

CAMAS HIGH SCHOOL

IMAGINE • INNOVATE • INSPIRE



Papermakers

CODE OF CONDUCT



hi there!

Welcome to Camas High School, home of the Papermakers. You are part of a community of adults who are genuinely excited and proud to work with students every day. We hope that we are able to have a positive impact on your life's path by providing you with experiences that prepare you for life after high school.

In order to know what it means to be a Papermaker, spend time reviewing our expectations for you during your time here at CHS. We know that success looks different depending on your future goals, and we want to ensure you understand our expectations for you while you are here.

We hope you read this entire handbook because it's important to know how things work around here. To make it easy on you, we've aimed at brevity. And levity. Because being a Papermaker is fun!

Also, if you don't know it, you should learn the fight song so you can sing along at the many events where it's played:

CHS FIGHT SONG

Give a yell, give a cheer for the Papermakers here,
We are fighting for old Camas High.

They are brave, they are bold, with a record to uphold,
It's a story that's never been told.

So, fight, fight, fight, we're gonna win tonight,
Shout out your numbers brave and strong.

GO TEAM!

Wherever you go, you will always know, Papermakers go rolling along...

CHS ALMA MATER

Hail to thee, our Alma Mater
Though we wander near and far,

Hail to thee, our Alma Mater
You shall be our guiding star.

Stately pines, the lake, the mill,
And the school house on the hill,

Hail Camas High School,
stalwart, and worthy.
Thy sons and daughters true,
Shall always sing thy praise.



what we're about

IMAGINE, INNOVATE, INSPIRE

It's what we do at CHS.

Imagine means to have an image in your mind. **Imagine** the possibilities that lie before you. Picture yourself down the road—what do you see? Believe that you can achieve it! Suppose you did your best in every endeavor.

Innovate means to come up with something new. It also means to make changes in something established. Whether you invent something, or change it for the better, your experiences here will provide opportunities to **innovate**.

Inspire means to influence, create, or affect something. Maybe you'll be influenced by your time at CHS. Maybe you will influence your peers to see the world through your eyes. Maybe you will change our school, community, state, or world.

Notice anything? They all start with "I." Want to know why? Because it's all about you and your experience at CHS. When you think about being here, think "**I am a Papermaker. I imagine, I innovate, and I inspire.**"

Our Mission

Provide students with experiences to imagine, innovate, and inspire.

OUR VISION

See and serve each student so they leave us prepared for their future.

OUR VALUES

Safety—protecting the well-being of our staff and students

Integrity—being honest and having strong moral principles

Community—belonging to a unified body of individuals, both in school and in town

Compassion—having and demonstrating sympathetic concern for others



table of contents

ATTENDANCE • BEHAVIOR • ACADEMICS 5

(These are what we expect of you!)

ATTENDANCE	6	Behavior Infractions	13
Attendance Philosophy.....	6	ACADEMICS	15
Attendance Policy.....	8	Graduation Requirements	15
BEHAVIOR	10	Grading Scale.....	15
Behavior Expectations.....	10	Schedule Changes.....	16
Behavior Philosophy	11	Fee Schedule	17
Teacher Classroom Interventions.....	13	Fines	17

ACTIVITIES • RESOURCES • POLICIES 18

(These are what you can expect of us!)

GET CONNECTED!	19	POLICIES & PROCEDURES	27
Activities.....	19	Asbestos Plan	27
Associated Student Body (ASB) Info.....	19	Child Abuse PRevention	27
Athletics.....	20	Child Identification PROcedures	27
Attendance & Participation in After-school Activities	21	Confidentiality and FERPA	27
Clubs & Groups.....	21	Drug-free Schools	28
Dances.....	22	Fire/Emergency Drills	28
Student Government.....	22	Harassment	28
Transportation to Events.....	23	Legislation Regarding Military Recruiters	29
RESOURCES & PRIVILEGES	24	Medication	29
Health Room.....	24	Non-Discrimination/Title IX	29
Internet/Network Use.....	24	Pesticides.....	30
Lockers	26	Releasing Information	30
Lost and Found.....	26	Removal from School Grounds.....	30
Lunch.....	26	Title I/LAP.....	31
School Bus Transportation	26	Visitors.....	31
School Pictures.....	26	YOUR SUPPORT TEAM	32

APPENDIX A: MISCONDUCT & CONSEQUENCES 33

APPENDIX B: SCHOOL BUS CONTRACT 39



ATTENDANCE
BEHAVIOR
ACADEMICS

what we expect of you!



attendance

ATTENDANCE PHILOSOPHY

We miss you when you are gone, and you miss great instruction when you are not at school. In fact, the connection between school success and attending is so strong that many smart people have researched this connection. They conclude that when students miss 10 percent of school (2 days a month) or more, academic performance decreases and the chance a student won't graduate on time increases. That's a big deal.

So, we expect you to be at school every day you can. If you are not at school, then we expect to hear from a parent or legal guardian why you aren't here.

Every day of school counts—here's the policy:

EXCUSED AND UNEXCUSED ABSENCES (CSD Policy 3122)

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and be provided such information in a language they can understand. Parents will be required to date and acknowledge review of this information online or in writing.

EXCUSED ABSENCES

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

1. Participation in a district- or school-approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;



7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher.

An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult.

If a student is to be released for health care related to family planning, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

UNEXCUSED ABSENCES

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

A conference with the parent or guardian may be held after three unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to eliminate or reduce the student's absences.



Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be made available to parents and students.

Students Dependent Pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults include the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and /or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day.

How to act—here are the details:

ATTENDANCE POLICY

Our school takes a preventive, positive approach to improving and maintaining good attendance rather than focusing exclusively on "punishment." We recognize that regular attendance in school improves the chance of academic success. We believe that students are best served when they experience the Camas High School learning environment and our curriculum. We respond to issues that impact your attending to school with interventions and consequences aimed at teaching expected behaviors, understanding and addressing the root causes of absenteeism, resolving conflicts, meeting students' needs and getting and keeping students in school. We take deliberate steps to create a positive school climate in which every student can attend, fully engage in a rigorous curriculum, and feel safe, nurtured, and welcome. At Camas High School we hold you accountable to be at school every day that you can.

If you have to miss school, here are some things that you need to know:

- ***Are you not coming to school today?*** A legal guardian needs to call or email attendance and let us know. If we don't hear from them within three (3) days of the absence, it will record as a truancy. You don't want this. An excused absence is defined above and will allow you to make up work (you have as many days to make up work as you missed). An unexcused absence is everything else, and you won't be able to make up the work.



