



**RIVER VIEW HIGH SCHOOL**



**2018 – 2019**

**STUDENT HANDBOOK**





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# ASB and Activities

## A.S.B. INTERSCHOLASTIC ACTIVITIES CODE

To be eligible to participate in all activities sponsored by the A.S.B., students must first meet the academic standards for extra-curricular activities and have an A.S.B. card. River View High School (RVHS) is a member of the South Central Washington Athletic Conference (1-A). Many athletic opportunities are available in the high school. To turn out each participant needs to submit to the Athletic Director, Mr. Doran, a signed eligibility statement, a signed physical examination form, and proof of insurance coverage. Each participant must also purchase an A.S.B. card. The following is a list identifying the seasons and interscholastic sports in which high school students may compete:

FALL SPORTS: Football, Volleyball and Cheerleading  
WINTER SPORTS: Basketball, Wrestling and Cheerleading  
SPRING SPORTS: Track, Baseball and Softball

Cheerleader tryouts are held each spring; all other activities have tryouts at the beginning of their season.

**Academic Requirements:** As minimum requirements for participation in extra-curricular activities, students shall achieve all of the following:

1. High School students must be enrolled in and regularly attend a minimum of five (5) classes per day. **This includes second semester seniors.**
2. Maintain a passing grade in all classes (No "Fs").
3. **ACADEMIC SUSPENSION PERIOD.** A student who has been in regular attendance at least fifteen (15) weeks of the previous semester but who failed to pass all classes during that semester to make the grade requirements shall be placed on suspension. The student shall be ineligible during the suspension period. The student may practice with the team. If, at the end of the suspension period, the student is passing in all classes, the student may then be reinstated for interscholastic competition.
  - A. The suspension period for high school students shall be as follows:
    - First Semester:** From the first day of school through the last Saturday of September.
    - Second Semester:** For five (5) weeks beginning the first day of the second semester.
  - B. Each student is eligible on Monday of the week following the end of the suspension period. Three or more teaching days shall constitute a week.
4. To monitor a student's continued academic eligibility; we will use the first and third quarter report card grades and will conduct mid-quarter grade checks in all four quarters to make sure of continued academic eligibility. If a student is not passing all classes, he/she will be ineligible until all classes are passed.
5. Those students that do not meet eligibility requirements at the semester, quarter and mid-quarter grade checks will have to do weekly grade checks to remain eligible. These are to be given to their coach.
6. Appeals: Under unusual circumstances, such as extreme hardship, students may appeal the discipline measure resulting from these academic eligibility requirements to the Eligibility Review Committee. You may get this form from the Principal or Athletic Director. After completing this form, return it to the Principal.

## A.S.B. – ASSOCIATED STUDENT BODY

The A.S.B. is the student organization that coordinates (with the Principal, Mr. Davis; the Vice Principal/Athletic Director, Mr. Helms; and the A.S.B. Advisor, Mr. Kennell) all student activities such as clubs, assemblies and athletics.

The A.S.B. card is very valuable to students. It covers such things as admission to all home games, except tournaments, and many other school activities. It also helps generate revenues needed to fund our activity/athletic program. The cost of the card is established annually. The cost of an A.S.B. card for high school students is \$40.00 through September 11, 2018. Beginning September 12, 2018, the cost will be \$45.00. New students have one week after enrolling to purchase an A.S.B. card for \$40.00

Elections for class and A.S.B. officers are conducted each spring. Candidates must pick up petitions from the office that are then signed by A.S.B. members to file for an office. Filing is not official until all eligibility checks have been made and the candidate has been deemed eligible according to the A.S.B. Constitution and By-Laws.

## ANNUALS

Our high school annual, THE PANTHER, is published each year. It includes pictures of students, faculty, activities, athletics and other events from the school year. To reserve an annual, students must pay the full amount. The price of the annual is \$45.00 until October 31, 2018. Beginning November 1, 2018 the price goes up to \$50.00. Because the annuals are available only on a first come, first serve basis and must be paid for to be reserved, it is a good idea to buy early. They are handed out in the spring of each year.

**Senior Picture Policy For The Annual:** Seniors are encouraged to turn in a photograph for the Senior Section of the annual. Remember that YOU are the person who is graduating. No other people are allowed in your picture. Full body shots are not recommended and may be returned if we are unable to identify you from the picture you submit. A head/shoulder shot is best because we must be able to clearly see your face. Props (trees, hats, riding gear – but not an animal, sports gear, etc.) may be used as long as your face is clearly visible. Photos submitted may be cropped as necessary at the discretion of the Annual Staff and Advisor. However, any item which would be banned by the school's codes printed in this handbook will not be printed in the Annual (drugs,

alcohol, tobacco, weapons, pornography, etc.). Seniors are also asked to turn in baby pictures for the Senior Section. Both the senior picture and baby picture are due to Ms. Reaves by October 31, 2018.

## CLASSES AND CLUBS

Classes (seniors, juniors, sophomores and freshmen) have occasional meetings to set up activities and discuss and vote on matters affecting the class members. During football, wrestling and basketball seasons, each high school class has opportunities to raise funds by selling concessions and sponsoring after-game dances. All such activities must be approved, in advance, by the Vice Principal/Athletic Director, Mr. Helms. This will avoid duplication of effort or conflict of interests.

Clubs have meetings as needed and are open to those who are interested and who are members of the A.S.B. Any new clubs must get approval from the Principal and A.S.B. Council to be recognized. Clubs currently existing are:

CLUB NAME	ADVISOR
DRAMA CLUB	Mrs. See
F.F.A (NATIONAL FFA ORGANIZATION)	Mrs. Yochum/Mr. Munden
F.C.C.L.A. (FAMILY, CAREER & COMMUNITY LEADERS OF AMERICA)	Mrs. Ward
GAMING	Mrs. Duty
HONOR SOCIETY	Mr. Soiseth
Key Club	Mrs. Tufford

The payment for any items purchased by a club without prior written approval shall be the individual responsibility of the person making the purchase.

The A.S.B. Advisor, Mr. Kennell, and the A.S.B. Central Treasurer, Mrs. Cooper are available to assist club officers with their group's financial affairs. Please don't hesitate to ask for help.

## DANCES/ACTIVITIES

Students attending school dances will not be allowed to leave and return unless permission is given by the person in charge of that activity. Students participating in or attending school activities at night must be in school for one-half (1/2) day on the day of the activity, unless the absence is a result of participation in a school-sponsored activity. One-half day means a student must be in attendance for three (3) periods. **REMEMBER: All school rules and policies are in force at any school activity.**

Dances are for River View High school students and their guests. The following rules and regulations will be enforced at dances:

1. Guests must complete a GUEST CONTRACT and have it signed by the Principal by the Friday **PRIOR TO** the date of the dance. Guests will not obtain authorization to attend if they are 21 years old or older.
2. All dances will be from 8:00 – 11:00 except for Prom which will close at 12:00 midnight.
3. High School students *MAY NOT* attend Middle School dances and Middle School students *MAY NOT* attend High School dances.
4. "Dirty dancing" *WILL NOT* be allowed at school dances. Students must dance in a safe and appropriate manner; i.e., face-to-face with space in-between. Students in violation will be asked to leave the dance - no warning - no refund. Said individuals may also forfeit the privilege of attending the next dance at RVHS. Violation of rules may result in other disciplinary action as well.

# Academic Information

## ALTERNATIVE LEARNING EXPERIENCE

Information about Panther Alternative School, correspondence courses and independent study can be obtained from the office staff. Independent study classes require individual contracts signed by parent, student, counselor and principal.

## CREDITS

THE FOLLOWING ARE THE CREDITS NEEDED FOR GRADUATION:

Subject	Classes of 2018-2020	Class of 2021 and beyond
English	4	4
Math	3	3
Science	2 (1 must be a lab)	3 (2 must be labs)
Social Studies	3	3
Physical Ed	1.5	1.5
Health	.5	.5
Fine Arts	1	2 (can include personal pathway course))
Occupational Ed	1.5	1
Electives	4.5	3
High School & Beyond Plan/Project		1
Total credits	21	Total credits 24

**PER CREDIT ACCUMULATION, STUDENTS WILL BE CLASSIFIED IN THE FOLLOWING GRADE LEVELS:**

Freshmen (Grade 9)	Students having completed Grade 8 using Middle School criteria
Sophomores (Grade 10)	Students having accumulated at least 3 credits
Juniors (Grade 11)	Students having accumulated at least 9 credits
Seniors (Grade 12)	Students having accumulated at least 15 credits

- A Sophomore (Grade 10) beginning the year with 3 credits is lacking 3 credits
- A Junior (Grade 11) beginning the year with 9 credits is lacking 3 credits
- A Senior (Grade 12) beginning the year with 15 credits is lacking 3 credits

A student has the first week to DROP/ADD a course after the beginning of each semester. After the first week of school, if a student removes him/herself, or is removed from a course by an administrator, an F will be recorded on the student's transcript. Please note that the Counselor reserves the right to extend this date, or move students if she sees fit.

Students in the 8<sup>th</sup> grade and beyond may attend Tri-Tech in the summertime and earn credit. English and Math classes failed may be made up in the RVHS Summer School. (Students will pay a fee.)

