with a pass from SMO. If the student is in the library, they must sign in on a designated excused period sheet. A student needs a teacher’s written permission to study in the teacher’s classroom.

Students are not allowed to loiter in the hallways or stairwells.

Field Trips

Students who participate in extended classroom activities, such as field trips, are responsible for the work missed in any class during the time of the trip. Students should make arrangements with teachers for any missed class work prior to all field trips. The student is expected to return to the classroom the following day fully prepared to continue the class instruction or activities as though the student had not been absent from the class.

If a field trip is more than two days, the teacher or advisor will distribute Pre-Arranged Absence Forms to all students involved.

Attendance and Eligibility at Co-Curricular Activities

North Clackamas regulations specify that a student must attend school for at least one-half of the student’s schedule (at minimum one full period) the day of a contest in order to be eligible to participate in an activity, sports event, or practice. Attendance at, or participation in, extra-curricular activities and athletics is not permitted if a student has been absent during the entire school day. The Athletic Department and coaches are expected to check and enforce this rule.

The Athletic Office will generate grade and attendance information for coaches/advisors to monitor students’ performance more closely. Students may not be eligible to participate in an activity if they have been unexcused from a class or classes and/or if they are earning failing grades.

Absences During Semester Exams

If a student is absent on the day of a semester exam, the Attendance Office must be notified by a parent/guardian within 24 hours, and arrangements for make- up exam must be made with the teacher. If the school is not notified a “0” will be given as the score for the final exam.

Part-Time Students

All students must maintain a minimum of five classes in order to be considered a full-time student. Students who have dropped below this minimum may be withdrawn from school. Students who have dropped classes or are not attending classes will have their schedules consolidated and cannot be on the campus at other times. If a student continually violates this provision, or if consolidation of the class schedule is not possible, the student may be withdrawn from school until the following semester.

No Senior Skip Day

There are not authorized or school sponsored skip days allowed in North Clackamas School District schools for any student.

Counseling and Guidance

Each student is assigned a counselor whom they can access for career, academic, personal, and social guidance.

Counselor	Alpha Assignment	EA Administrator (Seniors)
Bauder	9 th -12 th : A - Da	Byzewski & Wales A - B C - Da
Kilfoil	9 th -10 th : Sh - Z 9 th -12 th : Hi - Ko	Garcia
Nelson	9 th -12 th : Ng - Se	Bridgeman
Rutz	9 th -12 th : De - He	Sale
Schroeder	9 th -12 th : Kr - Ne	Dunn
Winthrop	11 th -12 th : Sh - Z	Nelms

A counselor will confer with each counselee once during the school year; however, a student must have the initiative to ask for additional aid in solving any problems.

Parents are always invited to consult with a counselor concerning their sons and daughters. Conferences with student, parents, and counselors are often helpful in sharing information, and in planning and formulating goals and interventions.

Parents are encouraged to be responsible for keeping the school apprised of significant changes in the home which may influence the student's progress or behavior at school, track academic progress and provide an environment at home that is conducive to school success.

Counselors can be reached through the Counseling Office, 503-353-5811. Parents may make appointments by contacting their students counselor directly. Additional information may be obtained through our website: <http://www.nclack.k12.or.us/clackhi>.

Counseling Code

Counselors at CHS adhere to the ASCA code of ethics. Communication between student and counselor is considered confidential with the exception of certain areas regarding abuse or harm to self or others. Students may have full access to school counselors without permission of parents unless parents direct specifically to the contrary.

Policies Affecting Student Programs

Scheduling policies have been established which influence student decisions regarding course selection and program planning. All students should make sure they are familiar with the policies governing scheduling, earning credits, making progress toward graduation, qualifying for honor roll and early graduation, and earning off-campus/college credits.

Scheduling Process

1. Students must take a minimum of five (5) classes to be enrolled as a Clackamas High School student. Exceptions to this will be made only with administrative approval and must meet district guidelines.
2. Students who participate in OSAA sanctioned athletics/activities must have passed five (5) credit classes in the prior semester and must be currently enrolled in five (5) credit classes. Study hall and excused periods are not credit-bearing classes.
3. Schedule changes are made only for demonstrated need and will require administrative approval. Schedule changes that affect academic requirements will require parental approval.

Grading Policy

During each semester students will receive two grade reports. Only semester-ending grades (February and June) are credit bearing.

GRADES

Mark	Description	Mark	Description
A	Outstanding	P	Pass
B	Above Average	I	Incomplete
C	Average	S	Satisfactory
D	Below Average	NP	No Pass
M	Modified Pass	U	Unsatisfactory
F	Failure	—	Audit

Students receiving an incomplete at a semester must make arrangements with their teacher to make up work not completed. While individual teachers may set earlier deadlines, the following are absolute deadlines for the make-up of incompletes:

3 weeks after Fall classes begin.....Second Semester Incompletes

Summer School Incompletes

3 weeks after 1st semester ends.....First Semester Incompletes

Incompletes not cleared up by the above dates become **F** (Failure) and may not be made up. Fs are computed in determining GPAs.

Parents may view their child's grades through **Parent Vue**. This is an Internet program that enables families to see their student's grades.

