



Character Academics Marketplace

Senior High Student Handbook

2008-09

CAM is a publicly funded school established in 1996 to provide a positive and safe environment serving students from private, public or home schooling.

CAM High School Office	885-6825
FAX	885-6808
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CAM SENIOR HIGH SCHOOL
MEMBER OF NORTHWEST ASSOCIATION OF ACCREDITED SCHOOLS

Dear High School Students,

As principal and assistant principal we want to welcome you to the 2008-09 school year. This handbook is designed to give you the information you need to have a successful and enjoyable year. Please take the time to read and review the information and policies. District-wide policies can be found in the Battle Ground School District Handbook which accompanies this CAM specific handbook. It is important that you review both handbooks as they contain different information. When you see a District Student Handbook reference next to a heading in this handbook it means that there is a CAM specific element to the topic. The parent/student signature sheet should be returned to your first period teacher. If you come in after first period, please turn it into the high school office.

CAM High School is a rigorous academic school with a strong emphasis on character. You will be challenged toward excellence in both areas as you are prepared to be competitive in the marketplace upon graduation. Closely partnering with you and your parents, the staff will support you as you seriously focus on your post high school education goals and career pursuits. This partnering is designed to give you a rich academic, social and leadership experience in preparation for life long satisfaction and success.

As a team, we will work together to develop your talents and strengths and provide you with opportunities to share these gifts with others. Improving your ability to set goals and meet challenges with confidence and determination builds character and develops the social, physical and academic skills you will need for your post high school plans. Take advantage of the expertise and experience of the staff to make the most of your time at CAM Senior High School.

Best Wishes for a successful year.



Principal

Assistant Principal

Principal Contact Information: 885-6800, oneal.colleen@bgsd.k12.wa.us

Assistant Principal Contact Information: 885-6800, drake.travis@bgsd.k12.wa.us

The mission of CAM High School is to partner with parents to create educational opportunities for students, which encourage and foster character development, academic excellence and marketplace preparation.

The purpose of CAM High School is to provide a safe environment in which students are challenged to take ownership of the development of their character and learning in order to become responsible citizens in their homes, school and community.

The Battle Ground School District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Harassment of any employee/student with regard to race, color, national origin, gender, sexual orientation, including gender identity, or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Sexual Harassment Officer, Marcia Christian, 360-885-5306; [Title IX Equity](#)

[Coordinator: Pam Judd, 360-885-5395](#); Section 504/ADA Coordinator, Jane Mercier, 360-885-5413; or submitted in writing to the designated coordinator at PO Box 200, Battle Ground, WA 98604.

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2008-09 GENERAL SCHOOL INFORMATION

CALENDAR DATES OF INTEREST

First Day of School	Sept. 2
Mandatory Parent meeting (9 th grade and new)	Sept. 9
Picture Day	Sept 16
State In-service Day	Oct. 10*
Conference Week/ Early Release	Oct. 27-31
Veteran's Day	Nov. 11*
Thanksgiving	Nov. 26 – 28*
Winter Break	Dec. 22 – Jan. 2*
School Resumes	Jan. 5
Martin Luther King Day	Jan. 19*
End of Semester/ Early Release	Jan. 22-23
Snow Make-up Day if needed, otherwise no school	Feb. 13*
President's Day	Feb. 16*
WASL Testing Grade 10	Mar. 16-19
Spring Break	Mar. 30-Apr. 3*
Learning Improvement Day	Apr. 10*
WASL Testing Grade10	Apr. 13-14; 20-21
Snow Make-up Day if needed, otherwise no school	May 22
Memorial Day	May 25*
Graduation	June 11
Early Release	June 15 & 16
Last Day of School	June 16
Snow Make-up Days if needed	June 17-19

*Indicates non-student attendance days; off-site Creative Classes may meet.

Additional Snow days/emergency make-up days will be added at the end of the school year.