**HONORS DIPLOMA**

English: *(Total Requirement 4 credits)*

English Courses	2 credits
Honors English Courses	2 credits

Mathematics: Choose from Algebra 1, Geometry  
Algebra 2, Pre-Calculus, Calculus 4 credits

Science: Choose from Physical Science, Animal Science,  
AFNR, Biology, Chemistry, Physics 4 credits

Social Studies: *(Total Requirement 3 credits)*

US History	1 credit
Senior Civics	1 credit
Social Studies Elective	1 credit

Occupational Education 1.5 credits

Health & Physical Education *(Total Requirement 2.5 Credits)*

Health	.5 credits
Physical Fitness	1 credit
Fitness Elective	1 credit

Foreign Language 2 credits

Fine Arts 1 credit

Elective Class 1 credit

Senior Project 1 credit

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**Total Credits to Earn a RVHS Honors Diploma 24 credits**

**Notations & Options**

- Washington Test Competency Testing Requirements for a Honors Diploma: Students must earn a CAA – Certificate of Academic Achievement, meeting all requirements in Reading, Writing, Math, and Science
- Students must have a minimum 3.5 accumulative GPA at time of application during the 2<sup>nd</sup> semester of senior year
- Running Start: All courses taken at CBC through Running Start at the 100 level or higher are considered as “Honors” courses for RVHS
- Good citizenship: Discipline record will be clear of incident with no suspension or inappropriate conduct. This will be determined by the review of the building principal.

**GRADING**

The following grading standards will be utilized: A, B, C, D, F and Incomplete.

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	I = NO CREDIT REQUIREMENTS
	B- = 2.7	C- = 1.7		ARE ALL MET

A student will have two (2) weeks to make up an incomplete semester or quarter grade, unless additional time is granted by the Principal. Since individual teachers use different systems, i.e., points, percentages, curves, etc., questions about grades should be directed to the teachers. Each teacher will explain the grading system and criteria for the class at the beginning of each semester.

## HONOR ROLL

To be on the Honor Roll, a student must have at least a 3.0 average not including teacher aide grades. A student cannot have any F's on the report card and be on the Honor Roll, no matter what G.P.A. is earned. Students earning a 3.7 G.P.A. or above will be on the Principal's List. Students who receive all A's (4.0) will receive special recognition. In order to be eligible for the Honor Roll, a student must be taking at least five (5) graded classes.

A. Incentives will be provided to students who maintain C's and higher in all classes at grading report periods.

## EQUIVALENCY CREDIT

Under special circumstances equivalency credit may be granted to an individual for completion of a Tri-Tech course that fulfills all obligations of an elective or a required course of study. The course of study must be contained on a prior approved list of equivalency credits published by Tri-Tech. The following limitations apply at Tri-Tech:

- Enrollment is required for two (2) consecutive semesters
- Equivalency credit is granted only through advance application
- The application must be approved by parents, Tri-Tech and the RVHS Principal and Counselor
- Students who have reductions in credit will not receive equivalency credit
- It is possible to pass the course but not complete the equivalency credit

# Expectations and Rules

## ATTENDANCE POLICY

All students:

1. Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school.
2. Absence due to illness or a health condition, approved pre-arranged activities, school sponsored activities, or emergency situations shall be excused.
3. If an absence is excused, the student is responsible for obtaining and making up work missed or doing other work that will be accepted in lieu of work missed. In P.E. classes teachers require 30 minutes physical activity per excused absence. One day is allowed for each day of excused absence to make up work.
4. **MAXIMUM NUMBER OF ABSENCES** - In all classes teachers have established attendance requirements of **90% attendance** during a semester to pass.
5. **EXCESSIVE ABSENCES** - the "Becca Bill" mandates parent and student accountability for school attendance. This legislation may result in a petition to juvenile court should a student acquire excessive unexcused absences, specifically, should absences total seven (7) or more within a month, or ten (10) within a school year. The Becca Bill also allows for schools to refuse acceptance of parent excused absences if they demonstrate a pattern of exclusion from school, or the excuses provided to the school are not valid.

## ATTENDANCE PROCEDURE

The Finley School District and River View High School are working diligently to strongly encourage our students to attend class on a regular basis and in a timely manner for two reasons:

1. By doing so, students are actively engaged in the educational process and, thus, are earning credit towards their graduation; and
2. Students are learning life long lessons that will assist them in experiencing success in their life after school.

In an effort to meet these goals, River View High School's administration and staff has adopted the following attendance procedure:

1. A student will not be allowed to obtain more than nine (9) excused absences and five (5) tardies in any class during a semester. Receiving a 6th tardy or a 10th non-school-related absence will result in NO CREDIT (NC) for the semester in that class. The classroom teacher, at his/her discretion, may submit a notice of referral for denial of credit for that class. Depending on the student's attendance and classroom performance, the referral to deny credit may be rescinded. The student has the right to appeal the denial of credit to the Attendance Appeals Committee at the end of the semester.
2. An unexcused absence will immediately result in an NC for the semester.
3. A student will have the opportunity to earn back credit by participating in attendance school (see description below) for each excused absence over nine (9) and for each unexcused absence and each tardy over six (6) in any given class.
  - **No Credit (NC):** An NC differs from an F in that an NC does not figure into the student's overall GPA. However, both NC and F result in a loss of credit. For co-curricular eligibility purposes, an NC grade is counted the same as an F.

## ATTENDANCE DEFINITIONS

### Excused Absences – Class work May be Made Up for Credit

1. An unexcused absence may be changed to excused with a parent excuse and administration approval. An unexcused absence reverts to a truancy after 2 days. If a student has violated the closed campus rule, however, the absence will be a truancy and may not be changed to excused; therefore, the work may not be made up.
2. Illness or health condition, verified by a parent or guardian will be excused. For extended or frequent illness, the building Principal may require a doctor's statement. Medical statements will count in the absence total and work must be made up.
3. Activities scheduled by parent or emergency situations excused by parent. Pre-arranged absences must be approved by the building administration at least one day in advance of absence. As stated above, however, the school may refuse acceptance of parent excused absences if they demonstrate a pattern of exclusion from school, or the excuses provided to the school are not valid.
4. School approved activities scheduled by the school are excused and in most cases these absences will not count in the absence total. Example – missing class for an athletic trip or field trip; work must be made up, however. Teachers and advisors will advise whether or not the absence counts in absence total.

### Unexcused Absences – Class work May Not be Made Up for Credit.

An unexcused absence is any absence which is not included under excused absences above. No credit will be given by a teacher for work assigned and/or turned in on a day when a student is absent and unexcused. Students must change an unexcused absence to an excused absence before he or she can turn in make-up work. Unexcused absences must be changed to excused within two (2) days of the unexcused absence or the unexcused absence will revert to truancy.

## TARDIES

Tardies will be dealt with according to the RVHS ATTENDANCE POLICY:

1. Teachers will deal with their own tardies.
  - A. All students are expected to be in their assigned classrooms when the tardy bell rings. Students are expected to be prompt in meeting their obligations and responsibilities.
  - B. A teacher must have written documentation of parent contact before referring a student to the office.
2. Ten (10) minutes into a class period a tardy becomes an absence in the teacher's roll book and in office records.
3. If a teacher requires a student for more than one-half (1/2) of another period, the teacher will send the student to his/her scheduled class with a note requesting that the student be excused. This will be done prior to detaining the student.
4. Tardies accumulate throughout each semester and a new count begins with each new semester.

### Additionally:

1. A student will be allowed to obtain no more than five (5) tardies in any class during a semester. Receiving a 6th tardy will result in NO CREDIT (NC) for the semester in that class. The office will run a report notifying parent(s) and student when the student has accumulated five (5) or more tardies in a class.
2. A student will have the opportunity to earn back credit by participating in attendance school for each tardy over six (6) in any given class.

## Truancy

1. Truancy is an unexcused absence - class work may not be made up for credit.
2. On the first truancy, parents will be contacted and the student may be assigned to Friday School or other disciplinary action.
3. On the second truancy, the student may be sent home for up to ten (10) consecutive days or assigned to Friday School. Other disciplinary action may be taken until a parent, student/administration conference can be held.
4. The third truancy may result in a recommendation for short or long-term suspension.
5. Truancies resulting from violation of the Closed Campus Policy may not be changed to excused and work may not be made up for credit.

## ATTENDANCE SCHOOL

RVHS Attendance School hours will be announced after the beginning of the school year. Due to limited space, it is STRONGLY recommended that students participate in attendance school as soon as possible when necessary. Lack of availability of space in Attendance School WILL NOT be accepted as a basis for appeal. Students who are absent at the end of a semester will have ten (10) school days to make up for any absence that would result in their receiving NC for the semester. A failure to do so will result in a final NC being earned for the semester, with no option to appeal. Students will be required to be on task and academically engaged. Any talking or other behavior deemed to be inappropriate will result in a student being asked to leave and his/her time in attendance school will not be counted.

Attendance Appeals. For excessive absences *due to a hardship*, there is an appeals process. The Principal will initially review all attendance appeals. A passing grade may be granted by the Principal after consultation with the teacher of the involved class(es) and the student, or referred to an appeals Committee. The appeal is the responsibility of the student and parent and must be made in

writing on the timeline announced each semester. The decision regarding an attendance appeal is not always made prior to the end of the semester.

1. Appeals Process. All Appeals Committees will be composed of two (2) teachers and at least one (1) member of the community. The Committee will meet with the student and, if desired, the student's representative to hear reasons that a passing grade should be granted. Doctor's excuses and other evidence documenting and justifying absences are encouraged. The Appeals Committee will determine if, in the opinion of the majority of the members, the student's absences represent a set of justifiable absences beyond the control of the student.

A. If the student or parent wishes to appeal the committee decision to deny credit, he/she may do so by contacting the Superintendent's office with ten (10) business days to make an appointment to present a written/oral statement to the Superintendent.