CREDIT

Each course of study, required and elective, is assigned a credit. A one period course for one semester receives 0.5 (1/2) credit. Students must accumulate combined required and elective courses in order to be eligible for graduation. Graduation requirements are more fully described below. Credits needed to graduate: 24

Language Arts 4.0
Health 1.0
Mathematics 3.0
Physical Education 1.0
Science 3.0
Arts/Sec Lang/Prof Tech 3.0
US History 1.0
Electives 6.0
World History 1.0
Government 0.5
Economics 0.5

TOTAL CREDITS = 24

Students are expected to keep themselves constantly aware of their standing in the accumulation of credit toward graduation. If questions or concerns should arise, students and/or parents should make contact with the student's counselor and request a review of the student's credit status.

In addition, every student must complete two (2) career related learning experiences, state testing/essential skills and Extended Applications.

Counseling and Guidance

Schedule Change Policy

The Master Schedule was created based on student forecasting. Consequently, student change requests will be addressed based on the following criteria only:

1. Inappropriate level of instruction:
 - Placed in wrong class level
 - Forecasted for inappropriate level
2. Holes in schedule because of:
 - Schedule conflicts
 - Class requests not available

Every attempt will be made to fill a period that is not scheduled with one of the alternative requests the student chose.

Changes will not be made for students who change his/her mind after the schedule has been determined. Any change must meet the above criteria.

Changing Schedule at Semester

Dropping a year long class, for academic reasons, at the semester break will be considered by the administrative team only at the request of the teacher or counselor. The last day to add a class is September 23 (first semester) and February 22 (second semester) The last day to drop a class without penalty is October 7th (first semester) and March 7th (second semester).

Honors

North Clackamas School District awards an Honors Diploma. Typically, the 5.0 credits with a 'C' or higher of AP, honors and/or college credit bearing courses required to earn an Honors Diploma will be completed during the junior and senior years. Freshman and sophomore honors courses in Language Arts, Social Science, Science, Algebra and Geometry do not count toward the required 5.0 credits. See the CHS *Curriculum Guide* for details.

National Honor Society

Clackamas High School Honor Society is affiliated with the National Honor Society (NHS). The selection procedure for membership in the Clackamas High Honor Society is as follows:

CRITERIA FOR MEMBERSHIP

1. Candidates must be members of the sophomore, junior, or senior class.
2. Candidates must have been in attendance at Clackamas High School the equivalent of one semester.
3. Candidates must have a cumulative scholastic average of 3.5 or better.
4. Candidates must show qualities of leadership, service, character, and scholarship.

PROCESS OF SELECTION

1. Academic records will be reviewed to determine scholastic eligibility.
2. Scholastically eligible students will be notified and must complete a Student Information Form, listing activities and providing two faculty references.
3. The NHS faculty council will review the Student Information Form, looking for demonstration of leadership, service, character, and scholarship.
4. If there is any question regarding a student's eligibility in areas specified in Number 3 above, the faculty references provided by the student on the Student Information Form will be contacted.

5. Students who complete the application process and are selected for membership will be notified second semester.

Transfer students must complete one semester at Clackamas High School in order to be eligible for membership.

In order to be included on the National Honor Society roster students are expected to maintain a 3.50 GPA during the time of membership. In addition, each member must complete 25 hours of community service per semester, to be approved by advisor. Attendance of NHS meeting is mandatory.

For more information regarding NHS as a club, see page 33.

Homework Policy

Education is a lifetime process in which independent learning continues after formal education has ended. Homework teaches a students to accept the responsibility of acquiring the necessary skills of independent study and learning for present and future use. You are encouraged to become acquainted with present homework practices at Clackamas High School and maintain the LearnStrong academic standard as described below.

Definition:

Homework is what happens when students spend time outside the classroom in assigned activities to achieve specific learning goals.

REASONS FOR HOMEWORK:

Assignments are given for one or more of the following reasons:

1. To prepare for class work.
2. To complete work started in class.
3. To enrich regular class work.
4. To build an interest in reading and learning.
5. To give additional practice and application to strengthen learning.
6. To make up work missed due to absence.

QUANTITY AND FREQUENCY OF HOMEWORK:

The amount of homework will vary according to the intensity and difficulty of the subject matter. In addition, some students require less time than others to complete the same assignment, or may complete an assignment during the regular school day. In their course syllabi, teachers will express their homework expectations on the amount and frequency of homework, and how it will be graded and recorded.

Makeup Work Policy

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents and students are encouraged to contact the teacher directly or access their website for missed assignments when absent. A student who is absent from school for any non-school related reason may not be allowed to participate in school-related activities on that day or evening.

Make up work for unexcused absences is dependent upon the individual teacher, as they reserve the right to not allow make up work for unexcused absences.

Counseling and Guidance

Request For Early Finals

Each year during May, the high school has requests that certain students be excused from school for the remainder of the year. Clackamas High School and Oregon State Law discourages students and parents from requesting early finals. Please see Pre-Arranged Absences. If the request is granted, the following procedures must be completed.

1. Students will bring a written request from home stating the nature of the problem and include the reasons for requesting dismissal. This request is to be given to the Dean of Students.
2. A pre-excuse will be issued. Students will visit with each teacher, show the pre-excuse, and arrange for make-up and/or final.
3. Teachers will record appropriate grade and will file make-up work and tests with the Counseling Office.
4. All books are to be checked in at the textbook room before student leaves.

Students who follow the procedures and are excused from school will be given an appropriate grade. Upon their return to school and completion of work missed, a final grade will be determined.

For students who do not return to this school, upon request from the new school, transcript of credit will be sent indicating the level of work the student was doing at the time of withdrawal.

