

Columbia River High School

Our vision at Columbia River High School is the achievement of educational excellence and self-growth for all students within a collaborative learning community that recognizes the worth of each individual through: Respect, Integrity, Value, Excellence and Responsibility.

Code of Expectations

I understand that as a student at Columbia River high school, I am held to high standards of conduct. I am expected to do my own work, properly cite the works of others, and never use someone else's work as my own. I will attempt to do my very best at all I try to do. If I do these things, I will live up to the River standards of

- Respect
- Integrity
- Value
- Excellence
- Responsibility

After all, I am a Chieftain!

Student Name _____

Mission of Vancouver Public Schools

Excellence in Education

In partnership with home and community, Vancouver Public Schools provide an innovative learning environment that engages and empowers each student to develop the knowledge and essential skills to become a competent, responsible, and compassionate citizen.

Message from the Vancouver School Board

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in classrooms, playgrounds, hallways, school buses, and school sponsored activities off campus, the Vancouver Board of Directors adopts policies and regulations for administering discipline within each school. These policies and regulations are developed with participation from parents and community. The policies and regulations are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement.

Notice of Nondiscriminatory Policy

Vancouver Public Schools is an equal opportunity district in education programs, activities, services, and employment. The district does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. The district provides equal access to the Boy Scouts of America and other designated youth groups. The district complies with Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. You may also contact any of the following people by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling 360-313-1000: ADA—Kathy Everidge; Title VII, 504—Daniel Bettis; IDEA—Daniel Bettis; Affirmative Action—Kathy Everidge; Title IX Elementary—Debra Hale; Title IX Secondary—Chris Olsen (Middle Schools) or Jim Gray (High Schools); Athletic Equity—Jim Gray. This notification can be provided in the appropriate language for communities of national origin and minority persons with limited English language skills by contacting 360-313-1250.

**Columbia River High School
800 NW 99th Street
Vancouver, WA 98665
360-313-3900**

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WELCOME

FROM THE PRINCIPAL

Dear Students:

Welcome to the start of the 2019-2020 school year! Some of you are returning to the place you love, while others are joining the River student body for the first time. This year we welcome the Class of 2023 to our Chieftain family. You may know that Columbia River High School has an outstanding reputation for its commitment to excellence. You are now part of our acclaimed programs in academics, extra-curricular activities and athletics. If you have not already, you will quickly sense our commitment to tradition and our strong community.

This fall marks the beginning our school's 58th year. This milestone gives each of us an opportunity to both celebrate and reflect on our place in River's history. Each day you will have a new opportunity to get involved and leave your positive mark in the record books at our school. I hope you push yourself to get involved as a learner, and a positive contributing member of the school. We need you because each of us plays a vital role in maintaining the excellence for which River is known.

River's mission statement, which speaks to Respect, Integrity, Value, Excellence and Responsibility are words that demand action and words that hold each of us to Maintaining such high standards is essential to ensuring that all who claim the title Columbia River Chieftain is deserving of such an honor, so I challenge you to put forth your best efforts in all you do.

As a Chieftain, much is expected of you. Teachers will expect you to be prepared for work in the classroom. Coaches, advisors, advocates and supports expect you to always give your best effort. Make your positive mark in our history this year!

Sincerely,
Alex Otoupal – Principal
@CRHeadofSchool
high standards.

FROM THE ASB OFFICERS

Hello River!

Here at CR we have a strong sense of school pride and a unified, supportive dynamic spirit which has been instilled in us since our first day of freshman year. To those of you who are just becoming familiar with this feeling of a strong school community; welcome, and to those of you returning for another year at River, we hope to work together with you to make this year the best one yet. We feel that one of ASB's most important jobs is to make sure that every student feels equally supported and valued within our community. Each of you is important to us and we want you all to have the best possible experience at River.

Our goal for ASB is to work with you, not just for you, so that you see the things that you are passionate about happening in our school. To do this, we want to provide more opportunities for you to voice your opinion and contribute your ideas. We hope to improve communication between ASB and the student body so that we can foster a more positive and diverse culture at CR. We value your feedback. It is this feedback from the student body that makes each spirit week, club, and sporting event so great!

The most important step that ASB and the student body can take together to make River the best it can possibly be is a simple one: get involved!! When everyone goes all out for spirit days, cheers on our sports teams, gets hyped at assemblies, and joins clubs they are passionate about, our sense of community grows even stronger and our River pride becomes clear for all to see.

We are honored to have the opportunity to be leading ASB. We want this year to go down as the most memorable and spirited year in our school's history and we hope that everyone can work together to create a legacy of positivity, support, and enthusiasm at River!

Sincerely,
Noel Sims and Samantha Brown
ASB President and Vice President 2019-20

STAFF

Administration

Alex Otoupal	Principal
Rob Duncan	Associate Principal/Curriculum
Ken Roberts	Associate Principal/Activities/SPED
Nick Davies	Associate Principal/Athletics

Counselors

Rachael Howington	9th
Jennifer Waller	10th
Alexis Bruce	11th
Lou Gill	12th

IB Coordinator

Julie Nygard

Career Center

Dave Bennett	Career Guidance Specialist
Cindy Harrington	Clerk

Teachers

Diana Bamford	English/AVID
Dave Bennett	Career Center
Scott Binkley	English/Social Studies
Janine Blackwell	Video Productions
Venessa Bravo Medina	Choir/Spanish
Logan Burnett	Spanish
Jacob Burton	Social Studies/English
Michelle Buss	Science/ASB
Kelly Cameron	Biology
Julie Christian	English
Marshall Colcord	SPED/SCP
Justine Copp	French/AVID
Paul Coulam	SPED/SCP
Jerod Crowley	SPED/Learning Support
David Cummings	Math
Gwen Davis	Science
James Dickey	Science
David Douglas	History
Kevin Erickson	English
Amy Ferguson	Child Development
Shana Ferguson	Media Center/Librarian
Sheree Fitzpatrick	English
Pete Follmer	Math
Natasha Flak	History
Jackie George	Social Studies
Melanie Green	SPED/TSK
David Keckes-Chartrey	Orchestra, Band
Jamie Keiser	Photo
David Long	Work-Based Learning/Marketing
Heather Mardon	Horticulture
Jeni McAnally	English
Sean McDonald	Science/Math
Susan McKenzie	Math
Chris Molyneux	Science
Chris Morgan	Math
Julie Nygaard	Math/IB Coordinator
Scot Parish	SPED/SLC
Jason Phelps	Art
James Phillips	SPED/Learning Support
Tavia Quaid	English/History
Kelly Ramey	Spanish
Todd Rogers	Lieser Branch
Mona Rominger	SPED/TSK
Rob Russell	Math/CTE
Matthew Sakow	Math/AVID
Carol Sandison	Science
Breanne Smedley	PE/Health

Brett Smedly	PE/Weight Training
Tim Smith	SS/Success Academy
David Soelberg	ASL
Cal Szieber	English/PE
Wenwen Tian	Mandarin
Emilie Watson	German/ELL Lead
Bradford Williams	Technology/Yearbook
Linda Wilson	Pottery
Kelly Wyman	English
Kassondra Young	History

Library Media Center

Shana Ferguson	Media Specialist
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Support Staff

Chad Waldman	Psychologist
Lisa Kennison	Nurse
Deputy Albin Boyse	Resource Officer
Johnny Askew	Speech Therapist
Cindy Blair	Tech Support
Echo Moran-Prince	Intervention Specialist

Front Office

Patty Kellum	Secretary
Mary Hyde	Registrar
Shawnda Goodson	Clerk

Business Office

Jamie Davis	ASB Clerk
Dana Lubbers	Fiscal Clerk

Attendance Office

Bonnie Womack	Attendance Clerk
Robin Campbell	Discipline Clerk

Kitchen

Janice Minor, Kitchen Manager

Custodial

Richard Taylor, Head Custodian
Kerry Grant

Security

Parker Ickert
Richelle Cummings

Program Specialist

DeWayne Patterson

Para Educators

Crystal Bauer	Dawn Phelps
Anne Flindt	Galina Rushchina
Linda Freeland	Haley Sawyer
Brynn Gonzalez	Allys Schneider
Allison Howard	Jim Sevall
Scott Johnson	Pat Storms
David Loughridge	Ewa Tiepel
Helen McDougall	Jaimee Vela
Stephanie Ortquist	Caitlin Zirschky