- **Checking out of/in to school?** You must go through the attendance office. If you don't do this, it is not cool and could lead to a minor behavior infraction.
- **Participating in an after-school activity?** Then you should be here the entire day and all classes. If you can't, you need to talk with your administrator in advance. This also goes for athletics.
- **Going on vacation or some other pre-arranged event?** If it is not necessary (and we get that some things are), please don't do it. Every day counts, and it really can impact your academic performance. However, if you are going to be out of school for an acceptable reason and it is known in advance, you and a legal guardian must make a request in writing to pre-excuse the absence. No matter the reason for the absence, we will try to work with families, providing we stay within the scope of State law and school policy. Please remember that Washington State law requires that students be making regular academic progress in order to be excused by this process. We may have no choice but to deny a pre-excused absence to a student who doing poorly in school. The purpose of the pre-arranged absence process is to notify the student, family, and school officials of the effect an extended absence will have on class work and to notify teachers of a student's attendance status. *Give the school at least one day's prior notice for each day of planned absence.* For example, if you will miss three days of school, contact the school at least three days prior to the absence.
- **Don't be tardy!** Generally speaking, not being in class before the bell rings means that you are tardy. At 10 minutes into class, you are no longer tardy—you are unexcused absent.

Speaking of unexcused absences, these are not cool. It is so not cool that we have a legal word for them – truant. If you are truant, you can't participate in after-school activities, and may be removed from student government or classes where trust and reliability are mandatory. You also can't make up work for periods that you are truant. Worst of all, if you are truant at least half of the school day several times, we have to file a truancy petition with the court.

Can I leave school at lunch?

No. CHS is a closed campus. Students must stay on campus for the duration of the school day. Any student who needs to leave campus during the school day must get prior approval from the attendance office, which includes parent/guardian and school authorization. Students should not be out in parking areas or vehicles during school hours hanging out.

When is Senior Skip Day this year?

There is no such thing as Senior Skip Day. There, we said it.



behavior

BEHAVIOR EXPECTATIONS

So, here are the CHS policies. You should know these are the minimum behavior standards we expect of you. You should look closely at each syllabus, as teachers often have adjustments to the behavior expectations in their classroom. You have to follow those, too.

How to dress—here's the policy:

SECONDARY SCHOOL DRESS CODE POLICY (CSD Policy 3224)

The District Dress Code policy applies to all schools in the Camas School District secondary schools. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

ALLOWABLE DRESS & GROOMING

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front and on the sides that meet pants or equivalent.
- Clothing must cover undergarments (bra straps excluded).
- Fabric must cover all private parts and must not be see through.
- Shorts, skirts, and equivalent must be of adequate length.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

NON-ALLOWABLE DRESS & GROOMING

- Hats and other headwear (unless given specific approval from building administration). Headwear for religious reasons is allowed.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers or weapons, must not threaten the health or safety of any other student or staff.

If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.



What does this all mean? We don't judge a book by its cover and neither should you. Wear clothes that provide adequate coverage and don't wear clothes that promote things that aren't cool, dangerous, or illegal. Speaking of those things...

How to act—here are the details:

BEHAVIOR PHILOSOPHY

Our school takes a preventive, positive approach to discipline rather than focusing exclusively on "punishment." We believe that you are best served by experiencing the Camas High School learning environment and our rigorous curriculum; therefore, our goal is to keep you in school whenever possible. We respond to misbehavior with interventions and consequences aimed at teaching expected positive behaviors, understanding and addressing the root causes of the behavior, resolving conflicts, meeting your needs and keeping you in school. We take deliberate steps to create a positive school climate in which every student can learn, fully engage in a rigorous curriculum, and feel safe, nurtured, and welcome. At Camas High School we hold you accountable using restorative practices as an opportunity for teaching, repairing relationships, and fostering growth among the entire school community.

A restorative approach emphasizes relationships and community. Restorative discipline helps you understand the impact of your behavior both on yourself and on others. You also learn social and emotional skills to help you respond differently in the future. Through the use of restorative practices, we resolve conflicts, encourage our school community members to take responsibility for their behavior, repair any harm done, restore relationships, and reintegrate students into the school community.

We use schoolwide discipline policies developed and revised with meaningful input by the school community to create a positive and inclusive school climate for everyone. We are committed to applying school discipline policies and practices in a fair and equitable manner.

YOUR RIGHTS AND RESPONSIBILITIES

We believe that, just like in the Marvel Universe, for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that you will respectfully accept and adhere to the following:

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
Students have the right to a safe environment free from intimidation, sexual harassment, and assault.	Students are responsible for their own behavior.
Students have the right to expect staff to provide learning opportunities.	Students are responsible for attending school and all classes daily and on time.
Students have a right to expect academic support.	Students are expected to make a determined effort to learn.



STUDENT RIGHTS	STUDENT RESPONSIBILITIES
Students have the right to clean and safe classrooms, hallways and lunchrooms.	Students are responsible for respecting the property of other people and school property.
Students have the right to safe passage to and from school and while on campus.	Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
Students have the right to a productive learning environment.	Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
Students have the right to remain anonymous when reporting a violation of school rules unless required for legal reasons.	Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.	Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.
Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.	Students are expected to follow the instructions of teachers and other school staff.
Students have the right to take part in all school activities on an equal basis regardless of race, religion, religious practices, sex, sexual orientation, gender, gender identity, national origin, ethnic group, political affiliation, age, marital status, or disability.	Students have the responsibility to allow other students to take part in all school activities without harassment regardless of race, religion, religious practices, sex, sexual orientation, gender, gender identity, national origin, ethnic group, political affiliation, age, marital status, or disability.
Students have the right to engage in the grievance process.	Students have the responsibility to actively participate in a problem-solving process in order to facilitate successful closure.



*Students have the right to expect staff to assist in their successes and guide them in their attempts to overcome obstacles in the education process.

*Students have the right to participate in a restorative process aimed at smoothing relationships and developing the school community.

TEACHER CLASSROOM INTERVENTIONS

Because your teachers know you best, they have the initial responsibility for disciplining you in the classroom. The following procedures for handling discipline in the classroom will be used by teachers to assign consequences for students who fail to follow the code of conduct:

1. The teacher conferences with the student. The teacher will explain to the student what the inappropriate behavior is and what the student needs to do to correct the misbehavior.
2. The teacher will contact parent/guardian prior to disciplinary action occurring.
3. The teacher may take disciplinary action, e.g. detention, room cleaning, or short-term suspension from the class for the balance of that period (provided the teacher shall have first attempted one or more alternative forms of corrective action; State law and school policy require that the teacher contact the parent and the school administration in such a case; contact should be attempted that day and occur within 24 hours.)
4. The teacher may consult with and/or refer the student to a counselor.
5. The teacher may refer the student to an administrator with a recommendation for discipline

Note: In cases of severe misbehavior, the student will be immediately referred to the administration.

BEHAVIOR INFRACTIONS

The complete list of behavior infractions and their consequences can be found in Appendix A. If you plan to follow the rules and be cool to those around you, you can probably skip reading that section.

THINGS THAT AREN'T COOL (*minor behavior infractions*)

There are some behavior violations that just aren't cool. These tend to interrupt the learning environment of students. These infractions are not an **INSPIRATION** to those around you, so you should avoid them.

THINGS THAT ARE DANGEROUS (*major behavior infractions*)

Other behavior violations are just plain dangerous. If we want you to be **INNOVATIVE** at CHS, we need to make sure you are safe. So, avoid these types of behaviors like the plague.