Transcripts

Students may request unofficial and official transcripts in the counseling office. There is a 24-48 hour processing time for transcript requests. A student can pick up their transcripts or provide an addressed and stamped envelope in order to mail official transcripts, and there is not a fee for transcripts. Transcript requests require a signed form completed by the student or parent.

Earning Credits

Earning High School Credits on CHS Campus

1. Students who drop a class after the drop date will receive an F on their transcript.
2. Incompletes will be used sparingly. An Incomplete Contract Form will be completed by the teacher and given to the student. Incompletes must be made-up within three weeks of the beginning of the next semester. Exceptions must have administrative approval.
3. Study hall periods do not carry credit but regular attendance policies apply.
4. Only one credit towards minimum graduation requirements may be earned in any combination of a teacher assistant, peer tutor, and/or office assistant.
5. Students are not allowed to take more than two (2) classes in physical education for credit during one semester, including P.E. assistants.
6. Students wishing to use college or out-of-district high school credits toward meeting graduation requirements must receive CHS administrator approval prior to enrolling in any such program.
7. A class may be taken on an audit basis without credit with instructor consent. Change to audit status may be made up until the deadline for dropping classes each semester. Students must consult counselors when considering a course for audit.

8. Repeating Credit: Students may request a repeat of any course in which the student has previously passed with a grade of a "C" average or below. The grades and credits from the original course, as well as the repeated course, shall be documented on the transcript as credit towards graduation. Requests are to be reviewed and approved or denied by a team at the building level including, but not limited to, the counselor, the subject area teacher, student, parent (or parent input/recommendation) and administrator.

9. Policy regarding Middle School Students and earning credit: "Any middle-school-age student who is enrolled in and successfully completes high school coursework at a district school will receive full and appropriate high school credit for that experience. Such credit will count for specific subject and toward total credit accrual for meeting district graduation requirements." Successful completion of the course will earn 1.0 credit of 24 total credits required for graduation. **The grade will become part of the high school cumulative GPA.**

Requests to opt-out of the credit earned prior to high school need to be completed before the end of the 9th grade year.

10. Students who withdraw from school (from all classes) midterm will leave with a withdrawal grade for each class. No midterm grade will be reported on the transcript.

Earning Credits Off CHS Campus

By District policy, a student may earn up to eight (8) units of credit while in high school for non-district experiences. Non-district experiences include credits from accredited institutions and programs such as community college, community schools, correspondence courses, evening and summer high schools. A student must have prior approval (complete Prior Approval forms) from their counselor to receive credit for any non-district study. Students are not encouraged to enroll in summer math courses for original credit outside the district due to the limited time available in the summer to cover the required material.

Approved college, summer school, and/or evening school credits will be accepted for makeup or for situations in which the classes are either not available at the high school or not available due to scheduling conflicts. Correspondence courses through accredited programs may be taken for makeup or as a first-time course in order to allow greater flexibility in the student's schedule.

For college course work to receive high school credit, the content of the course will be reviewed and compared to a comparable high school course. Courses whose contents match will receive comparable credit. For example, a college math 90 course that includes all the content in one year of the high school Algebra course would receive 1.0 credit for completion. For courses that do not identically match the high school content the following formula will be used:

- 6 quarter hours of college credit shall equate to 1.0 high school credit.
- 3 quarter hours of college credit shall equate to .5 high school credit.

For some home school course work or course work from non-accredited situations or programs to receive credit, district requirements regarding documentation and accreditation must be met. A ceiling on allowable transfer credits will be established at 12 – one half of the district minimum required for graduation.

Apprenticeships in science and engineering (ASE) include at least 100 hours of work, study writing, participation in workshops and seminars, and preparing and implementing oral and poster presentations. Administrative approval must be obtained in advance of apprenticeship experiences. (Note 100 hours is equivalent to .5 high school elective science credit with a maximum of 1 credit per apprenticeship experience).

Counseling and Guidance

Procedure For Transferring Credit

FROM AN ACCREDITED INSTITUTION OF PROGRAM

1. Transfer students and parents meet with the counselor to enroll in classes and complete necessary request for records.
2. Request for Records will be sent to the previous high school.
3. Upon receipt of the transcript from the previous high school, the counselor will evaluate and assign credits consistent with Clackamas High School graduation requirements.
4. Students who transfer in during the semester will be placed in classes for which they bring withdrawal grades from the previous school. Grade and credit will be assigned on the basis of a combination of withdrawal grade and grade earned at Clackamas High School.

FROM A NON-ACCREDITED INSTITUTION OR PROGRAM

1. The burden for providing documentation that shows credit requested for transfer from a non-accredited institution or program that meets or exceeds state or Oregon and District standards and criteria exists with the student and/or family. A portfolio of work must be presented including, but not limited to the following:
 - a. List of course titles
 - b. Documentation of seat time
 - c. Evidence of competency
 - d. Samples of work
 - e. Valid state-standardized or norm-referenced test scores.
2. A “ceiling” on allowable transfer credits will be established at one-half of the state minimum required for graduation (12).
3. Review of all requests for transfer of credit will be conducted.

Grade Appeals

Should you have any concerns about a grade received in a class, use the following steps outlined below.

Step 1. See your teacher and request clarification and an explanation of the grade. If you do not understand the explanation, go to Step 2.

Step 2. Schedule an appointment with your counselor for assistance with the problem.

Step 3. All grade appeals will ultimately be reviewed by the building principal.