RIVER BELL SCHEDULE

Regular Schedule		Assembly Schedule	
Zero Period	6:30 – 7:25	Zero Period	6:30 – 7:25
Warning Bell	7:25	Warning Bell	7:25
Period 1	7:30-8:25 (55 min)	Period 1	7:30-8:20 (50 min)
Period 2	8:30-9:30 (60 min)	Period 2	8:25-9:15 (50 min)
Period 3	9:35-10:30 (55 min)	Assembly	9:20-9:55 (35 min)
		Period 3	10:00-10:50 (50 min)
1st Lunch	10:35-11:05 (30 min)		
2 nd period 4	11:10-12:05 (55 min)	1st Lunch	10:55-11:25 (30 min)
		2 nd period 4	11:30-12:20 (50 min)
1 st period 4	10:35-11:30 (55 min)		
2nd lunch	11:35-12:05 (30 min)	1 st period 4	10:55-11:45 (50 min)
		2nd lunch	11:50-12:20 (30 min)
Period 5	12:10-1:05 (55 min)		
Period 6	1:10-2:05 (55 min)	Period 5	12:25-1:15 (50 min)
		Period 6	1:20-2:05 (45 min)
Forty Minute Early Release		One Hour Early Release with Pride Time/Assembly	
Zero Period	6:30 – 7:25	Zero Period	6:30 – 7:25
Warning Bell	7:25	Warning Bell	7:25
Period 1	7:30-8:18 (48 min)	Period 1	7:30-8:10 (40 min)
Period 2	8:23-9:16 (53 min)	Period 2	8:15-8:55 (40 min)
Period 3	9:21-10:09 (48 min)	Assembly/Pride Time	9:00-9:30 (30 min)
		Period 3	9:35-10:15 (40 min)
1st Lunch	10:14-10:44 (30 min)		
2 nd period 4	10:49-11:39 (50 min)	1st Lunch	10:20-10:50 (30 min)
		2 nd period 4	10:55-11:35 (40 min)
1 st period 4	10:14-11:04 (50 min)		
2nd lunch	11:09-11:39 (30 min)	1 st period 4	10:20-11:00 (40 min)
		2nd lunch	11:05-11:35 (30 min)
Period 5	11:44-12:32 (48 min)		
Period 6	12:37-1:25 (48 min)	Period 5	11:40-12:20 (40 min)
		Period 6	12:25-1:05 (40 min)
Two Hour Late Arrival		Two Hour Early Release	
No Zero Period		Zero Period	6:30 – 7:25
Warning Bell	7:25	Warning Bell	7:25
Period 1	9:30-10:05 (35 min)	Period 1	7:30-8:05 (35 min)
Period 2	10:10-10:50 (40 min)	Period 2	8:10-8:50 (40 min)
Period 3	10:55-11:30 (35 min)	Period 3	8:55-9:30 (35 min)
1st Lunch	11:35-12:05 (30 min)	1st Lunch	9:35-10:05 (30 min)
2 nd period 4	12:10-12:45 (35 min)	2 nd period 4	10:10-10:45 (35 min)
1 st period 4	11:35-12:10 (35 min)	1 st period 4	9:35-10:10 (35 min)
2nd lunch	12:15-12:45 (30 min)	2nd lunch	10:15-10:45 (30 min)
Period 5	12:50-1:25 (35 min)	Period 5	10:50-11:25 (35 min)
Period 6	1:30-2:05 (35 min)	Period 6	11:30-12:05 (35 min)

All passing times are the equivalent of 5 minutes, including the passing times before and after each lunch. All busses leave 8 minutes after the last period of the day.



Intervention Schedule

Period 1	7:30	8:11
Intervention 1	8:16	8:57
Period 2	9:02	9:43
Period 3	9:48	10:29
4th A/Lunch	10:34-11:15	11:20-11:50
Lunch/4thB	10:34-11:04	11:09-11:50
Period 5	11:55	12:36
Period 6	12:41	1:25

Period 1	7:30	8:11
Period 2	8:16	8:57
Intervention 2	9:02	9:43
Period 3	9:48	10:29
4A/L	10:34-11:15	11:20-11:50
L/4B	10:34-11:04	11:09-11:50
Period 5	11:55	12:36
Period 6	12:41	1:25

Period 1	7:30	8:11
Period 2	8:16	8:57
Period 3	9:02	9:43
Intervention 3	9:48	10:29
4A/L	10:34-11:15	11:20-11:50
L/4B	10:34-11:04	11:09-11:50
Period 5	11:55	12:36
Period 6	12:41	1:25

Period 1	7:30	8:11
Period 2	8:16	8:57
Period 3	9:02	9:43
Intervention 4	9:48	10:29
4A/L	10:34-11:15	11:20-11:50
L/4B	10:34-11:04	11:09-11:50
Period 5	11:55	12:36
Period 6	12:41	1:25

Period 1	7:30	8:11
Period 2	8:16	8:57
Period 3	9:02	9:43
4A/L	9:48-10:29	10:34-11:04
L/4B	9:48-10:18	10:23-11:04
Period 5	11:09	11:50
Intervention 5	11:55	12:36
Period 6	12:41	1:25

Period 1	7:30	8:11
Period 2	8:16	8:57
Period 3	9:02	9:43
4A/L	9:48-10:29	10:34-11:04
L/4B	9:48-10:18	10:23-11:04
Period 5	11:09	11:50
Period 6	11:55	12:36
Intervention 6	12:41	1:25

STUDENT SERVICES

Business Office (360-313-3924 / 360-313-3925)

The Business Office is the hub of most school activities, and handles all student body funds. Students may buy an ASB card to attend school activities, pay fees, clear for athletic participation, buy athletic insurance and/or health insurance, and purchase tickets to some school functions. The Business Office will be open from 7:00 AM until 3:00 PM Mon. – Thurs. and Friday until 2:15 PM.

Counseling Center (360-313-3930)

The Counseling Center offers a quality program of services to students and their families.

Counselors assist with:

- Course planning and scheduling;
- Providing information about graduation, college entrance requirements, credit recovery and other educational opportunities (i.e. district magnet programs, Running Start, and Clark County Vocational Skills Center);
- Post-secondary planning, including the completion of college and technical school applications, scholarship and financial aid forms, and letters of recommendation;
- Career and educational planning, in conjunction with the Career Center staff;
- Crisis and short-term counseling for issues such as conflict resolution, pregnancy, drug and alcohol concerns and depression;
- Referral to community agencies and other service providers as appropriate;
- Conference facilitation among students, teachers, and parents as requested.

Career Center (360-313-3922 / 360-313-3923)

The Career Center is designed to serve students, staff, parents, and the community by disseminating information about post-secondary educational opportunities and careers. The Center is open during regular school hours and by appointment. The Career Center works with all students on post-high school planning, career exploration and research, off-campus learning experience, employment skills and resources, and also serves as a liaison for students enrolled in the Clark County Skills Center and VPS ½ day Magnet Programs. Career Center staff and counselors will assist students in completing their Post High School Plan as part of their Culminating Assessment Portfolio (CAP).

Scholarship Information

The Career Center has scholarship information available to all students and parents. While the majority of scholarships are intended for seniors, opportunities do exist for underclassmen as well. Local scholarship opportunities are posted in the Career Center and on the Career Center website.

Financial Aid Information

Students who are planning on continuing their education beyond high school need to complete the FAFSA (Free Application for Federal Student Aid) after January 1 of their senior year. Information about the types of aid available and the process for applying is available in the Career Center.

Field Trips

Field trips are designed for the educational enrichment of students. Prior arrangement, including parental permission, must be made before students will be allowed to go on a field trip. Bus transportation will be provided for all school approved trips, and no student will be permitted to drive a car. Where the number of students involved does not warrant the use of a bus, a car may be used when driven by a parent or faculty member.

Health Services

Located in the main office, the Health Room service is for students who require assistance. The services of the Health Room are primarily for **EMERGENCY PURPOSES** and for first aid. Students may not enter the Health Room except in an emergency, and must check in at the Main Office. Any student using the Health Room must sign the health room log. Before leaving the Health Room, students must obtain an admit to return to class from the main office personnel, an Associate Principal, or the school nurse.

