

# ***Columbia High School*** ***"Coyotes Never Quit"*** ***2018-2019***

Columbia High School      787 Maple Street Burbank, WA 99323  
 Phone: (509) 545 8573      Fax: (509) 545 6553  
 Office Hours: 7:30 AM – 3:30 PM

### *Associated Student Body Officers:*

President – Wyatt Schafer  
 Vice President – Hayden McEachen      Secretary – Renee Williams  
 Treasurer – Jady Johnson      Public Relations – Courtney Wilkinson

### *Schedules*

	<i>Regular</i>	<i>Monday</i>	<i>Early Release</i>	<i>Two-Hour Delay</i>
1 <sup>st</sup> Period **	07:50 - 08:40	8:50-9:31	07:50 - 08:20	09:50 - 10:22
2 <sup>nd</sup> Period	08:44 - 09:34	9:35 – 10:16	08:24 - 08:50	10:26 - 10:58*
3 <sup>rd</sup> Period	09:38 - 10:28	10:20 – 11:01	08:54 - 09:20	11:02 - 11:34
4 <sup>th</sup> Period	10:32 - 11:22*	11:05 – 11:46	09:24 – 09:50	11:38 - 12:10
5 <sup>th</sup> Period	11:26 - 12:16	11:50 – 12:31	09:54 – 10:20	12:45 - 01:17
Lunch	12:16 - 12:47	12:31 – 1:02		
6 <sup>th</sup> Period	12:51 - 01:41	1:06 – 1:47	10:24 – 10:50*	01:21 – 01:56
7 <sup>th</sup> Period	01:45 - 02:35	1:51 – 2:35	10:54 – 11:20	02:00 - 02:35

\* Tri-Tech bus arrives and leaves

\*\* The Flag Salute & Bulletin Announcements during the first five minutes of the period. Running Start and Tri Tech students, along with any student who does not have a first period class, should stop at the office and secure a copy of the bulletin each day.

### *Lunch*

Regular lunch cost is \$3.05 for high school students. Breakfast is \$1.90. Milk is \$0.55.

Note: Students may *not charge* lunches.

**This Columbia High School Planner belongs to:**

Name \_\_\_\_\_

## Student Handbook, Section I

### *General Graduation Requirements for Columbia High School*

Social Studies	3 credits
<i>Wash. State History</i>	
<i>World Geography/Law or Foreign Policy</i>	9 <sup>th</sup> or 10 <sup>th</sup> grade
<i>U.S. History or Adv. US History</i>	11 <sup>th</sup> grade
<i>American Government/CWP</i>	12 <sup>th</sup> grade
The course work is sequential.	

English 4 credits, plus (7) writing requirements  
In addition, every student will have to meet writing exit performance criteria of its rubric with the level of proficiency or above (3.0 on a scale of 1-4) writing exit performances (7 listed tasks) before earning a diploma. All writings, including the culminating project, must be completed and approved no less than seventeen (17) days before graduation. Specific information is available from the advisor and the English department.

Science	3 credits, 2 must be from lab courses
<i>Biology or Honors Biology</i> – required	
<i>Agricultural Science</i> <i>Physical/Earth Science</i> <i>Chemistry</i> <i>Physics</i> <i>Horticulture</i>	
<i>Natural Resources</i>	

Mathematics (in sequence) 3 credits  
*Algebra I, Geometry, Algebra II, Pre-calculus/Trig., and Calculus*; students may select Accounting or Finance for their third year requirement if they have passed the state tests.

Occupational 3 credits  
*Accounting I & II, Video Editing, Computer Applications, Consumer Math Applications, Yearbook, and CSD Computer Tech* comprising computer technology and multimedia courses, *Family and Consumer Science, Interior Arts, Advanced Interior Arts, Foods & Nutrition, and Fashion Merchandising, Agricultural Mechanics, Advanced Agricultural Mechanics, Horticulture, and Natural Resources/Ecology*

Health and Fitness 2 credits

Fine Arts 2 credits  
*Art, Band, Jazz Band, Choir, Yearbook, Video Editing, or Interior Arts*

Electives remaining credits

Total Graduation Requirements for classes = 24 credits plus 7 writing expectations & culminating project plus all mandated State Standards tests.

\* Note – credit requirements vary for colleges, NCAA requires specific, approved coursework for eligibility also. Check with the Guidance Counselor for college and NCAA requirements.