STAFF

Eric Albers	Social Studies	Ext 4409	albers.eric@bgds.k12.wa.us
Gary Albers	Social Studies/English	885-6826	albers.gary@bgds.k12.wa.us
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Shirley Bjur	English	Ext 4428	bjur.shirley@bgds.k12.wa.us
Gary Blackmar	Counselor	885-6829	blackmar.gary@bgds.k12.wa.us
Pat Borough	Spanish	Ext 4425	borough.patricia@bgds.k12.wa.us
Wanda Francis	Secretary	885-6825	francis.wanda@bgds.k12.wa.us
Linda Leckband	Science	Ext 4429	leckband.linda@bgds.k12.wa.us
Karen Schadler	Science/Math	Ext 4427	schadler.karen@bgds.k12.wa.us
Sharon Sherlock	Registrar	885-6804	sherlock.sharon@bgds.k12.wa.us
Dean Summers	Math	Ext 4426	summers.dean@bgds.k12.wa.us

THE SCHOOL WEEK, DAY

Student attendance days are Monday, Tuesday, Thursday, and Friday

Classes begin at **8:10 a.m.** Students should arrive in time to be in the classroom and in their seats ready to begin at the start of class time.

The regular school day ends at **2:00 p.m.** Students need to be picked-up or off campus promptly at the end of their last class or activity. Students who are not in an after school class or activity and are **not picked up by 2:30** need to sign in at the HomeLink Main Office and wait in the Family Lounge. This should be an exception and not the regular routine.

WHAT MAKES CAM HIGH SCHOOL DISTINCTIVE?

CAM is an acronym that stands for Character, Academics and Marketplace. It is a community-based school that depends on a strong partnership of parents, students, teachers and support staff in order to create a culture committed to educational excellence. Essential components of our school include an emphasis on respect for

others and the school and a professional atmosphere dedicated to thoughtful study and academic preparation. Performance learning allows students to apply and communicate the skills and knowledge gained. All students who challenge themselves can experience success, improved self-esteem and confidence.

Character

CAM High School is committed to encouraging positive behavior and developing student character based upon our historical and cultural ethic as stated by RCW 28A.405.030 (Revised Code of Washington).

It shall be the duty of teachers to endeavor to impress on the minds of their pupils the principles of morality, truth, justice, temperance, humanity, and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of free government, and to train them up to the true comprehension of the rights, duty, and dignity of American citizenship.

Academics

While students at CAM High School come from a variety of educational backgrounds - public, private or home schooling - they have in common parents who are highly committed to educational excellence. The teaching staff at CAM High School understands this commitment and works with parents to nurture students to meet and exceed the state standards.

Marketplace

Academic instruction at CAM is influenced by and designed to prepare students to compete in the marketplace. CAM is intentional in assuring that all students are academically prepared for college and have developed the entrepreneurial spirit and skills necessary to excel in the marketplace of small business, the corporate world or public service.

PROFILES

Student Profile: Students who are successful in CAM High School accept responsibility for their learning and behavior. They are willing to put forth their best effort in academic pursuits and character development. Regular attendance, completion of homework, preparation for tests, and positive attitudes are expected of all CAM High School students.

Parent Profile: Parents who choose CAM High School acknowledge themselves as their sons' or daughters' first and lifelong teachers and actively partner with CAM High School Staff in their children's learning process. This involves helping and monitoring preparation for examinations, homework, volunteering in the program and providing opportunities for learning and service outside the classroom.

ABSENCES/TARDIES/EARLY PICK-UPS: District Student Handbook p. 4

When a student is absent, please send a note or phone the Attendance Office (885-6827) within **72 hours** (3 days) of the student's return. Students are responsible for making arrangements with teachers for make-up work/tests. If the family knows a student will be gone ahead of time, the student needs to get a pre-arranged absence form from the office and take it around for signatures. In most cases, homework that the teachers send with the student will be due the day he or she returns. Attendance issues may affect grades. (See Attendance under District-wide Policies and Procedures for more information about absences, excused and unexcused.)