Seniors who fail due to the attendance requirements in one (1) or more classes required to fulfill their graduation requirements and whose appeals are denied by the Superintendent, shall not participate in graduation exercises.

Make-Up Work. Students will have one (1) day to complete make-up work for each day of excused absence.

Issuance of Credits and Grade. If a student fails to meet the attendance requirement or for any other reason fails a class, the student may be required to repeat the course in question or enroll in another approved course.

Seniors. If an attendance appeal is not granted, the student or parent may request to meet with the School Board within ten (10) business days for the purpose of appealing the Superintendent's decision.

Participation in Extra-Curricular Activities. A student must attend school at least one-half (1/2) day to participate in practice or a game in a sport or to attend any extra-curricular activity that day, either after-school or evening. One-half day means a student must be present for three (3) periods. If unexcused for any portion of the day, the student shall not be allowed to participate. A student who is suspended from school may not participate in extra-curricular activities during the suspension. A student who misses more than nine (9) days in a semester may be declared ineligible in the current semester or the next semester. (W.I.A.A. Rule)

Tardiness. Students are expected to be in class by the time the bell rings. For purposes of this policy, a student more than ten (10) minutes late for class is recorded by the teacher as absent. (See Tardy Policy Section for more detail.)

Attendance Notification Procedure.

1. When a student reaches four (4) absences in any semester in any single class, a conference may be held with the student and an administrator to insure that the student understands our school policy and to discuss ways of addressing any attendance problem discovered. In all cases, a letter will be sent home notifying the parents that a student's grade may be in jeopardy through continued absences.
2. When a student reaches six (6) absences in a class, parents will be notified by letter that the student's grade for class(es) is in jeopardy.
3. Upon reaching the ninth (9<sup>th</sup>) absence in a class, the student and his or her parent will be notified of the probable failure in the class if the student is absent one (1) or more additional times. The student will be urged to continue to do the class work and to modify his/her attendance habits.

For additional detail on Attendance Policy, see School Board Policy No. 3121 and Procedure 3122P.

## CHEATING

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited, including the use of electronics to share/disseminate information or the use of apps to complete work assignments. Behavior that is unacceptable includes, but is not limited to:

- copying another student's homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;
- allowing another student to look at or copy answers from your test or quiz;
- using any other method to get/give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give others;
- copying information from a source without proper attribution; and
- taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to: redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

## CLASSROOM

Each teacher is responsible for the conduct of students in his/her room and will have classroom regulations relating to student welfare and responsibilities as well as a classroom syllabus. Each teacher will, at the beginning of each semester, review classroom rules and procedures with all class members.

## CLOSED CAMPUS

River View High School is a closed campus school. This means that students must remain on campus during the entire school day from the time they arrive at school until the end of their last class. A student may leave campus for an appointment or activity only with parent/guardian permission **AND ONLY AFTER SIGNING OUT IN THE OFFICE.** A student must sign into the office upon returning to school the same day.

Students should be on campus only when they have a scheduled class or activity, i.e., students with an unscheduled 1<sup>st</sup> period should not report to school until 2<sup>nd</sup> period; students with an unscheduled 6<sup>th</sup> period should leave campus after 5<sup>th</sup>. Tri-Tech students who miss the bus should not remain on the RVHS campus. **LEAVING CAMPUS WITHOUT SCHOOL PERMISSION DURING A SCHEDULED PERIOD WILL BE CLASSIFIED AS A TRUANCY.**

***Students are not allowed to leave campus during lunch.*** At lunch the high school students are allowed in the area south of the walkway along the high school building to the fence and all areas west to the parking lot. The following areas are off limits to high school students during lunch:

1. East end of high school.
2. The area between the middle school and high school is reserved for the middle school.
3. The football field, high school softball fields and both front and back parking lots.
4. The principal, at his discretion, may restrict areas based on student behavior.

## CYBER STALKING (CYBER BULLYING)

1. A person is guilty of cyber stalking if he or she, with intent to harass, intimidate, torment, or embarrass any other person, and under circumstances not constituting telephone harassment, makes an electronic communication to such other person or a third party:
  - a. Using any lewd, lascivious, indecent, or obscene words, images, or language, or suggesting the commission of any lewd or lascivious act;
  - b. Anonymously or repeatedly whether or not conversation occurs; or
  - c. Threatening to inflict injury on the person or property of the person called or any member of his or her family or household.
2. Cyber stalking is a gross misdemeanor, except as provided in subsection (3) of this section.
3. Cyber stalking is a class C felony if either of the following applies:
  - a. The perpetrator has previously been convicted of the crime of harassment, as defined in RCW 9A.46.060, with the same victim or a member of the victim's family or household or any person specifically named in a no-contact order or no-harassment order in this or any other state; or
  - b. The perpetrator engages in the behavior prohibited under subsection (1)(c) of this section by threatening to kill the person threatened or any other person.
4. Any offense committed under this section may be deemed to have been committed either at the place from which the communication was made or at the place where the communication was received.
5. For purposes of this section, "electronic communication" means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic communication" includes, but is not limited to, electronic mail, internet-based communications, pager service, and electronic text messaging.

## DETENTION

Detention of 30 minutes or one hour may be assigned to be served - time and place to be determined.

Students will need to make arrangements to serve detentions at times determined by assigning teacher but within school days. If the student fails to serve detention time, Friday School, Saturday School or in-school suspension may be assigned. Failure to do detention, Friday School or in-school suspension can result in withholding the report card or denial of registration for the next school year until detention is completed.

## DRESS

Washington State Law (RCW 28A.320.140) allows schools to establish dress codes. Finley School Board Policy also states that student dress can be regulated. The school administration has the authority to make changes at any time to the dress code based on either safety or health reasons. The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

1. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or distract from the school environment or activity and/or educational objectives;
2. Create a health or other hazard to the student's safety or to the safety of others;

3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property on one's person. Additional restrictions may be added on occasion after consultation with local law enforcement agencies.

At extracurricular activities, the Principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the Principal reasonably believes that the student's dress or grooming:

1. Creates a hazard to the student's safety or to the safety of others.
2. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

**The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.** If the student's dress or grooming is objectionable under these provisions, the Principal shall request the student to make appropriate corrections. If the student refuses, the Principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the Principal shall take appropriate corrective action. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the Principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and membership in authorized school organizations.

Clothing is considered a disruption to the educational process if it reveals cleavage or the back; reveals midriff (including clothing that reveals midriff only when arms are raised); is see-through so that skin and/or undergarment is visible; has overly large openings at the neck or arms. Dress will **include, but not be limited to, the following examples of appropriate and inappropriate dress :**

**BANDANA'S** Bandana's must not be worn or visible at school or any extra-curricular events.

**PANTS** Pants must be worn at the waistline. Chain belts, hanging belts or chains attached to clothing may not be worn.

Pants with tears in them must meet the MID-THIGH expectation. Tears above MID-THIGH must be covered and cannot be see through.

**SHORTS** Shorts with a length of MID-THIGH are appropriate. We measure MID-THIGH asking a student to put their hands to their sides and the shorts must be at or below the finger tips. No boxers are allowed.

All shorts and pants must fit the individual - sagging or extremely oversized shorts or pants are not to be worn.

**SHIRTS** Half shirts, tube tops, and swimming suit tops should not be worn. All tops should cover the waistline completely, even when bending and reaching; no bare midriffs or backs. This applies to boys as well as girls where applicable, i.e., no half shirts, etc. Boys must wear shirts at all times. Sleeveless shirts must have armholes that are fairly snug and not so large as to extend to mid torso.

**SKIRTS** Skirts must be no shorter than MID-THIGH.

**SHOES** Washington State Law REQUIRES that shoes of some sort be worn at all times. House slippers are not to be worn.

**PROHIBITED CLOTHING INCLUDES BUT IS NOT LIMITED TO:** any which displays obscene or sexual messages, messages advocating alcohol or drug use, gang related apparel, pajamas, slippers or dress of the opposite sex. Clothing should fit the individual; sagging pants or extremely oversized clothing is not to be worn.

Shop teachers do have the right to require students in their classes to wear protective clothing for their own safety. If attire is found to be indecent or over-exposing, the student will be asked to change his/her clothing immediately. If sent home, the student will be required to make up the school time missed.

Spirit Dress up days may occur upon the approval by the ASB council. Dress code will need to be followed unless otherwise stated by the ASB council and building principal.

#### **DRUG , ALCOHOL AND TOBACCO USE/ABUSE PROGRAM**

Actions taken by staff in dealing with student use/abuse of controlled substances, dangerous drugs, alcohol, tobacco and nicotine products and delivery devices will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred. Washington State law makes it illegal for students to purchase, possess or use tobacco products of any kind. Violations will also be sent to the prosecuting attorney's office on a JCR (Juvenile Contract Report).

**CORRECTIVE ACTION:** If a student appears at school or at a school-sponsored function demonstrating behavior which indicates that he/she may be under the influence of a drug and/or admits to an administrator that he/she is under the influence of a drug, the school will take the following action:

1. Administrators may test for alcohol use with an alcohol sensitive test strip if there is reasonable suspicion that the student is under the influence of alcohol. A student testing positive may be turned over to the Benton County Sheriff. A student who refuses to be tested will be held for examination by the sheriff.
2. The parents will be notified to arrange for appropriate treatment.
3. If the student's illegal use of a drug is confirmed, the school administration may request the assistance of an enforcement official in investigating the source of the drug.
4. Appropriate school disciplinary action will be taken under the discipline policy. In addition, a drug assessment will be required. Failure to follow the recommendations of the assessment may lead to long term suspension or expulsion.

