

Canby High School Student Handbook 2018-19



Canby High School
721 SW 4th Avenue
Canby OR 97013
503.263.7200 - phone
503.263.7211 - fax
canbyhs.canby.k12.or.us

STUDENT HANDBOOK 2018-19

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

CHS app available for IOS and Android

GENERAL INFORMATION

CSD NON-DISCRIMINATION STATEMENT

Canby School District does not discriminate on the basis of race, religion, creed, color, national origin, disability, marital status, personal life orientation, or age in providing education or access to benefits of education services, activities, and programs in accordance Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans With Disabilities Act (from Canby School District's Students' Rights & Responsibilities).

CHS CONTACTS

CANBY HIGH SCHOOL

503.263.7200

ADMINISTRATION

Greg Dinse	Principal
Kimie Carroll	Associate Principal/Curriculum & Instruction
Cari Sloan	Associate Principal/Activities/Student Management
Ben Winegar	Athletic Director

OFFICE STAFF

Alissa Netter	Office Manager, x5300
Katie Strong	Student Center, x5320
Melinda Allhands	Athletic Secretary, x5301
Melanie Kratzer	College Readiness, x5305
Kristen Martin	Bookkeeper, x5307
Bridget Adair	Attendance Secretary, x5312
Stephanie Natividad	Receptionist, x5200
Karent Perez	ELL and Migrant, x5450
Lori Wujek	Counseling Secretary, x5340
Lisa Stahl	Counseling Secretary, x5341
Leesa Beaudoin	Registrar, x5342
Laurie Bailey	School-to-Career Secretary/ASPIRE, x5022
Chris Harms	Campus Security Specialist, x5322

EMAIL COMMUNICATION

Teachers are best reached via email. Go to the Canby High School web site (<http://canbyhs.canby.k12.or.us/staff/staff-list>) for a staff directory and staff websites.

The Canby School District's website is www.canby.k12.or.us. There is also a free CHS App available that staff, students and parents are encouraged to use. Available for IOS and Android, search for "Canby High School."

COUNSELING

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

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

THE COUNSELOR ASSIGNMENTS FOLLOW:

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

CAREER CENTER

Sue Winner	School-to-Career Coordinator	x5021
Chris Gilbert	Student Advocate	x5101
Jamie Netter	Attendance Specialist	x5103

STUDENT ARRIVAL/DEPARTURE

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

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

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

APPROVED FINES AND FEES FOR 2018-19

OPTIONAL FEES

PE Lock	\$8.00 (locks from 91 or BPMS can be used)
Yearbook	
1 st Trimester	\$55.00
2 nd & 3 rd Trimester	\$60.00
Parking (on campus)	\$20.00
ASB/Activity Fee	\$35.00
Early Childhood Cadet	\$10.00 (Food Handlers Card required)
Teaching for Tomorrow	\$10.00 (Food Handlers Card required)
Student ID cards	\$5.00 (replacement fee)*

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

PARTICIPATION FEE FOR OSAA SANCTIONED SPORTS

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

EXTRA-CURRICULAR PARTICIPATION FEE FOR ACTIVITIES AND CLUB SPORTS

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

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

STUDENT ID CARDS AND OPTIONAL FEES

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

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

NO PETS IN BUILDINGS/ON GROUNDS

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

SCHOOL CLOSURES

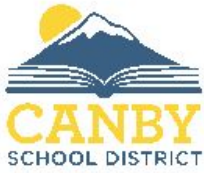
Because of weather conditions or some other emergency, it may be necessary to close school or start school late. Students and parents are advised to sign up for FlashAlert (see district website) and/or listen to radio or television stations for closure or late start information.

For snow route information, please call Student Transportation of America (STA) at 503.263.1007. We will make every effort to have a decision on school closure by 6 a.m. regarding the closing of school, or in the delay of opening school. In the event the opening of school is delayed, students should follow this procedure:

1. Be prepared to catch the bus two (2) hours later, realizing that the buses may be running late because of road conditions.
2. When arriving at school, report to first period.
3. Class periods will be shortened, but we will attempt to meet all classes on a shortened schedule. Delayed starting time will be two (2) hours. First period will start at 9:40 a.m.

4. In the event school is dismissed early or closed due to inclement weather, all athletic and activities will be cancelled.