Columbia River has the services of a school nurse on Monday, Tuesday, and Thursday from 7:00 AM to 2:30 PM and Friday from 7 to 11 AM. The school nurse is available for conferences with individual students upon request.

Library Media Center

Students are welcome in the library media center on their own before school, during lunch, and after school. Passes are required from teachers for students to be in the library for any reason during class hours unless students are with their classroom teacher.

Hours:

- Monday - Thursday 7:00 AM to 3:15 PM
- Tuesday – The library will close at 2:30 PM if no students are present.
- Friday - 7:00 AM to 2:15 PM

Circulation Procedures

- Books: Students may check out up to six books for a two week period.
- Reference books: These are usually not checked out, but on occasion may be checked out overnight.
- Magazines: Students may check out magazines for one night.
- Students must have their school ID card to check out books, or they can use their student ID number if they have a photograph on their library record.

Media Center Copy Machine

- The Media Center Staff will make one or two copies for students for class assignments.

Audio Visual Materials/Textbook Check-Out

- Audio Visual materials are checked out from the Media Center. Please reserve equipment in advance.
- The textbook depository is located in room 308. Please make an appointment to check out books with the staff in the Media Center.
- Student Check-out Procedures** – Students must have a request to check out AV equipment signed by a teacher.

Lost & Found

Any lost and found items are put on a table outside the attendance office. Check periodically for your lost items as items found may not be turned in immediately. Articles not claimed through the school year will be periodically donated to a charitable organization. Phones, small electronics, keys, jewelry, wallets, glasses are in the lost and found in the main office.

Special Education

Vancouver Public Schools provide appropriate educational opportunities for children and youth with disabilities from birth to 21 years of age. Students become eligible for special education classes or programs following an evaluation conducted by a team of professionals. Persons wanting information on the referral and evaluation process should contact the principal or school psychologist.

Basic programs established to assist students with disabilities may be provided in regular, learning support, or self-contained classrooms. A number of students are also served by a speech and language pathologist, nurse, occupational therapist and/or physical therapist. Learning support programs are located in every school. Self-contained programs for students needing a higher level of intervention are located at select sites throughout the district. Special early childhood programs are provided for children ages birth to five through the Vancouver Early Childhood Center. Fir Grove Children's Center and Vista Program provide day treatment for behaviorally disabled students in grades one to twelve.

The center serves students from throughout the Southwest Washington region and is a collaborative effort between school districts and the county mental health system.

Each student in the district's special education program has an Individual Education Program (IEP) specifically designed in cooperation with parents/guardians to meet the student's unique needs. Student progress is shared with parents in written reports and conferences. Upon entering high school, all students and staff work collaboratively with the student and the parent/guardian to develop an individual transition plan designed to assist the student in developing skills they will need to be successful after high school. Questions concerning the program may be direct to the Office of Special Education, PO Box 8937, Vancouver, WA 98668-8937; or call 360-313-1250.

International Baccalaureate (IB) Program

Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB Diploma Program is one of three programs developed by the International Baccalaureate Organization for students in grades 11-12. The IBO works with 3,861 schools in 140 countries to offer the three IB programs to approximately 914,000 students. All IB World Schools are required to undergo a two-year application process and are re-evaluated every five years to guarantee that the school will share the mission and commitment of the IB. CRHS has been authorized to teach the IB Diploma program since 1993 and is the only IB World School in southwest Washington.

All students are expected to sign and adhere to an honor code. The document sets high standards for academic honesty, classroom behavior, and attendance. It provides both teachers and students an environment in which a commitment to preparing for and learning college level coursework is possible. **Students who fail to demonstrate a commitment to the honor code may be removed from their IB or PB courses.**

Students who successfully complete the Pre-Baccalaureate Program are eligible to become candidates for the IB Diploma, or Diploma Course students, choosing from any of the Diploma Program options. Completion of the IB Diploma requires students to take six IB classes and complete three core elements – the Extended Essay, a 4,000 word original research essay, Theory of Knowledge – an epistemology course, and Creativity, Action and Service (CAS), an extended, reflective learning experience that takes place over the course of the student's junior and senior IB years.

Pre-Baccalaureate students who attend CRHS on boundary transfers must remain scheduled as full-time Pre-B students. During their junior and senior years, priority for renewal of boundary transfers will be based on the level of each student's participation in the IB magnet program, as per district policy. Attendance and discipline will be reviewed.

Junior and Senior IB Diploma candidates and IB Course students register in October for IB exams, which are held in May. Credit for IB Diplomas and Course results are accepted by most colleges and universities worldwide for credit or preferential placement at entrance. In addition, IB courses are excellent preparation for college success.

CR offers IB curriculum in the following areas: English, French, German, Spanish, History, multiple levels of math, Biology, Chemistry, Physics, Psychology, Philosophy, Art, Music, and Theory of Knowledge.



Columbia River High School

IB Honor Code Acknowledgement



The International Baccalaureate (IB) program at Columbia River High School sets high standards for students and teachers under the framework of **Respect, Integrity, Values, Excellence and Responsibility**. The success of all students engaged in a highly challenging academic program gains credibility and meaning when every student, teacher and parent observes the basic beliefs of academic honesty and the policies of both Columbia River High School and the IB Organization.

The expectation for students enrolled in Pre-Baccalaureate (PB) or IB classes, as well as their teachers, will always be to value and to operate with the ideals mentioned above, as well as in the IB Learner Profile. The IB Learner Profile, a document which is central to the aim of all IB programs, states that IB students will

“...act with integrity and honesty.... They take responsibility for their own actions and the consequences that accompany them.”

The Columbia River IB program, along with the IB Organization, expects students, IB teachers, parents and administrators to avoid any form of malpractice. The General Regulations of the IBO clearly state:

“Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme.... Malpractice includes the following: plagiarism, collusion, duplication of work, or any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate.”

A PB or IB student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. **HONOR CODE violations may result in any of the following: Administrative action, parent notification, recommendation for dismissal from an IB class or the program, and/or the inability to obtain a letter of recommendation from an IB staff member. Individual teachers may also impose penalties related to the task or assessment in question that may have a negative effect on a student's grade.** All incidents of malpractice shall be brought to the attention of the IB Coordinator and written reprimand will be placed in the student's IB file. Multiple infractions will result in the student going before the IB teachers and administrators.

The faculty and students of the Columbia River IB Program are committed to:

- Embracing the value of learning that comes from completing and submitting one's own work.
- Respecting others' rights to learn.
- Ensuring that all of the work submitted is authentic and that any sources used are appropriately acknowledged.

As we enter into digital learning, students are reminded that information, either acquired or transferred through digital means, has the potential for violating the honor code. Students are cautioned when submitting work on Canvas or other Learning Management Systems and reminded to correctly acknowledge the work or ideas of others.

We recognize the demanding level of PB and IB courses and pressures associated with each student's desire to produce his/her very best work. Teachers accept responsibility for providing an instructional environment that encourages teamwork and cooperative learning while at the same time maintaining the integrity of the independent work of each individual student and clearly differentiating between the two. Teachers may utilize outside resources, such as www.turnitin.com, or similar services, to assist them in uniformly enforcing this honor code and educating students regarding proper research and referencing protocol.

Student Government and Activities

The Columbia River High School ASB class is made up of the Executive Council (ASB officers), Senior Class Council, Junior Class Council, Sophomore Class Council, and Freshman Class Council. The appropriate class council usually handles matters that affect only one of the classes. The Executive Council acts on, and coordinates matters of school-wide interest.

The Associated Student Body Constitution and Bylaws for Columbia River High School were amended by the Executive Council of 2007-08. The Constitution and Bylaws of Columbia River High School enumerate the principles and procedures under which student government and the student activities program at our school operates. Copies of these documents are available from the associate principal.