If school authorities find a student in possession of illegal drugs at school, the drugs will be confiscated and turned over to law enforcement officials for investigation and disposal. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action.

If a school administrator receives information concerning illegal alcohol or drug sales or use outside of school, the information will be reported to law enforcement officials for their investigation. A school investigation will be undertaken if it is indicated that students involved in extra-curricular activities are involved.

### **ELECTRONIC DEVICES**

The presence and use of cell phones - texting, calling, videos, etc. - is prohibited. Individual teacher will determine the use of other electronic devices in his/her classroom. Students should check with individual teachers regarding use. If parents need to contact students, contact can be made through the office at 582-2158. Electronic devices are allowed in the hallways and commons areas.

Electronic devices may be confiscated by school personnel when deemed necessary. If confiscated, electronic devices will be held until the end of the school day and can be picked up after 6<sup>th</sup> hour.

Due to strict security requirements during state testing, cell phones/electronic devices in the testing area will be confiscated for the remainder of the school year.

**Students are responsible for the devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.**

### **FOOD AND DRINK**

Food is allowed in the classrooms only at the discretion of each individual teacher who is responsible for supervising cleanup.

### **FRIDAY SCHOOL – SATURDAY SCHOOL**

Friday School or Saturday School is the generally used method for dealing with most moderate range disciplinary incidents.

1. Friday School hours are 2:30 p.m. to 5:30 p.m. Saturday School hours are 9:00 a.m. to 12:00 noon.
2. Students need to report to the Lecture Hall by 2:30 p.m. for Friday School and 9:00 a.m. for Saturday School. Students will not be admitted after 2:30 p.m. for Friday School or 9:00 a.m. for Saturday School. The Principal will schedule students for Friday School and Saturday School. If a conflict develops with the date of Friday or Saturday School assignment, the Principal must be notified at least one day in advance. Students unable to attend Friday or Saturday School due to illness will be rescheduled if the parent and/or guardian calls the school between 7:00 a.m. and 2:20 p.m. Friday. A medical verification may be required. A student who misses or skips assigned Friday or Saturday School will be assigned additional discipline, including but not limited to, having the time doubled or in-school suspension. Students who are sent home from Friday or Saturday School for discipline reasons will receive an out-of-school suspension.
3. If the student fails to appear or bring adequate material to study, the student will be asked to leave and reassigned the original time plus equal additional time.
4. It is the student's responsibility to have books and related study material at Friday and Saturday School.
5. The Friday and Saturday School instructor has the authority to enforce all rules for the day. Example: seating arrangements, no talking, no sleeping, refusing to work/study, etc.

It should be noted that Friday School and Saturday School is an alternative to out-of-school suspension; however, failure to follow Friday School and Saturday School rules could result in immediate out-of-school suspension.

### **GANGS**

A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact amount themselves; have identifiable leadership; take upon themselves an identity and or a group name; claim physical territory; and engage together in one or more forms of antisocial behavior and or criminal activity on a regular and ongoing basis. Student behavior, dress, signing, or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. These symbols change from time to time and include such items as hats, bandanas of any color, chain ornaments, clothing colors and styles, gang colors, use of hand signals, and

symbols of affiliation. Other attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming and tattoos. Behavior on or about school premises or at school-sponsored events that creates conflict or an atmosphere of intimidation, creates a clear and present danger, disrupts the orderly operation of school or is deemed as such is prohibited. When an issue of concern is present, student(s) involved will be notified and asked not to display such symbolism again. Violation of this policy will result in discipline, suspension or expulsion. Such decision will be based upon knowledge of current practices and trends.

#### **HALLS**

Students are to conduct themselves in a responsible and orderly manner while in the halls. Students are not allowed in halls during classes unless they have a hall pass.

#### **HARASSMENT POLICY**

It is the policy of the Finley School District that no student or staff member should be subjected to harassment at school or work for any reason. Therefore, it is the policy of the Finley School Board that all employees and students will deal with all persons in ways that convey respect and consideration for all individuals. This is true regardless of regard to race, creed, religion, color, national origin, sex, marital status, sexual orientation including gender expression or identity, veteran or military status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability according to RCW 49.60 and 28A.642 Laws Against Discrimination. District programs shall be free from sexual harassment. Acts of harassment, hostility or defamation directed at anyone whether verbal or physical will not be tolerated and constitute grounds for disciplinary action.

Harassment is an issue to be taken seriously whether it occurs in the workplace, in the school or other setting. Harassment in the workplace and educational setting is unlawful. In fact, harassment against employees and students may violate one or more of a variety of federal and state laws and district policies. The school district may be held liable for harassing conduct of those in their employment or under their control or supervision.

It is a violation of District Policy 6590 to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

For further information, please refer to District Policy 6590, 3207, 3210 or contact the district office.

#### **LOITERING – AFTER SCHOOL**

Students should not be on campus after school unless they are under supervision by a member of the faculty/staff. Students who are not participating in school-sanctioned activities, i.e., sports, in detention, etc., are to leave the campus at the end of the regular school day unless working under staff supervision. Students who have open periods at the end of the day should leave campus after their last class.

#### **VANDALISM**

River View High students, in general, have a reputation for treating their school very well. We should all take great pride and care to maintain our building in excellent condition.

When vandalism or destruction of school property occurs, the cost of repairing it will be charged to the person or persons responsible, if it is possible to identify them. When no individual culprit can be identified, the A.S.B. fund will be charged for the actual cost of repairs.

#### **VEHICLES – RULES OF USE**

Any student driving a motor vehicle to school must have a current, valid driver's license with an appropriate endorsement and must have insurance.

In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle. **School officials reserve the right to search student vehicles, in the presence of the student, when deemed necessary. Refusal to cooperate will result in loss of parking privileges.**

The speed limit on school grounds is 10 miles per hour. Speed bumps have been installed in the high school parking lot for the purpose of controlling speed. Crossing a speed bump at excessive speed may result in damage to your car or tires.

All student vehicles driven to school must be parked properly as the stalls in the parking lot indicate. Bikes must be parked in the bike rack. Bikes should be locked. Students who violate vehicle rules on school property may have their driving/riding privilege withdrawn. **Students will use the high school parking lots only. Students may not park in the Ag area or in the middle school parking lots.**

**SCHOOL PARKING LOTS ARE OFF LIMITS TO STUDENTS DURING SCHOOL DAY.**

## INTRODUCTION

The following code sets forth the written rules and regulations of the Finley School District regarding student conduct, corrective action and rights, and it indicates the types of misconduct for which discipline, suspension and expulsion may be imposed. In addition to these rules and regulations, each school in the District may provide additional rules and procedures regarding student conduct and the administering of corrective action at that school.

This handbook is promulgated and distributed pursuant to Washington Administrative Code Chapter 180-40 which prescribes substantive and procedural due process rights of students. A copy of board policies and WAC 180-40 may be obtained from the Office of the Superintendent of the District.

This handbook is also in compliance with Public Law 101-2226, the Drug-Free Schools and Communities Act Amendments. Compliance with standards of conduct is mandatory.

## PART I - STUDENT RIGHTS

Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education, and a deprivation of that right may occur only for good and sufficient cause and in accordance with due process of law. In addition to other rights established by law, each student served by the School District possesses the following rights:

- A. No student shall be unlawfully denied an equal education opportunity or be unlawfully discriminated against because of natural origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.
- B. All students possess the constitutional right to freedom of speech and press, the constitutional right to peacefully assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
- C. All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches or seizures.
- D. All students shall have the right to be free from unlawful interference in the pursuit of an education while in the custody of the common school district.
- E. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program. With the cooperation and support of parents, school staff seeks to establish conditions within the school setting which will be conducive to learning.

Every teacher, school administrator, school bus driver and other school employee designated by the school board shall have the authority to impose discipline on any student for misconduct in accordance with the procedures specified in this handbook; to temporarily remove a student from a class, subject, or activity as provided for herein, and to make recommendations to appropriate school authorities for the suspension or expulsion of any student. Except as otherwise provided for, only a building administrator, the superintendent or designee may initiate a suspension or expulsion.

## PART II - DEFINITIONS

As used in this code, the following words and phrases have the meanings indicated below:

**DISCIPLINE** - All forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district, including its athletic program or district transportation.

**EMERGENCY EXPULSION** - The immediate denial of school attendance due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

**EMERGENCY REMOVAL** - The immediate removal of a student from a class, subject or activity by a teacher or administrator when the student's presence poses an immediate and continuing danger to the student, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school.

**EXPULSION** - A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

**PARENT** - Any natural, adoptive, or custodial parent or guardian. Students of majority age shall enjoy parental rights.

SCHOOL BUSINESS DAY - Any calendar day except Saturdays, Sundays and state school holidays, upon which the office of the superintendent of the school district is open to the public. School business days shall be concluded upon the closure of the superintendent's office for the calendar day.

SUSPENSION (INCLUDING IN-SCHOOL, SHORT TERM AND LONG TERM) - A denial of attendance, other than for the balance of the immediate class period for corrective action purposes, at any single subject or class or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial or admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. A suspension for any portion of a calendar day up to and not exceeding ten consecutive school days is a short-term suspension. A suspension which exceeds ten days is a long-term suspension.

TEMPORARY IMPOSITION OF SUSPENSION/EXPULSION - Permit the temporary imposition of suspension/expulsion during an appeal period, not to exceed a period of ten consecutive school days, or until the appeal is decided, whichever is the shortest period.