If a student arrives late, he or she will be marked tardy in class. If a student is **more than 10 minutes** late for class, he or she will be marked absent for that class and will require a parent note.

If students are to be picked up early, the parent or designated adult goes to the CAM Attendance Office and signs him or her out. The adult will then pick up the student from class. A student who drives to school must have a note signed by a parent or guardian and sign out at the office before leaving early.

Pre-arranged absences are most often given an excused absence designation. However, the timeline for completing and turning in work varies from an excused absence due to illness, emergency medical appointments, bereavement family emergencies or court appearances. Students need to fill out the necessary paperwork as soon as the family is aware the absence will occur. (See *Late Work & Absent Make-up*)

ACADEMIC INFORMATION

The Curriculum

The core curriculum of CAM High School is designed for students whose post high school plans or academic strengths would benefit from four years of math, science, English and social studies. The application of technology to learning and business preparation are also components of the CAM curriculum. In addition to the

core curriculum, CAM High School students must meet the graduation requirements of the Battle Ground School District and complete a CAM senior research project. (See table below.) Students who complete the CAM High School graduation requirements receive a Four-by-Four Medal in addition to their diploma.

In addition to the core subjects, CAM offers Spanish and a few electives that vary from year to year. Credit for the other required classes are acquired through personalized student contracts that are created and monitored by the student's academic advisor, the parents and the student. Students must keep track of their hours and activities on a **monthly basis**.

When students enter their junior and senior years, they have additional educational opportunities such as Running Start and the Clark County Skills Center. Because CAM is a small school, the schedule has a minimal amount of flexibility. **The staff makes every effort to accommodate students who choose these other options, but it is not always possible, and may require students to register at another high school or in a different program to finish their high school plans.**

Academic Advisor

Students are assigned an academic advisor who will assist the student in developing a written alternative learning experience plan pursuant to Washington State code WAC 392-121-182(2). This plan will include: a schedule including beginning and ending dates; a description of the learning experience sufficient in detail to guide the student; a roster telling where and when the teaching activities will be conducted; and a list of the responsibilities of the student and parents.

Academic Probation Policy

State law requires that students enrolled in an alternative educational learning experience (ALE) program make substantial progress. Students who do not demonstrate substantial progress will be placed on academic probation and could be withdrawn if acceptable progress is not made. This is in accordance with WAC #392-121-182.id.

Class Standing

School Board Policy 3110 establishes the number of credits earned as the determining factor for a student's class standing. The minimal grade classification criteria are as follows:

Grade 10 (sophomore)	=	5.5 credits
Grade 11 (junior)	=	11.0 credits
Grade 12 (senior)	=	16 credits

Placement by credit applies to the graduating class of 2008 and beyond.

Dropping a Class

A student who wishes to drop a class needs to submit a written request to the High School Office explaining the reason for the request. The parent will be called to discuss the details and the possible implications of the request. The request then goes before the high school team. In order for a student to avoid receiving a failing grade for the class, **the request to drop must be made within the first two (2) weeks of the class**. A request does not necessarily result in an approval to drop.

Grading

The CAM High School evaluation procedure is designed to reflect support of academic achievement and the development of citizenship. Letter grades, which indicate student achievement in a given subject, are intended to provide information on academic growth and to create a record of academic achievement. Classroom participation may be part of the grading criteria as outlined in the teacher's syllabus. A student's absence can negatively impact this portion of the grade.

A letter grade is based on the teacher's professional evaluation of student achievement in the following areas: completion of assignments, examination scores, mastery of pertinent skills, handling abstractions, and application of knowledge. Each teacher will provide each student with a written explanation of the expectations and the grading system for the course of study.

Passing:

- A Superior
- B Above Average
- C Average

D Below Average

Grade Point Average (GPA) and class rank may become important to you. The GPA is on your permanent record and becomes a part of your permanent transcript that is sent to colleges and employers upon your request. Some colleges have a minimum GPA as an entrance requirement.