THINGS THAT ARE ILLEGAL (*extreme behavior infractions*)

On rare occasions, some students make choices that are illegal. Besides having extreme consequences that pertain to school, these extreme behaviors garner potential legal ramifications. We can't **IMAGINE** that you'd want to head down this path.

When a student violates the Code of Conduct, he or she is guaranteed Due Process.

Our school implements fair, equitable, and transparent due process procedures designed to give students a full and meaningful opportunity to be heard. Here are the steps for due process:

1. The misconduct is investigated.
2. The student has the opportunity to provide his/her version of the incident.
3. The Principal or designee will determine if a restorative approach or other intervention is appropriate prior to assigning out of school consequences.

Notice will be given to parents that adheres to CSD Policy & Procedure 3124 and Policy 3240.





academics

Why do you attend Camas High School? So that you can graduate prepared for the future you **IMAGINE!** That looks different for everyone, so here are guidelines required of all Papermakers to earn a diploma from CHS.

GRADUATION REQUIREMENTS

(CSD Policy 2410)

- Career and Technical Ed1 credit
- English.....4 credits
- Science3 credits
- Mathematics.....3 credits
- PE1.5 credits
- Health5 credit
- Fine or Performing Arts2 credits
- Social Studies3 credits
- World Language2 credits
- Electives.....4 credits

Please take note (CSD Policy 2410P): A student may substitute up to 1 credit of Art and 2 credits of World Language with a Personal Pathway Requirement (PPR). PPRs are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student’s interests and High School and Beyond Plan that may include Career and Technical Education, and are intended to provide a focus for the student’s learning. 24 credits are required for graduation. Work with your guidance counselor on the plan that is best for you!

GRADING SCALE

Camas High School teachers use the standardized grading scale below in all classes. Letter grades are assigned based on the percentage grade earned in a course. Percentages are rounded to the nearest whole percentage point (e.g. 90.1 - 90.4 would round to 90% and 90.5 to 90.9 would round to 91%). You don’t get an A+ for 100%, but feel free to do a happy dance and treat yourself to some fro-yo for being so **INSPIRING.**

93-100	A	83-86	B	73-76	C	60-64	D
90-92	A-	80-82	B-	70-72	C-	0 - 59	F
87-89	B+	77-79	C+	65-69	D+		

We also offer opportunities for students to successfully earn credits through credit recovery, Assist Classes, and Summer School options. Please see your guidance counselor for details on these options to recoup credits. Here are a couple details you should be aware of for these options:



- A student may earn 2 credits per year through an online course.
- A student must have attempted and failed a course to be eligible for these options.
- A student may take at most .5 credits of any required English or Social Studies course online through CHS online courses.
- Approval for enrollment in these offerings may be awarded from a guidance counselor and Principal or designee.

Besides required credits to earn a diploma from CHS, there are also some other details you should be aware of:

- Earn 24 graduation credits and pass all required classes.
- Complete and pass the senior project.
- Each graduate will need to successfully pass the Smarter Balanced Assessment (SBA) for Reading, Writing, and Math, for all CHS grades and the Next Generation Science Standards (NGSS) State Assessment beginning with the class of 2021.
- Complete the High School and Beyond Plan.
- Be enrolled in a minimum of six CHS classes during the school day.
- Student may take no more than four (4) semesters of Teacher/Office Aide in grades 9-12. Teacher Aide is taken on a pass/fail basis. Students must be in good credit standing in order to be a TA. Students may not be a TA if they have not met the PE credit requirements.

Speaking of Pass/Fail classes, a student may opt to take a class on a Pass/Fail basis (core classes required for graduation cannot be taken pass/fail). The student must request this option in writing, using the Pass/Fail request form, from a counselor no later than the last day of the first six weeks of the semester. The student must obtain at least a 60% in the course in order to pass. Pass grades are not computed in the student's grade point average. If the student fails the class, the failing grade will be computed into the student's grade point average. A maximum of two elective class credits may be taken on a Pass/Fail basis during high school (9th-12th grades).

SCHEDULE CHANGES

What if you want to change your schedule? During forecasting, counselors shared that our school is staffed based on students' request for courses. As such, after orientation, student schedules will be changed on a very limited basis. Reasons for schedule changes are limited to the following extenuating circumstances:

- A student has a gap in his/her schedule
- A student is missing a prerequisite course on his/her schedule
- A student is missing a year-long class (exp. choir, leadership, etc.) from his/her schedule
- A student has two different teachers listed for same course on his/her schedule

That's it! One of the **INNOVATIONS** we've made to this process is to limit schedule changes to decrease the disruption to classes so that teachers can begin meaningful



instruction from day one. Any request beyond the reasons listed above requires approval from the Principal or designee and likely will include a meeting between the family, administrator, and teacher where applicable.

We used to have a voluntary conference period at the end of the day. It was a program for students to work with teachers in areas of their choice. Well, guess what? We are so **INSPIRED** by the importance of this time that we have made it part of the school day. What does that mean? You are required to stay on campus until the end of the school day (3:20 p.m.) and will use this time for what you need—academic support, activity meetings, other areas of interest that will be offered as part of Maker Time. Since it looks different now, we’ve changed the name. This is your time in your school day to get done what you need to get done.

How would you know what type of support you need?

Well, if you don’t have passing grades, you should start with academic support.

What else should you know about classes?

That some of them have fees, and there are some fines applied in certain situations:

FEE SCHEDULE

Art Fee (per semester)	\$20.00	PE T-shirts	\$10.00
Athletic Fee (per sport)	\$50.00	Science Lab Fee (per semester)	\$10.00
Band	\$65.00	Shop (per semester)	\$ 5.00
Choir Fee	\$30.00	Student Body Sticker	
Calculator Rental	\$20.00	(Required for athletic/activity participants/classes)	
C.A.R.S. Fee	\$30.00	Student I.D. Card	\$35.00
Digital Photography (per semester) ..	\$30.00	Replacement Card	\$5.00
Foods Lab Fee (per semester)	\$10.00	Technology (per semester)	\$5.00
Late Book Return Fee	\$10.00	Yearbook	price varies
Lockers (failure to clean)	\$5.00	(not to exceed \$60)	

FINES

Fines and/or fees are imposed for materials that are not returned, have been damaged, are consumable goods, etc. **Please note: unpaid fines prevent participation in various activities that include, but are not limited to, graduation, extracurricular events, and library opportunities.** We will be glad to assist you in settling fines through scholarship and community service. See the Principal or designee for more information.



ACTIVITIES
RESOURCES
POLICIES

what you can expect of us!



get connected!

Now that you know what we expect of you for attendance, behavior and academics, let's talk about things that are more fun! We know that students who are connected to school, through activities and athletics, are more likely to find success during their time here. There's a ton of research about this and if you want to read it, we can get you the articles! We would rather you spend your time looking for ways to **IMAGINE**, **INNOVATE**, and **INSPIRE** at CHS.