### **PART III - STANDARDS OF STUDENT CONDUCT**

Students shall comply with all federal, state and local laws, school district policies, school rules, school bus rules, athletic codes, parking regulations and with the directions of teachers, student teachers, substitute teachers, educational assistants, secretaries, bus drivers, principals or other authorized school personnel when they are properly under the authority of school personnel.

Any conduct which materially and substantially interferes with the educational process is prohibited. The following list of offenses generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation, and at school events off school grounds and each will lead to corrective action. Conduct marked with an asterisk (\*) is designated as exceptional misconduct and has been judged following consultation with an ad hoc citizens committee to be (a) of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, or (b) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, that students may be subject to suspension for a first-time offense, and to expulsion if there is good reason to believe other forms of corrective action would fail if employed. Administrative discretion is allowed on each individual case, and law enforcement may be informed in appropriate cases.

- \* Alcohol - The use, attempted use, possession, distribution or sale of alcoholic substances.
- \* Arson - Intentional burning of property.
- \* Backpacks - Student may use backpack to carry belongings to and from school lockers. Teachers have the right to refuse backpacks within the classroom due to space or safety reasons. Students will need to keep backpacks in their locker upon teacher request.
- \* Bullying/Harassment - Unwelcome, intentional conduct written, electronic, verbal or physical, either sexual or non-sexual, that is directed toward another person, as outlined in District Policy No. 3207, 3210 and 6590.
- \* Bus - Not following bus rules. Students riding Finley School buses are governed by all the rules stated in the handout which is provided to them annually by the bus drivers.
- \* Cheating - Is handled by each teacher under consultation with the Principal.
- \* Dancing - "Dirty Dancing" will not be allowed at school sponsored dances. Students will be sent home after first offense and will not be refunded the price of admission to the dance.
- \* Defiance - Refusal to comply with reasonable requests of school personnel.
- \* Destruction or Defacement of Property - Destroying or mutilating objects and materials belonging to the school, school personnel, or other persons. The school will bill students for the total cost including labor for repair of damage.
- \* Disorderly Conduct/Disrupting the Educational Process - Conduct and/or behavior which is disruptive to the orderly educational procedure of the school (including profanity and obscene behavior).
- \* Drugs - The use (including inhalation), attempted use, possession, distribution or sale of any illegal substance, narcotic or hallucinogenic drug, noxious inhalant, drug paraphernalia, look alike drugs, prescription drug prescribed to another, or any item purported to be such.
- \* Electronic Devices - Including, but not limited to, cell phones, Ipods, pagers, lasers, etc. are allowed in the commons area and hallways. Individual teachers will determine the use of electronic devices in his/her classroom. They are subject to confiscation for the day or longer.
- \* Explosive Devices - The use, possession, or sale of explosive devices, such as firecrackers.
- \* Extortion - The solicitation of money, or something of value, from another person in return for protection or in connection with a threat or implied threat to inflict harm.
- \* Failure to Follow Assessment Recommendations - When a student is determined to have been possessing, using or being under the influence of alcohol or drugs on campus, an assessment by a certified substance abuse counselor may be required by the school. If the student fails to implement or complete the resulting recommendations and program, this is an additional discipline infraction.

- \* Fighting - Engaging in or threatening physical contact for the purpose of inflicting harm on another person.
- \* Forgery - Writing and using the signature or initials of another person for any school purpose.
- \* Gambling - Participating in games of chance for the purpose of exchanging money.
- \* Hallway Infractions - Students are not to be in the halls during a class period without a valid pass.
- \* Bandana's - Bandana's shall not be worn or visible in all school buildings - including ag buildings and including all extra-curricular activities.
- \* Highly Inappropriate Behavior - Behaving in an unsafe manner, making threats, speaking inappropriately to school personnel/visitors and/or participating in verbal/physical harassment.
- \* Physical Assault - Physical attack of one person, or a group of persons, upon another person, who does not wish to engage in the conflict and who has not provoked the attack.
- \* Public Display of Affection - Students, during the course of the regular school day, including activities, shall limit their public display of affection to that which is considered appropriate for public school. **Embracing and kissing** are not acceptable on public school premises.
- \* Sexual Harassment - Unwelcome conduct, either sexual or non-sexual, that is directed toward a person because of that person's gender. Prohibited sexual harassment occurs when: (1) submitting to the harasser's sexual demands is a stated or implied condition of admission to the school; (2) submission to or rejection of sexual demands is the basis of an academic or other school-related decision affecting the student; or (3) unwelcome sexual or other gender-based conduct interferes with a student's performance or creates an intimidating, hostile, or offensive school environment. Complete policy is posted in each building.
- \* Skate Boards - Skateboarding is not allowed on campus. Skateboards should not be brought to school.
- \* Smoking/Tobacco - The use, attempted use, possession, distribution or sale of tobacco, tobacco products, vape pens, or E-cigarettes of any kind on school property. Non-tobacco chew or snuff will be treated the same as tobacco for sanitation reasons.
- \* Sunglasses - Sunglasses should not be worn in the school buildings, including the ag buildings. To be an exception to this, students must bring a doctor's note verifying they have a medical condition which requires sunglasses to be worn inside.
- \* Tardiness - Arriving up to ten (10) minutes late to class.
- \* Theft - Taking property that doesn't belong to you.
- \* Unexcused Absence and/or Truancy - Anything over ten (10) minutes will be considered an absence. An unexcused absence is any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.
- \* Vehicles - The inappropriate use of any vehicle on school property.
- \* Verbal Abuse - Statements which intimidate or injure another.
- \* Verbal Abuse of Staff - Statements which intimidate, are vulgar, or are swearing will not be tolerated towards any staff members. This includes volunteers and substitute staff members.
- \* Violation of Closed Campus - Once a student arrives at school, he/she is prohibited from leaving the campus until after his/her last class of the day. Students will not be allowed to go off campus at any time during their school day, under any circumstances, unless parent/guardian is notified or parent/guardian notifies the school **before** student leaves campus. Students are not allowed to leave campus for lunch.
- \* Weapons - The possession, use, transmission, or transporting of any object that could reasonably be considered a firearm, air gun, nunchu-ka stick, throwing star, club, dagger, spring blade knife, or any knife the blade of which opens, or falls, or is ejected into position by gravity, or by an outward, downward or centrifugal thrust or movement or any other dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process. Parents and Benton County Sheriff's Office will be notified when a student is found to be in possession of any of the above items. Educational House Bill 1581 (Firearms) mandates a one-year expulsion for students who possess firearms on school grounds or at school events. This bill also allows districts to suspend students for one full year "if a student acts with malice and displays an instrument that appears to be a firearm on public school property, transportation, or other facilities when being used exclusively by public schools.

#### **PART IV - CONSEQUENCES FOR STUDENT MISCONDUCT**

Corrective action is a logical consequence for student behavior in violation of district standards. All corrective action will be administered in accordance with the rules and regulations appearing in Part IV of this handbook. In general, most misconduct is minor and can be easily corrected with a mild reprimand or redirection. Repeated occurrences of the same minor misconduct may result in referral to the office. More severe violations of behavior standards will result in immediate referral to the office for corrective action.

Second or repeated violations of various school policies, rules, and regulations, are often of equal or greater concern than single violations. The cumulative effects of these acts may determine the form of corrective action imposed, including suspension and/or

expulsion. The following steps and chart have been developed to inform students of the likely consequences for engaging in misconduct. However, students and parent/guardians should be aware that state regulations protect students' rights by reserving to school authorities the power to modify prescribed consequences in cases involving extenuating or exceptional circumstances. Law enforcement officials may be informed in cases involving criminal conduct. However, appropriate corrective action may be imposed by the school regardless of the action taken or not taken by law enforcement officials.

## **PART V - PROCEDURES FOR IMPOSING CORRECTIVE ACTION**

### **A. Students with Disabilities**

Students with disabilities are subject to the same rules of student conduct and corrective action procedures as other students. However, when a proposed action constitutes a significant change in placement, special procedures shall be employed as required by law.

### **B. Discipline - In General**

Discipline may be imposed upon a student for violation of the rules of the school district, subject to the following limitations:

1. No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.
2. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that the student's attendance and/or participation is related to the instructional objectives or goals of the particular course and the student's attendance has been identified by the teacher as a basis for grading, in whole or in part, in the particular subject or course.

### **C. Corporal Punishment**

Corporal punishment, which includes any corrective action imposed with the intent of causing physical pain, is not authorized in the Finley School District.

### **D. Suspension - In General - Including In-School, Short Term and Long Term**

A suspension may be imposed upon a student for violation of school district rules, subject to the following limitations:

1. The nature and circumstances of the violation must be considered and must reasonably warrant a suspension and the length of the suspension imposed.
2. Except for those violations that have been designated exceptional misconduct (See Part II) as a general rule, no student will be suspended unless another form of corrective action reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature.
3. No student subject to compulsory attendance shall be suspended for unexcused absences unless the school has first imposed an alternative corrective action reasonably calculated to modify his or her conduct and in addition:
  - a. Provided notice to the student's parent/guardian in writing (in the primary language of the parent/guardian) that the student has failed to attend school without valid justification.
  - b. Scheduled a conference with the parent/guardian and the student at a reasonably convenient time and place to analyze the causes for the student's absence to determine whether the student should be made a focus of concern for placement in special education or other special program designed for the student's educational success.
  - c. Taken steps to reduce the student's absences which includes, where appropriate in the judgment of school officials and after discussion with the parent/guardian and student, adjustments to the student's school program, or school or course assignment or assisting the student or parent/guardian to obtain supplementary services that might reduce the cause for the student's absences.
4. No student in grades five and above shall be subject to short-term suspensions for more than a total of fifteen school days during any single semester or ten school days any single trimester and no single long-term suspension shall be imposed in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester during the same school year.
5. Any student subject to short-term suspension shall be provided the opportunity upon return to school to make up assignments or tests missed by reason of the suspension if such assignments or tests have a substantial effect on the student's semester or trimester grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).
6. Any student who has been suspended shall be allowed to make application for re-admission at any time. (See Part VII)
7. All suspensions and the reasons therefore must be reported in writing to the superintendent.
8. Notwithstanding any other provision of this Handbook to the contrary, certificated staff members are empowered to exclude any student who creates a disruption of the educational process in violation of building disciplinary standards from their classroom for all or any part of the school day or until the certificated staff member has conferred with the principal, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period without the consent of the teacher.