GPA Values

%	Grade	GPA	%	Grade	GPA	%	Grade	GPA
100-93A4.0	82-80B-2.7	69-67D+1.3
92-90A-3.7	79-77C+2.3	66-60D1.0
89-87B+3.3	76-73C2.0	59-0F0.0
86-83B3.0	72-70C-1.7			

If you have any questions about how G.P.A. is computed, check with your advisor or Mr. Blackmar.

Incompletes

An incomplete will be assigned when an extenuating circumstance, beyond the student's or the teacher's control, prevents the student from completing the course work on time and when there is a definite goal to finish the course. The student will be given a specific date by which to complete the course work, **usually not more than two weeks** beyond the end of the grading period. It is the responsibility of the student to complete the steps needed to convert the incomplete to a grade on his or her transcript. Incompletes that are not cleared convert to Fs on the student transcript.

BGSD Graduation Requirements/CAM 4x4/WA State Colleges Comparison: One-half credit is earned per class per semester when a minimum of 75 hours of course work has been completed with a passing grade. A total of twenty-two credits in the required categories are necessary to become a graduate.

	<u>BGSD District</u> * Changes for Class of 2012	<u>CAM 4x4</u> <u>College Prep Model</u>	<u>Minimum WA State</u> <u>College*</u>
English	4/3.5* credits	4 credits	4 credits
Science (1 lab science)	2 credits	4 credits	2 credits
Social Studies	2.5/3.0*	4 credits	3 credits
Mathematics	2/3* credits	4 credits	3 credits
Health & Fitness	2 credits	2 credits	
Career & Technical Ed.	1 credit	1 credit	
Foreign Language	Not required	Not required	2 credits
Visual & Performing Arts	1 credit	1 credit	1 credit
Electives	7.5 credits	2 credits	
Culminating Project	0 credit	0 credit	
Senior Research Project	Not required	Required, part of English 12 credit	
WASL – Reading, Writing	Required	Required	
Total needed to graduate	22/23* credits		*Check individual college for requirements

WASL: The requirement to meet standard on the math WASL for graduation has been put off until 2013, however a student must demonstrate math proficiency in one of the following ways: Meet Standard on the WASL, Continue to take math classes and receive passing grades through the senior year as well as continue to take the WASL if standard not met, portfolio, meet a minimum score on the math SAT or ACT. The guidance counselor will provide individual information for students who do not meet the WASL standard.

Class Standing

The total number of credits earned will determine a student's class standing. The minimal grade classification criteria are as follows: Grade 10 (Sophomore) = 5.5 credits; Grade 11 (Junior) = 11.0 credits; Grade 12 (Senior) = 16 credits. Parents are notified by mail when a student fails to meet the credits required to move on to the next grade level.

Late Work & Absent Make-up

Classroom assignments are expected to be done and turned in on time. If a student has an excused absence, other than pre-arranged, he or she is given a day for each day missed to do make-up. If a student has an unexcused absence a zero is given for the assignment, test or quiz for the day of absence. When a student will be out for more than one day, you may call the office to get the student's assignments. ***If a student plans to leave school early, any assignments due for the classes that will be missed need to be turned into the teacher or the high school office when the student signs out.***

Students need to get a **pre-arranged absence form** when a known absence is scheduled for one or more days. If possible, this form should be presented to the teachers at least one week before the absence. Because a teacher routinely adjusts lessons based on the day to day success of students, a returning student may find the class has not gotten as far as the teacher anticipated or may have advanced more quickly. In the case of the latter, a returning student may have additional work to make up.