ACTIVITIES

A strong and healthy program of student government, clubs, and school-related organizations and activities represents the common interests of Camas High School students. We encourage participation in our clubs and activities. Students who actively participate in school programs generally do better academically, feel more connected to the school, and often earn special recognition, honors, and scholarships. Being involved is a great way to meet people, learn something new, and have fun. If you want to know how to get into an activity, ask a friend, counselor, or other staff member. Get involved!

ASSOCIATED STUDENT BODY (ASB) INFO

ASB ACTIVITY STICKER

The Associated Student Body (ASB) activity sticker (fee = \$35.00) supports extracurricular activities and athletics. When placed on the student's ASB I.D. card, the activity sticker entitles the student to free admission to regularly scheduled home athletic events, and discounts on such things as dance admission costs. Students must purchase this sticker if involved in any extracurricular activities, athletics, Yearbook, Leadership, Band, Choir, Newspaper, Speech/Debate, and Drama. Purchase it in the ASB Bookkeeper's Office.

ASB FEES & INTRADISTRICT PARTICIPATION IN HIGH SCHOOL ATHLETICS & ACTIVITIES

Philosophy: To benefit our district's high school students, we want to maintain a healthy, positive, and wherever possible, reciprocal relationship between Camas School District high schools. Extracurricular involvement is an important part of a student's high school experience. We therefore want to encourage all high school students to pursue their interests, regardless of their school of residence (hereafter referred to as "home high school"). The high school that claims the majority percentage of a student's full-time equivalent (FTE) is the student's home high school.

Consistent with this philosophy, CSD high school students are allowed access to another school's athletic and activities programs as long as that same program is not offered at that student's home high school and the students understand the responsibilities and expectations that come with this access. The basic guidelines relating to intradistrict participation in high school athletics and activities are outlined below:

- Any student enrolled at a CSD high school must purchase an ASB card to access



athletics and activities that are offered at his/her home high school and/or at the high school that offers the specific sport or activity of interest.

- This fee enables students to participate in athletics and the activities at the high school at which they paid for the ASB card. This fee does not enable students to join another school's clubs.

All participants in ASB-sponsored programs are expected to adhere to the terms of the CSD Activity and Athletic Code of Conduct. School-specific disciplinary action at either high school may impact the student's ability to participate in athletics or activities.

- **Dances** – A dance is not an “activity” but rather a high school-specific event. A student's home high school status determines whether he/she is considered a “host” student who can invite a guest to a dance. However, there is a variance to this rule. For example, a HFHS student who:
 - Takes a course at CHS;
 - Participates in CHS activities and/or athletics; and
 - Wants to attend a CHS dance independently may appeal to the CHS activities director for admission to a CHS dance as a guest.
- **Athletic contests** – Students with an ASB card from their home school cannot be admitted to another CSD high school's athletic contest as a “home” student. For example, at CHS home games, a student with a HFHS ASB card will pay the “Visiting Student w/ ASB” fee. A HFHS student with a CHS ASB sticker, however, would be considered a “home” student and pay the home “Student w/ ASB” admission price.

ATHLETICS

Sports give the participant an opportunity to exercise his or her personal athletic ability, to promote team spirit, and to build a competitive attitude. All students choosing to participate in athletic activities must purchase an ASB card and must sign and abide by the Athletics Code of Conduct.

Available Sports include:

FALL

Football (Boys)
 Volleyball (Girls)
 Tennis (Boys)
 Cross Country (B & G)
 Golf (Boys)
 Soccer (Girls)
 Cheer Team (B & G)
 Swim (Girls)
 Slowpitch (Girls)
 Dance (B & G)

WINTER

Basketball (Boys)
 Basketball (Girls)
 Wrestling (B & G)
 Cheer Team (B & G)
 Gymnastics (Girls)
 Swim (Boys)
 Bowling (Girls)
 Dance (B & G)
 Unified Basketball (B & G)

SPRING

Tennis (Girls)
 Baseball (Boys)
 Softball (Girls)
 Track (Boys & Girls)
 Soccer (Boys)
 Golf (Girls)
 Unified Soccer (B & G)

ATHLETIC ELIGIBILITY

Academic Standards for Interscholastic athletic eligibility: In order to maintain athletic



eligibility during the current semester, the student athlete shall maintain a 2.0 GPA and passing grades in a minimum of five classes in which they are enrolled during the grading period immediately prior to the activity or season, i.e. you cannot fail more than one class. (Block classes are considered separately, e.g. humanities = 2 classes.) Those who do not meet this requirement will be placed on academic probation:

1. Student athletes will be declared ineligible until a progress report indicates that the student athlete is meeting the minimum standard. For fall semester progress reports will be assessed on the thirteenth (13th) day of school.
2. Student athletes will be expected to attend Maker Time for the specific course to improve grades for a minimum of three weeks.
3. Student athletes will continue to turn in weekly progress reports until no longer directed to do so.
4. Student athletes placed on academic probation will not be eligible to participate in at least one regular season athletic event. Participants are allowed to practice during the ineligible period of time. Participants who are put on academic probation for any two consecutive grading periods or more than two grading periods in a school year will be suspended for 20% of the current or upcoming activity season. The student athlete will need to meet all the requirements of academic probation during the suspension period.

ATTENDANCE & PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Any student participating in any activity shall be expected to attend and participate in all classes on the day of the scheduled activity. On any school day, students must be in attendance all day to participate in practice. In the case of weekday scheduled activities, attendance in all classes the following day is also expected. In the cases of weekend scheduled activities, attendance in all classes the previous Friday is also expected. Failure to comply with these attendance regulations will result in a student being declared ineligible and not allowed to participate in the next scheduled activity. Students who miss school during the day because of suspension of any kind are not allowed to participate in after-school activities. Exceptions to this rule may be made by the building administration.

We care about student safety, and for this reason, students who are not involved in a staff supervised activity are expected to leave campus (building and grounds) by 3:45, when school operations close for the day.

CLUBS & GROUPS

A variety of clubs and groups are active at Camas High School. Students should check the daily and weekly bulletins for meeting times and places. All students are encouraged to participate. All students who choose to participate in extracurricular activities must sign and abide by the Athletics/Activities Code of Conduct and must purchase an ASB sticker. A process exists for forming a new club; for details, see the Activities Director. For an updated list of club advisors and meeting times and locations, please visit the Camas High School website.



DANCES

Dances are provided for high school students so that they may meet and participate in a social activity. In order to provide the proper environment for this activity, the following regulations will be enforced at all dances:

- CHS students must have a dance contract on file in order to purchase dance tickets.
- Students wishing to bring a guest to the dance must have an approved dance pass on file prior to purchasing dance tickets.
- Students must abide by school rules; school discipline applies.
- All students and guests must show picture ID at the door in order to enter the dance.
- Appropriate dress is required of all those attending; all students and guests must abide by the CHS dress code.
- Dancing deemed inappropriate (sexually suggestive) is subject to corrective action, including being asked to leave the dance. Also, eww.
- Corrective action for drug/alcohol use, prior to or at the dance, will adhere to the consequences listed in the Behavior section of this document. That's not safe or legal, either.
- There is no refund for dance tickets.
- Once a student leaves the dance, he or she cannot return.
- All CHS students must have purchased tickets under their own names. If a student purchases a ticket under their name for another student, both students will not be able to attend the dance, and will not receive a refund.
- All fines must be cleared prior to student purchasing a dance ticket for student or student's guest. Scholarship and community service opportunities are available to assist students in paying fines. See the Principal or designees for details.

