



Corvallis High School

1045 Main Street

Corvallis MT 59840

Phone: 406.961.3201

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School code: 270-230

“Corvallis High School...Building Success Through TIME”

STUDENT HANDBOOK

2016-17

Regular Day

1st period: 8:30 – 10:15
 2nd period: 10:20 – 11:50
 LUNCH 11:50-12:20
 3rd period: 12:25 – 1:55
 4th period: 2:00 – 3:30

Early-Out

1st period: 8:30 – 9:35
 2nd period: 9:40 – 10:40
 3rd period: 10:45 – 11:50
 LUNCH 11:50-12:20
 4th period: 12:25 – 1:30

2-Hour Delay

1st period: 10:30 – 11:20
 2nd period: 11:25-12:10
 LUNCH: 12:10-12:40
 3rd period: 12:45 – 2:05
 4th period: 2:10 – 3:30

Website:

<http://www.corvallis.k12.mt.us/hs/>

Daily Bulletin, Access the Deans Corner, Course Descriptions, Student Job Opportunities, Staff List

Parent Portal:

Go to website – Select Parents – Infinite Campus Portal

Log in to access schedules, grades & report cards, messages, attendance, lunch accounts and more. Contact the high school office for assistance with user name or password.

Report Cards and Progress reports are posted on the Portal immediately after the grades are final. Printing may be accomplished anytime this school year and at your convenience. They will not be mailed out except by request.

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The district reserves the right to make updates/edits to this handbook based upon federal, state, and Board of Trustee action. Notice of revisions/edits during a school year will occur through electronic and print communication. Notification in this manner and during a school year will not require a recipient’s signature. The handbook is considered a summary of law, policy and necessary operation. In the event of a conflict between law/policy and language found in the most recent version of the handbook, law/policy will supersede handbook language.

CORVALLIS HIGH SCHOOL

Mr. Jason Wirt, Principal

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Mr. Tyson Tucker, Assistant Principal, Activities Director

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Mrs. Laura Fison, CHS Secretary

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CORVALLIS HIGH SCHOOL
WELCOMES YOU
TO THE 2016-17 SCHOOL YEAR!

MISSION STATEMENT

Building Success Through TIME

Together as educators, students, parents, and community members, we collaborate to provide a successful educational experience for each student by

Inspiring our students to practice good citizenship, to value and respect others, and to seek educational excellence;

Motivating our students with unique courses and creative methods so as to pique student interest in their education and to relate their work to relevant affairs and real life experience

Empowering our students to use and trust the knowledge, respect, and skills they have gained to achieve success and continue being life long learners.

ATTENDANCE POLICY

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding excellence in education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on his/her permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

Before the end of the school day, the school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

*Students must be in school for at least a half day the day of a dance, field trip, or activity.

*Students who will be absent during semester exams must make arrangements to make them up with the principal or designee prior to the absence. Make-up exams are scheduled for a time after final exam week.

TIP: WHEN YOU ARE ABSENT FROM SCHOOL, HAVE YOUR PARENT CALL THE OFFICE – 961-3201 – TO LET US KNOW. BRING A NOTE FROM YOUR PARENT TO THE OFFICE ON THE MORNING OF YOUR RETURN.

The following, in moderation, are valid excuses for **absences**:

1. **Participation in school-approved activity** - To be excused, this absence must be authorized by a staff member, with the prior approval of the principal. The affected teacher(s) must be notified in a timely manner about the absence. **Assignments/tests for classes missed must be made up before the school-approved activity or at the discretion of the teacher.**

2. **Absence caused by illness, health condition, or family emergency**- When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one makeup day for each day of absence. "Emergency" shall be defined as unforeseen and unexpected circumstances which create an air of crisis or extreme need. Such circumstances must present a grave and clear danger which could result in irremediable harm or immediate disaster.

3. **Absence for parental-approved activities** - This category of absence shall be counted as excused for purposes agreed upon by the principal, or designee, and the parent. An absence may not be approved if it causes an adverse effect on the student's educational progress. In participation-type classes (e.g. certain music and physical education classes), the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.