Participation in Commencement Exercises

In order to participate in CAM High School commencement exercises, students must have earned the minimum credits required by the Battle Ground School District, completed the culminating project and met the WASL requirements by the date of the commencement exercises and be in good standing through the commencement date. **Guest tickets for commencement are held and participation in school senior activities is not allowed until requirements have been met.**

It is to be understood that the final responsibility for completing the graduation requirements rests with the student and parent. The administration, school counselor and advisors are ready to assist students or parents at any time they have questions regarding the status toward meeting the requirements for graduation.

Running Start

Students interested in beginning at a community college and earning both high school and college credit for the same course work may do so through Running Start. There are age, class standing and Clark assessment requirements to participate. Tuition for Running Start is paid from the student's state education allocation. Families are responsible for the cost of books, class fees and transportation. **Students who wish to combine classes at the college and CAM, may find scheduling difficult.**

Transcripts

Students may request copies of their transcript through the registrar, Mrs. Sherlock, located in the HomeLink Main Office, 885-6804. Transcripts will not be released if a student is currently on the fine list.

ASB

Students can become a member of the Associated Student Body by purchasing an ASB card. This card provides discounts to many of the extracurricular activities of the school.

CHEATING/FORGERY/PLAGIARISM: District Student Handbook p. 6

At CAM, a student found to be cheating on an assignment or test will receive a zero and a referral. Additional violations result in being put on a probationary behavior contract, and could jeopardize the student's enrollment at CAM.

COUNSELING SERVICES

CAM High School has a counselor on campus. Mr. Blackmar meets with students to discuss their high school academic and post high school plans. He is also available for non-academic counseling and guidance.

DISCIPLINE

CAM follows a progressive discipline policy based on the District's guidelines and state laws. Every effort is made to support a student in changing his or her behavior to allow for continued success. Parents are an important partner in this effort.

ELECTRONIC DEVICES/TELECOMMUNICATIONS: District Student Handbook p. 10

Use of MP3 players, or other music devices, in the classrooms is under the direction of the individual classroom teacher. Students are not to be using these devices as they walk through the hallways, in the Commons or outside during school hours, as it creates a safety issue if announcements need to be made and traffic is present.

The privilege of having these on campus is dependent on students following the teacher's and school-wide rules.

Telecommunication devices may be turned on and **operated outside** only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise. Telecommunication devices include but are not limited to pagers, beepers and cellular phones. While in the building, devices need to be **stored and silenced**.

FIELD TRIPS/BUS BEHAVIOR: District Student Handbook p. 11

Students must have shown responsible behavior at school in order to attend with their peers. If financial assistance is needed, please contact the school office or your child's teacher. Students are not allowed to ride in private vehicles that are not owned and operated by their parent or guardian unless the appropriate Risk Management criteria have been met.

Bus Behavior

Field trips will often involve travel by school bus. On the bus, the bus driver is in control. Students are to follow the directions of the bus driver, the adult chaperones and follow the posted rules. Teachers will provide additional information to students prior to the departure time.

HALLWAYS & PASSING

Halls are for movement from place to place. Students are expected to move efficiently from class to class without loitering in the hallways. Students should stay to the right when traveling, with hands and feet to themselves. **Food or beverages are not to be consumed in the halls.** Students should converse in a normal tone of voice on their way to and from classes. CAM students are allowed upstairs during breaks only to attend to business at the high school office.

HATS

CAM is a hat free zone within the building except on special, designated days, such as during Spirit Weeks and the last Friday of the month.

LEAVING CAMPUS

In order for a student to leave the campus during school hours, he/she must do the following:

1. Give a note to the teacher for early dismissal; report to the Attendance Office with a pass from the teacher and a note from the parent or guardian.
2. Have parent/guardian come to the Attendance Office at the designated time and sign student out, or student who drives or has an off campus pass signs self out at the office before leaving.
3. **Turn into Mrs. Francis any assignments that are due for the classes you will miss. (Assignments not turned in will be considered late.)**
4. Under most circumstances, phoned in early dismissals will not be honored unless a parent signs the student out.
5. This school has a closed campus. Students are not allowed to leave the campus during the school day unless signed out by a parent/guardian or an off-campus pass has been issued.