CSD CALENDAR



Canby School District

2018-2019 School Year Calendar

July 2018

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

4 Holiday: Independence Day

August 2018

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

27 Staff Work / Professional Development (PD) Day
 28 Staff PD Day
 29 Staff Work / PD Day
 30 Staff Work Day

September 2018

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

3 No School Labor Day Holiday
 4 Students' First Day of School: 1-6th + 91 1st-8 (full day) 7th & 8th only 1/2 Day
 5 First Day for 8th & 10th -12th

October 2018

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

12 No School: K-12 Grading/PD Day
 17 CHS Evening Conferences
 18 No School K-8 & BPMs: Conference HS Students in School
 19 No School K-12

November 2018

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

12 Holiday: Veterans Day (obs.)
 21 No School K-12
 22-23 No School: Thanksgiving Holiday
 29 1st Trimester Ends HS
 30 No School: K-12 Grading/PD Day

December 2018

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

19-31 No School: Winter Break

January 2019

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

1 No School New Year's Day Holiday
 2 No School Staff Work Day
 21 No School: Martin Luther King, Jr. Day
 31 Semester Ends

February 2019

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

1 No School: K-12 Grading/PD Day
 6 CHS Evening Conferences
 18 No School: President's Day Holiday

March 2019

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

14 2nd Trimester Ends HS
 15 No School: K-12 Grading/PD Day
 21 No School: K-8 Conferences BPMs & HS in School
 22 No School K-12
 25-29 No School: Spring Break

April 2019

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

May 2019

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

3 No School HS Grading/PD Day K-8/BPMs Students in School
 8 HS Evening Conferences
 27 No School: Memorial Day Holiday

June 2019

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

7 High School Graduation
 12 Last Day of School
 13 K-12 PD Day
 14 K-12 Grading Day
 Snow Day Make-Up (if needed)

Late Start Wednesdays	Conferences
No School K-12	Tri / Semester Ends
No School: Holiday	First Day of School
No School: Break	
No School: K-12 Grading/PD Day	

POLICY AND PROCEDURES

BULLETIN BOARD

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

- Materials are to appear only in designated areas. Signs, posters, and flyers are allowed only if they promote School-Related and sponsored events.
- All materials should be taken down immediately following the event advertised.
- Make sure posted material has who, what, why, where and when.

If posted materials do not meet the above criteria or they are deemed inappropriate by the administration, the materials will be removed immediately.

CAMPUS RESTRICTIONS

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

- **Students must be in supervised areas during lunch.**
- **Students are not allowed unsupervised in the following areas at any time: sports facilities (fields, gyms, courts or bleachers), parking lots, or vehicles.**
- **Student vehicles may not be moved at any time without permission from administration*.**

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

COMMUNICABLE DISEASES

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

COMPUTER/INTERNET USE

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

*See CSD Rights and Responsibilities Handbook on your school iPad or [HERE](#).

FIELD TRIPS

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

FIRE ALARMS/SAFETY

Our fire alarm system is used as a means of protecting each of us from serious injury or death due to fires. A fire escape route is posted in each classroom. **Fire drills will be conducted on a monthly basis.** This drill, which will be conducted by school officials, is a means to help students learn the procedure of evacuation of the school so if a fire occurs. A safe and speedy evacuation will take place.

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

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

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

STANDARD RESPONSE PROTOCOL



STUDENT SAFETY

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

SRP

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

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

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

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

LOCKOUT SECURE THE PERIMETER

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

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

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



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

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

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

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



EVACUATE TO A LOCATION

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

STUDENTS:

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

TEACHERS:

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



SHELTER FOR A HAZARD USING SAFETY STRATEGY

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

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

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



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SRP Handout for K12 | Version 2.0 | 01/08/2013 | Revised: 01/08/2013 | <http://loveuguy.org>



LIBRARY MEDIA CENTER

The Library Media Center has printed and non-printed materials for research, instruction and/or recreational use. A copy machine is available for copies that are school-related. Computers are available and are networked to a laser printer. See the Media Center for available multimedia support.