4. **Absence resulting from disciplinary actions or short-term suspension**- Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term in-school suspension, may have the right to make up assignments or exams missed during time they were denied entry to the classroom. Students who have been placed on out-of-school suspension may make up assignments or exams missed during time they were denied entry to the classroom at the discretion of the principal/assistant principal.

5. **Extended illness or health condition** - If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

6. **Excused absence for chronic health condition** - Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or designee, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Attendance Policy for Extra– Curricular Activities

- You are required to be in school at least half a day in order to practice or participate in an event. This includes attendance after a morning practice session.
- Medical appointments which are cleared with administration prior to the appointment are allowed.
- Students who will be absent during semester exams must make arrangements to make them up with the principal or designee prior to the absence. Make– up exams are scheduled for a time after final exam week.

Unexcused absences:

1. Truancy is defined as persistent non-attendance without excuse. Each unexcused absence shall be followed by notification to the parent either by phone or by mail. A student's grade shall not be affected if no graded activity is missed during such an absence.
2. When a student evidences repeated trancies, a conference shall be held with the parent, student and principal, or designee.
3. If the corrective action decided on during said conference fails to correct the truancy problem, the student shall be declared a habitual truant. The attendance administrator shall interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester or expulsion. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

MAKE-UP WORK POLICY

All work should be turned in before leaving for school-related absences.

All students are expected to turn assignments in on time. If a student has an unexpected absence they are expected to talk to their instructors in a prompt manner following their absence(s) and make-up the work immediately.

1. The grace period for make-up work should not exceed five school days. (Students will be expected to talk to their instructors the day the student returns to school regarding what they missed during their absence.)
2. Tests and quizzes will need to be made up immediately. No later than the next day of that particular class.
3. Long-term projects, term papers, quarter projects or other assignments of a lengthy nature will be due on the date assigned.
4. Extraordinary circumstances allow for additional time to be permitted for make-up work by individual instructors on a case-by-case basis.

TIP: When you return from an absence, you need to contact the teachers of the classes you missed so that you can get all of your assignments!

PUNCTUALITY

You are expected to be in class on time as a courtesy to your teacher and your classmates.

BELL SCHEDULES

Regular Day

1st period: 8:30 – 10:15
2nd period: 10:20 – 11:50
LUNCH 11:50-12:20
3rd period: 12:25 – 1:55
4th period: 2:00 – 3:30

Early-Out

1st period: 8:30 – 9:35
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3rd period: 10:45 – 11:50
LUNCH 11:50-12:20
4th period: 12:25 – 1:30

RULES AND DISCIPLINE

Students are expected to be reasonable human beings and behave accordingly. All school policies, rules and regulations of CHS will be followed by all students, regardless of age. Unacceptable conduct, if occurring in school, on school grounds, or while under the jurisdiction of the school will not be tolerated. The principal or designee will review the facts of each case and, depending on the severity, will decide the consequences.

Examples of unacceptable conduct are as follows:

1. Fighting
2. Truancy
3. Disobedience, disrespect and/or insubordination
4. Use of, possession of, or distribution of, substances banned in Corvallis School Board Policy. Examples of banned substances are those associated with alcohol, tobacco, illegal drugs, nicotine or the intentional misuse of other products.
5. Stealing
6. Lying or misrepresenting the truth
7. Possession of weapons and/or incendiary devices. Guns, knives and weapons are not permitted on school grounds. The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered, or looks like, a firearm for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.
8. Inappropriate language and/or attire
9. Damage or defacement of school property, i.e., vandalism
10. Harassment, threat, or assault of another person
11. Out of control behavior
12. Leaving campus without permission
13. Public displays of affection (PDA)
14. Driving irresponsibly on school grounds
15. Cell phones and other handheld devices: These can be used during class at the discretion of the teacher. Students who bring their own device to use must abide by the same rules as if they were using a filtered district device. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized use is grounds for confiscation of the device by school staff. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.
16. CD players, I-pods, or other unnecessary technology in classrooms
17. Food and drink in the classroom unless allowed at the discretion of the teacher in the room.
18. Tardies: A student is considered tardy if he or she is not physically present in the classroom when the last bell rings. Consequences for the first **3** tardies are at the discretion of the classroom teacher. If a student receives a fourth tardy in a quarter, the student may be referred to administration and receive discipline at the discretion of the assistant principal. Students with zero tardies or zero unexcused absences for an entire week will be released for lunch 5 minutes early the following Tuesday.