### *Program of Studies*

Students are required to be in school for the full day from first period through seventh period, or the combined equivalent of a full day if Tri Tech, Running Start or other course option is utilized. Please note writing requirements are required of all students, regardless of their program choices.

### *Grading Periods*

Report cards are issued at the end of every quarter, or four times in a school year additionally at the fifth week of the quarter, teachers provide a graded progress report. *\*Make up work that is not tied to an excused absence can be submitted to the instructor until 3:00pm on the closing day of each grading period (mid-term, quarter, mid-term, semester) for 50% of the original point value.*

If you would like to set up a conference, please call the student services coordinator at 545-8573, to make the arrangements.

### *Permanent Records*

This information serves to inform all parents and legal guardians, *(this may include non-custodial divorced parents, unless the custodial parent shows the school a court order preventing the other parent from accessing the child's record)* of their Buckley Amendment rights to, upon request, to access their student's records within a "reasonable time", and no later than 45 days, in fulfillment of the 1974 federal statute also known as the Family Emergency Rights and Privacy Act, or FERPA. Schools may

charge a modest per-page copy fee for copying costs. These permanent record files are kept as confidential files by the school, with access to third parties only with parent consent. The rights of parents transfers to students when students reach the age of 18 or enroll in a post-secondary institution, 20 U.S.C. paragraph 1232g(d); 34 C.F.R. paragraph 99.5.

### Classroom Visitations

Parents are always welcome to visit classes. Please contact the high school office at least a day in advance to schedule a visit. Visitors must request permission from the principal in advance and these visits are limited to class presentations.

## Student Handbook, Section II

### *Attendance*

The Constitution of Washington State, Article IX, section 1 states that it is the paramount duty of the state to make ample provision for the education of all children residing within its borders. Columbia School District #400 is dedicated to provide the best learning opportunities for every individual to achieve their highest performance standard. However, we cannot fulfill our mission when students do not attend on a regular and punctual basis. For this reason we use an attendance procedure. We ask that our students and their parents assist us in giving school academic achievement and attendance the needed priority.

As approved by Washington State Law RCW 28.A 225 and Columbia School District Policy (policy 3122), all students (ages 8-18) enrolled at Columbia School District schools are required to attend classes on a regular basis. Another section of this handbook explains the progressive discipline steps due to unexcused absences.

*Absenteeism may affect the final grade a student receives in any class. All students are expected to be regular in attendance. A pattern of absenteeism is cause for disciplinary action and/or suspension (WAC180.40) Twenty (20) consecutive days of absences will result in a student being dropped from school (WAC 392.121.108). Unwarranted absences may result in a student being dropped from school. Due Process Procedures will be followed whenever it is determined a student will be suspended for attendance problems. Students in grades 9-12 who do not start attending school by Monday of the fourth week of school in a semester may be denied credit for that semester. Any week with three or more school days constitutes a week.*

### *Excused absences*

When a student is absent for any part or all of the day, the absence must be cleared by the parent and/or legal guardian with an excuse note, an email note, a fax, or a phone call within forty-eight (48) hours. These excuses become part of the student's Attendance Record. A pattern of absences may result in school authorities requesting a doctor's verification of illness. Students must pick up the class admit slip before school as it will not be issued during the school day. An excused absence is defined in CSD Policy 3122 and entitles the student to make up the work missed. It is the student's responsibility to arrange for all make-up work following an excused absence. After a student has been absent for two (2) days due to illness, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office by 9 a.m. Please allow 24 hours for teachers to prepare materials.

### *Make-Up work and Pre-Arranged Absences*

Students are responsible to take a prearranged absence request form to their classes to (a) inform their teachers and (b) receive assignments they will miss during their absence. Make-up work is provided for all excused absences, at the rate of one make-up day per day of absence, except in participation/lab-type classes or in events of unannounced quizzes. In these cases, a student's grade may be affected because of the inability to make up the activities conducted during a class period. \*Make up work that is no longer tied to an excused absence, or was not tied to an excused absence originally, can be submitted to the instructor until 3:00pm on the closing day of each grading period (mid-term, quarter, mid-term, semester) for 50% of the original point value.