Foreign Exchange Program

Foreign Exchange Program

Diplomas may be awarded to foreign exchange students who meet the following criteria:

- a. Enrolled as a senior (if appropriate age and sufficient background)
- b. Takes at least 5 classes a semester, including US History, Language Arts, and other senior requirements, and meets all District requirements

Certificate of Completion (Standard Practice JECBA) may be awarded to Foreign Exchange students who meet the following criteria:

- a. Enrolled as a senior (if appropriate age and sufficient background)
- b. Takes at least 5 classes a semester, including US History, Language Arts, and other senior requirements, but does not meet district requirements.
- c. Provide an official transcript and course description by the fourth week of the first semester.

Certificate of Attendance may be awarded to Foreign Exchange students who are enrolled as seniors, but do not meet the above criteria.

Tests/Applications/Forms

COLLEGE RECOMMENDATIONS

If students need counselors or teachers to write recommendations for them, the student should provide them with a stamped, addressed envelope. Students who need letters from their counselor should plan to meet with their counselor for recommendation paperwork and discussion at least three weeks before the due date. Students should also give adequate time for these to be written before a deadline (at least two weeks)

FEDERAL FINANCIAL STUDENT AID (FAFSA)

Information is available in the CAV Center. Priority time is January 1-31. Students need to fill out the FAFSA online during their senior year.

SAT AND ACT

Registration information is available in the Counseling Office. Students register online. The SAT will be given at CHS on Saturday, November 7, 2015. The ACT will be given Saturday, September 12, 2015.

The SAT or the ACT is a requirement for admission to most 4-year colleges. Although most college bound seniors take the test, juniors and, in some cases, sophomores are also encouraged to consider taking the test to help improve scores.

A fee is required. Fee waivers are available for families that meet federal income guidelines for free or reduced lunch.

THE PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)

The PSAT will be given on Wednesday, October 14, in the morning. It is mandatory for sophomores, and highly encouraged for all juniors. There will be no charge this year for sophomores. Juniors who want to take the test will pay \$15.

The PSAT gives students the opportunity to have a preview of the SAT taken the following year. The PSAT is also the initial step in becoming eligible to be a National Merit Scholar and earn scholarship money.

SAT PREPARATION WORKSHOPS

Special workshops focusing on preparation for the SAT test are offered.

Counseling and Guidance

2015-2016 Counseling Dates

Freshman Assurance Day Sept. 8
First Day of School (all students) Sept. 9
ACT at CHS Sept. 12
Last Day to Add Classes First Semester Sept. 23
Last Day to Drop Class First Semester Oct. 7
Open House Sept. 15
PSAT Day at CHS (Soph & Juniors) Oct. 14
Fall College Night at CHS (7:00 pm) Oct. 21
Parent Teacher Conferences Nov. 3
SAT at CHS Nov. 7
National College Fair at Oregon Convention Oct. 23
Center (9:00am-12:00pm)
National College Fair at Oregon Convention Oct. 24
Center (1:00pm-5:00pm)
Financial Aid Night Dec. 3
7:00PM CHS Auditorium
Last Day of Semester 1 Feb. 4
First Day of Semester 2 Feb. 8
Last Day to Add Classes Second Semester Feb. 22
Last Day to Drop Classes without penalty Mar. 7
Oregon College Information Night TBD
7:00PM CHS Auditorium
ACT at CHS Apr. 18
PNACAC Spring College Fair Apr. 21
12pm-3:00pm Chiles Center
SAT at CHS June 6
Senior Awards Night TBD
Graduation at Veterans Memorial Coliseum June 4

Financial Aid, Scholarships, and Awards

There are numerous opportunities each year for qualified graduating seniors to receive scholarships and financial awards to attend various universities, colleges, and vocational/technical schools. Interested students should meet with their counselor early in their senior year to finalize their plans, learn of current opportunities, determine their eligibility, and begin application procedures. Applications take time. Many financial awards programs have specific subject and family income requirements which must be met in order to be eligible for the award. The Federal Financial Aid form should be completed by all families who wish to be considered for college financial assistance. After January 1, 2016, you can apply online at www.fafsa.ed.gov. Lists of current scholarships are on Naviance. Other opportunities for scholarships can be learned from the students counselor.

Graduation – June 4, 2016

GRADUATION CEREMONY / DIPLOMAS

Students may participate in the graduation ceremony and receive a diploma only when they have earned the required credits and graduation requirements and two career-related learning experiences.

Students must complete all graduation requirements and earn the required credits in order to receive a diploma. Students are expected to meet the graduation requirements for their cohort year.

EARLY COMPLETION

Students who wish to complete graduation requirements in fewer than four years must complete the necessary paperwork with their counselor. Check with your counselor in September if you plan early completion.

Students who complete requirements first semester may elect to attend June graduation activities, provided they make appropriate arrangements with their counselor. In any case, a diploma will be issued in June.

HONOR CORDS

Honor Cords are presented by the school to those graduating seniors who have a cumulative 3.50 GPA at the end of the seventh semester.

TICKETS

Graduation tickets will not be issued until all student fees are cleared with the bookkeeper.

Athletics

Sports

A varied athletic program is available at Clackamas High School. Clackamas is a member of the Mount Hood Conference, which includes the following schools: Centennial, Central Catholic, David Douglas, Gresham, Oregon City, Reynolds, and Sam Barlow. We participate at the freshman, junior varsity, and varsity levels in football, soccer, basketball, baseball, cross country, wrestling, track, tennis, golf, volleyball, dance/drill, cheerleading, swimming, and softball. For all CHS sports information visit the website www.clackamasathletics.com.