****A violation of rules can result in several consequences. Consequences can range from conferences with students, conferences with parents, detention, and suspension to expulsion.***

TIP: MAKE GOOD DECISIONS!

Discipline policy:

Corvallis High School will endeavor to insure that students develop to their fullest potential of achievement. This development can best take place in an environment where student rights are protected. Student responsibility must also be part of this climate in order to provide the orderly framework within which goals of freedom can be realized. The statements of rights and responsibilities included in this document cannot hope to cover every situation which may arise, nor is it intended to be a long list of do's and don'ts. The purpose of the consequences imposed is to change behavior. The principal and/or designee has the authority to impose suspension on students for failure to comply with school regulations, and if it should become necessary, to recommend the expulsion of a student to the superintendent of schools.

Due process:

This book has explained the major disciplinary problem areas and the actions that will result for those students who cannot live by the rules. All students are entitled to due process. This means there are certain procedures which school officials must follow prior to taking the appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school's actions. The following summary is to acquaint students and parents that such a procedure exists.

Suspensions and Expulsions:

A student may be expelled from school only by the Board and only after due process procedures have been followed. The purpose of expulsion is to protect the educational atmosphere and to provide for the rights and general safety of all persons. The following violations (but not exclusive of others) occurring on school property or at school functions, or in any other context where the District may lawfully assert jurisdiction over the student, may bring expulsion recommendation:

1. Continued open defiance of authority;
2. Destruction of school property;
3. Physical abuse or threat to any person;
4. Unlawful or unauthorized use, possession, distribution, or sale of drugs (prescribed or non-prescribed); alcoholic beverages, tobacco or other illegal contraband;
5. Violations of District or school regulations;
6. Violation of state law; and
7. Possession of unauthorized objects deemed dangerous to people or property.

Gun Free Schools Act:

The possession of gun(s) is against school rules and federal law. Anyone having a gun on school grounds will go through an expulsion hearing before the Corvallis Board of Trustees as well be referred to local law enforcement officials.

Appeal:

1. The student (18 years of age) and/or the student's parents/legal guardian have the right to appeal a potential long or summary suspension or expulsion. No appeals are granted for in-school or short term suspensions or detentions.
2. An appeal for a hearing at either the administrative or Board of Trustees level, whichever is appropriate, must be made within three school days after the date of receipt of the decision regarding a long suspension, summary suspension, or expulsion.
3. Students may present witnesses at all hearings, but do not have the right to cross-examine any persons participating in the hearings at the administrative level. The student may only be represented by an attorney at a hearing before the Board of Education. In hearings before the Board of Education, cross – examination of witnesses is permitted.

GUESTS

Guests of students are not allowed during the school day. Students may request to bring a guest to a school dance if sign-up is done at least two school days prior to the dance and the guest has been approved by the school administration. Guests for dances may not be over 19 years old.

GRADUATION REQUIREMENTS

Required Credits: 24

Computer Technology = .5

Fine Arts = 1

Health Enhancement = 1.5 (PE 9 + Health)

Language Arts = 4.5 (English + Speech)

Mathematics = 3

Practical Arts = 1

Science = 3

Social Studies = 3

All students must have attended eight (8) semesters, unless he/she is approved for early graduation. (Board of Trustees decision).

COLLEGE VISITS

During a student's senior year of high school, he/she may take up to two days of school to visit a college, university, or other post-secondary institution. If the student pre-plans this visit and clears it with the high school administration, these two days of a campus visit may be counted as school related absences. Special circumstances require permission from the high school administration. Students granted this privilege must bring validating information from the school(s) visited to the office after their visit to have school related status for the days missed. Special circumstances may be taken up with the building principal.