ASB Cards

Students may purchase an ASB card for \$35 that permits them free admission to all regularly scheduled home athletic contests. Students without an ASB card must pay regular adult prices to these contests. The student with an ASB card may save up to \$50 in admission prices. Proceeds from the sale of ASB cards contribute to the financial support of the student activities program of Columbia River High School

STUDENT BODY OFFICERS

Executive Board

Noel Sims	President
Samantha Brown.....	Vice President
Erin Marble	Secretary
Landon Fish	Treasurer
Maia Wolverton & Emma Kepfer.....	Activities Coordinators
TBD.....	Creative Captains
TBD.....	Communications Officer
TBD.....	Community Outreach
TBD	School Board Representative

Senior Class Council

TBD

Sophomore Class Council

TBD

Freshman Class Council

TBD

Junior Class Council

TBD

CLUBS AND ORGANIZATIONS

All clubs and organizations shall be directly responsible to the Executive Council. Some Clubs and/or Activities have a \$40 fee each. All clubs must have a constitution, ratified by the Executive Council and a list of officers on file with the associate principal in charge of student activities. Any newly formed group with an advisor, a membership list, officers, and a constitution shall be classified as an organization of the school if approved by the Executive Council, associate principal and the School Board. The following is a list of the clubs at Columbia River High School and their advisors. Other clubs are available each year.

Clubs and Advisors

American Sign Language.....	Dave Soelberg
Art Club.....	Mr. Phelps
Automotive Club.....	Mr. Follmer
DECA.....	David Long
Future Farmers of America.....	Heather Mardon
French Club.....	Justine Copp
German Club.....	Emilie Watson
	9
Green Team.....	Mrs. Davis
Knowledge / History Bowl.....	David Douglas

Key Club	Kelly Ramey
Mock Trial.....	Mr. Burton/Ms. Ferguson
Model UN (United Nations)	Jackie George
National Honor Society.....	Sheree Fitzpatrick
Philosophy Club.....	Mr. Binkley
Red Cross Club	Gwen Davis
Science Olympiad.....	Mr. Molyneux
SkillsUSA/Graphic Arts.....	Mr. Williams
SkillsUSA/Video Prod	Janine Blackwell
Spanish Club	Logan Burnett
Vex Robotics.....	Mr. Molyneux

SCHOOL ORGANIZATIONS

Link Crew – Leaders: Michelle Buss and Natasha Flak

Link Leaders complete a two day training prior to the start of school to prepare for Freshmen Orientation. After training, the Link Leaders guide the freshmen through an orientation the night before school starts and the morning of the first day of school. The role of the Link Leader is to welcome incoming freshmen, advise them on the culture of Columbia River, and help them as they transition into high school. Link Leaders give in-class lessons to freshmen and provide support to them during their first semester of high school. Sophomores and juniors can apply to be Link Leaders during the spring of each school year. Application forms are distributed in English classes and leaders are selected by the end of the school year.

Performing Groups

Band - David Keckes-Chartrey

Choir – Venessa Bravo Medina

Jazz Ensemble - David Keckes-Chartrey

Orchestra - David Keckes-Chartrey

Dances

Homecoming

This dance traditionally occurs during football season and is highlighted by the homecoming game.

Winter Dance

Sponsored by DECA, this is a semiformal evening to ring in the festivities of the holiday season.

TOLO

Spring dance sponsored by DECA. Girls ask the guys! Dress is informal.

Junior-Senior Prom

This is sponsored by the junior class and is given for the seniors. Sophomores/Freshmen are not allowed to attend unless accompanied by an upperclassman. Dress is formal.

Dance Conduct

1. Appropriate dancing is expected of all students. Vulgar and sexually suggestive behavior will not be tolerated. When dancing, students must...
 - Dance face-to-face with space
 - Not lap dance or floor dance.
 - Not straddle front-to-front
 - Not “mosh pit” dance, or shove, push or flail.
2. Excessive displays of affection are not permitted including inappropriate fondling or touching.
3. Removal of any necessary articles of clothing (shirts, pants) is not permitted. Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, please see Vancouver Public School dress code policy in the student handbook
4. For dance admission, EVERYONE MUST HAVE PICTURE ID. Current school ID, passport, or driver's license will be the only forms of ID accepted.
5. No re-entry to the dance is permitted once a student leaves.
6. Students who bring a guest to a school dance are required to have the appropriate dance pass completed and signed *before* purchasing tickets.
7. Students may NOT bring a guest that is a middle school student, nor 21 years or older.
8. If a student or guest is asked to leave a dance, both parties will be required to leave. Parents will be called and asked to pick up each student if necessary.
9. Students who are removed from 2 dances will not be able to attend dances for the rest of the year.
10. Columbia River formal dances are limited to Columbia River students and their invited guests. Informal/After-game dances are limited to River students.

Assemblies

Assemblies are held regularly and attendance is mandatory for all students, barring extenuating circumstances.

Testing Information

MANDATORY STATE TESTING MAY CHANGE FOR THE NEXT YEAR. PLEASE CHECK NEWSLETTERS FOR UPDATED INFORMATION. Testing schedules for district and state assessments will be developed for students as needed. Please visit our website for bell schedules such as the 2 hour early release or 2 hour delayed start schedules. State assessments are required and include: Smarter Balanced Assessment (SBAC) and Washington Comprehensive Assessment of Science (WCAS).

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)

The PSAT is designed to prepare students for the SAT and is therefore a recommended test for all college bound juniors. This is also the assessment instrument used to qualify students for National Merit Scholarship Program. This test may be taken both in the sophomore and the junior years, but only the junior test results are used for National Merit Scholarship purposes. PSAT registration is handled through the Business Office at CRHS approximately three weeks prior to testing. Note the PSAT is only given once a year.

SAT (Scholastic Aptitude Reasoning Test)

The SAT is a globally recognized college admission test that lets you show colleges what you know and how well you can apply that knowledge. It tests your knowledge of reading, writing and math — subjects that are taught every day in high school classrooms. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities use the SAT to make admission decisions.

SAT Subject Tests

The College Board offers 20 SAT Subject Tests in five general subject areas: English, history, languages, mathematics and science. Each test is designed to measure knowledge in one subject area and the ability to apply that knowledge. Those colleges requiring subject tests use them in selecting students for admission and/or for course placement. Some colleges specify the subject area tests to be taken, but others allow applicants to choose those tests they feel best qualified to take. Students can take up to three subject area tests in one test setting.

SAT Test Dates and Registration

Test dates and registration are available at www.collegeboard.org
Information is also available in the Career Center or the Counseling Center. Columbia River's school code for registration is **481-460**.

ACT (American College Testing Program)

The ACT® college readiness assessment is a curriculum- and standards-based educational and career planning tool that assesses students' academic readiness for college. The ACT (No Writing) consists of four multiple-choice tests: English, Mathematics, Reading, and Science. The ACT Plus Writing includes the four multiple-choice tests and a Writing Test. Most colleges and universities require either the SAT or ACT and will accept either for admission purposes.

ACT Test Dates and Registration

Please refer to www.actstudent.org for test dates and registration deadlines. Information is also available in the Career Center or the Counseling Center. Columbia River's school code for registration is **481-460**. Many students choose to take a combination of the ACT and the SAT, begin testing in the spring of their junior year, and retest again in the fall of their senior year. Registration materials for both ACT and SAT are available in the counseling center.

College Credit in High School

RCW 28A.300.118 requires each senior high school to publish annually and deliver to each parent with children enrolled in ninth through twelfth grades, information concerning the entrance requirements and the availability of programs in the local area that lead to college credit, including classes such as advanced placement, running start, tech-prep, skill centers, college in the high school, and international baccalaureate programs.

Advanced Placement and International Baccalaureate (IB)

Students and parents should be aware that any courses denoted in course descriptions by an 'AP' (Advanced Placement) at Vancouver School for Arts and Academics, or at Skyview, Fort Vancouver, and Hudson's Bay High Schools are courses designed to be the equivalent of college level work. This also applies to courses indicating as 'IB' (International Baccalaureate) at Columbia River High School. Studies have shown that students who take AP or IB classes are better prepared for college than students who have not participated. The completion of AP or IB courses receives favorable consideration by college admissions offices. Students who successfully pass an AP or IB test may receive college credit at most colleges and universities. Such testing traditionally takes place during May.

Students interested in enrolling in AP classes should consult with their school counselor. For information about applying to the International Baccalaureate program contact Julie Nygaard, the International Baccalaureate Coordinator at Columbia River High School.