### **E. In-School Suspension**

During an in-school suspension, a student shall remain isolated from other students and will not participate in any school activities. An appeal will follow the short-term suspension process. In some cases in-school suspension will be imposed as a consequence of

misconduct that warrants suspension. Students will work on class assignments and/or take tests while there. This option will be on a limited basis, not to exceed five (5) days, at the discretion the Principal.

#### F. Short-Term Suspension Prior Conference and Notice

Prior to the short-term suspension of any student, a conference shall be conducted with the student. At this conference:

1. An oral or written explanation of the alleged misconduct and rule violation shall be provided to the student;
2. An oral or written explanation of the evidence in support of the allegations shall be provided to the student;
3. An oral or written explanation of the corrective action which may be imposed shall be provided to the student; and
4. The student shall be provided the opportunity to present an explanation regarding the alleged misconduct.

In the event a short-term suspension is to exceed one calendar day, the parent/guardian of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the mail as soon as reasonably possible. This notice shall also inform the parent/guardian of the right to an informal conference and that the suspension may possibly be reduced as a result of such a conference.

#### G. Grievance Procedure for Discipline and Short-Term Suspension

1. Any student, parent or guardian who disagrees with the imposition of discipline or a short-term suspension shall have the right to an informal meeting with the building principal/designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of such a grievance as soon as reasonably possible. During this meeting, the student and parent/guardian shall be subject to questioning by the principal/designee and shall be entitled to question school personnel involved in the matter being grieved.

2. After this school-level grievance meeting, if the issue is not resolved, the student or parent/guardian, upon giving two (2) school business days' prior notice to the superintendent's office, shall have the right to present a written and/or oral grievance to the superintendent or designee.

3. If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented.

The discipline or short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

#### H. Notice of Long-Term Suspension

Prior to the long-term suspension of a student, a written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and parent/guardian. This notice shall be in the primary language of the student and parent/guardian and it shall:

1. Specify the student's alleged misconduct and the school district rule alleged to have been violated;
2. Set forth the corrective action and the right of the student or parent/guardian to a hearing for the purpose of contesting the allegations;
3. Inform the student and parent/guardian that a written request for such a hearing must be received by a designated school district employee on or before the expiration of the third school business day after their receipt of the notice; and
4. Indicate that if such a timely request is not received, the right to a hearing may be deemed waived and the proposed long-term suspension may be imposed without further opportunity for the student or parent/guardian to contest the matter;

A schedule of school business days potentially applicable to the exercise of such a hearing right should be included with the notice.

#### I. Expulsion

A student may be expelled for violation of school district rules subject to the following limitations:

1. The nature and the circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No student shall be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.<sup>1</sup>
3. No student shall be expelled by reason, in whole or in part, of one or more unexcused absences unless the school district has also first:
  - a. Provided notice to the student's parent/guardian in the primary language of the parent/guardian that the student has failed to attend school without valid justification;

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<sup>1</sup> Pursuant to RCW 9.41.280, possession of a dangerous weapon is an exception to this rule and students who engage in such conduct may be immediately expelled. Students who possess a firearm in violation of the statute must be immediately expelled.

- b. Scheduled a conference with the parent/guardian and the student at a time and place reasonably convenient to all involved to analyze the cause of the student's absence and to determine whether the student shall be made a focus of concern for placement in a special education or other special program designated for the student's educational success; and
- c. Taken steps to reduce the student's absence which include, where appropriate in the judgment of school officials and after discussion with the parent/guardian and student, adjustment of the student's school program or school course assignment or by assisting the student or parent/guardian to obtain supplementary services that might reduce the cause for the student's absence.

4. All expulsions and the reasons therefore must be reported in writing to the superintendent.

#### J. Notice of Expulsion

Prior to the expulsion of a student, a written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to parent/guardian. This notice shall be in the primary language of the student and parent/guardian and it shall:

1. Specify the student's alleged misconduct and the school district rule alleged to have been violated;
2. Set forth the corrective action and the right of the student and parent/guardian to a hearing for the purpose of contesting the allegations;
3. Inform the student and parent/guardian that a written request for such a hearing must be received by a designated school district employee on or before the expiration of the third school business day after their receipt of the notice;
4. Indicate that if such a timely request is not received, that the right to a hearing may be deemed waived and the proposed expulsion may be imposed without further opportunity for the student or parent/guardian to contest the matter;

A schedule of school business days potentially applicable to the exercise of such a hearing should be included with the notice.

#### K. Hearing Process for Long-Term Suspension or Expulsion

If a timely request for a hearing is received within the three (3) business days, the school district shall schedule a hearing to commence within three (3) school business days after the date upon which the hearing request was received by the District. The student and parent/guardian shall have the right to inspect in advance of the hearing any documentary and other physical evidence the school district intends to introduce at the hearing.

The student and parent/guardian shall have the right to be represented by legal counsel, to question and confront witnesses, to present an explanation of the alleged misconduct, and to make such relevant showings by way of witnesses and the introduction of evidence which the student or parent/guardian intends to introduce at the hearing.

The hearing officer assigned by the District to hear the case shall not be a witness in the case, and the truth of the allegations shall be determined solely on the basis of the evidence presented at the hearing. The hearing officer shall schedule the hearing and give written notice of the date, time and place of the hearing to the principal and the parent/guardian and student. Either a tape recorded or verbatim record of the hearing shall be made. During the hearing, the hearing officer may answer any questions that the parent/guardian and student or counsel may have about the nature and conduct of the hearing. The hearing officer shall conduct the hearing with full authority to control the conduct of all persons present, and to limit questioning that is unproductive and irrelevant. The hearing officer may not provide testimony. A written decision by the hearing officer setting forth the findings of fact, conclusions and the nature and duration of the long-term suspension/expulsion or lesser form of corrective action to be imposed, if any, shall be provided to the student's legal counsel or if none, to the student and parent/guardian within five (5) school days after the hearing.

The parent/guardian and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent/guardian and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent/guardian and/or counsel. In an open hearing, only those persons designated as witnesses shall have the right to speak.

At least two (2) days before the hearing the principal shall make available in his/her office any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the principal. These may be examined and copied by the parent/guardian and student or counsel. If the principal later receives any further information that shall be employed at the hearing, he/she shall notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent/guardian and student or counsel.

Upon the request of the hearing officer, the parent/guardian and student or counsel, the principal shall submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records shall be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer shall reach a disposition of the case. The disposition need not be the action recommended by the principal but shall not exceed the penalty he/she recommends. The disposition should explain the reason for the particular decision. The decision shall be provided to the parent/guardian and student or counsel.

## **PART V - EMERGENCY ACTIONS**

### **A. Emergency Removal from a Class, Subject or Activity**

A student may be removed immediately from a class, subject or activity by a certificated employee and sent to the designated school authority if there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school. Such a removal shall continue only until the danger or threat ceases or until the principal/designee acts to impose appropriate discipline. The principal/designee shall meet with the student as soon as reasonably possible following the student's removal and take appropriate corrective action. In no case shall the student's opportunity for such a meeting be delayed beyond the commencement of the next school day. Prior to or at the time any such student is returned to the class or activity from which the student was removed, the principal/designee shall notify the certificated employee who removed the student of the action which has been taken.

### **B. Emergency Expulsion**

A student may be expelled immediately by the principal in emergency situations if the principal has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or the immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion shall continue until rescinded by the principal or until modified or reversed pursuant to the hearing process set forth below or the appeal process set forth in Part VI.

In certain situations a temporary imposition of suspension/expulsion may occur during an appeal period not to exceed a period of ten consecutive school days, or until the appeal is decided, whichever is the shortest period.

### **C. Emergency Expulsion Notice of Hearing**

The student and parent/guardian shall be notified of the emergency expulsion of a student and of their opportunity for a hearing as follows:

1. By hand delivering a written notice to the student's parent/guardian within 24 hours of the expulsion and by documenting same with either a signed acknowledgement of receipt or a written certification by the person making the delivery, or by a certified letter deposited in the mail within 24 hours of the expulsion. If the notice is by certified letter, reasonable attempts shall be made to notify the student and parent/guardian by telephone or in person as soon as is reasonably possible.
2. If the emergency expulsion is based on a failure to comply with the state immunization law, WAC 180-38, the notice must be received by the student's parent/guardian prior to the emergency expulsion regardless of the method of delivery.

Such written or oral notice shall:

1. Be in the primary language of the student and parent/guardian to the extent feasible;
2. Specify the alleged reason(s) for the emergency expulsion;
3. Set forth the corrective action taken and proposed;
4. Set forth the right of the student and parent/guardian to a hearing for the purpose of contesting the allegations as soon as reasonably possible;
5. Set forth the fact that a request for a hearing must be received by the district on or before the tenth school business day after receipt of the notice; and
6. State that if such a timely request is not received, the right to a hearing may be considered waived and the emergency expulsion may be continued as deemed necessary without any further opportunity for the student or parent/guardian to contest the matter;

A schedule of school business days potentially applicable to the exercise of such hearing right should be included with the notice.