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Graduation Ceremonies:

A student may participate in the graduation ceremony if he/she fulfills all graduation requirements by the end of the second semester (exception: correspondence courses) and if the student meets the following criteria:

1. Each participating student must participate in the graduation ceremony rehearsals. Each student will purchase or rent the proper cap and gown as specified by the school administration, the class adviser, and the class officers.
2. Caps and gowns will be worn in the proper manner, as designated by the school administration and class adviser.
3. Students who participate are expected to use good taste in their choice of accessories for their attire.
4. Each student who participates will be expected to cooperate with the class adviser and to participate in all parts of the graduation ceremonies.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies. In the event that corrective actions are imposed for violations of school rules, the student may be denied participation in ceremonies. In such instances, the diploma will be awarded the Monday after the graduation ceremony. The responsibility of the district, upon the student's satisfactory completion of the requirements for graduation, is to issue a proper diploma to each graduate. Participation in the actual graduation ceremony is not required 1. If a student has more than three (3) units to earn by the start of the second semester, the student and his/her parents shall receive in writing that his/her participation in graduation exercises is in serious jeopardy.

Valedictorian – Salutatorian Guidelines:

Will be selected by the following criteria:

1. He/she must fulfill all of the requirements for **Highest Honors** at graduation.
2. He/she must be in continuous attendance at Corvallis High School for the 3 consecutive semesters prior to graduation and have completed 7 semesters of attendance in high school coursework total.
3. The valedictorian will be the student with the highest cumulative grade point average after the seventh semester in high school.
4. The salutatorian will be the student with the second highest cumulative grade point average after the seventh semester in high school. The school reserves the right to select co-valedictorians or co-salutatorians if all of the above criteria are met and the cumulative grade point averages are the same or extremely close. Corvallis High School will announce the names of the valedictorian and salutatorian at the end of the first semester of the senior year.

Graduation with Honors

Honors:

A special seal will be affixed to the diplomas of students who complete the following courses with a grade of C or better and who have a 3.0 or higher cumulative grade point average at the end of eight (8) semesters of high school and no semester grades of F.

1. Mathematics —3 years through advanced algebra
2. Science—3 years of laboratory science.
3. Foreign Languages —2 years of one foreign language or completion of the second year of one language
4. Social Studies —3 years of social studies
5. English— 4 years of English

High Honors:

A special seal will be affixed to the diplomas of students who complete the following courses with a grade of C or better and who have a 3.4 or higher cumulative grade point average at the end of eight (8) semesters of high school and no semester grades of F.

1. Mathematics—3 years—series through pre-calculus
2. Science—3 years of laboratory science
3. Foreign Language—2 years of one foreign language
4. English—4 years of English.
5. Social Studies— 3 years of social studies

Highest Honors:

A special seal will be affixed to the diplomas of students who have completed the following courses with grades of C or better and who have a cumulative grade point average of 3.75 or higher at the end of eight (8) semesters of high school and no semester grades of F.

1. Mathematics—3 years—series through pre calculus
2. Science—4 years of laboratory science (**one must be AP Biology or Physics —may be replaced with AP Calculus with approval of Academic Dean (to coincide with MUS rigorous core)**)
- 3 Foreign Language—3 years of one foreign language or completion of the third year of one language
- 4.English—4 years to include **AP Senior English or AP Junior English**
5. Social Studies—3 years of social studies

HIGHEST HONORS GRADUATES MUST COMPLETE 3 AP CLASSES OR 2 AP CLASSES AND PHYSICS ONE AP CLASS OR PHYSICS MUST BE IN THE SENIOR YEAR

MATH SERIES: Algebra, Geometry, Adv. Algebra, Pre-Calculus, AP Calculus AB, AP Calculus BC

Credit Accumulation

Students receive .5 credit per semester for all classes except the following classes receive .25 credit per semester: intern, TA (teacher assistant), work release. Study hall and senior release receive no credit.

CLASS RETAKE POLICY

1. Failed classes: F grade remains on transcript. New grade and earned credit affects only the semester in which the class is retaken.
2. Classes not failed but retaken: The original grade stays on the transcript with no credit. The new grade will be entered with credit and will be reflected in the student's grade point average.

SCHEDULE CHANGES

Students will be given seven school days at the beginning of the school year and five school days at the beginning of the second semester for schedule changes. A schedule change request form must be turned into the office before a change will be made. Students dropping a class after a set date will receive a **WF** on their transcript. In some cases, it may be a drop **F** grade.