### *Unexcused Absences*

A student is considered unexcused when he/she misses all or part of a class period without teacher or office permission or fails to report to where he/she is directed. A student whose absences are unexcused may not be allowed to make up work for days missed. All graded activities shall be treated as if the student had chosen not to participate in them. Parent(s) and/or guardian(s) may be contacted. Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problems is not a valid excuse for an absence or a tardy. Transportation to and from school is a student's responsibility.

### *Compulsory Attendance*

In accordance with the state's mandatory "BECCA" attendance laws and district attendance policies, if a student is absent without legitimate excuse for one-half of the student's educational program day on five (5) or more occasions in a calendar month and/or ten (10) in a school year, the school district will file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. Any parent found to have violated the law may be fined per day of

unexcused absence and the student will be ordered to attend school. The court may also order the parent and/or guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

In addition to disciplinary action for non-attendance, unexcused absences may adversely affect a student's grade if the teacher: (a) has shown a relationship in writing between attendance and instructional goals and objectives of the course; (b) advised the student and the parent(s) and/or guardian(s) in writing and by posting at the beginning of the school year; and (c) obtained approval from the principal for guidelines to be used in classes in which attendance may adversely affect grades or credits.

### ***BECCA Violations***

In the Columbia School District, a BECCA violation is defined as missing one-half of the student's educational program day without permission of the school or parent and/or guardian, or for reasons other than illness. Prior to suspension or expulsion, students are subject to the Compulsory Attendance Law (RCW 28A.225-BECCA BILL) and school authorities will confer with the parent(s) and/or guardian(s) of the student to analyze the student's absenteeism. (WAC 180.40.245)

In an effort to deter students from missing school, all attendance violations are CUMULATIVE for one school year at Columbia High School.

#### **A. FIRST BECCA VIOLATION**

After one truant absence during the current school year, the parent(s) and/or guardian(s) will be notified and the student may be assigned detention.

#### **B. SECOND, THIRD, FOURTH, FIFTH AND SIXTH BECCA VIOLATION**

The parent(s) and/or guardians will be notified and the student may be assigned detention. Supplemental aids and services will be provided following this process:

- Schedule a parent conference
- Take steps to reduce the student's absence and/or adjust the student's school program or course assignment, if appropriate or assist parent(s) and/or guardian(s) in obtaining services that might reduce/eliminate the cause of absences, if appropriate.
- Provide the parent and student a copy of the BECCA Law (RCW 28.A.225)

#### **C. SEVENTH BECCA VIOLATION**

The parent(s) and/or guardians will be notified that a BECCA Petition with Walla Walla County Prosecutor's Office will be filed. If the allegations in the fact-finding hearings are established by a preponderance of the evidence, the court shall assume jurisdiction until the end of the current school year, and may extend jurisdiction longer. The District is responsible for reporting any additional unexcused absence to the court. The student may be assigned detention.

Supplemental aids and services will be provided following this process:

- Schedule a parent conference
- Take steps to reduce the student's absence
- Adjust the student's school program or course assignment, if appropriate
- Assist parent(s) and/or guardian(s) in obtaining services that might reduce/eliminate the cause of absences, if appropriate
- Provide the parent and student a copy of the BECCA Law (RCW 28.A.225)

### ***Tardiness***

Tardiness implies that a student is not in class at the starting bell, if a student misses more than the first ten minutes of a class he/she will be considered absent rather than tardy. The only excuse accepted for tardiness to school will be when there has been an unusual circumstance or an emergency (over-sleeping or missing the bus does not constitute an unusual emergency) and the school has been notified by the parent(s) and/or guardian(s). Tardiness is tracked in each class by the instructor. At the first tardy in a semester the instructor will meet with the student to review expectations, and will document the discussion. At the second tardy the instructor will meet with the student to explain the potential disciplinary actions associated with the further accumulation of tardies. At the third tardy the instructor and student will contact the parent to discuss timeliness of attending class. At the fourth tardy the student and instructor will contact the parent to explain potential disciplinary actions associated with the further accumulation of tardies. At the fifth tardy, and any subsequent tardies through the semester, the student will be assigned "Academy" time.

### ***Illness or Accident***

All students must have on file a "Parent Consent for Emergency Care" form filled out by the parents or guardians, indicating actions to follow in case of illness or accident. In case of illness or an accident, a student is required to report to the office and notify the secretary. Parents will be called to pick up their student. If parents cannot be contacted, a plan outlined in the "Parent Consent for Emergency Care" form will be followed. No student may leave school during school hours in case of illness

or accident without notification. This rule, like all others, is made to protect the student. If the student leaves anyway, the absence is unexcused.

