

CENTRAL LINN JUNIOR and  
SENIOR HIGH SCHOOL

STUDENT/PARENT HANDBOOK  
2017-2018



Central Linn High School  
32433 Hwy 228  
Halsey, Oregon 97348  
541-369-2811

*Excellence in Education*

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**Central Linn Junior and Senior High School**  
**2017 - 2018**  
**Home of the Cobras**

*Excellence in Education*

**WELCOME TO CENTRAL LINN:**

This handbook outlines rules and regulations necessary for the safe and efficient operation of Central Linn Junior and Senior High School and the Central Linn School District. Parents and students should read this handbook carefully. Questions most commonly asked are answered here, but not all rules and regulations have been or could be listed. Students will be responsible for appropriate behavior at all times while on the way to and from school, at school, and at all school activities.

If you have any questions for the administration, counselor, ~~dean of students~~, or our secretaries, please don't hesitate to contact us by phone, fax or e-mail as listed on our Central Linn High School website.

32433 Hwy 228  
Halsey, OR 97348  
Phone: (541) 369-2811 Fax: (541) 369-3455  
Website: [www.centrallinn.k12.or.us](http://www.centrallinn.k12.or.us)

Jon Zwemke, Principal  
Robyn Bailey, Athletic Director  
Susan Harte, Counselor  
Lauri Archer, School Secretary  
Liz North, Department Secretary

You can contact teachers or other staff in the same manner; however, teachers are not available during student contact hours. If our staff is unavailable when you call, you may leave a voice message or use e-mail. As with administrators, all staff e-mail addresses are listed on our website under "Staff Directory".

**THIS HANDBOOK BELONGS TO:**

<b>Name:</b> _____	<b>Grade:</b> ____	<b>Advisory:</b> _____
<b>Address:</b> _____		
<b>Phone:</b> _____	<b>E-mail:</b> _____	

## **Central Linn Jr./Sr. High School Vision**

Central Linn JH/HS strives to foster independent, self-directed learners, perpetually preparing to take their next step in education, community, and life. Our staff and community work together as partners to aid each student's intellectual, physical, moral, emotional, and social growth so that CL graduates can lead personally fulfilling lives.

## **Central Linn Jr./Sr. High School Mission**

To accomplish our vision, we will:

- Provide a safe, clean, modern learning environment for all learners, regardless of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age.
- Provide individually paced learning environments until proficiency is demonstrated in all required areas of students' individualized learning plans
- Facilitate learners to take ownership of their learning
- Facilitate a learning environment in which learners & teachers both fulfill their responsibilities to create a productive educational environment
- Facilitate creativity, critical thinking, and problem solving skills
- Provide a variety of assessment types to meet individual learning styles
- Foster collaboration between school, families, community, and continuing education
- Enable our learners to dream and help them create a pathway to reach their dreams.

### **“INDIVIDUALIZED EDUCATION FOR ALL LEARNERS”**

Junior high and high school is an opportunity for the individual, social and intellectual growth of all students. Genuine learning and academic success depend on maintaining a safe environment for people and property, as well as promoting personal integrity. This can best be accomplished in a setting that is free from distractions, conflicts, and intimidation. Student cooperation in knowing and following school policies and procedures is essential to maintain an atmosphere in which learning can take place. We value parents as our partners in education and in developing socially responsible young people. We encourage our students' parents or guardians to discuss proper school conduct with students.

## Calendar of Events 2017-2018

- 8-14-17 OSAA 1<sup>st</sup> Day of HS Fall Practice
- 8-15-17 High School Registration
- 8-16-17 New Student/Make-up Registration
  
- 9-4-17 Labor Day, No School
- 9-5-17 First Day of School
- 9-13-17 Picture Day
  
- 11-10-17 Veterans Day, Observed
- 11-13-17 OSAA 1<sup>st</sup> Winter Practice
- 11-16-17 Parent Conference night, 5:00 PM to 8:00 PM
- 11-17-17 Parent Conferences, No School, 8:00 AM to 4:00 PM
- 11-23-17 Thanksgiving Day, No School
- 11-24-17 No School
  
- 12-20-17 Beginning of Winter Vacation
  
- 1-3-18 School Back in Session
- 1-15-18 Martin Luther King Jr. Day, No School
- 1-19-18 School in Session on Friday
- 1-25-18 End of Semester One
  
- 2-19-18 President's Day, No School
- 2-23-18 School in Session on Friday
- 2-26-18 OSAA 1<sup>st</sup> Day of HS Spring Practice
  
- 3-26-18 Beginning of Spring Break
  
- 4-2-18 School Back in Session
- 4-12-18 Parent Conferences, night session
- 4-13-18 Parent Conferences, No School
  
- 5-28-18 Memorial Day, No School
  
- 6-1-18 School in Session on Friday
- 6-4-18 Senior Activities Week
- 6-9-18 Commencement/Graduation 1:00 p.m.
- 6-14-18 Last Day

\* For additional information, visit [www.centrollinn.k12.or.us](http://www.centrollinn.k12.or.us)

# Central Linn Junior / Senior High Positive Behavior Supports

## PBIS

"Positive Behavior Interventions & Supports" (PBIS) focuses school staff efforts on addressing four systems in schools that are critical to promoting learning through developing students' skills in assuming responsibility for their behavioral choices. These systems include:

- School Wide Systems (what is done for all students)
- Specific Setting Systems (managing recess, hallways, lunch areas, etc.)
- Classroom Systems (keeping classroom and building systems consistent)
- Individual Systems (supporting high risk students with individual plans)

## Student Conduct / Behavioral Expectations

**Refer to the Code of Conduct in the Student Athletic Handbook for co-curricular and extra-curricular activities and additional behavioral expectations. The simplest expectation is that students need to do what the staff tell them to do at all times. This extends to students "asking" staff questions about what they can do rather than students "telling" staff what they want to do.**

**Please note behavioral expectations apply to all school-related events.** Students attending school-sponsored activities, on-campus or off-campus, shall be governed by school district rules and regulations and will be subject to the authority of school district personnel. Failure to obey rules and regulations and/or failure to obey reasonable instructions from school personnel may result in loss of eligibility for activities; loss of the right to attend school-sponsored events; or suspension. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program. When students display unacceptable behavior, teachers, administrators, and other school personnel have the responsibility to address the behaviors. Consequences depend on the nature, frequency and circumstance of the incident and will be at the discretion of the school administration.

## Teamwork/Personal Management Certification

Students who have attended Central Linn High School for two full years will receive a Teamwork/Personal Management Certificate which rates the student in six standard areas. The certificates range from platinum (level 6) to gold (level 5) to silver (level 4) and bronze (level 3). Certificates are not issued for students with scores of 2 or 1. Certificates will be generally issued on an annual basis and student scores will update at that time.

Staff members will regularly score every student on these standards and report these scores to the student and family. The certificates may be used with employment applications as evidence of the student's qualifications. The school may require certain levels of certification from students in order for students to participate in certain events. A silver level of certification is required in order for a student to be eligible for an off campus lunch permit.