Running Start

"Running Start" is another program which can lead to college credit, and it is operated in conjunction with Clark College. Students have the opportunity as juniors and seniors to take courses at both their home school and Clark College. Credits earned count toward both high school graduation and community college degree programs. Anyone interested in enrolling in classes at Clark through this program should consult the Running Start program guidelines available from the high school counselor within the Vancouver School District.

Tech Prep

The Tech Prep program puts high schools students on the pathway to earning a degree from Clark College by allowing them to complete selected Career & Technical Education classes while still in high school. Tech Prep is a partnership between Clark College and Vancouver Public Schools high schools allowing students to simultaneously earn high school and college credits that have been approved through a formal articulation agreement. The following Vancouver Public Schools Career and Technical Education (CTE) courses are articulated with Clark College: Tech Tools for your Future (Columbia River, Fort Vancouver, Hudson's Bay and Skyview) Child Development/Tutoring (Columbia River, Fort Vancouver, Hudson's Bay and Skyview), Graphic Design, (full year at Columbia River, Fort Vancouver, Hudson's Bay, Skyview), Culinary Arts (Fort Vancouver), Horticulture, Horticulture Science (Hudson's Bay, Columbia River, Fort Vancouver) and Medical Terminology and Practice (Fort Vancouver). Career Specialists at each high school serve as the Site Coordinators to work with CTE instructors to encourage students to complete the necessary paperwork to apply for and potentially earn college credit while taking high school courses.

Why Take Tech Prep classes?

- Tech Prep students get a "jump start" on their college education and career plans.
- Tech Prep students save time and money by fulfilling degree requirements while still in high school.
- Tech Prep students are able to bypass entry level college courses when they register at a community college.
- Tech Prep students can use their credits at Clark College or another community college and as an elective or transfer credit to a university. Or, they can enter the military at a higher rank.

How Can A Student Get College Credit Now?

- Enroll in a Tech Prep course and earn a grade of "B" or better.
- During or after completing the Tech Prep course, students are encouraged to register online at: www.techprepwa.org/wa/clark. Students should talk with the Career Specialist for more information.

Tech Prep/Direct Credit is also available for students enrolling in Clark County Skills Center programs. Articulation agreements between the Clark County Skills Center and Clark College include Applied Medical Sciences, Automotive Technology, Construction Technology, Diesel Technology, Electro-Digital Technology, Financial Customer Services, Legal/Medical Office Applications, and Pre-Engineering/Design Technology. Additional local articulation agreements between the Clark County Skills Center and other local colleges include Criminal Justice at Portland Community College, Dental Assisting at Columbia Basin College, Fire Science at Lower Columbia College, and Travel Hotel Management at Mt. Hood Community College.

Awards and Honors

Chieftain Achievement Award

Staff members nominate students once a month. Students are nominated based on improvement in class for any reason – attendance, homework, test score, participation, etc. All staff members are eligible to nominate students. Students will be recognized.

CR Varsity Academic Letters

The CR Varsity Academic Letter program honors students who have consistently shown a high regard for academics, citizenship and involvement in the school community. After the completion of their sophomore year students may apply for the CR Varsity Academic letter award. Applications are available in the Career Center in the fall with an award ceremony being held during the school day in December.

Criteria for Varsity Academic Letter:

1. Students must have a cumulative GPA of 3.5 or higher based on at least 4 semesters of high school courses; the most recent 2 semesters or coursework must be from Columbia River High School.
2. Students must have no truancies.
3. Students must have no discipline referrals and no violation of Vancouver Public Schools Drug and Alcohol policies.
4. Students must have participated in a school club or organization for at least one semester or an athletic activity for one season.
5. Student must have an ASB card.

Honor Roll

Students who earn a 3.3 or better at semester grading time will be included on the Honor Roll.

National Honor Society (By invitation only based on scholarship, leadership, and school and community service.) The National Honor Society of Columbia River High School receives its charter from the National Association of Secondary School Principals, and is governed by the national NHS constitution. The National Honor Society is NOT only an honorary society for scholastic achievement. Membership is also based on leadership, character, and service. Members must exhibit these three qualities, as well as maintain the required cumulative 3.5 GPA. Leadership implies being a role model in and out of class; character suggests honesty and integrity; service is evident in one's willingness to give time and energy to people in need.

National Honor Society Selection Process

Students who have the required 3.5 GPA will be eligible for membership for the first time upon completion of grade 9. Early each fall, qualified students will be issued a Candidate Profile Form to be completed and returned if students are interested in being considered for membership. A panel will then conduct interviews and decide who will be accepted. All candidates will be informed of their selection or non-selection. After students have been selected for membership, they are required to maintain the standards by which they were selected. Members must attend regular monthly meetings, maintain a 3.5 GPA, participate in service projects, and continue to exemplify outstanding character.

Seniors who are in good standing at the time of graduation will be recognized in the commencement program, will wear special NHS Honor Cords, and will receive a National Honor Society sticker on their diploma.

Honor Cords

Any senior who has an accumulated grade point average of 3.3 or better at the end of first semester of the senior year is eligible to wear a gold honor cord at commencement. There is special recognition on the graduation program as well as at the Senior Awards Night celebration.

Curricular Awards

Just prior to graduation, Senior Awards Night will be held to honor seniors who have won a variety of awards. Included are department awards from the faculty. All students honored receive a plaque or certificate. The criteria for each award is developed and maintained by the curricular areas.

Athlete's Awards

Awarded at Senior Awards Night, a senior male and female athlete are honored as athletes of the year. The criteria are as follows: total number of sports, academic record, and participation for four years, athletic ability, team spirit, loyalty, good citizenship, team effort, and leadership.

Citizenship Award

This is the highest award given to two graduating seniors by the faculty. Winners of this award are given a plaque and have their names engraved on the perpetual plaque. Their names are announced at graduation.

Senior Class – Highest 5% Recognition

Every year the highest 5% scholastically in the senior class are recognized at graduation. The highest 5% in a senior class is determined by using the cumulative grade point average (GPA) rank. The GPA rank is calculated at the end of the first semester of the senior's high school career.

Graduation Speakers

The two graduation speakers are selected from the highest 5% in the senior class. One speaker from the highest 5% will be selected by the senior class. One speaker from the highest 5% will be selected by the teaching and administrative faculty. The selected graduation speakers will work with the building associate principal to write and deliver an approved graduation speech.

Athletics

Columbia River High School is a member of the Greater St. Helen's League, division 2A. Member schools are Columbia River, Hockinson, Mark Morris, RA Long, Ridgefield, Washougal and Woodland.

Athletic Eligibility

1. CRHS is a member of the Washington Interscholastic Athletic Association, and is obliged to abide by all rules of the WIAA. WIAA eligibility rules are available via the Internet at WIAA.com.
2. Any question regarding these rules should be referred to the coach or the Athletic Program Supervisor for Athletics and Activities.
3. In order to participate in practice or a contest, the participant must be in attendance at least 3 classes during the school day and have an excused absence for the other three periods
4. A student, in order to participate in the athletic programs of the Vancouver Public Schools, must be passing 5 of 6 classes as per WIAA guidelines.

Turning Out

The following requirements must be fulfilled by each prospective athlete prior to turning out for athletics at Columbia River High School:

1. Must be a resident of Columbia River High School and must have been enrolled in classes the previous semester.
2. Maintain grades in accordance with the VPS and WIAA requirements. Complete and return all paperwork to the Business Office. A student athlete may not practice until the clearance process is completed. This includes:
 - a valid physical exam
 - purchase \$35 ASB card
 - pay \$60 athletic fee
 - sign and return clearance packet
 - report dental and medical insurance providers
 - Include a copy of previous semester's grades

Requirements of Athletes after Clearing

1. Attend all practices and games unless:
 - ill – then call and notify the coach
 - special arrangements are made with the coach
2. Be on time to all practices and games.
3. Listen to and follow directions of coaches.
4. Athletes are representatives of Columbia River High School. Their behavior should reflect positive leadership in competition, in the classroom and in the community.
5. The athlete shall follow the codes of conduct rules and regulations as outlined in this handbook, the athletic clearance packet, District policy, and the rules of the WIAA.