Schedules of athletes and activities are available in the athletic office or online at <http://www.mounthoodconference.org>. Game cancellations and rainout information can also be found on the school website or by calling the Athletic Office at 503-353-5820.

CHS Athletic Mission Statement

Clackamas High School Athletics will create positive experiences for student-athletes whenever possible. A positive experience includes, but is not limited to being a part of a positive group, learning life lessons such as sportsmanship in a fun/positive environment, learning skills related to sport, performing at a high level, learning lifelong fitness/nutrition concepts, and learning to compete within a team AND as a team. It is a privilege to represent CHS Athletic Programs. In order to participate, student-athletes are expected to maintain high academic standards and exhibit exemplary citizenship. Student -athletes will be prideful knowing that they are part of CHS Athletics and in turn they will be a source of pride for the CHS Community.

Athletic/Activities Eligibility

Any student who is planning to participate in athletics and/or activities at Clackamas High School must meet the standards of both the Oregon School Activities Association (OSAA), of which CHS is a member, and the North Clackamas School District Standards for Eligibility.

An eligible student is one who is enrolled in school attending regularly, passing at least five classes, and who, during the immediately preceding semester was enrolled in school, follow the new OSAA rule, and pass subjects equivalent to at least five classes. The new rules states that **ALL STUDENTS MUST BE ON TRACK TO GRADUATE BY HAVING COMPLETED 4.5 credits – prior to 10th grade; 10 credits – prior to 11th grade; and 17 credits – prior to 12th grade. 24 credits are required for graduation from CHS. Questions about eligibility may be directed to the Athletic Department 503-353-5820.**

Students are expected to maintain a GPA of 2.0 or better with no failing grades. Those who fall below these minimums will be expected to participate in an academic plan of assistance in order to remain eligible. The Athletic Office will generate grade and attendance information for coaches/advisors to monitor students' performance. Students may not participate in practices or contests if they are absent from more than one-half of their classes. Students may not be eligible to participate in an activity if they have been unexcused from a class or classes and/or if they are earning failing grades.

PHYSICALS, EMERGENCIES, INSURANCE

All participants must have on file:

1. A physical (required in grades 9 and 11), also for any new students, transfer students, and foreign exchange students.
2. An Emergency Information Form
3. Guidelines for NCSA Athletic/Activities Participation and a transportation card signed by parent/guardian and student.
4. Athletic Registration is online through FamilyID at www.familyid.com. For each athletic season (Fall, Winter, Spring), students must be registered.

These must be completed prior to any participation in athletics and/or activities, including practices. Participants must present evidence of either private or school medical insurance.

TRANSFERS

Approval of conditional admission does not imply your child can participate in OSAA athletics or activities, due to additional state regulations. If your child intends to participate in athletics or activities, a meeting with the attending school district athletic director is required prior to your child's participation at practice, games, or events.

Athletic Schedules & Registration

Schedules of athletes and activities are available in the athletic office or online at <http://www.mounthoodconference.org>. Game cancellations and rainout information can also be found on school website or by calling the Athletic Office at 503-353-5820.

Register your athlete online at www.familyid.com. Those that complete the registration online will go through the express registration line. You will need to bring in your child's physical to complete the registration process. Registration will be August 12, 2015 from 4pm-7pm and August 13, 2015 from 9am-12pm.

Academic Plan of Assistance

Any student who violates the North Clackamas Standards of Eligibility (2.00 GPA with no F's) but does not violate the OSAA guidelines (pass five classes) will be put on an academic plan of assistance. This plan is intended to help improve the student's academic grade point average to the minimum standard of 2.00 GPA with no F's. Each student on a plan of assistance will be required 90 minutes of tutoring a week. Students will be allowed to remain on the academic plan of assistance (eligible for participation) for the remainder of the semester. Students receiving one or more F's (provided OSAA standards are met) will continue on a plan of assistance and will be eligible. Students falling below a 2.0 GPA, having been in a plan of assistance one previous semester, will become ineligible. For the purpose of incoming freshmen, eligibility is based on high school grades only. **All CHS activities abide by these rules.**

COLLEGE ATHLETIC PROGRAM REQUIREMENTS

Students who are planning to enroll in college as a freshman and wish to participate in college athletics must be certified by the NCAA Initial Eligibility Clearinghouse or NAIA Clearinghouse. The minimum GPA and corresponding required ACT or SAT score vary according to an established index: see your counselor for specific requirements. Students must complete a Student Release Form at www.ncaaclearinghouse.com, and send the fee payment to the clearinghouse by the beginning of their senior year.

Participant Responsibilities

ATHLETIC CODE OF CONDUCT

The Athletic Code of Conduct applies to all students participating in a North Clackamas School District High School Athletic Program. This code applies throughout all twelve (12) months of the calendar year. During that time, the code applies 24 hours each day, seven days a week. It applies to in - school and out-of-school conduct. Drugs are defined as any illegal drug, including narcotics, hallucinogens, amphetamines, barbiturates, marijuana, anabolic steroids, and other substances made illegal by federal law, as well as the misuse or unauthorized use or possession of prescription drugs.

Coaches and activity advisors may require additional standards of dress and conduct which are reasonable for the administration of their programs. Coaches and advisors are responsible for the enforcement of these standards.