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

LOCKER OPERATION AND ASSIGNMENT

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

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

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

SCHOOL BUSES

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

SCHOOL DANCES

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

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

SELF-MEDICATION POLICIES

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

SELF MEDICATION

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

- A. Sharing and/or borrowing of medication with another student is strictly prohibited and in violation of Board Policy JFCG *Tobacco, Alcohol and Drugs*.
- B. A written request must include:
 1. The written signed permission of the parent/guardian
 2. The written instruction from the parent/guardian for the administration of the nonprescription medication to the student, including
 - a. name of the student
 - b. name of the medication

- c. route
 - d. dosage
 - e. frequency of administration
 - f. other special instruction, if any
3. Permission from the building administrator
- C. Medication must be in its original container
- D. Permission to self-medicate may be revoked if the student violates Board Policy EBBAF, *Administering Medications to Students*, and/or this procedure.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

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

1. All prescription medication must be kept in its appropriately labeled, original container. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction.
2. It is the parent's/guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication. Also, it is the responsibility of the parent/guardian to pick up all unused medication within five days after the last day of school.

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

STUDENT FEES AND FINES

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

STUDENT PUBLICATIONS

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

TEXTBOOKS and iPADS

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

DAMAGED BOOK CHARGES

Broken binding	\$15.00
Torn pages, ink markings	\$2.00
Defaced covers	\$7.00
Other damages	up to full cost of book

THE TWO OPTIONS FOR STUDENTS

1. Bring Your Own Device and
2. District-Provided. More information can be found at this link:
https://www.canby.k12.or.us/uploaded/Technology/iPad_Resource_Page/ENGLISH_Revised_iPad_Agreement.pdf.

Students who choose option 2 need to pay a \$35 insurance fee and those choosing option 1 are encouraged to pay the fee until the final payment is made. **Students must follow the iPad Acceptable Use Agreement and are responsible for damaged, lost, or stolen iPads.** Students who purposefully damage an iPad will not be covered under the insurance fee. Please go to the link above to get more information on Receiving your iPad, Caring for your iPad, Using your iPad at School, Managing Files/Saving Work, Software on iPads, Acceptable Use, Cost of Repairs, Theft, and Legal Propriety.

STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC AWARDS

ACADEMIC LETTER

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

HONOR ROLL

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

ACADEMIC ETHICS

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

ADMISSION TO CHS

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

FREEDOM OF EXPRESSION AND ASSEMBLY OF STUDENTS

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

DRESS AND GROOMING

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

GRADE REDUCTION/CREDIT DENIAL

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

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

GRADING SYSTEM/GRADES ON SYNERGY

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

- A** - Student masters the content completely, accurately, and supplements with enriching experiences, thus greatly increasing his store of knowledge and broadening the student's experience. Also, the student is able to apply the assignment practically and relatively.
- B** - Student comprehends and masters most of the principles and understands the content involved sufficiently to make application.
- C** - Student understands the content and is able to make a reasonable amount of application.
- D** - Student understands enough of the content to apply the minimum essentials of the work to warrant a recommendation to continue study in this particular field.
- F** - The performance of the student has not reached the minimum necessary for credit. In addition, an "F" is recorded if a class is dropped without teacher approval. (*see below)
- I** - Canby High School no longer issues a grade of Incomplete (I). A final grade will be calculated and recorded at the end of the grading period. However, in the case of an emergency, students can make arrangements with a teacher to make up work within three weeks of the completion of the grade period. The grade then may be changed. This is the responsibility of the student to track and complete.
- P** - Pass - credit not figured in GPA
- N** - No Pass – credit not figured in GPA (*please see below)
- U** - or **S** refers to Alternative Grading

IMPORTANT

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

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

PARENTVUE/STUDENTVUE (Synergy) AND GRADES

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

ASSESSMENT, RECORDING, AND REPORTING

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

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

HOMEBOUND INSTRUCTION (TUTOR)

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

HONORS DIPLOMA

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

Students must meet or exceed the following requirements:

1. Pass 10 credits from the Honors Core classes ("C" or better).
2. Have a minimum 3.50 accumulative GPA.
3. Complete at least 28 credits.
4. Complete all other graduation requirements (see pg. 5 of the 2017-18 Academic Planning Guide).
5. In addition to what's listed on pg. 5 of the Academic Planning Guide; meet or exceed Oregon State Assessment Benchmarks.

Please see the 2018-19 Academic Planning Guide's Honors Diploma Requirements or the counselor if there are questions.