TEACHERS' ASSISTANTS

These students work one period per A/B day for a teacher in one of the buildings. One-quarter credit may be earned per semester.

Aide privileges depend on performance, academic standing, and class (open only to 10-12 grades). Students must have a grade point average of a 2.0 from the previous grading period to be a teacher's assistant.

WORK-RELEASE PROGRAM

1. This program is available to seniors only.
2. Students may schedule a maximum of two periods of work release **and** senior release per A/B day. Students **MAY** earn .25 credit per semester of work release.
3. All students enrolled in the work-release program must provide the school with proof that they have an approved job. This will include the signing of an agreement between the employer, the school, and the student.
4. Students will be able to enter the work-release program only during the first two weeks of the semester with administrative approval.
5. Approved work stations must be within Ravalli County and close enough to the school so that student employees can be on the job at least one hour during the school day.

6. In the event a student loses his/her job, he/she will return to a regular assigned schedule.
7. The student will be responsible for his/her own transportation to and from work.
8. Any student who does not work during scheduled school hours will be required to be in school.
9. Corvallis High School will not be held responsible for classes that a student does not take because he/she elects to enter the work-release program.
10. Students are required to submit the number of hours worked and their paycheck stubs on a weekly basis to the assigned counselor.
11. If a work-release student is ill during the regular school day, that student cannot report to work that day.

SEMESTER EXAMS

All students are expected to take semester tests during their scheduled testing period. The exam schedule will be announced prior to week of testing.

Exam months are January and May/June. Seniors who have three or fewer absences and at least an 80% semester average for a given class during the second semester are exempt from taking the exam.

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HALL PASSES

Students who leave the class to which they are assigned are required to have a hall pass which gives the student's name, destination, date, time and a faculty signature.

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DAILY BULLETIN

At the beginning of first period, the Pledge of Allegiance is read over the intercom. Daily announcements follow. Students are expected to keep current on all announcements. The daily bulletin can also be found online.

STUDENT CLASSIFICATION

Students are placed into grade levels according to the number of high school credits they have earned.

GRADES

Grading System:

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= 0-59%

(Incomplete = "I". Must be made up within two weeks or it will become an F.)

Incomplete Grade Policies:

An "I" grade on a report card indicates that the student failed to complete all the work for that particular class. Students have a two- week period after the end of the quarter to complete the work. If the work is not completed within that time allotment, the grade will become an F.

Report Cards:

Grades are determined quarterly. Report cards are posted on the Portal as soon as the grades are finalized. They will be mailed on request.

Progress Reports:

Mid-quarter progress reports will be mailed home each quarter.

Honor Roll:

A student must have a minimum grade average of 3.0 to be placed on the regular honor roll.

FOREIGN EXCHANGE STUDENT POLICY

The number of foreign exchange students attending Corvallis High School at one time shall not exceed 5. The high school principal is responsible for implementing the policy and for making student selections in compliance with district policy.

STUDENT RECORDS

Parents and students over the age of 18 have the right to see, correct and control access to student records. Requests to review records should be directed to the principal. A specific listing of the rights is as follows:

1. To know the records that are kept.
2. To inspect and review the record or material that pertains to them or their children.
3. To receive a copy of the record at a reasonable cost, if copying is the only way access can be obtained.
4. To receive a response to a reasonable request for explanation and interpretation.
5. To challenge a record claimed to be false or misleading, and to a fair hearing if, after review, no change is made (hearing policies will be explained upon request by the principal).
6. To place a statement of rebuttal in the challenged record, record if no change is made.
7. To file a complaint if it is believed that rights are violated.

INTERRUPTION OF NORMAL SCHOOL DAY

Any action by a student or group of students which interferes with the normal everyday routine of the school will be disciplined by school authorities. Individuals or groups not associated with Corvallis High School who interfere with the normal everyday routine of the school will be considered trespassers and will be reported to local officials.

DISTRIBUTION OF PRINTED MATERIAL

Material not produced under the supervision of a faculty member of Corvallis High School will not be distributed in the school building or on the grounds unless approved by the principal.