## Central Linn School Behavioral Expectations

### School Rules: ***Be Safe, Be Responsible, Be Respectful***

Area	Be Safe	Be Responsible	Be Respectful
Everywhere/ All the Time	<ul style="list-style-type: none"> <li>- Be where you're supposed to be</li> <li>- Walk at all times</li> <li>- Report spills/hazards and prevent accidents</li> <li>- Keep bodies in control</li> <li>- Keep food in designated areas</li> <li>- Use skateboards, scooters, bicycles, and roller shoes only as transportation to and from school and keep them in appropriate places during school hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Prevent bullying and discrimination</li> <li>- Pickup after yourself</li> <li>- Pick up trash</li> <li>- Promote a positive culture</li> <li>- Be prepared</li> <li>- Eat in designated areas</li> <li>- Be honest</li> </ul>	<ul style="list-style-type: none"> <li>- Dress appropriately</li> <li>- Respect school facilities and personal property</li> <li>- Honor personal space of others (No horseplay)</li> <li>- Address all persons appropriately</li> <li>- Use appropriate voice volume</li> <li>- Use appropriate language</li> <li>- Respect other's rights to share the space</li> <li>- Limit use of non-educational related electronics to non-class times.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>- Form orderly lines</li> <li>- Sit to eat</li> <li>- Clean up messes</li> <li>- Avoid stage area, including steps</li> </ul>	<ul style="list-style-type: none"> <li>- Keep your finances in order</li> <li>- Recycle</li> <li>- Bus your tables</li> </ul>	<ul style="list-style-type: none"> <li>- Eat your own lunch</li> <li>- Share your table</li> <li>- "FIFO": First in, first out</li> </ul>
Hallways/ Lockers/ Breezeways	<ul style="list-style-type: none"> <li>- Open/close lockers with care</li> </ul>	<ul style="list-style-type: none"> <li>- Have a pass to be in hall</li> <li>- Take care of your business and return to class quickly</li> <li>- All students in class first 10 and last 10 minutes</li> </ul>	<ul style="list-style-type: none"> <li>- Respect other's property</li> <li>- Keep lockers and property properly secured</li> </ul>
Restrooms/ Locker rooms	<ul style="list-style-type: none"> <li>- Be sanitary</li> <li>- Use hygiene and cosmetic products as directed</li> </ul>	<ul style="list-style-type: none"> <li>- Place drying towels in appropriate location</li> <li>- Lock up your valuables</li> <li>- Turn off faucets</li> </ul>	<ul style="list-style-type: none"> <li>- Report facility malfunctions</li> <li>- Pick up after yourself</li> </ul>
Parking/ Street Areas	<ul style="list-style-type: none"> <li>- Maintain speed at or below posted speeds</li> <li>- Follow all traffic laws</li> <li>- Park in appropriate spaces</li> <li>- Obtain permission from office before transporting other students</li> </ul>	<ul style="list-style-type: none"> <li>- Park in designated areas</li> <li>- Lock your vehicle and secure your valuables</li> </ul>	<ul style="list-style-type: none"> <li>- Respect other people's vehicles and property within</li> </ul>
Gym/ Activity Fields	<ul style="list-style-type: none"> <li>- Use sports equipment safely as designed</li> <li>- Practice good hygiene</li> <li>- Participate only in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>- Take care and put away equipment</li> <li>- Report accidents</li> </ul>	<ul style="list-style-type: none"> <li>- Respect others level of involvement</li> <li>- Respect others ability</li> <li>- Practice good sportsmanship</li> <li>- Refrain from using gym as a hallway</li> </ul>
Office	<ul style="list-style-type: none"> <li>- Keep a clear walkway</li> </ul>	<ul style="list-style-type: none"> <li>- Report to front window and enter when invited</li> <li>- Be patient and courteous to school guests</li> <li>- Help office staff as needed/when requested</li> </ul>	<ul style="list-style-type: none"> <li>- Wait to be addressed by office staff</li> <li>- Give preference to staff when using copy machine</li> </ul>
Computer Labs	<ul style="list-style-type: none"> <li>- Keep away from electrical and computer connections</li> <li>- Sit in chairs correctly with four feet on the floor and only one person per chair</li> </ul>	<ul style="list-style-type: none"> <li>- Report inappropriate websites or computer use</li> <li>- Access appropriate information</li> <li>- Prevent theft and damage</li> <li>- Work on school related tasks</li> <li>- Protect computers from spills and food contamination</li> <li>- Logoff before leaving lab</li> </ul>	<ul style="list-style-type: none"> <li>- Treat equipment with care</li> <li>- Login and use own name</li> <li>- Ensure you leave the lab in better condition than when you arrived</li> <li>- Maintain standard settings as designated by staff</li> </ul>
Classroom	<i>See classroom teacher for specific classroom matrix.</i>		

## **Classroom Reward Systems**

Teachers may have a reward system for their classes. These systems may use the *Positive Behavior Reward Sheet* or the teacher may develop a different form of tracking and rewarding students. These systems may include exchanging reward stamps for items or privileges predetermined by the teacher.

## **Disciplinary Options**

The administration has several options when issuing appropriate discipline. These options include Lunch Detention (LD), After School Detention (ASD), In-School Suspension (ISS), and Out-of-School Suspension (OSS). The administration may also issue an alternative discipline that more appropriately and specifically addresses the behavior exhibited. The office will maintain a list of incidents per student and that documentation will be part of the basis for subsequent discipline as necessary. Please note that possession of drugs and/or related paraphernalia will result in an immediate suspension pending the outcome of an expulsion hearing.

## **Referral System**

Inappropriate behavior is documented through a referral system. Referrals are marked as either major or minor infractions. Phone calls will be made in certain instances. In some instances, mailed referrals can take up to one week to arrive.

## **Serious Misconduct**

The CLSD Board Policy Handbook contains specific information on student policy, goals, and objectives (available in the main office or at any 552-C school). Violations determined to be serious misconduct, as described below, can lead to significantly restrictive consequences, up to and including expulsion from the school district. Law enforcement intervention may be necessary in some cases. Serious misconduct includes violation of school, city, county, state or federal laws, including:

- Weapons, Dangerous Instruments\*
- Drugs, Narcotics, Alcohol Use/Possession\*\*
- Harassment or Discrimination
- Theft and Stolen Property
- Disruption of School
- Damage or Destruction of School/Private Party Properties
- Tagging, Assault or Threats of Harm
- Use of Obscene Language
- Persistent Defiance of Authority

\*Weapons: CLSD must initiate an expulsion hearing for any student who brings a dangerous weapon (as defined by federal guidelines and CLSD policy) to school or uses an implement in school as a weapon. Prohibited weapons include but are not limited to guns, knives, and tools with knife blades, metal knuckles, straight razors, explosives, noxious gasses or chemicals, poisons, etc. Toy guns are also prohibited. Using any implement in a way that makes another student feel threatened, violates school policy and will result in discipline that may include suspension, expulsion for up to one calendar year, and/or police action.

\*\*Drug/Tobacco and Alcohol Use/Possession: Substance abuse is a significant problem in the United States. Our goal at CLHS is to provide an environment that is free from all substance abuse. We strongly support preventative education that begins at home and is reinforced at school. CLHS considers the use, distribution, or sale of drugs, alcohol or any legally controlled substances on campus or at school-sponsored activities to be a very serious offense. If a student is in possession or under the influence of alcohol or drugs, the school will:

1. Contact the parent(s)/guardian(s);
2. Suspend or expel the student for up to one calendar year;
3. Investigate to determine further disciplinary action which may result in a referral to an intervention specialist or law enforcement.

The following violations will result in a referral to law enforcement and for an expulsion hearing:

- 1) Repeat of a serious misconduct
- 2) Sale, distribution, or unlawful possession of a drug or any controlled substance, including tobacco and vapors and related paraphernalia.
- 3) Any alcohol, drug or controlled substance offense that creates a substantial risk to public health.
- 4) Driving under the influence of intoxicants (DUII)

- 5) Solicitation by a student or other students to buy, sell or otherwise distribute alcohol or drugs or any controlled substances in any amount.
- 6) Sale or distribution of alcohol for compensation.
- 7) Giving or selling hypodermic devices to a student who has no lawful/authorized use for the device.  
Please note that possession of drugs and/or related paraphernalia will result in an immediate suspension pending the outcome of an expulsion hearing.

## Attendance

It is the philosophy of Central Linn School District that regular school attendance enhances academic, social and vocational development. Students who regularly attend school achieve higher grades, enjoy school to a greater degree and are more successfully employed after graduation. No single factor will interfere with a student's progress more quickly than frequent tardiness or absences. Certain kinds of classroom activities once missed can never be recovered. Such experiences are irretrievably lost and the loss may be considered when the student's performance is evaluated at the end of the grading period.

Furthermore, Oregon State Law (ORS 339.065) requires a "principal or teacher" to deem an absence excused or unexcused, not the parent/guardian. It is because of this that Central Linn Junior/Senior High School has adopted the following policy on attendance.

**Excused Absence:** A student's absence from school, whether it be all day or only part of the day, will only be excused if the student's situation which caused the absence was reasonably out of the control of the student or their parents/guardians (ORS 339.065 (2)). Such situations may include:

- Illness/medical condition
  - More than two consecutive absences or more than nine in a semester require a doctor's confirmation of illness to excuse.
- Emergency
- Family emergency
- Pre-arranged absence
  - Event/Appointment that could not be scheduled during non-school hours
  - Excused absence may not exceed five days in a three-month period nor may it exceed ten days in a six-month period (ORS 339.065 (3)).

In determining excused absences, the administration will consider if the absence is directly related to a family member's military service outside the country.

Students are expected to make up all missing work due to excused absences. Missed work is due no later than Friday School of the week that the student returns.

**Unexcused Absence:** A student's absence will not be excused if the situation causing the absence could have reasonably been avoided or does not meet the guidelines for an excused absence due to an illness, medical condition, or pre-arranged absence.

- **Suspension of Driving Privileges:** Under ORS 339.254 and board policy JHFDA, a student's driving privileges may be suspended or revoked by the superintendent if a student has excessive unexcused absences.

### ***\*\*How Absences Can Lead to Low Grades***

Oregon law (ORS section 339) allows teachers to establish how attendance will be factored into the amount of credit earned. Teachers may initiate partial credit for students who have accrued an inordinate number of absences during a semester. In addition, a teacher may deny a student the opportunity to make up work missed for unexcused absences. Students who fall behind on credits will be reclassified and will not advance to the next grade level until additional credits are earned. Before denying credit, the following will occur:

- The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
- Parents and students will be informed;
- Procedures in due process will be available to the student when credit is denied based upon absences rather than academic reasons;
- The teacher shall consider reasons for nonattendance and credit denial. This action shall not be based upon absences due to:

- Official school activities
- Religious reasons; or,
- Long-term or permanent physical disabilities

### ***\*\*How Parents/Guardians Can Help***

Parents/Guardians can help students by encouraging them to be at school on time and to go to class on time. It helps to remind students of the positive benefits of maintaining a good attendance record for the reasons mentioned above. In the event that it's necessary for a student to be absent, please call the office, 369-2811 within 24 hours to excuse an absence. The Attendance Office does accept notes, but will follow up with a phone call. Also be sure to refer to each course syllabus for more information regarding a specific teacher's attendance policies. For circumstances that need special facilitation, please call Liz North, Attendance Clerk, 369-2811, ext. 2251. Unusual circumstances may be directed to school administrators or counselors.