As a representative of Clackamas High School, all participants are expected to conduct themselves in a reasonable manner, and to display an attitude of good sportsmanship and fair play. Participants will be governed by the North Clackamas School District No. 12 *Guidelines for Student Behavior* (See Appendix A).

Athletics

Participant Responsibilities (cont.)

DISCIPLINARY ACTION

Disciplinary action will be in accordance with the *District Guidelines for Student Behavior* and/or the Athletic Code of Conduct. Disciplinary action will be taken after a meeting has been held with the participant, coach, or advisor and/or administrator. Repeated violations may result in suspension for the remainder of the athletic or activity season.

DUAL PARTICIPATION

Although it seldom occurs, a student may participate in more than one athletic event and/or activity during one season. Students may change activities only with the approval of both coaches and or advisors, and the Athletic Director.

In order to participate in more than one activity during one season, the student must secure signatures from all advisors/coaches involved and be approved by the Athletic Director. Agreement on such items as practice schedules, performance/competition schedules will have to be decided upon in advance.

EQUIPMENT

Each participant is responsible for the equipment issued to him/her. At the completion of the season, the participant must return equipment in good condition or pay replacement cost of the item(s) lost or damaged. Students may not become members of any athletic team and/or activity until they have returned all equipment from any previous sport or activity season.

TRAVEL

All participants traveling to and from school sponsored events and activities are to ride in school provided transportation. However, there will be cases where the District will not provide transportation. Students and parents are required to fill out and sign a North Clackamas School District #12 Transportation Waiver. These are located with the Athletic Secretary.

AWARDS

Athletic and Activity Awards (letters) will be presented at the end of the season to deserving participants as determined by the coach or advisor and the principal or his/her designate. No award will be given to those not completing the season or to those with outstanding athletic debts or uniforms. Scholar athlete medals will be awarded to students earning a 3.5 GPA or higher during the prior semester.

ATHLETIC LETTERS

Athletic letters will be awarded at the varsity level only. The following criteria will be used to determine what athletic programs are eligible for athletic letters.

1. OSAA Sponsored athletic championships.
2. NCSD 12 sponsored sanctioned athletic teams.
3. Mt. Hood Conference sanctioned athletic events.
4. All other athletic programs which require the following:
 - a. Physical examinations for participation
 - b. Emergency procedure card and insurance
 - c. NCSD 12 code of conduct requirements
 - d. User fee requirements

CHS Parents and Fans Code of Conduct

1. The North Clackamas School District and Clackamas High School have made sportsmanship a high priority at all of our school-sponsored activities. Please help us by following these guidelines:
Be a good role model for your son or daughter by positively supporting teams. Focus on our team, not on the opposing teams or individuals.
2. Live up to the highest standards of sportsmanship. Avoid public displays of anger or displeasure
3. Respect opposing fans, officials, coaches, and participants.
4. Leave the coaching of the team, playing time, positions, and placement on Frosh, JV or Varsity to the head coach and staff.

Spectator Conduct

Spectators are not permitted to have signs, banners, confetti, noisemakers, balls, balloons or glass containers. Spectators are required to wear shirts, and shall not be permitted to use vulgar or offensive language. Spectators who fail to comply with spectator conduct expectations may be expelled from the contest.

Activity/Academic Letters

ACTIVITY/ACADEMIC LETTERS

Activity Letters will be awarded to students who are participating in NC-12 sponsored or sanctioned programs. The following criteria will be used to determine activity letter awards:

1. OSAA sponsored athletic/activity championships.
2. NCSD 12 sponsored programs for which a stipend is paid a coach or advisor.
3. Mt. Hood Conference sponsored championship/competition.
4. Clubs that meet letter in criteria pre-approved by the athletic department.

ACADEMIC LETTERS

Academic letters will be awarded on a one-time basis for receiving a 3.5 GPA or higher with no failing grades for a semester. Seniors and juniors must be enrolled in at least five classes; sophomores and freshmen must be enrolled in at least six classes.

The following is a list of programs that currently receive letter awards:

Athletics Activities Academics

Cross Country Choir 3.5 minimum GPA for
Football Speech one semester
Soccer Band
Volleyball Orchestra No failing grades
Wrestling Drama
Basketball Skiing Minimum of 5 classes for
Dance Team Racquetball seniors and juniors
Cheerleading Lacrosse
Tennis Rugby Minimum of 6 classes for
Baseball Equestrian sophomores and freshmen
Softball
Track
Swimming

Athletics

User Fees

In order to provide a comprehensive School Activities Program, students participating in school activities will be assessed a user fee.

The user fee should be paid during regular school fall registration but must be paid prior to the first scheduled contest. The charge is \$175 per sport or activity, to a maximum of \$425 per student, and \$700 per family, excluding Club Sports and NC -12 Non-funded – user fees for these sports to be determined. A \$25 user fee for Student Body Card.s

Student who qualify for free or reduced lunches are exempt from paying the user fee for NC-12 Funded sports, only if a signed waiver form is on file with the bookkeeper.

Students dropping from participation prior to the first contest/performance receive a refund. After the first contest/performance the activity user fee is nonrefundable except for extenuating circumstances such as moving, injury or extended illness. These situations may qualify for a partial refund.

NCSD Funded Sports: Football, Volleyball, Soccer, Basketball, Wrestling, Softball, Baseball, and Track.

NCSD Non-Funded Sports: Cross Country, Dance Team, Cheerleading, Swim, Golf, and Tennis.