COUNSELING/ACADEMIC ADVISEMENT DEPARTMENT

The guidance department provides assistance to students in career planning, testing, personal counseling, processing withdrawals, schedule changes, and in the selection of schools for future training. Students must have a pass from the counselor in order to leave class to confer with him/her. The teacher of the student's distributed in the school building or on the grounds unless approved by the principal.

COUNSELING FROM SCHOOL

Students who wish to withdraw from school must first obtain a withdrawal form from the high school office. The form must be completed and signed by all teachers, the librarian, and the office. Parent contact must be made before the procedure begins.

APPROPRIATE USE POLICY DISTRICT COMPUTER SYSTEMS

Provided Access to Electronic Information, Services and Networks:

Internet access is available to the District's students, faculty, and community members. Through its computer network, the District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science-related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network. Students utilizing District-provided Internet access must first have the permission of parents and must be supervised by the District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The District will provide filtering software to computers accessing the Internet.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

Privacy/Confidentiality:

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored

in his/her directory. The school computer network's system operator, or other school employees, may at any time review the subject content, and appropriateness of electronic communications or other computer files and remove them if warranted. Any violation of District rules will be reported to school administrators.

Personal Information:

User accounts and network passwords are provided for all users in the school district. Users should not share their password with anyone. Users should not log onto the network with another user's login name and

password. If a user suspects someone has discovered their password, they should change it or have it changed immediately.

Copyright:

Users may not plagiarize the work of others. This includes the use, without proper citation, of any text, image, music format, clip art, video, or code that belongs to another person, whether or not the user has read any copyright restrictions regarding that item.

The proper way to include copyrighted materials in a report or presentation is to utilize a small portion of the work, and then to cite the author and copyright information in acceptable format, such as APA or MLA citation standard. If a user wishes to use a larger percentage of the original work, s/he should contact the author, or copyright holder for written permission.

***Installing copyrighted software is prohibited without appropriate licensing and permission of network administrator.**

Inappropriate Sites:

The use of the District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written, audio, video, or image) are off limits to users.

E-mail/ Chatting:

Students are allowed to use E-mail, including commercially available e-mail accessed through a Web browser. Student E-mail accounts may be requested for special cases (e.g. foreign exchange students keeping in contact with home or seniors seeking scholarships.) Students are prohibited from joining chat rooms unless it is a teacher-sponsored activity. Any student e-mail assignment or project will be authorized through the teacher and principal.

Hacking:

Users shall not infiltrate computing systems in or outside the District. Examples of “hacking” include: the release of viruses, worms, or other programs that damage or otherwise disrupt a computing system or network. Disrupting another's ability to use that system (e.g., changing software/hardware configurations or installing/deleting software).

Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

Inappropriate Use:

Users shall not use the District computer network to:

- Solicit sales, or conduct business.
- Set up web pages to advertise or sell a service.
- Engage in activities of a criminal nature.
- Transmit obscene, abusive, sexually explicit, inappropriate, or threatening language.
-

Discipline for Violations of Acceptable Use Policy:

Consequences for infringements of the computer systems appropriate use policy will be determined by a school administrator or designee. The facts of each case will be reviewed and the consequences determined by the severity of the case. Consequences may include conferences with student and parent, suspension from computer system, suspension from school, meeting with school board, and possible expulsion from school.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Right to Learn:

Corvallis High School exists in order to aid each student to learn as much as he/she can. Teachers strive to guide, encourage, and stimulate students to do their best. It is the intent of the school district that all students be treated fairly.

The right to learn also includes the right of classes to meet and carry on without interruptions, disruptions, or distractions, whether inside the classroom or from the outside. Behavior which disrupts the normal functions of classes is an infringement on the rights of others and contrary to school policy.

Students have the right to participate in school activities and school classes regardless of race, religion, ethnic or economic status. Inquiries or complaints regarding discrimination should be directed to Tim Johnson, Title IX coordinator.

Freedom of Expression:

Students shall enjoy the privilege of free verbal and written expression providing such expression does not disrupt the operation of the school. The principal shall have the authority to monitor student verbal and written expression. Students who violate the standards for verbal and written expression shall be subject to corrective action punishment.