### **D. Emergency Expulsion Hearing Process**

If a timely request for a hearing is received, the school district shall immediately schedule and give notice of a hearing to commence as soon as reasonably possible, but not later than the third school business day after the District's receipt of the request for the hearing.

At this hearing the student and parent/guardian shall have the right to inspect in advance of the hearing any documentary or other physical evidence the school district intends to introduce at the hearing, to be represented by legal counsel, to question and confront witnesses, to present an explanation of the alleged misconduct, and to make such relevant showings by way of witnesses and the introduction of evidence as desired.

The school district representative assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary or other physical evidence the student or parent/guardian intend to introduce at the hearing.

The hearing officer assigned to hear the case shall not be a witness and the truth of the allegations shall be determined solely on the basis of the evidence presented at the hearing. The hearing officer shall schedule the hearing and give written notice of the date, time and place of the hearing to the principal and the parent/guardian and student. Either a tape recorded or verbatim record of the hearing shall be made. During the hearing, the hearing officer may answer any questions that the parent/guardian and student or counsel may have about the nature and conduct of the hearing. The hearing officer shall conduct the hearing with full authority to control the

conduct of all persons present and to limit questioning that is unproductive and irrelevant. The hearing officer may not provide testimony.

Within one (1) school business day after the date upon which the hearing concludes, a decision as to whether the expulsion shall be continued shall be rendered by the hearing officer. The student's legal counsel, or if none, the student and parent shall be notified of the decision thereof by depositing a certified letter in the United States mail. The decision shall set forth the findings of fact, the conclusions (including a conclusion as to whether or not the emergency situation giving rise to the emergency expulsion still exists), and whether or not the emergency expulsion shall be continued or a lesser form of corrective action is to be imposed.

An expulsion may be continued following the hearing on the basis that the emergency situation continues and/or as corrective action for the actions giving rise to the emergency expulsion in the first instance.

#### **PART VI - DISCIPLINARY APPEAL COUNCIL - APPEAL PROCESS FOR LONG-TERM SUSPENSION OR EXPULSION**

If a long-term suspension or expulsion is imposed, the parent/guardian and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within three (3) school business days after the date of receipt of the decision. The long term suspension or expulsion shall be in effect while the appeal is pending. The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent/guardian, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. Prior to adjournment, the council shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within ten (10) school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; or
- C. Hear and try the case de novo before the council within ten (10) school business days.

Any decision by the council to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

- A. Those council members who have heard or read the evidence,
- B. Those council members who have not acted as a witness in the matter, and
- C. A majority vote at a meeting at which a quorum of the council is present.

Within thirty (30) days of receipt of the council's final decision, parent/guardian and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

#### **PART VII - APPLICATION FOR READMISSION**

Any student who has been suspended or expelled shall be permitted to apply for readmission to the district's schools prior to termination of the imposed sanction. The application shall be in writing and sent to the principal of the school which the student would ordinarily attend. The principal may establish reasonable readmission conditions which are related to the student's prior record of behavior. If the application is denied, the student or parent/guardian may appeal to the superintendent, whose decision shall be final.

# Parent Information

## ATTENDANCE PHILOSOPHY

The Finley School District cannot teach students who are not present. Absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. Students who miss school experience difficulty in achieving the maximum benefit from school; regular classroom instruction is lost and cannot be entirely regained. The contact of the students with one another in the classroom and participation in well-planned instructional activities under the guidance of a competent teacher are vital to learning. Students who are absent interrupt the educational process of other students by disrupting the teacher who must provide special attention to the student who has been absent.

We expect high school students to be responsible for many of their own actions and capable of making reasonable decisions; therefore, attendance at school is the responsibility of students as well as their parents. The responsibility of the administration and faculty is to provide instruction and to inform parents of the absence from class. (School Board approval 7/15/85.)

## BREAKFAST AND LUNCHES

Both breakfast and lunch will be served each day except the last day of school:

BREAKFAST SERVED	7:20 A.M. TO 7:40 A.M.
LUNCH SERVED	10: 50 A.M. TO 11:20 A.M.

A student must have money in his/her account or may use cash to purchase a meal. Students may charge up to three (3) meals to their account per month. After that, they will be offered an emergency lunch. Emergency lunches consist of a piece of fruit, peanut butter sandwich and milk. Students may have up to five (5) emergency lunches per month. If a student still does not have money and has used his/her five (5) emergency lunches, he/she will not be fed a meal. Accounts must be paid up to date before a student is eligible to start a new month of emergency lunches.

It is the responsibility of the parent/guardian to prepay for school meals, provide meals from home, or complete an annual application to establish eligibility for free and reduced-price meals. Meals may be paid for daily, weekly, or monthly. The District offers an online payment program, e-Funds, for families to deposit funds into their students account. Applications for free or reduced-priced meals are available at school offices, the district office and online at [www.finleysd.org/Departments/Child-Nutrition](http://www.finleysd.org/Departments/Child-Nutrition) . The district conducts monthly direct certification updates to establish eligibility.

It is the student's responsibility to know the status of his/her account.

Deposits to lunch accounts may be made before school each day. The office personnel cannot give cash back from a check. For more information or questions, please contact the Food Service Secretary at 586-3217 or the school cashier at 582-2158.

BREAKFAST AND LUNCH PRICES	DAILY	WEEKLY
Breakfast	\$1.40	\$ 7.00
Student Lunch	\$3.25	\$ 16.25
Adult Lunch	\$4.00	\$ 20.00
Milk	\$ .40	

## BUS PROCEDURES AND DISCIPLINE

### Transportation and Safety Concerns:

It is the intent of the Finley School District to bus all students to and from school. (Finley elementary students are not permitted to walk or ride bicycles to school.) We want the ride on buses to be safe and pleasant. Throughout the year bus drivers and teachers review safety rules with students. We would also like parents to discuss the rules and the reasons for bus rules with their student.

Glass items and pets are not allowed on school buses for safety reasons. Students should be extremely careful at bus stops and when crossing streets. Students should understand that bus stops become dangerous when pushing and shoving occurs. Good behavior at the bus stops in the morning is especially important. We would like parents to discuss with their student the importance of good behavior while waiting for the bus to come.

If you want your student to ride a different bus than his/her usual one, he/she will need a note requesting this, signed by his/her parent or guardian. These notes are first approved by the office and then given to the bus driver by the student. Due to limited seating for students on buses, we will not be able to transport extra students for club meetings or birthday parties. **Students riding buses are not allowed to leave school grounds once they arrive at school.**

Students are responsible for their behavior from the time they leave school until they return the next morning. This includes their interaction with other students on the bus and at the bus stop. The understanding is the same: "No one has the right to interfere with the learning, safety and well-being of others" and each student is to "Do what is expected and do it the best that they can".

### Rules and Regulations for Riding a School Bus:

These rules and regulations were prepared the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and of the Director of Highways of the State of Washington, and apply to all public school buses operating in the State of Washington.

1. The driver is in full charge of the bus and pupils.
2. Pupils shall ride their regularly assigned bus at all time unless permission has been granted by the school authorities.
3. Unless by permission of school authorities, no pupil shall be permitted to leave the bus except at his/her regular stop.
4. Each pupil may be assigned a seat in which he/she will be seated at all times.
5. Outside of ordinary conversation, classroom conduct must be obeyed.
6. Pupils are to assist in keeping the bus clean. Refrain from throwing refuse out of the bus. No eating.
7. No smoking or fires.
8. No open windows unless by permission.
9. Pupils must see that they have nothing in their possession that may cause injury to another. No animals allowed.
10. Each pupil must see that his/her belongings are kept out of the aisle.
11. No pupil will be allowed to talk to the driver more than necessary.
12. No pupil shall sit in the driver's seat, or be immediately left or right of the driver.
13. Pupils are to remain seated while bus is in motion.
14. Pupils must leave bus in orderly manner
15. Pupils must cross the highway ONLY in front of the bus and ONLY with the consent of the school bus driver.
16. Pupils must not stand or play in the roadway while waiting for the bus.
17. Self-discipline should be exercised by pupils at the bus loading area and bus stops.
18. Pupils who walk some distance to and from the bus must walk on the left side of the roadway.
19. In the event of an actual emergency, emergency exit drill procedures will be followed.
20. School districts will be reimbursed for damages to buses by students/parents.
21. Student's misconduct will be sufficient reason for transportation to be discontinued for those involved. (Finley School District Procedure 6605P)

#### Conduct at Bus Stops:

1. Students must not stand or play on the roadway while waiting for the bus.
2. Students should arrive at the bus stop no more than 10 minutes before the scheduled arrival of the bus.
3. Students must wait to board the bus in an orderly manner, no games, no cuts, no throwing of objects.
4. Students must respect private property while waiting for the bus.
5. Self-discipline must be exercised by students waiting in the bus loading area.

#### Video Cameras in Buses:

Our primary goal is to transport children safely to and from school each day. Our drivers must be aware of all traffic conditions, pedestrian traffic, emergency vehicles and still have full control of the students who are loading and unloading at their bus stops. All or part of these responsibilities could be jeopardized when students on the bus are not following the bus riding rules, and when the driver has to pay more attention to the students than operating the bus.

In order to assure safety and monitor the conduct of children riding the school buses, the Finley School District Transportation Department has placed a video camera surveillance system in each bus. The films may be shown to the school principal and/or parents for their review and possible action to correct any individual student's control problems.