As personal technology becomes more prevalent in schools, it is important for students to have all available opportunities for learning in the educational settings. Interruptions, especially from cell phones, are one way in which students lose opportunities provided by the school. The school wants to encourage families and friends to NOT contact the student during school hours through a student's personal phone or other device.

To further assist with attendance and related issues, families are asked to contact the office when a student needs to be removed from class. The office will make sure to communicate the message in the least disruptive way to the student and class. The school wants to discourage direct contact with the student during school hours and will gladly assist families with their communication efforts.

## Alternative Learning Options

Alternative education is a perspective, not a procedure or program. It is based upon the belief that there are many ways to become educated, as well as many types of environments and structures for this to occur. Further, it recognizes that all people can be educated and that it is in society's interest to ensure that all are educated. To accomplish this education, we must provide a variety of structures and environments such that each person can find one that is sufficiently comfortable to facilitate progress.

The goal of Central Linn High School is to offer individualized learning opportunities focused on creating an intimate, nurturing environment in which students can achieve personal, academic and vocational success. **We want kids to learn and develop a habit for it.**

We offer a number of options for students who need instruction not available through our regular classroom environments. Eligible Central Linn High School Students and Home school students who have been out of the district for more than one year may be able to take some or all of their classes at Linn Benton Community College through Senate Bill 300; Expanded Options Program (EOP), or Alternative Learning Options (ALO). We also offer online high school courses that can be taken from home or in the library. In addition, we may offer a full or part day alternative program on or off the Central Linn campus. Students may also make arrangements to earn credit through cooperative work experience or mentorship programs.

Under new Oregon Department of Education guidelines found in OAR 581-022-1131, students may also earn Credit by Proficiency in certain cases when a student can show mastery of recognized standards through sufficient and appropriate assessment evidence. Students may demonstrate proficiency inside the traditional classroom, outside of the traditional classroom where hours of instruction may vary, through documentation of prior learning, by appropriate examination, or by a combination thereof, prearranged within the first three weeks of a new semester and as staff is available to act as highly qualified teacher of record.

If you are interested in any of the alternative options available through Central Linn, please see the guidance counselor or high school principal for more information and to see if you qualify.

# Junior High School Specific Requirements

## Criteria for High School Entrance

Proficiency units will be used to distinguish if a student is ready for high school entrance. A proficiency unit is defined as a grade's worth of content standards met at a 3 or higher. In junior high, the anticipated scheduled number of available proficiency units is 14. (7 classes x 2 years)

The student must earn the following proficiency units in order to enter high school:

- English Language Arts (3 units available): greater than 2 units required.
- Math (completion of a grade level of standards will award 1 unit of math; 2 units available): greater than 1 unit required for high school entrance.
- Social Sciences (2 units available): greater than 1 units required.
- Science (2 units available): greater than 1 units required.
- PE/Health (2 units available): greater than 1 units required.
- Electives (3 units available): greater than 2 units required.

## Junior High Promotion

Students participating in the junior high promotion ceremony will need to have already met high school entrance requirements, or have current grades indicating that they will have the requirements completed at the end of their 8th grade year.

## Athletic/Activity Eligibility

As with high school athletics and activities, extra-curricular participation requires extra work and time from students. It is important that student maintain appropriate levels of academic performance during school and therefore it is important that extra-curricular activities should not be a detriment to student learning. With the goal of ensuring adequate opportunity for students to access time for learning, the following rules will be enforced

- Students with any grade in the does not meet category will be either on probation or suspension for athletics and activities until the grade is raised to nearly meets or higher.

## Standards Intervention Class for Junior High

Junior high students that have not demonstrated proficiency in a previous junior high course, or that are currently struggling to demonstrate proficiency in a junior high course, may be temporarily reassigned to a remediation course. This assignment will be done in coordination with the student's current elective or PE/health teacher, to ensure that the student is not penalized for missing content. The goal of the remediation course is to ensure that each student has been prepared for entrance into high school course work. Generally, students will return to their previously assigned course once they have completed the remediation course. Remediation course vary in length but will not go beyond 5 weeks without reassessment of the student need. Two or more licensed staff will be involved in determining if the student is not demonstrating proficiency.

## JH Students Taking Classes with High School Students

As part of a learning model supporting students receiving individualized education at the level most appropriate to them, there exists a few situations were the school will request parent permission for JH students to be in the same room as high school students for the purpose of receiving instruction. These situations will be set up on a case-by-case basis and after the parent/guardian has been notified. This will usually apply when JH students are working at a higher level than their grade.

# Academics

Central Linn High School (CLHS) has begun measuring student academic growth using a proficiency model and grading system. The Common Core State Standards (CCSS) are important learning goals each student must attain. Students learn in different manners and at different rates. Therefore, CLHS will track students in their attainment of the CCSS and award credit for classes once the standards for that class have been met. CLHS will report to students and families a student's progress using the following scale:

MA = Mastery of the standard; student can apply the standard at a high level

EX = Exceeded the minimum knowledge of the standard (higher than MS)

MS = Met the minimum knowledge of the standard and is proficient in the standards

NM = Nearly Meets; the student recognizes the student is close to meeting minimum proficiency on the standard. This score will NOT earn credit.

I = Incomplete. The student is still working or needs to begin work on the standard.

This scale is the same scale teachers will use to report student accomplishment on classes and credits. For report cards, the school and district recognize the need to provide a transition between CLHS and post-secondary institutions. Grades will be put on transcripts for the purposes of assisting post-secondary institutions understand student academic achievement.

## Grade Level Cohort – (“On track to graduate” and “in good standing”)

A grade level cohort is determined when the student enters their first year of high school. They are labeled as 9<sup>th</sup> through 12<sup>th</sup> graders on a four-year period and placed in 9<sup>th</sup> through 12<sup>th</sup> grade cohorts. Students need to achieve credits in high school on a regular basis in order to maintain proper pacing for a four-year graduation. Being “on track to graduate” or being “in good standing” is measured by obtaining credit at regular intervals. The following chart shows the numbers of credits that a student must obtain at the start of a grade level cohort and the recommended period of time that credit should be obtained. The time period below indicates the start of the grading period/semester. Maintaining this pacing reflects “on track to graduate” or being “in good standing” according to Central Linn High School standards.

		Start of the first semester	Start of the second semester
Cohort Level	9	0 credit	3 credits (of 3.5 possible)
	10	6 credits of 7 possible	9 credits (of 10.5 possible)
	11	12.5 credits of 14 possible	15.5 credits (of 17.5 possible)
	12	19 credits of 21 possible	22.5 credits (of 24.5 possible)

In order to be considered “on track to graduate” or “in good standing” is important for many aspects of the students life beyond the academic settings of the school. The Oregon Department of Motor Vehicles (DMV) requires students to be “in good standing” in order to apply for driving privileges. The Oregon State Activities Association (OSAA) requires “on track to graduate” as a measure of student eligibility for participation in extra-curricular activities. The Central Linn School District will use “on track to graduate” and “in good standing” as measures for students to have off campus privileges, request applications for Oregon DMV paperwork, or participate in OSAA events to name a few examples.

Before a student will receive a signed copy of DMV paperwork from the CLHS, they must be in good standing according to the above chart and their assigned school cohort

## Grades

Academic grades indicate the level of success a student has achieved in meeting class requirements and mastering subject matter. Generally standard letter grading reflects the following level of performance:

A = Mastery of standards

B = Exceeds standards

C = Proficient:

D = Developing: poor performance. This grade is not used at CLHS and does not correspond with the proficiency grades but might be present on a transfer student's transcript.

F = Failing, no credit is awarded

G = Not Graded: no credit is awarded

I = Incomplete

P = Pass  
N = No Pass

**[The following information on plus and minus designations and weighted grades is retained in the handbook as historical reference. Grades are no longer given plus or minus designations and grades are no longer weighted. This section will be removed after the 2018-2019 school year when all current student transcripts no longer contain those designations or weights. In addition, students transferring in to Central Linn High School with credits on their transcript awarded by other institutions should evaluate their transcript upon enrollment. CLHS does not modify grades awarded by other schools on a student's transcript. This can be important when considering the impact of plus and minus designations and weighted grades on transcripts, GPA calculations, and along with any other awards or recognitions associated on the transcript.]**

Central Linn awards plus and minus additions to letter grades in some classes. Plus and minus grading is standardized for all teachers and includes an addition or subtraction of .3 points on the standard 4 point or weighted Advanced Placement 5 point scale. Students earning grades in the top two percent of the ten percentage point range for each grade will be awarded a +, those in the bottom two percentage points of a ten point range will be awarded a – to their letter grade.  
Grades of 100/99/98, 89/88, 79/78, and 69/68 will earn + grade designations.  
Grades of 91/90, 81/80, 71/70, and 61/60 will earn – grade designations.