DANCE PASSES

Students wishing to bring a guest to a school-sponsored dance must have a guest pass signed by the ASB Director and on file in the office no later than 3:00 PM on the Thursday before the dance. Guests must agree to follow school rules. Guests must be 9th grade through 12th grade and no older than 20 years of age.

An approved dance pass is required for each student and guest who wishes to attend school dances.

STUDENT GOVERNMENT

The ASB Student Council consists of the ASB officers, class presidents, advisory representatives, and club representatives. The high school Assistant Principal acts as the ASB advisor. The council handles matters pertinent to school activities. This council meets monthly during the school year. Meeting times rotate throughout the day. Copies of the ASB Constitution are available in the office upon request. To find an updated list of ASB Officers and Class Officers, please refer to the Camas High School website.



TRANSPORTATION TO EVENTS

Participants must travel to and from events via school-provided transportation. Students who ride school-provided buses to away events as spectators must return on the buses. The exception would be those participants/students who have permission from the coach/advisor to return with their own parents. Head coaches/advisors need to make personal contact with parent when a participant/spectator requests to ride to or from an event with the parent. The only time a participant/spectator would be allowed to ride with a parent other than his/her own would be if there was explicit written permission given by a building administrator.





good to know!

(your school resources & privileges)

HEALTH ROOM

A health room is provided for students who become ill during the day. Whenever possible, the student's parents will be notified and asked to take the student home. You must check with your teacher and the attendance office before going to the health room. If you are ill and wish to go home, you must check out in the attendance office. DO NOT use cell phones or classroom phones to call home if ill. Go to the Health room and the call will be made from there.

INTERNET/NETWORK USE

The Internet is one of several valuable information resources available to students in classrooms and media centers throughout the district. Internet use benefits students' education in the form of access to educational resources otherwise unavailable. Students are responsible for good behavior on school computer networks. Communications on the network are often public in nature. General school and district rules for behavior and communications apply. Users should have no expectation of privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched/ treated in the same manner as school lockers. The network is provided for students to conduct research and receive instruction. The district will provide Internet access to a student unless his/her parents show their objection to their son or daughter using the Internet at school by completing, signing, and returning the opt-out form "Refusal of Student Internet Access" to the CHS main office.

NETWORK CODE OF CONDUCT

Use of the network, which includes the local Camas School District computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of Camas School District.

PERSONAL COMPUTING DEVICES (PCD)

Personal computing devices include things such as laptops, tablets, or smartphones. When a student uses a PCD at school, the expectations are the same as if using a school computer—the same rules apply. Students may use a PCD for curricular purposes, and only able to use their PCD when given specific consent by school staff. Students who do not follow these guidelines are in violation of the Network Code of Conduct and the device will be confiscated. Additional consequences will be assigned as appropriate under the Electronic Device Violations Policy. The PCD may also be searched by school staff if it is confiscated. The student is responsible for keeping their devices secure and safe and if they are lost, stolen, or damaged, it is not the school's responsibility.

INTERNET USE

Internet use benefits students' education in the form of access to educational resources otherwise unavailable. General school and district rules for behavior and communications



apply. Users should have no expectation of privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched in the same manner as lockers.

The Camas School District intends to provide internet access as a tool for educational activities and does NOT intend to create a forum for discussion of 'any topic at any time'. Students using the district network are not permitted to do the following: Access offensive messages or pictures, Use obscene or defamatory language, Harass, insult, defame, or attack others, Damage computers, alter computer systems or networks, Violate copyright laws, Use another's password, Give out his/her name, address, or phone number, Trespass in another's folders, work, or files, Intentionally waste limited resources, or Employ the network for commercial purposes. Violations may result in loss of access as well as other corrective or legal actions. Internet access in the Camas School District is a privilege, not a right.

RESPECT OTHERS

- Use the network in such a way that it does not disrupt its use by others.
- Modifying or copying files/data of other users without their consent is not permitted.

RESPECT COPYRIGHTS

- Treat information created by others as the private property of the creator.
- Downloading of files from the Internet without prior permission is not permitted.
- No software applications (.exe) will be downloaded.

RESPECT THE NETWORK

- The network is not to be used for commercial purposes.
- Personal devices may only be connected WIRELESSLY.
- Hacking the system is not permitted.
- Use the network to access only educationally relevant and curriculum specific material.

RESPECT EQUIPMENT

- Computer hardware or software should not be destroyed, modified, abused in any way.

RESPECT THE PRIVACY OF OTHERS

- Use only your password.
- Protect your password from others.

BE ETHICAL AND COURTEOUS

- Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.

Use of personal email without prior permission is not permitted.

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.



LOCKERS

The Registrar will assign students lockers. They are provided by the school district for students and are subject to search for a variety of reasons, e.g. missing books, check for cleanliness, drugs, alcohol, missing property, or weapons. Each student is responsible for the contents of his/her locker. Students are to use their assigned locker. All locker problems should be reported to the Registrar. Students will be required to check out of their lockers prior to the end of the school year. The lockers are to be clean and free of writing, stickers, etc. A fine will be assessed for dirty or damaged lockers.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Personal locks are not to be placed on lockers. Any personal lock found on a locker will be removed. School staff, including custodians, must have quick, easy access to all lockers.

Students should not bring valuables to school unless absolutely necessary. Valuables should not be left in the hall lockers or PE lockers. The school district is not responsible for items lost or stolen from lockers. Purses should be kept with you at all times or left at home. It is strongly recommended that no more than \$20 is carried to school at any time. See a secretary in the office if valuables must be brought to school.

LOST AND FOUND

Lost articles, when found, should be taken to the office. If you are missing something at school, check at the office to see if it has been turned in to the lost and found. If you find something and it does not belong to you, DO THE RIGHT THING and deliver it to the office.

LUNCH

For students who use our lunch room, the atmosphere of a neat and clean cafeteria makes the noon meal a more enjoyable one. Your cooperation and thoughtfulness are needed to keep the cafeteria a pleasant place to eat. Each student who uses the cafeteria is required to clean up his/her own eating area following lunch. Garbage should be placed in the garbage can. Students are not permitted to have food and/or drink outside the cafeteria/commons/courtyard.

SCHOOL BUS TRANSPORTATION

Students and parents must read and sign the School Bus Safety Contract (Appendix B) at the end of this handbook and return to their bus driver.

SCHOOL PICTURES

Camas High School contracts with a private photographer to provide school pictures for our students. These are taken at the beginning of each school year. It is necessary for each student to be photographed for school identification purposes, ID cards, and the school yearbook. Be advised that the image taken, unless otherwise submitted to the yearbook staff, will appear in the yearbook.



policies & procedures

We can't really make this stuff fun, so we'll try to make it as brief as possible. Bear with us, and if you have any questions, don't hesitate to ask.