The presence of the video camera has helped to solve a lot of our concerns for safety and encouraged proper student conduct.

#### **CHANGE OF ADDRESS**

Should you have a change of address or phone number, please report your new address and/or phone number to Mrs. Edwards in the high school office.

#### **CLOSURE OF SCHOOL**

Closure of school due to weather conditions will be broadcast between 6:00 a.m. and 7:50 a.m. on KORD (102.7 FM) and KONA (610 AM). Any school day lost because of closures must be made up at a later date.

#### **COUNSELOR**

The Counselor, Mrs. Duty, is available to assist you with school related or personal needs. She will give assistance in areas including career counseling and information, test information, registration, financial aid information and applications, college entrance, vo-tech training and a variety of other specialized areas. She will also provide a job service. All job openings received will be announced and posted. Career and vocational information is located in the library. In order to provide the best possible service to all concerned, students will be asked to schedule appointments with the Counselor through the high school office secretaries. Students are not to leave class to see the Counselor without an appointment and a hall pass. **Students requesting a transcript, letter of recommendation or the signing of paperwork should give one week's notice.**

## DISCRIMINATION COMPLAINT PROCEDURE

Under state law (WAC 392-190-060), school districts must use effective methods to annually inform all students, parents and employees about the district's discrimination complaint procedures.

### **What is discrimination?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

### **What should I do if I believe my child is being discriminated against?**

Report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible. If you cannot meet with the teacher or principal, you can always contact the district office.

### **What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the Superintendent with a written report of the complaint and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The Superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your School Board if you do not agree with the Superintendent's decision. Corrective measures must occur no later than 30 calendar days of the Superintendent's letter.

If you do not agree with the Superintendent's decision you may appeal in writing to the School Board. The letter must include the part of the Superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10<sup>th</sup> calendar day after you received the Superintendent's response letter.

The School Board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

At the hearing you will explain why you disagree with the Superintendent's decision. You may bring witnesses or other information that is related to your appeal. The Board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree with their decision.

## ELECTRONIC INFORMATION SYSTEM (K-20 NETWORK)

The district is connected to a statewide communications system (the K-20 Network) which provides Internet access and interactive video conferencing. This network allows unprecedented opportunities for students, staff and the educational community to communicate, learn, access and publish information. The resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, conservation of resources, security/privacy/confidentiality, and cost of maintaining the system. The district will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

By connecting to this network, the district intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

The Superintendent or designee shall provide training and procedures that encourage the widest possible access to the K-20 network by students, staff and the educational community, while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system. Each staff member will annually sign a Computer Use Agreement (Form 2022A). All students will have computer access to the K-20 network system as part of their educational program. Students and/or their parents may opt out of access to the K-20 network system by signing a Computer Network Opt Out Agreement (Form 2022B).

## FEES

Fees such as P.E. towel/sports (\$2.00) each; A.S.B. cards (\$40.00 on or before 9/11/15 - \$45.00 thereafter); and lost/damaged school articles are set annually. Outstanding fees must be paid prior to the completion of the current school year. Fees outstanding will result in the holding of diplomas and/or transcripts and records until paid. End-of-the-year report cards will not be distributed to students who owe fines or fees nor will they be allowed to pick up their schedule or locker for the next school year.

## FIRE DRILLS

Fire drills at regular intervals are held as required by law and are important safety precautions. Students should familiarize themselves with Fire Drill Evacuation Plans posted in each classroom or activity area.

## HEALTH SERVICES/STATE IMMUNIZATION REGULATIONS

Washington Law (RCW 23A.31.118) requires that all students **MUST** meet certain minimum immunization requirements or they will not be allowed to enroll in school.

If there are medical, religious or philosophical reasons why you should not be immunized, your parent/guardian must sign a waiver and present it to the school office. State health regulations require that each immunization be current upon entry in school.

**State law also requires that high school seniors be notified that they are due to receive a booster shot of TD vaccine.**

## INTERNET

Internet use is available to students. Inappropriate Internet use could lead to loss of access to the Internet and suspension from school. See Electronic Information System (K-20 Network) in this handbook for more information.

## LOCKERS

A hall locker is provided by the school for each student. If available, Seniors and Juniors will be assigned individual lockers while Sophomores and Freshmen will share lockers. Students are responsible for their assigned locker. Do not decorate the outside of the locker or put any tape, of any kind, on the outside of the locker. The lock is built in and must remain locked at all times. Do not place an external lock on your locker - it will be cut off. It is important that the office know at all times which students are in which lockers. Students **MUST NOT** trade lockers without first checking with the office.

Do not place illegal substances or items of a personal or private nature in your assigned locker. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

## LOST AND FOUND

Personal belongings found in the school should be placed in the Lost and Found container in the boys' and girls' locker rooms, or the Main Office. It is each student's responsibility to check the containers whenever an item has been lost by the student.

## NURSE/MEDICATIONS

We do not have a school nurse. The Education Service District provides our district with a nurse one day a week and we share that person with both the Elementary and Middle schools.

Our school district is not required by law to provide for school staff to supervise students taking medication at school. We know, however, that in some cases a student who is under a physician's care must adhere to strict medication schedules. In order for school staff to administer medication, parents must do the following:

- Parents must fill out the appropriate form.
- A physician or dentist must fill out the appropriate authorization form.
- Medicine must be brought to school by the parents.
- Medicine (prescription or non-prescription) must be brought to school in its original container.
- Prescription medicine should have the name of the student, the name of medication, dosage, mode, and time of administration and the name of physician.
- FORMS ARE AVAILABLE IN THE SCHOOL OFFICE.
- If a health professional and a student's parent request that a student be permitted to self-administer the medication, the Principal may grant permission after consulting with the school nurse. Consequently, the

process and documentation for a student to carry his/her own medication is subject to the same requirements as listed above.

Be sure to notify the school of any specific medical problems which could require attention at school such as bee sting reactions, allergies, asthma, frequent nosebleeds, etc.

#### OFFICE

The office is open Monday through Friday from 7:00 a.m. to 3:30 p.m. except during school holidays and vacations. Our telephone number is 582-2158. Most people will be able to meet with the office staff on a “walk-in” basis; however, it is recommended that an appointment be made whenever possible.

#### PHOTOGRAPHY NON-PERMISSION/OPT-OUT

Classroom activities and school events sometimes are photographed or video recorded for purposes of news media coverage or school publicity (newsletters, website, brochure, etc.). A non-permission/opt-out form is available in the high school office for students/parents who do not wish to be photographed for news media or school publicity purposes.

#### REPORT CARDS, PROGRESS REPORTS, PERMANENT RECORDS

Progress reports are sent home approximately midway through each quarter to notify parents that a teacher is concerned about a student’s classroom performance. Some teachers also report normal or exceptional performance at this time. Parents are expected to sign and have students return these forms to the teacher. A progress report must be given by the teacher to any student who is failing at the half-way point in a quarter; however, a student may fail a class even though he or she did not receive a progress report. Questions regarding these reports should first be directed to the teacher who sent them, then the Counselor. The Principal will normally become involved at this point if concerns remain.

A permanent record is kept on file for each student. It usually contains a transcript record of classes taken, grades received, credits earned, test records, copies of progress reports, copies of disciplinary reports and a health record. Students and/or parents/guardians are welcome to review these records. This process may be facilitated by first calling the high school office and scheduling an appointment.

#### SCHOOL DAY

Our school day begins at 7:50 a.m. and ends at 2:20 p.m. on Monday, Tuesday, Thursday and Friday, unless announced otherwise. On Wednesdays school begins at 7:50 a.m. and ends at 12:30 p.m. High School class periods are 56 minutes long and class breaks are 4 minutes long with 30 minutes for lunch. The high school has a six-period day. Alternate schedules may be used as the need arises (for pep assemblies, long lunches, etc.) All bell schedules are posted on the district website.

#### STUDENT SCHOOL INSURANCE

Insurance, offered by a private firm, may be purchased through the school at a minimal cost. A form is available during fall registration which includes coverage and cost. Additional forms are available in the office. Parents and students are responsible for securing and completing all insurance forms.

#### STUDENT INFORMATION – RELEASE THEREOF

Each year we provide a list of students’ addresses to the armed forces’ recruiters as well as to colleges and universities that request the information. Students who do not wish to be included on the list should contact Mrs. Edwards in the office to get an opt-out form.

#### TELEPHONE CALLS

The office telephone is a business telephone. Student use of the office phone is a privilege and is allowed only with permission from the office staff. Students must be courteous when using the office telephone. Disrespectful behavior on the phone or to office staff will result in loss of phone privileges. **STUDENTS ARE NOT TO USE THE CLASSROOM TELEPHONES.**

#### TRANSFERS/WITHDRAWALS

For a student to transfer from the Finley School District, the parent/guardian must notify the school office. A checkout form will be issued with faculty signatures required as the student returns assigned materials. Complete records will be sent upon written request from the district enrolling the student if all outstanding fines and other obligations have been met. The district will not send transcripts for students owing fines or fees.

#### VISITORS

Our school encourages parents to visit their student’s classes; however, all visitors must register in the school office. No one will be allowed to visit a classroom or student during school hours without written permission from the Principal’s office. Such permission must be obtained in advance.

**PERMISSION TO BRING BABIES TO SCHOOL OR FOR SCHOOL AGE FRIENDS/RELATIVES TO VISIT WILL NOT BE GRANTED EXCEPT IN UNUSUAL CIRCUMSTANCES.**