### **Weighted Grades**

Students earning AP designation or College Now Credit and applying a weighted 5 point grading scale on their transcript need to complete the course with satisfactory progress. The Central Linn School District feels that students earning less than a C should not receive AP designation and therefore would not be awarded additional points for grades below a C-. If a student completes an AP course but does not earn a grade of C- or better, they will be awarded standard coursework designation and standard point scale credit. Additionally, if a student completes an AP course but does not take the final exam, they will not be awarded AP credit and/or AP designation on their transcript. College Now Credit is only awarded to students who pass an official College Now exam.

<u>Standard Grading Points</u>			<u>AP Weighted Point Scale</u>		
A+ 4.3	A 4	A- 3.7	A+ 5.3	A 5	A- 4.7
B+ 3.3	B 3	B- 2.7	B+ 4.3	B 4	B- 3.7
C+ 2.3	C 2	C- 1.7	C+ 3.3	C 3	C- 2.7
D+ 1.3	D 1	D- 0.7			
	F 0				

### **Incomplete Grades**

These are used when a student misses school because of illness or other legitimate reasons. Students must complete all work needed to remove an incomplete grade within three weeks after report cards are distributed or the student will receive an F in the course.

In some classes, the teacher may assign an incomplete when, in the opinion of the teacher, the student needs additional time to demonstrate proficiency in the subject. These classes (typically math classes) will be communicated from the first day and on a regular basis by the teacher. The length of additional time allowed will be determined by the teacher and communicated to the student and student's family. The length of additional time will be based on the student actively working to complete their proficiency assignments. If the student becomes inactive in completing their proficiency, the incomplete grade will be changed to an F for the course. The intent of this procedure is to facilitate instances where a student needs more time to earn credit than the semester time period.

### **Valedictorian / Salutatorian Scholars**

For a student to be considered for Central Linn Valedictorian or Salutatorian:

1. The student must satisfy Honors Diploma requirements. This requirement must be clearly met by the end of the first semester.
2. The student must meet the Central Linn Residency requirement, by attending class on the Central Linn Campus and earning 2.5 credits for each semester of their senior year. This requirement can be waived



by the principal for any student who earns the balance of their 2.5 credits at Linn Benton Community College during that semester.

3. The student must meet OSAA and Central Linn eligibility standards for extracurricular activities.

The senior student with the highest-grade point average who meets and/or exceeds these criteria shall be awarded the Valedictorian. The student with the second highest grade point average meeting these criteria shall be awarded the Salutatorian. In the event of a tie the recognition will be shared. The calculation of this GPA is conducted after semester one of the senior year.

## Graduation Requirements

### Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits depending upon when the student first enrolled as a freshman according to the following table:

<b>Subject</b>	<b>Student first enrolled in grade nine during 2010-11 school year or first enrolled in grade nine in any subsequent years. (Graduates of 2014 and beyond)</b>
English	4 (one unit in written comprehension)
Math	3 (at Algebra I level and higher)
Science	3
Social Studies	3
Health	1
PE	1
Career Technical Ed, The Arts or Second Language (in any one or combination thereof)	3
Electives	6
<b>Total credits required to graduate:</b>	24
<b>Essential Skills required:</b>	Read and comprehend a variety of text, write clearly and accurately, apply math.
	Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.
<b>Other graduation requirements:</b>	Develop an education plan and build an education profile
	Demonstrate extended application through a collection of evidence
	Participate in career-related learning experiences
	Document 50 hours of community service

The district shall offer students credit options provided the method for obtaining such credit is described in the student's personal education plan and the credit is earned by meeting requirements described in OAR 581-022-1131.

### Essential Skills Appeal

The district will follow Board policy KL-Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples of those denied and student performance data to ensure that sufficient evidence is available in the event of an appeal.

Oregon University System High School Course Requirements for Fall 2012 (Informational Only)

Applicants must satisfactorily (grade of C- or above) complete at least 14 units<sup>1</sup> (one year equal to one unit) of college preparatory work in the following areas.

English	4 units
Mathematics	3 units
Science	2 units
Social Studies	3 units
Second Language	2 units

Source: [www.ous.edu/stucoun/prospstu/files/Admission%20policy%202011-12%Board%20Final.pdf](http://www.ous.edu/stucoun/prospstu/files/Admission%20policy%202011-12%Board%20Final.pdf)

### Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

Subject	Modified Diploma Requirements
English	3
Math	2
Science	2
Social Studies	2
Health	1
PE	1
Career Technical Ed, The Arts or Second Language	1
Electives	12
<b>Total credits required for modified diploma:</b>	<b>24</b>
<b>Essential Skills Required:</b>	
Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.	
<b>Other Graduation Requirements:</b>	
Develop an education plan and build an education profile	
Demonstrate extended application through a collection of evidence.	
Document 50 hours of community service.	

<sup>†</sup> Minimum requirements for admission to UO include these 14 units. For automatic admission, students must complete two additional approved units in any of the five subject requirements

Districts may make modifications to the assessment threshold, number of standards or level of standards within three years of current grade level, for students who seek a modified diploma when the following conditions are met:

1. For a student on an IEP, any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard.
2. For a student not on an IEP, any modifications to work samples must have been provided to the student during his/her instruction in the content area to be assessed, and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified OAKS assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working towards a modified diploma should work towards one when the student is less than two years from anticipated exit from high school if the documented history has changed or the state guidance concerning a modified diploma are changed.

### **Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
  - a. Two credits of mathematics;
  - b. Two credits of English;
  - c. Two credits of science;
  - d. Three credits of history, geography, economics, or civics;
  - e. One credit of health;
  - f. One credit of physical education;
  - g. One credit of the arts or a second language.
2. Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
3. Have a documented history of a medical condition that creates a barrier to achievements; and
4. Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles; or
5. Have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade level activities and that results in the student participating in alternate assessments.

### **Alternative Certificates**

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, modified diploma, or extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

## **Honors Diploma**

Central Linn High School is proud to offer the opportunity for all students to earn an academic Honors Diploma. Students can qualify for this diploma as described below:

Must have at least a 3.5 cumulative GPA + 8 credits of advanced course. A student receiving any modified credit will not be eligible for an honors diploma.

A teacher may be able to offer individualized advanced credit to a student in regular class. This individualized credit will be labeled as honors credit and count as an honors course. These offerings will include a detailed syllabus and be scheduled before any coursework has started.

Any LBCC course of 100 level or above, except PE activity courses, are considered honors courses.

Any AP (Advanced Placement) course completed for credit will be counted as an honors course.

An additional 50 hours of documented community service for a total of 100 community service hours is required for an Honors Diploma.

## **Assessment**

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form and submitting the form to the district.

# Extracurricular Activities

Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes and good human relations as well as increasing knowledge and skills.

The principal or his/her designee shall be responsible for the organization of all student activities. The principal or designee shall provide adequate supervision, administer student finance, and approve all student activities with the assistance of members of the faculty designated by the principal as advisors.

Students shall not attend extracurricular activities such as athletic events and dances if they are failing a class and/or have an unexplained absence that day. The building principal has sole discretion on changes to this expectation. Any changes by the principal can be in part, in whole, or on a case-by-case basis.

## Clubs

School organizations and clubs provide opportunities for students to meet people and get involved in school and community activities. If you want to join a club, or if you have an idea for a club, club formation forms will be available in the main office. All club charters require a staff advisor and administrative approval of the club's proposed governing documents. CLJH/HS has a number of excellent clubs that hold meetings and activities during the school year. Some of our clubs in past years included: Chess, FFA, Dance, Drama, Youth & Government, Choir Groups (Blue Notes), Debate, Japanese Culture, Literary Magazine, Pep Band, Jazz Band, and Art Groups.

## Dances

High School dances are open to all eligible CLHS students. Students are entitled to bring one pre-approved outside guest who is at least in grade 9 and no more than 19 years old. Guests must be enrolled in a school and be recommended by their principal. Students who have completed school or graduated will not be admitted. Dance eligibility can include academic requirements such as, "No F's," when determining participation. These eligibility requirements will be announced in advance.

Junior high school dances are open to all 7th and 8th grade students who meet eligibility requirements. Junior high school students are entitled to bring one 7th or 8th grade pre-approved guest.

A CLJH/HS student must accompany the guest. Guest passes are available in the main office and must be approved at least 24 hours in advance. Picture identification for every person is required. Once students enter the dance, they may not leave and re-enter. Dances end no later than 11:00 p.m. and students are expected to leave promptly unless they are actively helping to clean up.

Student outfits and appearance during dances is expected to meet the same standards as the dress code. School sponsored dances are considered extra-curricular events and are optional. Standards for music will be maintained at a level appropriate for schools. Music will be reviewed with input from the student's leadership class to ensure appropriate language and content exist in the music choices.