Seasons

Fall

Football begins August 15

Turnout Begins August 20, all other sports

	<u>Boys</u>	<u>Girls</u>
Cross Country	X (V, JV)	X (V, JV)
Football	X (V, JV, 9)	
Golf	X (V, JV)	
Soccer*		X (V, JV)
Swimming		X (V, JV)
Tennis	X (V, JV)	
Volleyball*		X (V, JV, 9)

* Sports with cuts

Winter

Bowling Begins October 29

Gymnastics Begins November 5

Turnout Begins November 12, all other sports

	<u>Boys</u>	<u>Girls</u>
Basketball*	X (V, JV, 9)	X (V, JV, 9)
Bowling		X (V, JV)
Swimming	X (V, JV)	
Gymnastics		X (V, JV)
Wrestling	X (V, JV, 9)	X

* Sports with cuts

Spring

Turnout Begins February 25

	<u>Boys</u>	<u>Girls</u>
Baseball*	X (V, JV, 9)	
Golf		X (V, JV)
Soccer*	X (V, JV)	
Softball*		X (V, JV, 9)
Tennis		X (V, JV)
Track	X (V, JV, 9)	X (V, JV, 9)

* Sports with cuts

Coaching Staff - Head Coaches

Fall

Cross Country – Boys	Josh Christensen
Cross Country – Girls.....	TBD
Football.....	Brett Smedley
Golf – Boys.....	David Long
Slow Pitch Softball	Marc Hacault
Soccer – Girls.....	Filomon Afenegus
Swimming – Girls	Alyssa Manlow
Tennis – Boys	Jim Sevall
Volleyball	Breanne Smedley

Winter

Basketball – Boys	David Long
Basketball – Girls.....	Will Jones
Bowling	Logan Burnett
Gymnastics	Alicia Green
Swimming – Boys	Alyssa Manlow
Wrestling.....	Jose del Moral

Spring

Baseball.....	Stephen Donohue
Golf – Girls.....	Dave Bennett
Softball.....	TBD
Soccer – Boys	Filomon Afenegus
Tennis – Girls	Kevin Erickson
Track – Boys.....	Art Sandison
Track – Girls	Michelle Buss

Student Management Plan

The Vancouver Public School Board of Directors has a strong belief that parents and community be involved in school district programs.

State Statute requires that parents and the community be involved in the development of written procedures for student management at each school within the district. These procedures shall be reviewed at least annually by principals and respective staffs. They will assure that all staff work cooperatively toward consistent enforcement and/or reinforcement of student behavior throughout each school as well as within each classroom.

Philosophy of Columbia River High School

Each person is unique. He/she must view him/herself as important and worthwhile. To do this, he/she must enjoy an environment rich in successful individual and group experiences. Columbia River High School further provides opportunities for everyone to acquire, maintain, and demonstrate competencies (artistic, intellectual, physical and social). Learning is a continuing process of change, both for individuals and for society. Therefore, Columbia River High School provides the opportunity for everyone to understand and participate in the process of change.

Goal Statement

All staff will work cooperatively toward consistent adherence to the guidelines set forth in this student handbook in regards to student behavior throughout Columbia River High School.

Description of System

The principal will approve plans submitted by teachers that complement the learning environment in their individual classrooms. Students will be expected to operate within established classroom rules as well as within the rules and regulations of the Vancouver Public Schools.

All students on a school-wide basis will:

- Comply with reasonable requests from any staff member.
- Use designated areas of the buildings and grounds for the appropriate activity (student parking lot, restrooms, etc.).
- Use all school equipment and facilities appropriately.
- Avoid inappropriate conduct such as fighting, unlawful acts, verbal abuse, etc.
- Comply with discipline when issued or receive further consequences through progressive discipline.
- Attend classes.

Responsibilities:

A. Responsibilities of Administrative Staff

The administrative staff of Columbia River High School will work cooperatively with staff, students, and parents to ensure consistent enforcement and support of the student management system. They will follow district policies and procedures.

B. Responsibilities of Parents

It shall be the parents' responsibility to cooperate with the school to reinforce efforts to change inappropriate behavior. Parent support is believed to be of the utmost importance. A committee of parents meets annually to review and evaluate the student management system.

* The term "parent" is used to mean a parent, guardian or person having legal custody of a child.

C. Responsibilities of Staff

All staff members have the responsibility of enforcing all regulations of Vancouver Public Schools and Columbia River High School. Staff takes an active part in evaluation and development of the student management system.

D. Responsibilities and Expectation of Students

It shall be the students' responsibility to maintain a favorable learning atmosphere that encompasses the whole campus. They will respect the rights and property of others, and will follow the rules and regulations of Columbia River High School and the Vancouver Public Schools.

E. REVIEW OF STUDENT MANAGEMENT SYSTEM

On an annual basis, staff, parents, and students will review the student management system.

Rules and Regulations of Columbia River High School

A. Closed Campus

1. Any student who leaves the school campus unauthorized shall be considered truant and shall be subject to discipline, suspension, or expulsion.
2. A student may be permitted to leave the campus during the regular school hours only under the following conditions:
 - A. The student has *prior* written or oral approval from his/her parent or guardian and clears through the attendance office before leaving.
 - B. The student has the *prior* approval of the principal or designee.
 - C. A legally emancipated student may be permitted to leave the campus during regular hours of the school day provided there is valid reason. He/she *must check out* at the attendance office *prior* to leaving campus.

B. Off Campus Lunch Passes

Only eleventh and twelve graders can obtain off-campus passes for the purpose of leaving campus to eat lunch. These passes can be obtained in the Attendance Office or on the student check-in day in August. These passes require written parent approval. **Students who are truant or consistently late getting back from lunch will be subject to disciplinary action and/or have their off-campus pass revoked.**

C. Campus Restricted Areas

Students are restricted from the following areas during school hours unless permission to enter is obtained from a classroom teacher or administrator: the neighboring church and all parking areas, behind (south and west of) the 500 wing, baseball fields and the green house, the football stadium and grandstand, and the wooded and canyon areas east of the track and tennis courts. Students are not allowed to loiter in parking lots (including the church lot) during class time, during lunches or after school (7th period). **DUE TO POSSIBLE THEFT, PE LOCKER ROOMS AND GYM AREAS ARE OFF LIMITS ALL DAY UNLESS A STUDENT IS SUPERVISED BY A STAFF MEMBER.**

Building and Classroom Climate

Vancouver Public Schools are committed to maintaining a safe school learning environment to ensure an optimum "learning environment." It is, therefore, the policy of the board of directors that:

- A.** In cases where student misconduct jeopardizes the safety and welfare of students, personnel, and/or the educational process, appropriate measures shall be used by building administrators to maintain a safe school learning environment. Law enforcement officials shall be contacted in order to assist school administrators when appropriate.
- B.** Organizations, groups, or individuals that initiate or advocate activities which threaten the safety and well-being of persons or property on school facilities or at school-sponsored events will not be tolerated. Individuals involved in such activities are subject to suspension or expulsion and/or arrest by law enforcement officials.

Disruptive Conduct

Conduct which materially and substantially interferes with the educational process is prohibited. Appropriate corrective action (discipline) will be taken by the superintendent or designee to nullify such conduct. (This may include dress, clothing and attire).

Bullying, Harassment or Intimidation

Please see the extensive Vancouver Public Schools policy on bullying, P5159.6, which is in the back of this book in the District section.

Profanity and Vulgarity

Any student who uses profane, lewd or obscene speech or engages in vulgar behavior on school property or at school-sponsored activities or events may be subject to disciplinary action, suspension or expulsion.

Behavior includes:

A. Action

B. Speech:

* Written, spoken or symbolic

Damage and Destruction of School Property

Whenever necessary and feasible in order to assure financial restitution for damage to or loss of school property, or willful vandalism or theft, including interruption of electronic services, the school shall withhold the diploma and official transcripts of the responsible student from:

A. the student,

B. the student's parent(s),

C. post-secondary educational institutions,

D. the student's employer or prospective employer,

E. any other person or entity except as provided below.

If the student has not paid a fine or fee and enrolls in another school district, the school shall withhold the student's official transcript, but shall transmit information about the student's academic performance, special placement, immunization records, and records of disciplinary action. If the information is requested from an enrolling school, it shall be transmitted within two school days after receiving the request.