INCOMPLETES

Canby High School no longer issues a grade of Incomplete (I). However, in the case of an emergency, students can make arrangements with a teacher to make up work within three weeks of the completion of the grade period. The grade then may be changed. This is the responsibility of the student to track and complete.

MINIMUM ENROLLMENT FOR ATHLETICS AND ACTIVITIES

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

Students must also be "on track" for graduation:

End of freshman year: 4.5 credits completed

End of sophomore year: 11 credits completed

End of junior year: 18.5 credits completed

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

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

OFF CAMPUS CREDIT

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

1. In order to insure that the class to be taken meets CHS requirements, approval from the counselor is necessary.
2. Off campus credit can be granted if approved by CHS administration.
3. State and local requirements for high school graduation still must be met.
4. Three (3) college credit hours will be equivalent to one-half CHS credit. Credit amount for special programs will be determined on an hourly basis.
5. In order to be eligible for high school activities (athletics, speech, music, drama, etc.) a student must be enrolled in a full time program at Canby High School – at least four subjects.
6. Tuition and fees at other educational institutions will be the responsibility of the person taking course(s).
7. All credits taken outside of Canby High School that are to be applied toward graduation requirements must be verified prior to the start of trimester three by an official transcript and/or certificate of completion. By trimester three, unmet required classes will not be permitted via online or off campus if there is room in the student's five period CHS schedule. Instead, any elective courses (Band, Choir, Yearbook, PE, etc.) will be dropped for unmet required courses.

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

Students are to see their academic counselors for more information.

PERSONAL COMMUNICATION/ELECTRONIC DEVICES

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

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

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

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

STUDENTS MAY BE SUBJECT TO DISCIPLINE FOR THE FOLLOWING

(BUT NOT LIMITED TO ONLY THESE ITEMS)

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

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

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

CONSEQUENCES

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

PLEASE NOTE:

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

SENIOR GRADUATION AND ACTIVITIES

Seniors at Canby High School must complete all graduation requirements by 2:30 p.m. the day before graduation in order to go through the commencement ceremony (see the 2017-18 Academic Planning Guide).

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

If seniors are deficit in credits and unable to meet all requirements in their five period CHS schedules (along with Alt. Ed.), then they may be enrolled in an accredited institution that grants high school or college credit to complete their graduation requirements. A letter from the institution (student's responsibility) must be given to the counselor one week prior to graduation verifying success in the course. Verification of enrollment from the institution must be given to and approved by the counselor at the beginning of the third trimester. A diploma/alternative certificate will not be issued until official verification from the institution is received.

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

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

SKATEBOARDS, SCOOTERS, BIKES and HOVERBOARDS

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

STUDENT VISITORS ARE NOT ALLOWED

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

The visit must be for educational purposes.

STUDENT PARKING

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

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

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

STUDENTS DRIVING VEHICLES/PASSENGERS

Student driving is a privilege and may be revoked as a consequence of poor behavior.

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

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

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

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

- **First Offense** - one day of in-school suspension and parent notification.
- **Second Offense** - one day of out of school suspension, parent notification and student must sign a driving contract to continue driving to school.

Subsequent offenses will have progressive discipline.

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

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

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

STUDENT PARKING LOT SPEED LIMIT

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

TICKETING OF STUDENT VEHICLES

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

First Violation

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

Second Violation

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

Subsequent Violations

Students may lose the privilege to park on campus.

TRANSCRIPTS

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

TRANSFER OF STUDENT RECORDS

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

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

TRANSFERRING/LEAVING CHS

Any student leaving CHS is to do the following:

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

The form will then be forwarded to the Registrar.

TRESPASSING

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

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

ATTENDANCE

Regular attendance is KEY to student success.

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

Parents are ultimately responsible for ensuring regular attendance of their student.

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

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

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

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

EXCUSED ABSENCES

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

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

In accordance with state law requiring attendance at school, students may not be excused for work, childcare, or other reasons not listed above. Students and Parents are asked to monitor attendance via ParentVUE or StudentVUE. Usernames and passwords will be shared with them the first trimester. **Students, regardless of age, must have parent permission to check out (see above).**

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

ATTENDANCE RIGHTS AND RESPONSIBILITIES

STUDENT'S RIGHTS AND RESPONSIBILITIES IF EXCUSED ABSENT:

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

TEACHER'S RIGHTS AND RESPONSIBILITIES IF STUDENT IS EXCUSED ABSENT:

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

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

STUDENT ACTIVITIES/ATHLETICS ATTENDANCE ELIGIBILITY

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

ATTENDANCE AND FINALS

NOTES WILL NOT BE SENT OUT DURING FINALS.