## Sportsmanship

CLJH/HS encourages outstanding sportsmanship, promoting a respectful environment for players, coaches, fans, and officials. CLJH/HS discourages and will hold students accountable for:

- Use of foul, profane, or abusive language
- Personal attacks and/or slurs about a player's appearance
- Harassment or hazing of players or officials
- Use of, or incitement to violence
- Use of signs or gestures reflecting foul language, personal attacks, harassment, and/or violence

# School Campus

School campuses are closed from the time of student arrival until classes are dismissed at the end of the school day. No student is to leave campus at any time, for any reason, with the following exceptions:

- A specific need verified by parent or guardian and approved by the building principal.
- Students who have parent and school approved work release privilege.
- Juniors and seniors may leave at lunch with a parent signed permission form and after being approved by the building principal, providing the junior/senior class has met the required attendance rates of 95% attendance and no referrals in the past three weeks. Students who leave school grounds without authorized permission are considered truant. Students who transport other students from campus without permission may lose driving privileges. Any student disciplined for Alcohol, tobacco, or drug violations will lose their off-campus privileges for 12 weeks
- Beginning the 2015-2016, students will have to demonstrate a score level of all 3's on their Personal Management and Teamwork Certification before being allowed to obtain and keep an off-campus lunch pass. These standards will include but are not limited to academic performance and citizenship. The intent of this procedure will be to further assure that unsupervised students who leave campus during school hours can demonstrate behavior that reflects positively on the student and the school.
- Students are not permitted to loiter in their vehicles, the student parking area, athletic fields, stadium, and/or any other unsupervised facilities during any part of the school day.
- Students are not allowed to go to their vehicles during school hours without having permission from the office and signing out. The only exception will be during HS lunch and only for students who have off campus passes in good standing. The intent of this procedure is so that students stay safe within the school, use time wisely in school, and to reduce inappropriate behavior in unsupervised areas. Violation of this rule will follow the discipline matrix under tardies. Students have access to school lockers for the safe storage of personal items during the school day.

## Bicycles

Bikes do not require permits and should be parked in designated places. Bike racks are located in front of the school. Students who ride bikes must lock them to the installed racks.

## Field Trips

Teachers may take students away from the school building for educational, cultural, or extracurricular purposes. All students are considered "in school" while participating in district-sponsored field trips. Students are subject to school conduct guidelines, CLSD policy, and teacher direction, just as if they were in a classroom. Students must have signed permission from a parent or guardian before leaving the Central Linn Jr/Sr High School campus to attend a field trip.

## Parking, Student Areas

All legal student drivers wishing to drive a car or motorcycle to school and park on campus may do so if they have a valid parking permit. Applications for permits will be taken from licensed drivers. Students must complete an application (signed by a parent) to obtain a permit. A parking permit (parking sticker) gives a driver access to park only in the CLHS designated student parking area. Applications will be available at registration.

All student drivers with a valid parking permit are required to park in the front on the school (south parking lot). The row of available parking spots closest to the school front doors are designated parking only (handicapped, visitor, and assigned spots) and must be observed for that purpose. Students may not park in the spots outside the curbed parking area (this includes areas near the Ag building and White House) without approval of the principal.

Parking is a privilege. Drive slowly and with caution. The speed limit on campus is 5 miles per hour. Loitering in the student parking area is not permitted at any time.

Beginning in 2017-2018, student parking will be on a "first come, first serve" basis. Except for the noted areas above, numbered spots will NOT be assigned to individual students. Students should park as close to the front of the school as possible based on numbered spot availability. Overflow from the front parking area will be to numbered spots next to the greenhouse and finally to numbered spots in front of the stadium. No students should be parking in the back of the school in the staff parking areas.

## **Parking, Visitor and Volunteer**

Visitors and volunteers may park in the Visitor Parking Lot in front of the building. Visitor spots are labeled with signs. All visitors and volunteers must sign in at the main office upon arrival at the school.

## **Skateboards/Scooters**

Students who use skateboards or scooters as transportation to school must carry the skateboard at all times on CLHS property. Please review and follow the procedure described. Skateboards, scooters, and roller shoes are to be used only as transportation to and from school property. Once on any part of school property, students are expected to change shoes and/or carry their rollerskates, board, or scooter to the main office for check in. If students disregard this specific policy, progressive disciplinary actions will be taken.

## **Student Drop-Off & Pick-Up**

To keep traffic moving and prevent accidents, please drop off and pick up students only in front of the school. Be sure not to park, sit in or stop your car in a handicapped or a reserved spot, unless authorized to do so.

## ***Transportation***

We encourage students to walk, to take the bus, to carpool, or to ride a bicycle to school. Students who drive a car or motorcycle may only park on campus if they have a valid parking permit.

## **Unauthorized Parking**

It is very important that you do not park in a staff space or ANY unauthorized parking space from 6:30 a.m. to 4:30 p.m. on school days. Your car may be booted or towed at your expense.



## Information for Parents

### **AlertNow™ Automated Notification System**

Central Linn School District will be using an automated notification system called “AlertNow™”. This service provides schools with the ability to deliver thousands of messages per minute to parents/guardians on such topics as school closures, school safety, important school events, lunch account balances, student absences and deadlines through telephone calls and e-mails.

### **Cobra Booster Club**

The Cobra Booster Club’s vision is to help provide Central Linn High School students the best possible activities and scholastic programs. The Cobra Booster Club helps support CLHS activities, athletics, and various student scholarships with fundraising events throughout the year. To continue to help support CLHS students, The Cobra Booster Club encourages new membership involvement. If you are interested please contact the high school office. Thank you for supporting Central Linn High School!

### **District Web Site**

The district website contains a variety of information including upcoming events and important dates.

To access the parent information viewer (PIV), athletic schedules (through Schedule Star) or for current district and school activities, athletics, and meetings go to the district web site at [www.centrallinn.k12.or.us](http://www.centrallinn.k12.or.us)

In order to facilitate faster communication, Central Linn High School prefers the use of email for delivering messages and some materials to large groups of individuals. By providing your email address, we will be able to send material and messages to families regarding the calendar, news, grades, discipline, attendance, and progress reports on a frequent basis.

### **Emergency Closure Notification**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Information will be available on local radio stations such as KDUK 104.7FM, KUGN 590AM, KPNW 1120AM, at [www.centrallinn.k12.or.us](http://www.centrallinn.k12.or.us) and notification from Alert Now automated system.

### **Free and Reduced Lunch Information**

Free and reduced breakfasts and lunches are available to qualified students. Students eligible for free and reduced lunch may also have their athletic and ASB fees reduced or waived. Free and reduced lunch applications are available in the main office or CLSD website at [www.centrallinn.k12.or.us](http://www.centrallinn.k12.or.us)

### **Library**

The library collection is selected to support the mission of the school district and to meet the needs of all students. The school district serves a diverse population including families with a wide variety of values concerning the reading choices of their children. Parents have the right and responsibility to guide the reading and information seeking choices of their own children. Library staff cannot assume that parental authority, but they can provide information to parents to assist them in guiding their own children.

### **School Board Meeting Dates**

Central Linn School Board meets the second Monday of each month, at 6:30 p.m., in the Central Linn High School and Central Linn Elementary School, unless otherwise announced. An up to date School Board meeting calendar will be available on the district website.

### **Senior Overnighter and Commencement Related Events**

Central Linn High School will not be hosting or sponsoring “senior overnighter” and the Central Linn High School campus is not available for this activity. This allows the school a reasonable opportunity to prepare for student commencement exercises. School District policy regarding school events must be followed and activity request forms must be approved prior to these events happening. The school and district recognize student and families wanting to celebrate student accomplishments and this information is not intended to prevent that celebration/event.

## **Volunteers**

We welcome volunteers! Central Linn needs parents and community members who are interested in sharing their time and talents with students and staff. Please contact the office for more information. Once a month, once a week, once a school year – Join us!

Before visiting a classroom, a volunteer or visitor should make contact with the teacher and schedule the visit or volunteer time (please attempt to do this at least 24 hours in advance). We appreciate the assistance, but unexpected guests to the classroom can interrupt the learning environment. The intent of this procedure is to allow teachers an adequate amount of time to prepare for visitors and maximize the classroom learning time.

Volunteers are expected to follow school rules. Volunteers will be expected to pass a background check. All visitors and volunteers will need to wear a pass during their time on campus. Passes can be picked up from the office during sign in.

# Academic Guidance

## ASPIRE – Access to Student Assistance Programs In Reach of Everyone

The goals of the ASPIRE program are:

- Provide mentoring and resources to help students access education and training beyond high school.
- Help high schools build a sustainable community of volunteer mentors.
- Educate students and families about the scholarship application process and other options for paying for postsecondary education.

Central Linn has had an active ASPIRE program for six years utilizing community volunteers to mentor juniors and seniors in their postsecondary education planning. The ASPIRE program also provides college visitation trips, workshops and meetings for students in grades 9-12 and their parents to help prepare them for life beyond high school.

Please call CLHS at 369-2811 for more information about ASPIRE.

## Guidance Counseling

The Counseling Center provides students and parents with comprehensive information and resources to help plan for careers and education after high school. These plans can be in the area of four year colleges, two year colleges, certificate programs, vocational programs, foreign study or travel, military careers, volunteer positions and employment. Please see the additional resources available from the guidance counselor on the school website; [www.centrallinn.k12.or.us](http://www.centrallinn.k12.or.us).

## Post-Secondary Preparedness

Central Linn High School, as part of the district's visions of *Individualized Education for All Learners*, has implemented several new opportunities for students to prepare for success during and after high school.

Three different certificates will be awarded when students complete individual requirements and request their certificate. Certificate are scored and awarded as bronze (scores of 3 or better), silver (scores of 4 or better), gold (scores of 5 or better), or platinum (scores of 6). Student certificates will be awarded with an explanation of the score. Student may wish to use the certificates with job applications, college and scholarship applications, and any post-secondary activity needing documented school recommendation.