Freedom of Assembly:

Individual students and student organizations may meet in school rooms or auditoriums, or at outdoor locations on school grounds, to discuss, pass resolutions and take other lawful action respecting any matter which directly or indirectly concern or affect them, whether or not it relates to school. Such activities shall not be permitted to interfere with the normal operation of the school.

Peaceful demonstrations by students are permissible, though they are to be held in designated places where they shall present no hazards to persons or property and at designated times that shall not disrupt classes or other school activities. (Legal Reference: Article 11, Section 6 and 15, 1972 Montana Constitution).

Dress and Appearance:

Student dress is concerned with general social acceptance, cleanliness, safety, disease prevention, and good grooming within the realm of accepted styles and fads. Extreme or bizarre dress will not be acceptable. Clothing that advertises alcohol, drugs, and tobacco products or any other illegal activity, are inappropriate for school.

OPEN CAMPUS POLICY

Corvallis High School has an open campus during lunch for 10-12th graders. Freshmen are not allowed off campus during lunch. Other than lunch for 10-12th graders, students are expected to be on school grounds from the time they arrive on school grounds in the morning until they leave at the end of the school day.

NATIONAL HONOR SOCIETY

Membership in CHS chapter is based upon outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Juniors who have a cumulative grade point average of at least a 3.4 are eligible to apply.

Juniors who apply shall then be evaluated by the faculty on the basis of scholarship, leadership, service and character.

LOCKERS

Each student will be assigned a locker at the beginning of the year. Under no circumstances are students to trade lockers without office approval. The locker is loaned to the student, but remains the property of the school. It is recommended that either students leave nothing of value in their lockers or they put a lock on them. If they do put a lock on it, they must supply the office with its combination or with the extra key. Any damage to lockers will be charged to the student by fine. The school reserves the right to search student lockers or persons on reasonable suspicion that something is improper regarding violations of the school rules or law. Do not write on or in your locker or anyone else's locker. Do not keep pictures or magazine cut-outs of potentially objectionable material in or on your locker. *Do not disable the locks in lockers.

TEXTBOOKS

The school furnishes books to all students when it is necessary. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines.

FUNDRAISING PROJECTS

All money-making projects must be approved by the principal. Organizations are not permitted to sell any goods, services or operate any concessions without this approval.

STUDENT BODY FUNDS

All money must be deposited with the high school secretary, who will issue a receipt. No expenditures shall be made unless authorized by a sponsor and the principal. The responsibility for payment of an unauthorized purchase will fall upon the purchaser.

SCHEDULING OF EXTRA-CURRICULAR ACTIVITIES

Dances, Parties, Etc.

1. The sponsoring school organization must first receive the approval from their faculty adviser.
2. The date must be checked with the principal's office.
3. The activity must be submitted to the student council at least two weeks before it is scheduled.
4. The activity must receive approval from student council and the principal at least one week in advance of the planned event.
5. A sheriff's deputy must be present at school dances.

Rules Covering Dances, Parties, Etc.

1. All regular school rules apply. Corvallis High School follows all E.E.O. guidelines regarding admission and participation in all facets of the school program.
2. The hours will be from 9 P.M. - 12 A.M. or as determined by the principal.
3. Faculty advisers and approved adult chaperones must be present at these events. In addition, the sponsoring group must have a deputy present. (1:20 Chaperone: students)
4. Doors will be locked one hour after the beginning of each dance. Students may not enter after this time. Once students enter, they may not leave and return.

5. Only Corvallis High School students and their dates will be allowed at the dances and parties. Guests may attend only if they are registered as such in the office at least 2 days prior before the dance and the guest has been approved by school administration.
6. No middle school students or guests over the age of 19 are allowed at high school dances.
7. The organization sponsoring the dance or party must be responsible for cleaning up the premises immediately after the dance.
8. Attendees suspected of drinking or known to have been drinking or attempting to introduce intoxicating liquids or drugs to any school-sponsored activity will be taken to the principal's office immediately. If the suspicion persists, parents and law enforcement personnel will be notified.
9. The principal, designee or chaperon reserves the right to deny admittance to anyone.