ASBESTOS PLAN

The district engages in a continuous asbestos surveillance program to assure that there are no asbestos problems or danger to students and employees. A copy of the Camas School District asbestos management plan is available for review at the district office.

CHILD ABUSE PREVENTION

School districts must work with state agencies, including the Office of the Superintendent of Public Instruction to establish a coordinated primary prevention program for child abuse and neglect. All parents shall be given notice of the primary prevention program and may refuse to have their children participate in the program.

CHILD IDENTIFICATION PROCEDURES

(CSD Procedure 2161)

The district conducts Childfind activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Childfind activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the district's special services department at 360-833-5570.

CONFIDENTIALITY AND FERPA

Parents in the Camas School District have rights to confidentiality under the Family Education Rights and Privacy Act (FERPA). The parent or eligible student has a right to:

- Inspect and review the student's education records;
- Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records;
- File with the US Department of Education a complaint concerning alleged failures by the agency to comply with the requirements of the act;
- Obtain a copy of the policy, which is available on the district website under Parent Corner.



DRUG-FREE SCHOOLS

(CSD Policy & Procedure 3240)

Congress has adopted legislation requiring drug-free schools. A study by the National Commission on Drug-Free Schools indicated that drug and alcohol use among our nation's youth remains widespread. Appreciable numbers of students begin to use alcohol in the elementary grades and increasing numbers begin to use illicit drugs in middle school. Camas School District is committed to drug-free schools. The board has established a policy requiring that each student adhere to all the rules of conduct adopted by the district.

Failure to do so shall be cause for corrective action enforced by school officials.

FIRE/EMERGENCY DRILLS

Fire and other emergency drills will be conducted at various times in the school year. Emergency drill evacuation procedures are posted in each classroom. All students will leave the classroom by prearranged exits and will report to the designated site. Teachers will ensure that the windows are closed and the door is shut. Students are expected to clear the building in a quiet and orderly manner. Further directions from the instructor may be given if needed.

HARASSMENT

(CSD Policy & Procedure 3207)

Harassment can take many forms and can include bullying, slurs, comments, rumors, put-downs, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other electronic, verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating and intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

SEXUAL HARASSMENT (CSD Policy & Procedure 3205)

Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person.

STAFF INTERVENTION (CSD Policy 3207)

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action under this procedure may be necessary.



INCIDENT REPORTING AND INVESTIGATIVE PROCESS

(CSD Procedure 3207)

Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports.

FALSE REPORT (CSD Policy & Procedure 3207)

To knowingly report false allegations of harassment is a violation of this policy. Persons found to knowingly report false allegations will be subject to appropriate discipline.

LEGISLATION REGARDING MILITARY RECRUITERS

(CSD Policy & Procedure 4200P)

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and other institutes of higher education. However, FERPA protects information about students from being released if parents opt out or require prior consent in writing. The opt-out form is available in school offices and on the forms page of the CSD website under Schools and Resources.

MEDICATION

If your student requires daily/occasional medication, it should be dispensed before and/or after school hours under supervision of the parent/guardian. However, if this is not possible, in order for your student to receive medication at school, the Authorization for Medication/Treatment at School form must be completed by the licensed health provider and the parent/legal guardian prior to the administration of prescribed medication or treatment at school. All medications must be brought to the school by the parent/guardian in the original pharmacy labeled container. Do not send the medication with your student. Students shall also be authorized to self-administer asthma/anaphylaxis medication upon completion of the authorization form. High school students are allowed to carry and self-administer a one-day supply of over-the-counter medication. Over-the-counter medication must be kept in the original container. Students will be subject to disciplinary action if they give/sell prescription or nonprescription medication to other students for consumption.

NON-DISCRIMINATION/TITLE IX

(CSD Policy & Procedure 3210)

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District #117 does not discriminate in any programs or activities on the basis of sex, race, creed,



religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Marilyn Boerke, Title IX and Compliance Coordinator, marilyn.boerke@camas.wednet.edu; and Allan Fleck, allan.fleck@camas.wednet.edu. Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

PESTICIDES

(CSD Policy & Procedure 6895)

Best practices are used in our school district in the utilization of pesticides within our buildings and on our grounds. It is our intent to take steps that promote a healthy environment for our students, staff, and community. We use minimal applications directed at very specific problems. Our staff members use alternatives when possible. Applications are completed in a manner in which the chance of direct or indirect exposure is minimal. All pesticides are applied under the direction of trained, licensed staff members or contractors. If you would like to be directly contacted prior to an application in or around the building where your student(s) attend, please contact your school office and complete a contact form. More information about our pesticide practices can be found through our Board Policies on the school district website.

RELEASING INFORMATION

Schools may release specific directory-type information including names, address, and phone number without prior parental consent if the school both provides notification that it reserves the right to release such information and defines what kind of information will be considered directory information.

However, under FERPA, parents must be given the right to opt out of the directory information for release. Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties. The opt-out form is available in school offices and on the forms page of the CSD website under Schools and Resources.

REMOVAL FROM SCHOOL GROUNDS

No students may be removed from the school grounds, any school buildings or school function during school hours except by a person authorized to do so by law or the student's parent/legal guardian. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of an administrator, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone or to leave campus unless an administrator approves the request.



TITLE I/LAP

(CSD Policy 2108)

As part of Title I/LAP requirements each elementary school has on file a Parent Involvement Policy that explains various ways that parents can be involved and support the efforts of the school. This policy may be obtained by inquiring at each school office or by asking the Title I/LAP teacher.

VISITORS

All visitors must report to the Main Office when they arrive at Camas High School. Guests or visitors of students are not allowed.





your support team

Who should you contact at CHS?

These are some people who are here to help you with all aspects of high school:

PRINCIPAL

Dr. Liza Sejkora

MAIN OFFICE SECRETARIES

Beth Filion-Administrative Assistant

Lisa Myers-Reception Secretary

360-833-5750 FAX 360-833-5751

ASSOCIATE PRINCIPAL; A-Gn

Brian Wilde

700 WING SECRETARY

Michelle Pillette

360-833-5764 FAX 360-833-5753

DEAN OF STUDENTS; Go-Jo

Owen Sanford

700 WING SECRETARY

Michelle Pillette

360-833-5764 FAX 360-833-5753

ASSOCIATE PRINCIPAL; Jp-On

MST PRINCIPAL

FSA COORDINATOR

Tom Morris

800 WING SECRETARY

Brandy Reed

360-833-5765 FAX 360-833-5754

ASSOCIATE PRINCIPAL; Oo-Z

ASB ADVISOR

Tim Fox

800 WING SECRETARY

Brandy Reed

360-833-5765 FAX 360-833-5754

ATTENDANCE OFFICE ASSISTANT

ALL GRADES

Blake Jackson 360-833-5761

Jennifer Smith 360-833-5761

ATHLETIC DIRECTOR

Rory Oster

ATHLETIC OFFICE SECRETARY

Marcia Johnson 360-833-5760

CAREER/TECHNICAL EDUCATION

DIRECTOR

Derek Jaques

ACTIVITIES COORDINATOR

Bruce Anderson 360-904-1006

COUNSELORS

A-Com

Kirin Casteel

Con-Gn

Bre-Ann Richardson

Go-Jo & Magnet

Leontina Liebe

Jp-Mc

Miranda Lincoln

Md-On & IAA

Elizabeth Rollman

Oo-Si

Sarah Warta

Sm-Z

Brian Witherspoon

COUNSELING SECRETARY

Susie Keeney

STUDENT AND FAMILY THERAPIST

Toni Jacobson

INTERVENTION SPECIALIST

Glenn Hartman

SCHOOL RESOURCE OFFICER

Jason Langman

SCHOOL SECURITY OFFICERS

Julie Bailey, Kelly Kealoha, Dale Rule, and

Sean Tamura

COLLEGE AND CAREER EDUCATION

SPECIALIST

Amira Walcott

ACADEMIC SUPPORT INTERVENTIONIST

Lisa Schneider



APPENDIX A: MISCONDUCT & CONSEQUENCES

how we deal with misbehavior



So, your “friend” was feeling rebellious, and you’re wondering how much trouble they’re in? This section gives detailed information about misconduct violations and their consequences. Remember earlier when we said to avoid these behaviors? This is why. Now you have to decipher a complicated table with lots of acronyms, not to mention the consequence itself.

KEY TO CONSEQUENCES

RESTORATIVE PRACTICES (RP):

- RC Restorative Conference
- R Restitution
- PC Parent/Guardian Conference
- CS Community Service
- RS Referral to Specialist
- A Assessment
(Can include Drug & Alcohol, Risk and/or Threat Assessment)

CORRECTIVE ACTIONS:

- EE Emergency Expulsion
- STS Short Term Suspension
- LTS Long Term Suspension
- SS Saturday School
- D Detention
- LP Loss of Privileges
- CD Confiscation for the Day
- CP Confiscation release to Parent
- NC No Contact agreement
- PN Police Notification

EXCEPTIONAL MISCONDUCT

Any conduct which substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first-time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and /or restitution to victims if appropriate. All of the following acts listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if such conduct causes disruption at school. Law enforcement may be informed.

VIOLATION	DEFINITION	SEVERITY/ FREQUENCY	CONSEQUENCE
Aggression physical /verbal/ written/virtual	Hostile or violent behavior or attitudes toward another; readiness to attack or confront another person.	Minor/Initial	RP, EE, D, SS, STS
		Moderate/Repeated	RP, EE, D, SS, LTS, LP, NC
		Severe/Persistent	RP, EE, E, LTS, PN, NC
Arson	The criminal act of deliberately setting fire to property.	Minor/Initial	EE, A, STS, PC, R
		Moderate/Repeated	EE, A, LTS, PC, R
		Severe/Persistent	EE, E, A, LTS, PC, R
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	Minor/Initial	RP, EE, D, SS, STS, PN
		Moderate/Repeated	RP, EE, D, SS, LTS, PN
		Severe/Persistent	RP, EE, E, LTS, PN



appendix A: MISCONDUCT & ITS CONSEQUENCES

VIOLATION	DEFINITION	SEVERITY/ FREQUENCY	CONSEQUENCE
<p>Dangerous Items such as weapons and other unsafe items</p>	<p>Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.</p>	<p>Minor/Initial Moderate/Repeated Severe/Persistent</p>	<p>RP, EE, STS, D, SS, PN RP, EE, E, STS, LTS, SS, PN A, EE, E, LTS, PN</p>
<p>Illegal Substances Use, possession, and paraphernalia</p>	<p>Possession or use of alcohol or illegal/dangerous drugs on or near school district property during school hours or while attending school sponsored activities. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs or alcohol. Students who evade evaluation with school administrators and/ or police will be assumed to be under the influence and will be disciplined accordingly.</p>	<p>Minor/Initial Moderate/Repeated Severe/Persistent</p>	<p>RP, EE, STS, D, PN, SS RP, EE, STS, LTS, D, PN, SS RP, EE, E, LTS, PN, SS</p>
<p>Illegal Substances Sell, buy, transfer</p>	<p>The sale, purchase, or transfer of alcohol or illegal/dangerous drugs on or near Camas School district property during school hours or while attending a school district sponsored activity. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.</p>	<p>Minor/Initial Moderate/Repeated Severe/Persistent</p>	<p>RP, EE, STS, D, PN, SS RP, EE, STS, LTS, PN, SS RP, EE, E, LTS, PN</p>
<p>Harassment, Intimidation, Bullying</p>	<p>Any electronic, verbal, or written message or image, including but not limited to one shown to be motivated by race, skin color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical ability, or other distinguishing characteristics, when the act: Physically harms a student or damages the student's property; or has the effect of substantially interfering with the student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.</p>	<p>Minor/Initial Moderate/Repeated Severe/Persistent</p>	<p>RP, EE, STS, D, PN, SS RP, EE, LTS, D, PN, NC, SS RP, EE, E, LTS, PN, NC</p>



appendix A: MISCONDUCT & ITS CONSEQUENCES

Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, PN, SS RP, EE, STS, LTS, PN, SS RP, EE, E, LTS, PN
Theft/Robbery	Taking without permission or attempting to take without permission school property or personal property of others. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, PN, SS RP, EE, STS, LTS, PN, SS RP, EE, E, LTS, PN, SS
Threats	Any expression of an intent to cause to harm, injury, or damage to school property or to other persons on school property, at a school-sponsored activity, or on school buses, will not be tolerated, including threats made off school grounds. This includes all oral, written, or electronic forms of threats to bomb, utilize weapons, or cause bodily injury and/or property damage. Students may be recommended or required to participate in a formal threat assessment if the threats are deemed substantive or extremely serious.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, PN, SS RP, EE, STS, LTS, PN, SS RP, EE, E, LTS, PN, SS

OTHER MISCONDUCT

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense. Infractions that are not explicitly named herein but are deemed to disrupt the learning environment or the safety of our school, staff, or students are also subject to corrective action.