When an official transcript is not sent due to unpaid fees or fines, the enrolling school shall notify the student and parent that the official transcript will not be sent until the obligation is met, and failure to have an official transcript may result in exclusion from extra-curricular activities or failure to graduate. Such records will be held until the school has received payment for the damaged or lost property. The student's grades, transcripts, and diploma may not be withheld from the Department of Social and Health Services (DSHS) or a child-placing agency licensed by DSHS, if DSHS or the agency has custody of the student and requests the records.

When the student and parent(s) are unable to pay for the damages, the school district shall provide a program of voluntary work for the student in lieu of the payment of monetary damages. Upon completion of voluntary work the grades, diploma, and transcripts of the student shall be released.

Prohibition of Firearms and Dangerous Weapons

Guns, look alike guns, any kind of knives, laser pointers, clubs or other weapons are never to be brought to school by anyone. If a student does bring them to school or to a school event, it could result in emergency expulsion, suspension, expulsion, and/or arrest.

Sexual Harassment

Sexual harassment is any unwelcome and sexually oriented verbal, written or physical advances or conduct received by one student from another person (student or adult) in school, on the bus, or at school-sponsored/related activities. Conduct is viewed as sexual harassment when it has the purpose or effect of interfering with a student's school performance or creates an intimidating, hostile or offensive environment as perceived by the victim.

Corrective Action - If a student believes he/she is the victim of sexual harassment, he/she has the right to tell the offender to stop. If the victim is uncomfortable, cannot initiate this action or if the offender persists, the student should report this to a school administrator and/or counselor. The student will be asked to complete a Harassment Report Form available in the main office or counseling center. An investigation will be promptly conducted. Vancouver Public Schools' regulations regarding sexual harassment are included in the back section of this handbook.

Attendance

All students enrolled in Vancouver Public Schools are expected to be at school and in class on time.

Excusing an Absence

Absences may be excused for the following reasons (P3122):

Illness, a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement;

Health care appointments;
Emergencies, including but not limited to a death or illness in the family;
Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
Participation in a district or school approved activity or instructional program as approved by the principal;
Deployment activities of an active duty military parent or guardian;
Visitations for apprenticeships, technical school, post-secondary education, or scholarship interviews;
Prearranged absences that the principal (or designee) and parent agree upon on approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.

Absences must be excused by a parent within three days after the student absence in one of the following ways:

- Send an e-mail to river.attendance@vansd.org; or
- Calling the attendance line at 360-313-3920; or
- Enter the absence into Skyward Family Access; or
- Send a written note to the attendance office

If a student is eighteen (18) years or older, or is legally emancipated, the procedures for the parent in this regulation may be exercised by the student.

It is the responsibility of the student or parent to arrange for any needed make-up work.

Unexcused absences will result in an automated phone call notifying the parents of the absence.

Truancy

Children between the ages of 8 and 18 years of age are required to attend school. Truancy is when a student is not in school and the absence is unexcused.

After three (3) unexcused absences, the school will schedule a conference with the student and parent. No later than the student's fifth (5th) unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements.

At some point after the second (2nd) and before the fifth (5th) unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. These steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

After seven (7) unexcused absences in a month, or ten (10) in a year, the student will be referred to the Office of Student Welfare and Attendance to file an initial petition with the court.

Tardy Policy

A student is tardy when he/she enters the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an unexcused absence if the student is more than fifteen (15) late to class and will be marked with the code of "V" in the attendance. Teachers will track students with excessive tardies and report to administration by following a plan as is written below:

1st tardy: warning

2nd tardy: warning and parent contact

3rd tardy: detention with teacher with parent notification

4th tardy: detention with teacher or security with parent notification

5th tardy and above: referral to administration which will result in Friday School.

Departing Early

Students are expected to remain on campus from the time of arrival until excused. Students who ride the bus are to remain on campus once they arrive.

Students who need to check out early for illness or appointments must report to the attendance office BEFORE leaving campus. Failure to do so will result in truancy, regardless of later returning to school with a note from a parent. Parents coming to pick students up from school must check in at the main office.

Students who are eighteen (18) may sign themselves out, but unless they are legally emancipates, parents will be contacted to ensure the safety of the student.

Attendance Codes:

U-Unexcused Absence

T-Tardy

V-Student arrived more than 15 min late or departed more than 15 min early

D-Departed Early

O-Discipline related absence

I-In-school suspension

S-School excused absence

E-Excused Absence

Students who leave the campus during the school day, must report to the Attendance Office to be dismissed *before leaving* or they will be truant, even if they bring a note when they return.

Attendance at Assemblies

Assemblies are held regularly and attendance is mandatory for all students.

In an assembly the following guidelines are to be followed:

1. All students are to be seated.
2. Respectful attention to performers and speakers must be given at all times.
3. No one will be allowed to enter late.
4. No one will be allowed to leave the assembly once it has begun (except in emergencies).

Attendance at Extracurricular Activities

Extracurricular activities are experiences that occur outside of school time and may or may not be held on the school campus. Examples are athletic contests, dances, field trips, and out-of-town trips. Students at school-sponsored on and off campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Participating students agree to:

- Display appropriate behavior at all times.
- Use appropriate language or gestures
- Act as an ambassador for his/her home school and community.
- Refrain from misconduct while traveling to and from conferences/competition.

For breaches of conduct, disciplinary action will be administered.

Consequences for not following guidelines:

First Offense: Immediate removal from the activity and/or suspension from attending all extracurricular school activities for up to 20 school days.

Second Offense: Immediate removal from the activity and/or suspended from attending all extracurricular school activities for the remainder of the school year.

The school administration reserves the right, in certain instances, to immediately move to step 2 if warranted, depending on the serious nature of the student misconduct.

Dress & Appearance Guidelines

The following guidelines for student dress and appearance are provided to ensure a positive, safe and non-disruptive school climate, thereby enhancing learning.

The guidelines are in addition to Dress and Physical Appearance, which states that if a student's dress and/or physical appearance disrupts the educational process or threatens the health and/or safety of the student or others, the designated building administrator will ask the student to refrain from wearing such apparel, jewelry, accessories or using such manner of grooming while at school or school-sponsored events or be asked to call home to get a change of clothing.

Vancouver Public Schools prohibited dress or physical appearance specifically includes, but is not limited to:

- ϕ **Displaying lewd, sexual, drug, tobacco or alcohol-related messages in clothing and head gear.**
- ϕ **Wearing apparel that indicates gang affiliation as reported by the Gang Task Force or law enforcement agencies (students may not wear bandanas).**
- ϕ **Exhibiting a bare midriff, underwear or backless/sideless clothing.**
- ϕ **Wearing shorts/skirts that are shorter than the wearer's fingertips when arms are hanging down.**
- ϕ **Writing or designs on clothing or body that discriminate on basis of sex, race, religion, national origin, disability, or gender orientation.**

Dress and Appearance

Appropriate dress is an expectation at Columbia River High School; we encourage students to practice dress standards that will be expected in the future workplace. Inappropriate dress or appearance which causes a disruption of the education process, or presents health/safety problems, is not permitted.

Our student dress code is designed to accomplish these goals:

- Ensure that all students are treated equally regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.
- Allow students to express themselves in school appropriate ways with clothing as long as that clothing choice doesn't interfere with the school dress code.
- Allow students to wear clothing that expresses their self-identified gender or to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference gangs, alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

In accordance with the Vancouver Public Schools guidelines, the following guidelines are expectations at Columbia River. If any situation relative to dress or appearance arises that is not specifically covered in the dress code, building administrators shall have the authority to make decisions on appropriateness of the attire in question.

- All outer garments such as shorts, dresses, or skirts must be below fingertips of extended arms while standing upright.
- Pants are to be at the waist – no sagging.
- Shirts are to be worn at all times. Strapless shirts are not allowed.

Any student wearing, carrying or displaying gang-related apparel or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or otherwise place other students in fear of personal safety shall be subject to discipline.