LUNCH & MONEY

Food Service lunches are available on Mondays and Fridays. On Tuesdays and Thursdays there are Pizza days and the Student Store offers a few items. All food transactions are done with cash. Notices will be given to students about days and prices.

MEDICATION: District Student Handbook p. 15

Students may not possess or use prescription or over-the-counter medications without completing a medication form. Forms are available from the school office for this purpose. Some medications are required by law to be locked in the office/health room. Parents are required to deliver the medication to school unless the student's physician specifies that the student must carry the medication.

OUTSIDE BEHAVIOR

The following rules are enforced to help ensure safe activities for all students. The student's cooperation in abiding by these rules is required. Failure to abide by these rules will result in disciplinary action. General outside behavior rules:

1. Treat all people with courtesy.
2. Keep hands and feet to self.
3. Use equipment appropriately.
4. Students may be in the area of the playground equipment, on the field across from the main office or the basketball area, if playing basketball.
5. Follow the directions and requests of the outside monitors.

OVERT AFFECTION: District Student Handbook p.17

Public displays of romantic affection by students do not contribute to creating a positive, professional, productive learning environment, and are not respectful of others in the school setting. We are a building that has students K-12. At CAM High School, including school sponsored functions; student display of romantic affection for each other will be limited to holding hands.

PARENT/STUDENT/TEACHER CONFERENCES

Parent/Student/Teacher conferences are held each school year. Please consult the current school year calendar for specific dates. In addition to these regular parent/student/teacher conferences, parents are encouraged to confer with teachers at any time. Call the teacher @885-5454 and enter the teacher's extension to request an appointment.

PARKING

The parking lot is a part of the school campus; therefore, behavior in the parking lot is subject to the same rules, regulations and discipline as within the building. Students who wish to park at school need to acquire a parking permit. For students, **entrance and exit onto school grounds is made from 6th Avenue only.** Speed should be kept at **10 MPH** on school grounds. Vehicles are to be parked in marked parking spots or in the overflow area. Spaces marked for church use only are not to be used by CAM students or parents. Students are not to go out to their cars during the school day, except when permission has been given by a parent or guardian, or with an off-campus pass, to leave campus. A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Students are expected to obey all Washington State driving regulations.

Reference School Board Policy #3243, RCW 180.40.210

PERSONAL ITEMS/VALUABLES

Students should only bring those personal items to school that are necessary for the completion of schoolwork. Items brought to school should be clearly marked with the student's name. The school is not responsible for personal items brought to school which become lost, damaged or stolen.

SENIOR SKIP DAY

CAM does not plan or endorse any form of school skipping. Students who participate in skipping school are subject to the consequences in accordance with the District policy on truancy.

SCHOOL ACTIVITIES

Any activity that occurs outside of the school day and is school related shall be treated with the same policies/procedures and rules/regulations as the school day.

SCHOOL CLOSURE

When Battle Ground Public Schools announce a late start, or closure, CAM High School is included. In the event of severely inclement weather, school may be closed or start late. These situations will be announced over the local radio/television stations starting at approximately 6:00 a.m. KGW 620 and KEX 1190 are two of the many stations that broadcast school closure information. If in doubt, please call the Battle Ground School District's info line at 885-5343 or go to www.bgsd.k12.wa.us.

SIGNS AND POSTERS

An Administrator or designated staff member must approve signs and posters before they are posted. They must be placed only in designated areas and secured in a manner not damaging to the building. Sponsoring individuals are responsible for their removal.

SKATES/SKATEBOARDS/SCOOTERS/BICYCLES

Students may use the above items to travel to school, as long as they do not use them at school or on school grounds. If brought to school, skates, skateboards and scooters need to be stored, for the day, in the homeroom classroom; bicycles are left at the bicycle rack.