TITLE IX SEXUAL HARASSMENT/INTIMIDATION

Basic Policy:

Corvallis School District #1 is committed to a positive and productive working and learning environment that is free of discrimination. Discrimination adversely affects morale and interferes with the employee and student's ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment, or against any student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applies to individuals attending any events on District property, whether or not District-sponsored, and to any school-sponsored events, regardless of location. A complete copy of this policy can be found in the high school office. The grievance procedure can also be found in the office. Mr. Johnson is the Title IX officer.

SCHOOL SEARCH AND SEIZURE POLICY

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or other contraband materials discovered in the search. A student's failure to permit searches and seizure as provided in this policy will be considered grounds for disciplinary action. No student shall burden, obstruct, or prevent any search authorized by Corvallis School District #1's policies and/or procedures.

Personal searches:

A student and/or personal effects (e.g.: purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. If extreme emergency conditions require a more intrusive

search of a student, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon prior approval of the principal or one of his/her superiors, unless the health and safety of students will be endangered by the delay which might be caused by following these procedures.

Locker Searches:

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Vehicle Searches:

Students are permitted to park on school premises as a matter of privilege, not of right. Neither this District nor Corvallis High School is responsible for any damage to vehicles or their contents. The school retains the authority to conduct routine patrols and inspections of the exterior of all vehicles parked on school property. The interior of vehicles may be inspected, without owner's notice or consent, whenever a school authority has reasonable suspicion that illegal or unauthorized materials are contained inside.

Seizure of Illegal Materials:

If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition. School disciplinary consequences are already in place for the possession, distribution, and/or use of illegal materials. [See Rules and Discipline]

Legal References: State V.F.W.E., 360 so. 2d 148 (Fla. App. 1978), Zamora v. Pomeroy, 639 F. 2nd 662 (10th Cr. 1981), State v. D.T.W., 425 So. 2d 1382 (Fla. App. 1983)

VEHICLES

Designated Parking Areas:

Staff and senior parking south of the high school gym; staff parking only east of the lunchroom; staff and visitor parking south of high school office; additional student parking west of district office and high school gym and around tennis courts.

All drivers are expected to comply with driving laws and regulations at all times.

Vehicle Parking Registration:

A parking permit system has been implemented as a means of readily identifying ownership of vehicles parked on school property. Upon completion of a Vehicle Parking Registration Form (located in the office), owners will be issued a numbered parking tag to display in the window of the vehicle.

HOT LUNCH/BREAKFAST PROGRAM

The hot lunch/breakfast program is maintained as a vital part of the health program of school. To encourage good nutrition, well balanced meals are offered at a reasonable price.

School district policy requires a pay-in-advance program only. Students and adults must maintain a positive balance in their account at all times. Free and reduced lunch applications are available in the office as well as

the superintendent's office.

PARTICIPATION AGREEMENT

Extra-curricular Activities

It is the belief of the administration and staff that participation in extracurricular programs is a privilege extended to you by your school. You will be representing your school and the community. We expect you to have pride in yourself, your activity, and Corvallis High School. You will strive to be a good citizen at all times. These rules will cover the period from the first day of fall practice through/including the last day of school.

Copies of the complete CHS Participation Agreement can be found in the high school office.

FIELD TRIPS/SCHOOL ACTIVITIES

Most students will have opportunities to attend field trips to enhance learning experiences. In order to attend field trips and other school activities, students must attend at least 1/2 day of school the day of the field trip and /or activity.

Students cannot drive themselves to or from school -related activities or field trips.

In order to leave a school related activity or trip, students must be accompanied by a parent and the parent must inform the activity coach or sponsor that he/she is taking the student. Permission slips are required.

STUDENTS USE OF BUILDINGS

Equal access:

Non-curriculum related, religious secondary school student organizations may conduct meetings on school premises if approved by the building principal if the meeting is student-initiated and not part of a school-sponsored activity; it must be conducted according to the following guidelines:

1. attendance is voluntary;
2. the school will not participate in or sponsor the meeting;
3. school employees can be present at religious meetings only in a non-participatory capacity;
4. the meeting cannot materially or substantially interfere with the orderly conduct of educational activities within the school;
5. the school maintains its authority to maintain order and discipline;
6. non-school persons may not direct, conduct, control, or regularly attend activities. This policy does not apply to non-student groups.