VIOLATION	DEFINITION	SEVERITY/ FREQUENCY	CONSEQUENCE
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her own work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, LP, D, SS RP, LP, D, SS RP, LP, D, SS, STS, LTS



appendix A: MISCONDUCT & ITS CONSEQUENCES

VIOLATION	DEFINITION	SEVERITY/ FREQUENCY	CONSEQUENCE
Alteration of Records/ Forgery	Forging any signature, making of any false entry, and/or alteration of any document used or intended to be used in connection with the operation of the school.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, LP, D, SS RP, EE, LP, D, SS RP, EE, E, SS, STS, LTS
Blackmail, Coercion, or Extortion	Obtaining by force, threats, or other unfair means anything of value.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, LP, D, SS, STS, LTS, PN RP, EE, LP, D, SS, STS, LTS, PN A, PC, EE, E, LTS, SS, PN
Cellular or Electronics (unauthorized use)	Use of cell phones or electronic devices without express permission by the classroom teacher is prohibited during the school day, except during lunch and passing periods. Repeated or persistent violation will result in parent pick-up of confiscated devices.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, LP, CD RP, LP, CD, CP, SS RP, LP, CD, CP, SS
Disruptive Conduct/ Behavior	No student while on school property, at a school-sponsored activity, or on school buses, shall behave in a disorderly manner or in any other way interrupts or disturb the orderly operation of the school. Conduct occurring off school grounds which causes disruption to the school, the educational process, or the rights of the students or staff may also result in corrective action at school. Examples of disruption include but are not limited to disorderly conduct in common areas, triggering the fire alarm, and/or classroom or activity disruptions.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, LP, D, SS RP, EE, LP, D, STS, LTS, SS RP, EE, E, SS, LTS
Dress Code Violation	Failure to comply with the district approved secondary school dress code.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, LP, D RP, LP, D, SS RP, LP, D, SS
District Network or Digital Resources Violation	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Network Code of Conduct. This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	Minor/Initial Moderate/Repeated Severe/Persistent	RP, LP, D, SS RP, EE, LP, D, SS RP, EE, E, SS, STS, LTS
Endangerment	Acting in a manner that endangers the safety of others including student, staff, or community members.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, PN RP, EE, STS, LTS, PN, A RP, EE, E, LTS, PN, RA
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, D, SS, LP, PN RP, EE, STS, D, SS, LP, LTS, PN RP, EE, E, LTS, PN
Gambling	Playing games of chance for money; betting or wagering on the outcome of an event.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, LP, D, SS RP, LP, D, SS RP, LP, D, SS, STS, LTS



appendix A: MISCONDUCT & ITS CONSEQUENCES

VIOLATION	DEFINITION	SEVERITY/ FREQUENCY	CONSEQUENCE
Gang Activity	Members collectively identify themselves by adopting a group identity, which they use to create an atmosphere of fear or intimidation, frequently by employing one or more of the following: a common name, slogan, identifying sign, symbol, tattoo or other physical marking, style or color of clothing, hairstyle, hand sign or graffiti; Whose purpose in part is to engage in criminal activity and which uses violence or intimidation to further its criminal objectives: Whose members engage in criminal activity or acts of juvenile delinquency that if committed by an adult would be crimes with the intent to enhance or preserve the association's power, reputation or economic resources.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, D, SS, PN RP, EE, STS, LTS, D, SS, PN RP, EE, E, STS, LTS, D, SS, PN
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, D, SS, PN RP, EE, STS, LTS, D, SS, PN RP, EE, E, STS, LTS, D, SS, PN
Interfering with School Authorities	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, D, SS, PN RP, EE, STS, LTS, D, SS, PN RP, EE, E, STS, LTS, D, SS, PN
Lewd or Vulgar Behavior/ Conduct	Any electronic, written, or verbal behavior or conduct that is crude and offensive in a sexual way; making explicit and offensive reference to sex or bodily functions.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, D, SS, LP, PN RP, EE, STS, LTS, D, SS, LP, PN RP, EE, E, STS, LTS, D, SS, PN
Loitering or Trespassing	School students and visitors are not to loiter in their cars around the building, parking lots or adjacent areas at any time during the school day. For the sake of safety and supervision, it is not appropriate for pedestrians to gather on the sidewalks in front of school property or to gather around cars in or near the street area.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, D, SS, PN RP, STS, D, SS, PN RP, STS, LTS, D, SS, PN
Lying	Writing or saying things that are untruthful or otherwise unfactual.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, D, SS RP, STS, D, SS RP, STS, D, SS
School Issued Keys/Fobs/ Entry Cards Possession, use, distribution	Students should not possess, use, copy and/or distribute school keys, fobs, or entry cards. Exceptions include fobs or entry cards used for entrance to the building during the school day.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, D, SS, PN RP, EE, STS, LTS, D, SS, PN RP, EE, E, STS, LTS, D, SS, PN
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, D, SS, PN RP, STS, D, SS, PN RP, EE, STS, LTS, D, SS, PN
Truancy/ Tardiness	Missing class or arriving late to class without an approved excuse.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, D, SS RP, LP, D, SS RP, LP, D, SS
Vandalism	Deliberate destruction of or damage to school or others' property.	Minor/Initial Moderate/Repeated Severe/Persistent	RP, EE, STS, D, SS, PN RP, EE, STS, LTS, D, SS, PN RP, EE, E, STS, LTS, D, SS, PN



APPENDIX B:
SCHOOL BUS
CONTRACT

sign and return!



SCHOOL BUS SAFE RIDING RULES

The mission of the Camas School District transportation department is to provide safe, responsible, and reliable transportation for all students. Any behavior which jeopardizes the safety of students and/or the driver will be sufficient cause to begin progressive discipline which can include loss of bus riding privileges.

1. All passengers will follow driver directions. The driver is responsible for the safety of the bus and all passengers. When transporting classes or teams, the teacher or coach is primarily responsible for the students.
2. To create a safe and respectful environment, students must observe classroom conduct while riding on buses. Students are expected to use quiet talking voices, keep hands, feet and objects to self, and refrain from teasing and using rude /obscene gestures or language.
3. For their safety, students must sit on the seat, facing forward.
4. When necessary, drivers have authority to assign seats.
5. Students may put windows down no further than halfway with driver permission. Students must keep all body parts inside the bus windows at all times.
6. Students must remain quiet at all railroad crossings.
7. Due to food allergies and choking hazards, eating and drinking is not allowed on the bus. Students need to assist in keeping the bus clean.
8. Students may only ride their assigned bus. If a student needs to ride to an alternate location, prior approval from the student’s school must be obtained and there must be room on the bus. Any requests to change the route or bus stop location will be reviewed by the transportation office.
9. To prevent injury, students will follow safe loading/unloading procedures. Students must only cross in front of the bus at the driver’s direction, never behind.
10. Electronics are an everyday part of the lives of our students. Headphones must be used with all electronic equipment. The bus driver has the right to take away equipment which becomes a distraction or disruption on the bus. The district is not responsible for broken or missing equipment.
11. Students must refrain from carrying or possessing any items that may cause injury to other passengers. Such items include sticks, breakable or glass containers, weapons or firearms, pins protruding from clothing or bags, skateboards or large, bulky items that cannot be held on a lap or placed between the legs on the floor. Flammables or illegal substances of any kind will not be allowed.
12. Animals are not allowed on the bus with the exception of pre-approved service animals.
13. To ensure their safety, all kindergarten students must be received by a parent or guardian at their bus stop. If a parent or guardian is not present or cannot be reached, kindergarten students will be transported to the district daycare program.
14. Emergency evacuation drills will be conducted twice a year.

Please read and review with your child(ren), and return this signed form to the bus driver.

STUDENT(S) NAME(S) _____

DATE _____

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____