The Vancouver School Board expects the Columbia River staff to monitor and supervise student behavior and dress. If an adult staff member determines that a student's choice of attire is inappropriate for the school setting, the student will be expected to change or alter their attire. A decision not to comply with an adult staff member's request will result in an immediate referral to the Principal or the Principal's designee. School staff will be trained and able to use respectful language to address the dress code and to address violations; students are expected to use respectful language with staff if problems arise.

When dress code is in doubt, ask an administrator. Students who are inappropriately dressed will be asked to change or call home for a change of clothes. Students who feel they have been subject to discriminatory enforcement of the dress code should contact an administrator or counselor.

Hall Passes

Students who request to leave class for any reason must have an official school hall pass signed by the teacher which indicates the date, the time they left the class and their destination. Students may be asked to show a hall pass to any staff member as verification they have the appropriate permission to be out of class. Students without proper permission to be out of class will be deemed truant.

Media Center Rules

- Come with a pass and purpose: research, study, read, work on homework.
- Show respect for yourself, other people, and Media Center property.
- Follow school rules and district internet policies.
- Use quiet voices.
- No eating, drinking, or computer games in the Media Center.
- No headsets, electronic devices, or cell phones during school hours.

Parking Rules

All students who drive and park on Columbia River's campus must register their car and obtain a parking permit. This is done in the Attendance Office during student check-in in August. **Parking permits will not be issued until the permit form is completely filled out and any applicable fees are paid.**

A limited number of senior passes for access to the west lot are only available to seniors. Seniors may also park in the open spaces in the front (East). Juniors can only park in the front lot. **Due to lack of space, sophomores will not be allowed to park in any of the Columbia River lots.**

The following guidelines are to be followed by students using parking areas provided by the school.

1. Have car insurance
2. Register with the Attendance Office
3. Permit must be clearly visible
4. Park ONLY in designated student parking lots
5. Observe the 10 mph speed limit while driving on school grounds
6. Squealing or smoking tires, leaving rubber on the blacktop, or other displays of reckless driving will result in disciplinary action and possible loss of parking privileges
7. Parking in red fire lanes at any time will result in discipline and could also subject the driver to a \$250 fine by the county sheriff
8. No one may ride in the back of a pickup or on the body of an auto while on school property
9. There will be a \$1.00 charge for lost parking permits
10. Students will be asked to move their cars if they park in staff parking or where it is not allowed. If this continues, loss of parking privileges could occur.

All vehicles are subject to search with a reasonable cause.

All cars should be locked, and no items of value should be left in cars. The school will not assume responsibility for damage to a car or theft of personal property. When a student registers a car with the school, the student is agreeing to follow all of these guidelines and rules. All cars driven to school need to be registered.

Violations of Parking Rules:

First Violation: Citation and Friday school may be assigned.

Further violations may result in progressive discipline including but not limited to loss of parking privileges.

Senior Schedule Requirements

Vancouver Public Schools policy requires seniors to take at least five classes per semester.

Items Prohibited at School

Squirt guns	Choker chains	Knives
Water balloons	Pepper spray	Masks
Snowballs	Handcuffs	Anything that has to do with gangs and/or drugs
Stink bombs	Stun guns	Weapons of any kind and their look-alikes
Lasers	Pointed Studs	

Any items used in a way that is dangerous or disruptive are also prohibited. Any item that disrupts the educational process will be confiscated.

Electronic Devices (Cell Phones & Games)

These items can only be used during lunch, before school, and after school. They can only be used or visible during class time at a teacher's discretion. *A student who does not cooperate may have his or her electronic device confiscated and returned either to the student or to the parent (at administration's discretion).* Text messaging is **not allowed** during classroom or other instructional time. We ask that parents refrain from calling/texting your student(s) during school hours. If there is an emergency, the main office should be contacted.

School Visitors

While we urge parents/guardians to visit our school, other visitors may not come on campus. We will not issue visitor's passes to friends of students for social or family reasons. For the safety of all students, and in order to be consistent, no visitor's passes will be issued. Exceptions may be made where there is an educational reason for visiting. These visits require 24-hour notice to the teachers involved, a conference with an administrator, and a call from parents.

A Closing Comment on Behavior

Because we are working with adolescents who are also human beings, rules and consequences do not always fit as easily and appropriately as planned. Therefore:

- Professional and caring judgment will be used by staff members in working with our students.
- Throughout a school year there are things that happen that are not included within the overall rules of the school or classroom and are not covered directly in this student management plan. It is expected that our students have, and will show, common sense in dealing with unique situations.
- Parent and student input into this student management plan is always acceptable and encouraged.

Additional Information

Valuables

Valuables and money are brought to school at a student's own risk. We recommend that valuables are not brought to school. This includes expensive jewelry and clothing, large amounts of money, cell phones, and electronic games. The school is not responsible for the loss of these items.

Emergencies

In the event of any emergencies, the following will hold true unless otherwise informed. The signal used for emergencies is an announcement or computer alarm. An announcement will be made with appropriate instructions. CRHS follows district, county and state guidelines about emergency situations and practices emergency protocols on a regular basis.

Students:

1. Follow the directions of teacher and administrators.
2. Stay with the class or group.
3. Do not leave campus at any time during emergencies unless told to do so.

Flowers, Gifts or Balloon Deliveries

We realize the importance of showing someone you care, but please do not have flowers/gifts or balloons sent to students at school. They will **not** be delivered to classrooms and school bus drivers **will not allow** students on the bus with balloons or any glass containers. We will not deliver messages or any product unless it is an emergency situation.

Once a Chieftain; always a Chieftain!

Student Name: _____

Student ID#: _____

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT



PURPOSE: Vancouver Public Schools (VPS) may issue students a one-to-one (1:1) technology device that can be used both at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement outlines VPS expectations for students and families issued a 1:1 device. In addition to this agreement, the use of district-provided technology requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct.

VPS expects that students will use district issued equipment responsibly. This agreement will help you understand the appropriate use of both the technology and district network resources. VPS also expects that students will make a good faith effort to keep their 1:1 device safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

Student Expectations:

1. **Charge your 1:1 device at home every night** and bring it to school each day with a full charge.
2. **Communicate Responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech.
3. **Back up important files regularly.** VPS maintains 1:1 devices with periodic updates. Students should save files in online storage to avoid accidental loss of data. *VPS cannot guarantee data loss will not occur and is not liable for such loss.* Ask for assistance if you do not know how to backup your files.
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**
7. Keep the device in its school issued case (if applicable).
8. **Return the device to school promptly if you un-enroll from the district!**

The following activities are prohibited:

1. Do not mark or deface your VPS issued 1:1 device or case. Defacing includes the use of stickers or tape.
2. Do not loan your VPS 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, racist, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district provided learning materials & resources.
6. Do not take pictures or videos of other students or staff without their permission.

Hacking: Please note that “hacking” of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

Student Safety:

1. **Students should not intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**

2. Bullying or harassment, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges.** *If you are aware of bullying or harassment, please report it to responsible school personnel.*
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. The electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

Parental/Guardian Monitoring Responsibility:

Despite the filtering measures detailed above, parents and/or guardians assume responsibility for monitoring their student’s activity on district-issued devices and accounts during non-school hours and on non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

IMPORTANT SAFETY NOTE: information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) will initiate a 911 report upon receiving that information. Building administration will contact the parents/guardians on the next school business day regarding the matter.

Fiscal Responsibility: The district strives to limit the financial responsibility for families of students issued 1:1 devices. In cases of accidental damage, a 1:1 device will be repaired up to two times per year at no cost to the family. If the device is lost or stolen, and the school determines that the student is not at fault, the replacement fine is \$99.00. If a device is damaged, lost, or stolen due to willful negligence, the family may be responsible for the full cost to repair or replace the 1:1 device. A police report must be filed by the family for all devices stolen when off campus.

By signing this document, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of VPS district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the VPS Student Code of Conduct.

As the parent or guardian of _____, my signature indicates I have read and understand this Responsible Use and Safety Agreement and give permission for my student to have access to and use district-issued technology, including access to district-provided digital educational programs, services and applications. I understand that the use of a district-issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Parent Name: _____ Signature: _____ Date: _____

As the student, my signature indicates I understand this Responsible Use and Safety Agreement and will follow these guidelines while using district technology. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Student Name: _____ Signature: _____ Date: _____