SOLICITING OR BORROWING

Students are not permitted to buy or sell personal or non-school fundraiser items at school.

STANDARDIZED TESTING

CAM High School students are required to participate in WASL Testing. See graduation requirements for more information. Students are also encouraged to participate in the PSATs, SATs and ACTs.

TRAFFIC FLOW

For the safety of our students it is important that all vehicles that come on our campus observe the following procedures:

Speed limit 10 MPH

From 7:15-10:00 and 1:00-3:45 the entrance off Onsdorff Blvd is one way going north. Parking directly in front of the main office and **traffic flow going north to Onsdorff is closed off between the hours of 10:00 and 1:00** for student safety during lunch times.

Those parking in the lot south of the school are asked to exit onto 6th Avenue.

AM Drop Off: Vehicles may drop off in two lines, with the middle section open for continuous movement. Always, but particularly during the dark mornings of winter, be especially mindful of students crossing from the field side of the driveway. *It is highly recommended that cars with students 6th grade and younger drop off on the office side of the driveway as these smaller students are often difficult to see by other drivers.*

PM Pick-up: PM pick-up usually takes a couple of weeks to get a flow to it. So please be patient and plan some additional time, as it will always take longer than the morning drop off. CAM staggers the release of students with the youngest students being released around 1:50 and the oldest by 2:00. Consider this when determining the best time to arrive on campus.

Due to Fire Marshall regulations, vehicles can not stand/park along the fire lane located on the west side of the driveway during afternoon pick-up. Therefore please follow the following procedures:

As long as there is space, vehicles may wait on the east side of the driveway. Please pull as far north as possible (all the way to the north side of the building). Please do not block any of the parking lot exits.

Or

Park and wait in a designated parking space or the over flow area. Vehicles may park on the south side of the church for PM pick-up.

Please **never leave** your vehicle unattended unless you are parked in a designated parking space.

Vehicles that exit from the paved parking area adjacent to the school need to exit to the **north only**.

Vehicles that exit from the gravel area and south of the church need to exit **east** onto 6th avenue.

It is recommended that you select a routine pick-up spot for your students, so they can easily locate you each day. This will facilitate a faster flow of traffic.

Please **do not** wait for students on 8th Avenue at Onsdorff, as this creates a traffic flow problem for the neighborhood. It is also designated as a “No Parking (or Standing) Zone” by the city of Battle Ground and is subject to a ticket and fine.

TRANSFER/WITHDRAWAL POLICY

Transfer or Withdrawal within CAM

Students or parents requesting a transfer between or out of a class need to follow the guidelines below. Prior to a transfer or withdrawal, it is of utmost importance that open communication takes place among the parent(s), student and staff. A phone or on-site conference should be held with the parent(s), student and teacher of the class in question. In most cases, a written plan to address the concerns of the parents, teacher or student should be attempted before a withdrawal or transfer is pursued. CAM's small size and limited schedule does not provide limited flexibility or class options during the school day. However, if after all steps with the classroom teacher has been pursued and a satisfactory result has not been reached, parents and students may take the following steps:

1. Notify the school counselor and the student's academic advisor of request.
2. A conference with parents, student and staff (classroom teacher, advisor, counselor and administrator).

Withdrawal from CAM High School

The procedure for withdrawal from CAM is as follows:

1. Authorization note from the parent/guardian must be brought to the Sr. CAM office stating the reason and date for withdrawal.
2. The office personnel will fill out a withdrawal form.
3. The student will take the withdrawal form to each teacher to be signed and filled out. All schoolbooks must be returned and all fees must be cleared.

VISITORS

Students may not invite friends or school age relatives to visit during school hours. Parents and/or guardians are not visitors, and may accompany students after checking in at the downstairs Main Office and receiving an identification badge. **Students may bring a guest** to school activities that take place during non-school hours. A student guest form must be completed and turned in at the CAM High School Office by the required deadline for the event. **Since the form requires many adult signatures, plan ahead!**