1. The Career Readiness Certification – This certificate's scores contains academic value in the areas of applied mathematics, locating information, and reading for information. Gold level certification also meets the requirements for essential skills for graduation in Oregon.
2. The Teamwork/Personal Management Certification – This certificate's scores reflect the student's "soft skills" for the post-secondary environment and are also included in the semester report card. This certificate can be earned once a student has two year's worth of data using the required scoring rubric.
3. The Self-Sufficiency Certification – this certificate is earned once a student can demonstrate all materials from the check list.

Central Linn High School will also be allowing students to use the WIN Courseware in conjunction with student work toward earning these certificates. WIN Courseware can assist students with improving their scores toward these certifications. Students should visit with the office, their advisor, or counselor for more information about access the WIN Courseware and/or earning their certificates.

## Important School Policies and Definitions

**Note:** Any item not specifically defined is either operationally defined or has a common definition.

The most current versions of every school board policy are available through the district office. The following is an attempt to share important policies with families. At times, policy changes adopted by the board may not be accurately reflected in the following information. In that case, actual policy must be followed as this information is merely a guide.

**Abuse:** Verbal/Physical/Written: Abuse is verbal, physical, or written conduct that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities. This includes but is not limited to speech or actions of a racial, religious, or ethnic nature.

**Academic Dishonesty:** Academic dishonesty occurs when a student or family member does the work for a student when that student is eligible to receive credit for it. Academic dishonesty will result in zero credit for all parties involved, and may result in further disciplinary action up to and including expulsion.

**Add/ Drop Policy:** Course drops or schedule changes are not permitted after the first week of a reporting period. All changes to course schedules must be approved by guidance counselor or parent/guardian with final approval by building administration. Courses not completed will result in the posting of an incomplete or failing grade on transcript.

**Alcoholic Beverages:** The possession, use, being under the influence, or distribution of: tobacco in any form, alcohol, illegal drugs, harmful chemical substances, or drug paraphernalia is strictly forbidden on school premises, or at school activities. It is also forbidden at school-sponsored activities that take place away from the school premises.

Please note that possession of drugs and/or related paraphernalia will result in an immediate suspension pending the outcome of an expulsion hearing.

**Assault:** Assault is an intentional act of violence, verbal or physical, by a person toward another person.

**Cell Phones and Electronic Signaling Devices PERSONAL:** Students are not permitted to use any type of electronic signaling device during class time without permission. Teachers will indicate in their syllabus whether or not electronic signaling device will be allowed in their class. Any violation of a teacher's classroom rule regarding the use of electronic signaling devices will result in an office referral.

**The electronic signaling device must remain turned off during the instructional school day. If a student receives permission to use an electronic signaling device, it shall not disrupt the educational program. If disruption occurs, the school staff shall direct the student to turn off the device and/or confiscate it.**

If a school staff member finds it necessary to confiscate a device, parents will be notified promptly and the device will be returned in accordance with school rules after the administrator or designee has consulted with the student's parent/guardian. **The school is not responsible for lost or stolen electronic signaling devices. Students are to make arrangements with their parent(s) or guardian(s) to contact the school office when attempting to reach them during the school day.**

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the District's progressive discipline.

### PARENT ASSISTANCE:

As personal technology becomes more prevalent in schools, it is important for students to have all available opportunities for learning in the educational settings. Interruptions, especially from cell phones, are one way in which students lose opportunities provided by the school. The school wants to encourage

families and friends to NOT contact the student during school hours through a student's personal phone or other device.

To further assist with attendance and related issues, families are asked to contact the office when a student needs to be removed from class. The office will make sure to communicate the message in the least disruptive way to the student and class. The school wants to discourage direct contact with the student during school hours and will gladly assist families with their communication efforts.

**Cheating/Plagiarism:** Cheating and/or plagiarism occurs when a student copies another student's work, in whole or in part, or when a student copies words or ideas from a published source, in whole or in part, without proper citation of the source. Cheating and plagiarism will result in a referral and disciplinary action up to and including expulsion.

**Clean-up Duty:** This is a possible consequence for minor infractions. Failure to perform the assignment will result in progressive discipline. If this occurs, clean-up duty will not be an option should the student incur additional infractions.

**Closed Campus:** No student is allowed to leave campus without following proper check out procedures. The only exception is high school lunch time when students with a properly assigned lunch pass are allowed to leave campus. Beginning the 2015-2016 school year, a student must have earned and maintained at least a silver certification in Teamwork/Personal Management in order to be eligible for an off campus pass. At the principal's discretion, a student who has not attended CLHS for two years (and has not yet earned a certification) and who can demonstrate a Teamwork/Personal Management score averaging 4 or higher for at least a full semester may be granted a pass.

The parking lot is off limits to students during the school day. Students are not allowed to go to their vehicles during school hours without having permission from the office and signing out. The only exception will be during HS lunch and only for students who have off campus passes in good standing. The intent of this procedure is so that students stay safe within the school, use time wisely in school, and to reduce inappropriate behavior in unsupervised areas. Violation of this rule will follow the discipline matrix for tardies. Students have access to school lockers for the safe storage of personal items during the school day.

**Computer Rules:** Students are permitted to use the school computers only to conduct school business, or only for instructional needs or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers including E-mail access is strictly prohibited. The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to harmful material to students have been installed. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. Students who violate computer rules policy may be subject to discipline. Students who damage computers will be subject to paying restitution to replace or repair the computer. This includes any technology which is assigned to the student by the school.
8. Established procedures for the checkout, loaning, or borrowing of school technology must be followed. It is recommended that both students and families visit with the school office before agreeing to accept responsibility for school purchased technology.

**Defiance:** Employees are required by state law and school board policy to provide an appropriate atmosphere for learning in the school. The employee at all times has the right and responsibility to deal with students' behavior in order to maintain and create such an atmosphere. Any student refusing to follow an employee's specific request or directive is challenging that employee's authority, and as such is in violation of this policy. When given a directive by an employee that the student believes is unfair or is based on incomplete information, the proper response for the student is to respectfully follow the directive, and then to discuss the problem with the employee after class or at another time. The student has the right to have another adult present when having that discussion. If the student is unsatisfied with the outcome of the discussion, they may schedule a time to talk with the principal about the problem. Examples of **Overt Defiance** are: defying an employee's instructions to remove offensive clothing or to turn over to the employee materials or objects that are not allowed in the classroom; walking away from an employee who is talking to a student about a discipline or classroom issue; attempts to intimidate an employee with physical threats or actions; etc.

**Destruction/damage of School Property:** Any student who has been found doing damage to the building or equipment in the building will be held responsible for the complete cost of repairing the damaged part and is subject to immediate suspension from school. This includes desks, books, equipment in the restrooms, etc.

**Detention (After-School/Lunch):** After-School Detention may be assigned as a consequence for misbehavior. Parents will be notified when the student is expected to serve detention. It is the parent's responsibility to provide transportation for the student from school after detention is served. While serving detention, the student is expected to stay in their seat, not talk, and work on school assignments. The administration may assign a combination of **Lunch or Break Detention** as an alternative to after-school detention as they deem necessary.

**Displays of Affection:** Anything beyond side-by-side hand-holding is unacceptable. The school building and grounds are public places and as such are inappropriate areas for displays of affection or intimacy. Kissing, prolonged hugging, sitting on laps, or any other such prolonged body-to-body contact will not be permitted.

**Dress and Grooming:** It is generally the responsibility of the student and their parent/guardian to ensure that student dress is appropriate for the school and learning environment. Any form of dress or hair style which is considered contrary to good hygiene or which is disruptive to the purpose or conduct of this school will not be permitted. The intent of this procedure is to ensure a comfortable school environment for all staff and students. In the event of any dress code violation, the school will remove students from the classroom until the student is able to dress in a manner which is not disruptive to the learning environments. This removal may require a parental notification if the student does not possess any items at school to wear which meets the dress code expectations. The school will not be required to provide clothing to help students meet the dress code requirements.

**Emergency Procedures:** Central Linn School District is required by law to hold periodic drills for fire, emergency evacuation, earthquake, and lockdown. These drills will be done without public warning and during school in session hours. For more information on evacuation drills contact Jon Zwemke at the Central Linn High School office, 541-369-2811.

**Enrollment:** Generally, a student must live with his or her custodial parent/guardian in the CLSD service area or have an approved transfer to attend CLJH/HS.

**Expulsion:** An action taken as a result of a hearing held by the school board which removes the student from school attendance for a stipulated period of time. Expulsion (exclusion) usually extends until the end of the semester except in cases regulated by state law.

**Fighting:** The school district defines "fighting" as any act leading up to physical contact that invites a hostile response from another student; the act of hostile aggression toward another student, inviting another student to fight, and/or the physical contact of fighting. In the event of serious injury, law enforcement officials will be notified by the building administrator or his/her designee.

**Food and Beverages:** Students may eat and drink in the cafeteria, in designated areas outside, or in the junior high school commons area. Food and drink are not allowed in any computer lab. At a teacher's

discretion, food and beverage may be allowed in the classroom. Please show respect for yourself, others and the environment by recycling, placing trash in trashcans, and keeping all areas of the school clean.