Admission to Events

Clackamas High School charges an admission to the following varsity events: Football, Volleyball, Boy's Basketball, Girl's Basketball, and Wrestling.

Admission fees are \$6 for adults, \$4 for students (1st-12th grade, non-CHS students). **Playoff Games or District Championship game: All students have to pay.**

Family passes to all home contests are available for \$100. Prices at other schools and for playoff games may differ.

Activities

Student Government

Student Government is a vital part of the student experience at Clackamas High School. The executive council, student senate and leadership classes have input and/or direct all activities in our school. The Clackamas High School constitution is structured in such a way that students can participate easily within its structure. The constitution is the basis for the operation of student government.

Clackamas High School participates as a member of the Mt. Hood Conference student council. This league council has a constitution and meets throughout the school year. The purpose of the organization is to bring member schools together to build harmony, sportsmanship, and an understanding of their mutual roles in student government.

Associated Student Body Officers (ASB)

Emily Whitehead, *President*
Devon Riddle, *Vice President*
Zesean Ali, *Activities Director*
Breydon Little, *Secretary*
Hailey Atkeson, *Treasurer*

Senior Class Officers

AJ Moss, *President*
Yuna Han, *Vice President*
Pavel Gorshenkov, *Activities Director*
Sophia Branch, *Secretary*
Victoria Bachinsky, *Treasurer*

Junior Class Officers

Pierce Reis, *President*
Alexandra Mahler, *Vice President*
Drew Cardinale, *Activities Director*
Zach Gray, *Secretary*
Rylan John, *Treasurer*

Sophomore Class Officers

Johnny Ali, *President*
Nicole Zhen, *Vice President*
Sarah Kim, *Activities Director*
Sidney Tran, *Secretary*
Reanna Le, *Treasurer*

Freshmen Class Officers

President, TBD
Vice President, TBD
Activities Director, TBD
Secretary, TBD
Treasurer, TBD

School Assemblies

School assemblies serve an important function in each of our schools. Students, parents and staff who attend school assemblies have a right to expect that performances and speeches meet District standards and expectations. The North Clackamas School District is committed to promoting high standards for student behavior. To that end, any assemblies scheduled for North Clackamas Schools must abide by the guidelines and standards outlined as follows:

1. All assemblies, including performances, speeches, etc., must receive prior approval by the principal or his/her designee.
2. Deviation that changes the intent of a pre-approved performance, speech, etc., will result in immediate disciplinary action consistent with the *District Guidelines for Student Behavior*.

Note: Substantial deviation that changes the intent of a pre-approved speech for student political office will result in forfeiture of the right to serve in that office if the student is elected.

3. It is the prerogative of the principal or his/her designee to stop an assembly, speech or performance that is inappropriate.
4. Assemblies, including performances, speeches, etc., will be conducted in a safe and orderly manner and will not detract from stated mission or goals of the district. The District's Character Education Program shall serve as basis for review of the content of assemblies. Speeches, performances, skits, etc., must be relevant to the overall purpose of the assembly. Performances or speeches that are lewd, vulgar, obscene or plainly offensive will not be allowed, nor will performances or speeches that are likely to disrupt or interfere with the educational environment or process.

Assembly Procedures

In order to increase student and staff involvement in school assemblies and foster a positive, cohesive school climate through ownership in the total school program.

Assemblies held in the auditorium may have assigned areas for classes. Students are to report to their class for roll and at assembly time, go to their designated area for assembly.

ASSEMBLY EMERGENCY PROCEDURES

1. Students will walk from the assembly in case of emergencies.
2. Students will leave by the exit door closest to them.
3. Students must proceed to a distance of 50 feet from the building.

School-Sponsored Events

Students at all school-sponsored events are governed by school district rules and regulations and are subject to the authority of school district officials whether the event occurs on or off school grounds. Students are also reminded that, in accordance with District Guidelines for Student Behavior, students are subject to discipline for conduct while traveling to and from school and while off campus during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school. This holds true at all school-sponsored events and activities.

Activities

Activities and Clubs

There is an activity at Clackamas for everyone. Chartered clubs vary from academically programmed organizations to just plain fun clubs. School clubs are chartered through the Student Council, and must operate according to school regulations. Whatever you want, it's here at Clackamas High School. If there isn't a club for you, start one!

School Board policy permits only chartered clubs to function within the school.

How to Join

Joining a club is easy! In most clubs, all you have to do is show up at a meeting. If you like what you see, talk to the officers to find out how you can become more active within the club.

To find out when the meetings are, look for posters with time and place in the school. If you can't find a poster, feel free to talk to the club's advisor and/or student contacts. They can answer any other questions you may have about the club.

Got a Bright Idea

If you have an idea for a new club and know some people who are interested, talk to the Activities Director, Manuel Martinez, about creating the next chartered club at CHS. You will, like all clubs, need a teacher-advisor who will be willing to help you out.

For More Information

If you want to find out more about the individual clubs, then go get the "Chartered Clubs and Organization" pamphlet in the Counseling Office. If you have any questions that are left unanswered, ask the Activities Director, Manuel Martinez.

Graduation Cords

Graduation cords and diploma stickers may be earned through club participation and must be approved by the principal.

Chartered Clubs

NATIONAL HONOR SOCIETY

National Honor Society recognizes and promotes scholastic achievement while providing the opportunity for leadership, service, and good citizenship. Service projects include tutoring, ushering, and holiday projects. N.H.S. is open to sophomores, juniors, and seniors with a 3.5 GPA, or higher in graded courses who meet the other criteria. Active members must participate in several activities and projects.