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

CHECKING OUT DURING THE SCHOOL DAY

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

APPOINTMENTS

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

STUDENT ILLNESS

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

GENERAL PRE-EXCUSED ABSENCES

- Pre-Excused Absence forms are available in the Attendance Office.
- A Pre-Excused Absence form needs to be used whenever a student is planning to miss more than a few periods on a specific day.
- Pre-Excused forms need to be completely filled out, signed by all teachers and administrator and then returned to the Attendance Office **prior to the absence or the absence will not be excused.**
- **Pre-Excused absences are strongly discouraged for the last few days of a trimester or during finals.**

SCHOOL-RELATED PRE-EXCUSED ABSENCES

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

STUDENT'S RESPONSIBILITY:

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

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

TOWN PASS

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

HOMEWORK REQUESTS

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

Homework requests may be made only **for three or more days'** absence. Homework requests must be made by 9:00 a.m. to be picked up in the Attendance Office by 3:30pm that day. Contact Bridget Adair at 503.263.7210 or chs-attendance@canby.k12.or.us for homework requests.

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

TARDINESS

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

FORGED SIGNATURE

Students who write excuses for themselves or others, and/or use forged excuses will be assigned consequences. Parents will also be notified. A subsequent offense will have further consequences.

UNEXCUSED ABSENCES

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

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

AUTOMATED ABSENCE NOTIFICATION

- Parents/guardians will receive an automated call starting fifteen minutes after 5th period starts if the student is marked unexcused absent from class.
- If the student is marked incorrectly, it is the **student's responsibility** to clear the absence with his/her teacher within two (2) school days.

CONSEQUENCES FOR EXCESSIVE EXCUSED/UNEXCUSED ABSENCES

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

- Student/teacher conference
- Parent contact by teacher
- Referral to administrator

TRUANCY

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action, including detention, Saturday School, suspension, expulsion, and/or ineligible to participate in athletics or other activities. **Parents can be cited for truancy and may face a fine of up to \$500.**

CODE OF CONDUCT

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

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

Behavior violating the Code of Conduct impedes the learning of all students. As a result, school officials may find it necessary to discipline a student. Discipline decisions regarding students and their behavior will be based on careful and reasoned investigation (due process) of the facts and consistent with school rules and regulations.

SCHOOL ENVIRONMENT

STUDENTS HAVE THE RIGHT TO:

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

STUDENTS HAVE THE RESPONSIBILITY TO:

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

From the CSD Rights and Responsibilities Handbook [HERE](#).

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

DISCIPLINE

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

THE DISTRICT HAS AUTHORITY AND CONTROL OVER A STUDENT:

1. Door-to-door – on the way to school, during school, and on the way home, including off campus lunch
2. At any school-related activity, regardless of time or location
3. While being transported in District-provided transportation

Depending on the level of offense, students will be subject to discipline including detention, Saturday school, school service, in-school suspension, loss of awards and honors, suspension, expulsion, and/or referral to law enforcement officials. For information regarding discipline; please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

HEARING THE ACCUSER

Staff Complaints

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

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

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

SCHOOL ACTIVITIES DURING SUSPENSION OR EXPULSION

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

STUDENT/PARENT GRIEVANCE PROCEDURE

Please go to the Canby School District "Rights and Responsibility Handbook" for this information, either on your school iPad or [HERE](#).

CHS ACADEMIC RESOURCES

CANBY HIGH SCHOOL RESEARCH PAPER STYLE GUIDE

MLA FORMATTING: SEVENTH EDITION

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

Cougar 1

Casey Cougar

Mr. Teacher

English 101

1 June 2017

Digital Devices Drain Brains

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

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

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Web Site:

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

Book:

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

Journal/Magazine – online database

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

Newspaper Article on the Internet

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

Reference Book

Author (Last, First, MI). "Title of article." Title of Reference Book. Edition. Volume. City of Publication, State: Publisher, Year. Pages.
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