**Hall Passes:** Students shall be required to have a signed hall pass (or the teacher's permanent hall pass) to move from one area of the building to another during class time. Failure to have a hall pass will result in a disciplinary action.

**Harassment, Sexual:** Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities.

**Hazing (bullying):** Hazing is verbal, physical, or written conduct including targeted lists that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities.

**Horseplay:** Any act leading up to physical contact that invites a like response from another student and/or the physical contact of play fighting. In the event of serious injury, law enforcement officials may be notified by the building administrator or his/her designee.

**Illegal Substances:** The possession, use, being under the influence, or distribution of: tobacco in any form, alcohol, illegal drugs, harmful chemical substances, or drug paraphernalia is strictly forbidden on school premises, or at school activities. It is also forbidden at school-sponsored activities that take place away from the school premises. E-cigarettes, Vape-pens, and similar devices including the liquids used in the devices are also prohibited.

Please note that possession of drugs and/or related paraphernalia will result in an immediate suspension pending the outcome of an expulsion hearing.

**Incendiary Devices:** Incendiary devices include, but are not limited to, matches, cigarette lighters, and fireworks. These devices are not permitted to be possessed by students and violate one or more district policies and/or laws.

**Leaving Campus/School:** If it is necessary for a student to leave school, they must have permission from the office staff. This may be obtained only if the office has on file the written request of the parent or has had direct contact with the parent over the phone for the student to leave during the regular school day. A parent designee may pick up the student at school. Before a student exits the building/grounds, they must sign out in the office. In case of an emergency, or if a student becomes ill, or for some other reason feels he/she must leave campus, they must sign out through the office. If at any time a student leaves campus without signing out at the office, their absence will be declared unexcused, and they may be declared truant.

**Medications:** In accordance with district policy, students in grades K-8 are not permitted to carry or self-administer medications unless it is necessary for medical safety and advised by a physician. Students in grades 9-12 may carry and self-administer one day's dose of non-controlled prescription or one day's dose of a controlled medication in the original container with the written consent of the parent. All other administration of medication must be approved by a parent and administered through the office.

**Menacing:** Menace is defined as "by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury". This includes, but is not limited to, use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee.

**Non-Educational Items:** Students are encouraged to not bring non-educational items to school. Non-Educational items include but are not limited to such items as portable radios, valuables, cell phones, cameras, pagers, skateboards, CD players, MP3 players, water pistols, and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff. Cell phones are not to be seen or used at any time during class or in the classroom without the staff permission. Any non-educational item that is used or is visible during class time (or other time when deemed inappropriate by staff member) may be confiscated by the staff member in charge. Confiscated items may be picked up at the end of the school day, but may be held for a longer period of time should the administration deem it necessary. The school assumes no responsibility for any of these items brought to school. Repeated

violations will result in disciplinary action and forfeiture of the item for the remainder of the school year. Unclaimed property will be disposed of as in accordance with policy.

**Personal Property:** Students are discouraged from bringing large sums of money and valuable items including electronic devices. The district is not responsible for personal property loss or damage. Classrooms, storage rooms, personal hallway lockers and the locker rooms are NOT secure storage areas.

**Profane Language/Vulgar Gestures:** The use of profane or obscene language or gestures by a student is sufficient cause for discipline, suspension or expulsion from school.

**Report Cards and Progress Reports:** Parents are encouraged to check their student's grades weekly using the online parent information viewer (PIV). Progress reports will be mailed home to parents every nine weeks. Report cards are issued at the end of each semester. Staff will send grade reports on occasion using email or other electronic systems.

**Retention of Students:** Under the supervision of the principal, Junior High students who do not pass a minimum of 3 out of 4 of their core courses (or 8 out of 14 total classes) will be considered for retention. Other important factors such as student performance on state and local standardized testing, student's performance on work samples, and student specialized conditions will be considered in determining whether a student is retained. Both students and their guardians will be notified after the first semester if they are in position to be retained. Students who transfer in with failing grades for first semester can be held back if they fail second semester as written in this procedure. The intent of this procedure is to ensure that students going in to high school have the necessary skills to be successful at the high school level.

**Suspension:** A student may be suspended from school for any length of time up to ten days at one time. The suspension may be held in school or out of school. A suspended student's parents will be notified by phone or letter giving details of the reason for suspension. It is at the discretion of the administration whether or not daily work will be provided or accepted for the time of the suspension. Students who have been suspended out of school are not allowed on any campus for any reason during the time of suspension. This includes after school activities. If a suspension includes the last day of a week, then it also includes the weekend activities.

**Stealing:** Any student who steals from his classmates or from the school is subject to immediate suspension as well as being turned over to the proper authorities, if the theft, in the administrator's judgment, warrants such actions.

**Tardies:** A tardy is defined as being late to class. If a student is not physically in the classroom when the bell begins to sound, the student is considered tardy. Students are expected to enter the room and go to their desk or work area. The only exceptions to this are when a faculty or staff member has detained a student and sends a note, or verbally requests it be excused, or if the office issues an excuse for such things as buses being late, or inclement weather. Any student arriving to class more than 10 minutes late will be considered absent for that period.

**Tobacco, E-cigarettes, Vape-Pens and related materials:** The possession, use, being under the influence, or distribution of: tobacco in any form, alcohol, illegal drugs, harmful chemical substances, or drug paraphernalia is strictly forbidden on school premises, or at school activities. It is also forbidden at school-sponsored activities that take place away from the school premises. This includes vape-pens, e-cigarettes, similar devices, and the liquid used in the devices for smoking.

Please note that possession of drugs and/or related paraphernalia will result in an immediate suspension pending the outcome of an expulsion hearing.

**Transfer Students:** Students attending CLJH/HS on a transfer, exchange, or tuition waiver must maintain good attendance, grades and behavior. Failure to do so may result in a revocation of the transfer.

**Truancy:** The school district defines truancy in the following ways:

- When a student is absent from class, without the knowledge or permission of the school, or without the knowledge or permission of the parent. The parent's knowledge and permission is acknowledged by a note or phone call to the school. If the school has not received a note or phone call within 48 hours of the unexcused absence, it will be dealt with as truancy.



- When a student is sent from one class to another class, assembly, or the office, and doesn't show up.
- When a student has arrived at school and leaves without checking out when there has not been a prearranged absence or notification from the parent/guardian.
- When a student leaves class without the knowledge or permission of the teacher or supervision staff member.

A truancy absence will be seen as an unexcused absence.

**Vandalism:** Willful destruction or defacement of school property, or property in the district's care. This also includes destruction or manipulation of computers, computer files, computer software, introduction of viruses, etc.

**Weapons, Possession or use of:** Weapons include: firearms as defined in federal law and, "dangerous weapon" which means "any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury", and "deadly weapon" which means "any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury." Acts of arson or attempted acts of arson, depending on the circumstances, may be viewed as possession or use of a weapon.

**Willful Disobedience:** Willful disobedience is defined as a student who continually does not comply with the set or prescribed rules on conduct. One can be considered to be willfully disobedient by: refusing to participate in classroom activities, assignments and tests; i.e., failing four or more of one's seven classes at any grading or progress report time would be looked on as a sign of willful disobedience; or because of excessive unexcused absences and/or tardies; i.e., excessive unexcused absences or trancies, excessive tardies or a repetition of a student being referred to the administrator through the tardy procedure would be looked at as a sign of willful disobedience; or habitual violation of the same type of major or minor infractions, i.e., as indicated by multiple write-ups by one or many teachers for the same type of incident would be looked at as a sign of willful disobedience. The Principal and/or the discipline matrix determine when a student's actions cross the line and falls into the classification of willful disobedience.

Once identified, the student will be dealt with in the following manner:

**Step 1:**

- A) The Principal will meet with the student and decide on a plan of action to help the student maintain compliance.
- B) The student's parent/guardian and class advisor or designee will be invited to the meeting.
- C) Copies of the action plan will be provided or mailed to the parent/guardian, class advisor and members of the school board.
- D) What constitutes noncompliance shall be delineated in the action plan.
- E) Action plans shall run until the end of the school year unless otherwise indicated.

**Step 2:**

Failure to maintain compliance shall be dealt with in the following manner:

- A) The first and second incidents of noncompliance shall result in 3 and 6 days of out-of-school suspension respectively. Said suspension shall be dealt with as an unexcused absence. Notification of each incident of noncompliance, referred to in step 2A, shall be given in writing to the student, their parent/guardian, the class advisor, the Superintendent and the members of the Board of Directors of Central Linn School District.
- B) The third incident of noncompliance shall result in a 10-day suspension and a recommendation for expulsion, the first step of which will be a hearing with the Superintendent. Such meeting shall be in accordance with the ORS's and OAR's concerning due process and expulsion, a major part of which shall be to discuss alternative school programs. The parent/guardian and class advisor, or designee, shall be invited to the first expulsion hearing.
- C) Notification of each incident of noncompliance, referred to in step 2A, shall be given in writing to the student, their parent/guardian, the class advisor, the Superintendent and the members of the Board of Directors of Central Linn School District.