Advisor: Megan Balzer.

OTHER CLUBS

A&M Hip Hop
Art Club Junior Optimist
Bboy and Bgirl Key Club
Band Council Larosse
BDTW Latino
Chess Club Red Cross
Democratic Club Republican Club
Diversity Club Shades of Unity
Green Team Ski & Board Club
Equestrian Team Soccer
French Club Speech Teams
GSA Thespians

Dances

Informal school dances are held throughout the calendar year and are sponsored by various groups within the school. **Only Clackamas High students are allowed to attend these dances. Student I.D. cards are required for entrance.** All school rules (including dress code) apply to dances and activities.

Formal dances (Winter Semi-Formal and Prom) **require the purchase of a ticket** from the bookkeeper prior to the event and will not be sold at the door. All outstanding fees and/or fines, including those for overdue or missing library books and textbooks, must be paid or resolved before a ticket may be purchased.

Upon administration approval in advance, a student may bring one guest who is a current local high school student to the Winter Semi- Formal dance or the Prom; however, the guest must be in good standing with their school. **Guests no longer attending high school are allowed only at the Prom,** must be under the age of 21, and are also subject to administrative approval. Students must obtain a **guest pass** application from the Student Management Office in advance. **No applications will be processed/accepted after the Wednesday prior to the scheduled formal dance.** Guest tickets may be purchased only after obtaining clearance from student management.

Inappropriate dancing is not allowed at school-sponsored dances. Offenders may be asked to leave. No refunds will be granted.

Parent Volunteers

Volunteering is a positive opportunity to be involved and contribute to a stronger school program. Meeting and working with other parents, staff, and students can be fun and gives useful insight. For more information please call the CHS main office at 503-353-5842.

ONGOING PROJECTS

Attendance Office – A volunteer to come in one day a week from 10:30 a.m. until about 1:30 p.m. to assist the attendance secretary in entering attendance into the computer

Class Assistant – Check papers, assemble materials, and work one on one with students needing help.

Career & Vocational Center – Assist students in finding information about college and career opportunities, scholarships, and testing. Training is available for using the computer programs to find certain information. Volunteers usually work a two-hour shift once a week or every other day.

Counseling Office – File and mail transcripts for the Counseling Office secretary on one morning or afternoon each week. Volunteer may work each week all year or rotate with others.

Library/Media Center – Perform various tasks for the library as a drop-in volunteer or on a regular schedule.

Registration – Help students/parents with the registration process in August.

Parent Teacher Student Association

Clackamas High School has an active PTSA. Our purpose is to support and speak on behalf of children; to assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in our public schools. Because our membership includes students, we are a PTSA. Whether you are new to PTSA, or have been a member for many years, you will find many ways to be involved in your student's high school experience.

We have general membership meetings, one each in September, November, January, March and May. Exact dates will be publicized on the school website once the meetings have been scheduled. You can be a member of PTSA without attending meetings, but coming to the meetings is a good way to keep up-to-date on issues at the school and in the community.

We operate concessions stands for athletic and community events and they are our primary source of funds. In the past we have used this money to provide grants to teachers for classroom supplies, purchase equipment for the science department, assist the athletic department to purchase safety netting for the softball fields, sponsor parenting workshops, and to purchase state-of-the-art microphones for the music department. Helping out in the concession stands is a great way to meet Clackamas students and get to know other parents.

A portion of the money we make through the concession stands also funds scholarships for graduating seniors each year. Information about scholarships and applications are available in the CAV Center each spring.

Some other PTSA activities include assisting at the Clackamas County PTSA Clothes Closet to provide clothing to kids whose families are in need; organizing appreciation days for teachers and staff; and providing complimentary popcorn and beverages at parent-teacher conferences.

Bell Schedule—2015-2016

Block Schedule

We are on an eight period block schedule. Periods 1-4 will meet on alternate days called “Day 1” and Period 4-8 will meet on alternate days called “Day 2.”
These days are designated on the Activity Calendar found on the back cover.

Day 1 / Day 2 Schedule (Period 1-8)

Period 1&58:35 – 10:01

Period 2&610:08 – 11:34

Period 3&7 (lunch included)
First Lunch.....11:34 – 12:04
 Period 3&7.112:11 – 1:39

Period 3&7.211:41 – 12:20
Second Lunch.....12:20 – 12:50
 Period 3&7.212:53 – 1:39

Period 3&7.311:41 – 1:09
Third Lunch.....1:09 – 1:39

Period 4&81:46 – 3:10

Assembly Schedule

Period 1&58:35 – 9:42

Period 2&69:49 – 10:56

Period 3&7 (lunch included)
First Lunch.....10:56 – 11:26
 Period 3&7.111:31 – 12:51

Period 3&7.211:03 – 11:37
Second Lunch.....11:37 – 12:07
 Period 3&7.212:10 – 12:51

Period 3&7.311:03 – 12:21
Third Lunch.....12:21 – 12:51

Period 4&81:46 – 3:10

Sabin-Schellenberg Center Bus Schedule

Regular Schedule

Period	Depart CHS	Depart SSC
1&5	8:35	9:52
2&6	10:08	11:25
3&7	12:11	1:30
4&8	1:46	2:58

Assembly Schedule

Period	Depart CHS	Depart SSC
1&5	8:35	9:35
2&6	9:49	10:49
3&7	11:31	12:41
4&8	1:46	2:58