# Annual Public Notifications

*Federal Regulations require the annual publication of the following notification statements:*

## **Alternative Education**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

## **Asbestos**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office.

## **Attendance**

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

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

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

## **Child Find Notification**

Many programs for the children in our schools are provided at no cost to you. Our schools offer special programs such as: speech therapy, physical and occupational therapy, Title and special education academic programs, and preschool classes to children three years and older. Developmental screening and/or comprehensive assessments for children who are suspected of having a disability, which could adversely affect their educational development, are available at no cost. These services are available for persons between the ages of birth through 21 years age.

## **Complaints**

A student or parent who has a complaint concerning a **classroom/teacher** issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the school board. See Board Policy GMB and GBM-AR. A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the superintendent.

Complaints by students or parents about **instructional materials** should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Reevaluation of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

## **Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials. See student/parent handbooks for further details.

**Detention:** A student may be detained outside of school hours (for not more than two hours) on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

**Suspension:** A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative suspension. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

**Expulsion:** A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

**Student Code of Conduct:** Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.

## **Damage to District Property**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing the property. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld.

## **Discipline of Disabled Students**

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

## **Distribution of Material**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such

publications to the administration for approval. Written materials, photographs, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or nonstudent without the approval of the administration.

### **Dress and Grooming**

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

### **Drug/Alcohol and Tobacco/E-cigarette/Vape-Pen Free**

The Central Linn School District recognized the need for a Drug free, Alcohol free, Tobacco free, and E-cigarette/Vape-pen free environment. Our district has implemented a Drug/Alcohol/Tobacco prevention program. We want the focus to emphasize prevention, intervention, support and necessary corrective action. We want to keep all patrons informed of these programs, which are available locally to students, staff, and community members.

### **Fees, Fines and Charges**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, for example: club dues, materials or supplies, personal PE and athletic equipment and apparel, instrumental rental, locker deposits.

#### **ASSESSMENT OF STUDENT FEES**

Schools may legitimately assess fees to students for certain benefits not provided by the school district (ORS 339.141, 339.147 and 339.155).

No public elementary or secondary school shall require payment of fees for the regular school program as a condition of admission to those pupils entitled under law to free admission. However, tuition may be charged for courses not part of the regular school program (ORS 339.141 and ORS 339.147).

The district school board may require payment of dues for the use of musical instruments owned or rented by the district (ORS 339.155). The fee is not to exceed the rental cost to the district or the annual depreciation plus actual maintenance cost for each instrument; except that children exempt from tuition under ORS 339.147 shall be loaned musical instruments by the school district.

Costs may be assessed for lost or damaged books, instruments, materials, and technology loaned to students as well as damages to equipment or facilities. Central Linn School District will withhold the grades, diploma and records of any student who owes more than \$50 to the school district. The district may withhold records, diploma or grades for students who owe less than that amount. The district reserves the right to use the services of a private collection agency to recover money owed.

### **Grade Reduction/Credit Denial**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an excused absence, as determined by district policy. At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

### **Home-based Instruction**

A parent who intends to cause his/her child or children to receive home-based instruction in lieu of attendance or enrollment in a public school, approved private school or an extension program of an approved school, must file the necessary forms with the Linn Benton Lincoln ESD.

### **Homeless Students**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she move to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation service, contact Vickie Egan, the district's liaison for homeless students, 541-369-2811.

### **Infection/Disease Instruction**

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. Students or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact, Vickie Egan, the district's School Nurse.

### **McKinney-Vento Reauthorization of 2002**

As required by Federal law (McKinney-Vento), the Central Linn School District ensures that homeless children and youth are provided equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. Our McKinney-Vento contact is: Brian Gardner at: (541) 369-2813

### **Nondiscrimination Disclosure**

Central Linn High\_School\_ does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Brian Gardner, District Compliance Officer, Central Linn School District, Phone: 541-369-2813.

### **Parental Rights**

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

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

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

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

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

## **Pesticide Notification**

The Superintendent is directed to develop a procedure(s) to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

## **Program Exemptions**

The school board may excuse students from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **Searches**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule or the Student Code of Conduct is present in a particular place. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Items found which are evidence of a violation of law, policy, regulation or school rule or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

## **Sexual harassment**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business. See Board Policy GBN.

## **Special Programs**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
  - a. Detailing the right to have their student immediately removed from such program upon their request;
  - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;

- c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

### **Student Education Records (See Board Policies JO, JOA and JOB)**

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

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the office by the principal.

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

### **Talented and Gifted Program**

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. (See Board Policy IGBB)

### **Title I Services**

The district provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact the district's Title I Director, Amanda O'Brien, (541) 369-2851.

The district will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met the state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the district will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

### **Transportation of Students**

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

### **Vehicles on Campus**

Vehicles parked on district property are under the jurisdiction of the district. Before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance

policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

Students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.



<b>TEACHER</b>	<b>EXTENSION</b>	<b>E-MAIL ADDRESS</b>
Adams, Patty	2205	<a href="mailto:patty.adams@centrallinn.k12.or.us">patty.adams@centrallinn.k12.or.us</a>
Androy, Lindsay	2215	<a href="mailto:lindsay.androy@centrallinn.k12.or.us">lindsay.androy@centrallinn.k12.or.us</a>
Bailey, Robyn	2233	<a href="mailto:robyn.bailey@centrallinn.k12.or.us">robyn.bailey@centrallinn.k12.or.us</a>
Cancino, Jennifer	2214	<a href="mailto:jennifer.cancino@centrallinn.k12.or.us">jennifer.cancino@centrallinn.k12.or.us</a>
Coatney, Marty	2219	<a href="mailto:marty.coatney@centrallinn.k12.or.us">marty.coatney@centrallinn.k12.or.us</a>
Day, Mike	2266	<a href="mailto:mike.day@centrallinn.k12.or.us">mike.day@centrallinn.k12.or.us</a>
Day, Tiffani	2255	<a href="mailto:tiffani.day@centrallinn.k12.or.us">tiffani.day@centrallinn.k12.or.us</a>
Mitchell-Foust, Michelle	2271	<a href="mailto:michelle.mitchell-foust@centrallinn.k12.or.us">michelle.mitchell-foust@centrallinn.k12.or.us</a>
Frasier, Sue	2267	<a href="mailto:sue.frasier@centrallinn.k12.or.us">sue.frasier@centrallinn.k12.or.us</a>
Frank, Samantha	2207	<a href="mailto:samantha.frank@centrallinn.k12.or.us">samantha.frank@centrallinn.k12.or.us</a>
Gilbert, Jennie	2208	<a href="mailto:jennie.gilbert@centrallinn.k12.or.us">jennie.gilbert@centrallinn.k12.or.us</a>
Guerrero, Maria	2212	<a href="mailto:maria.guerrero@centrallinn.k12.or.us">maria.guerrero@centrallinn.k12.or.us</a>
Hampton, Shawn	2206	<a href="mailto:shawn.hampton@centrallinn.k12.or.us">shawn.hampton@centrallinn.k12.or.us</a>
Harte, Sue	2265	<a href="mailto:sue.harte@centrallinn.k12.or.us">sue.harte@centrallinn.k12.or.us</a>
Kallai, Danee	2203	<a href="mailto:danee.kallai@centrallinn.k12.or.us">danee.kallai@centrallinn.k12.or.us</a>
Kivett, Kyle	2221	<a href="mailto:kyle.kivett@centrallinn.k12.or.us">kyle.kivett@centrallinn.k12.or.us</a>
Kivett, Wendy	2229	<a href="mailto:wendy.kivett@centrallinn.k12.or.us">wendy.kivett@centrallinn.k12.or.us</a>
Kwon-Page, Zea	2204	<a href="mailto:zea.page-botelho@centrallinn.k12.or.us">zea.page-botelho@centrallinn.k12.or.us</a>
McCloskey, Laurie	2220	<a href="mailto:laurie.mccloskey@centrallinn.k12.or.us">laurie.mccloskey@centrallinn.k12.or.us</a>
Parker, Darrelle	2218	<a href="mailto:darrelle.parker@centrallinn.k12.or.us">darrelle.parker@centrallinn.k12.or.us</a>
Patterson, Jessica	2227	<a href="mailto:jessica.patterson@centrallinn.k12.or.us">jessica.patterson@centrallinn.k12.or.us</a>
Rowton, Paul	2225	<a href="mailto:paul.rowton@centrallinn.k12.or.us">paul.rowton@centrallinn.k12.or.us</a>
Shear, Emily	2268	<a href="mailto:emily.shear@centrallinn.k12.or.us">emily.shear@centrallinn.k12.or.us</a>
Smith, Kathy	2223	<a href="mailto:katharine.smith@centrallinn.k12.or.us">katharine.smith@centrallinn.k12.or.us</a>
Watt, Mark	2269	<a href="mailto:mark.watt@centrallinn.k12.or.us">mark.watt@centrallinn.k12.or.us</a>
Wellen, Bill	2202	<a href="mailto:william.wellen@centrallinn.k12.or.us">william.wellen@centrallinn.k12.or.us</a>
Zwemke, Jon	2256	<a href="mailto:jon.zwemke@centrallinn.k12.or.us">jon.zwemke@centrallinn.k12.or.us</a>