### *Vehicles, Parking and Driving*

Driving to school is a privilege, not a right, for which parents and other agencies assume responsibility. However, parking on school grounds is the school's privilege to award. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard may be subject to impounding/towing at owners' expense. A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation.

### *Immunization*

In order to protect children against a number of childhood diseases, Washington Law (RCW28A.210.060) requires that all children admitted to public and nonpublic schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and Hepatitis B, as appropriate. Students may be excluded if they do not meet the requirements of the law.

## Student Handbook Section III

### *STUDENT DRESS*

Procedure No. 3224P

Socially appropriate dress is fundamental to a student's success in school and for future employment success. In support of the transition from child to young adult, the following K-12 attire-related rules are in place beginning August 2011.

	A = Allowed      N = Not Allowed												
	Grade Level/Age Appropriate												
	K	1	2	3	4	5	6	7	8	9	10	11	12
1. Shorts or skirts that extend at least to the fingertip when the arm is straight down	A	A	A	A	A	A	A	A	A	A	A	A	A
2. Tank tops with shoulder straps a <i>minimum</i> width of 2 inches	A	A	A	A	A	A	A	A	A	A	A	A	A
3. Sleeveless shirts with arm holes falling below the armpit	N	N	N	N	N	N	N	N	N	N	N	N	N
4. Shirt necklines falling below a straight line between underarms	N	N	N	N	N	N	N	N	N	N	N	N	N
5. Clothing that reveals the back, midriff and/or visibly displays undergarments or parts of them	N	N	N	N	N	N	N	N	N	N	N	N	N
6. Mesh/sheer or clothing with large holes unless approved clothing underneath; undergarments showing	N	N	N	N	N	N	N	N	N	N	N	N	N
7. Pants worn below the top of the buttocks Note: tops and bottoms must at least meet	N	N	N	N	N	N	N	N	N	N	N	N	N
8. Sleepwear and underwear worn in place of, or on-top of regular clothing	N	N	N	N	N	N	N	N	N	N	N	N	N
9. Alcohol, tobacco, drug, or weapon-related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
10. As recognized by law enforcement, any gang-affiliated clothing (Rule of 3 applies), piercing, tattoos, jewelry, or hair styles (**Rule of 3 described below)	N	N	N	N	N	N	N	N	N	N	N	N	N
11. Violent, lewd, hate, or harassing related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
12. Long duster/trench style coats	N	N	N	N	N	N	N	N	N	N	N	N	N
13. Flip Flop Footwear Note: All students must always wear footwear	N	N	N	N	N	N	A	A	A	A	A	A	A
14. Nonathletic shoes in PE	A	A	A	A	N	N	N	N	N	N	N	N	N
15. Indoors: hats, sunglasses, hoods; On campus: bandanas worn or displayed (other than with an order from a medical doctor)	N	N	N	N	N	N	N	N	N	N	N	N	N
16. Any article of clothing posing a material or substantial disruption of the education process	N	N	N	N	N	N	N	N	N	N	N	N	N

The dress code procedure will be reviewed with building staff on a yearly basis. If the student's dress or grooming is objectionable under these provisions, the staff shall request the student to make appropriate corrections. If the student refuses, the staff shall take appropriate corrective action including disciplinary action for a dress code violation. Staff may grant exceptions for occasional special events and activities. Students who violate provisions of the dress code relating to extracurricular activities may be excluded from the extracurricular activity until proper attire is worn.

**\*\*Rule of 3** – a student who has 3 or more instances of potential gang attire (i.e.—blue checkered sweatshirt, long blue t-shirt, blue shoelaces) is subject to a dress code violation.

### *Prohibition of Harassment, Intimidation and Bullying*

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

### *Cheating/Plagiarism*

Plagiarism is the taking of language, ideas or thoughts from another person or source and representing them as original work. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action of the first offense. For a second offense a student may be subject to removal from class and/or a failing grade.

### *Communications: Electronic Devices*

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

1. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
2. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
3. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCS 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district.
4. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student's parent or legal guardian.
5. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and his/her parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
6. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.

7. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
8. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion (3245).

***(\*) Dangerous Weapons on School Premises (RCW 9.41.280)***

Columbia School District Board of directors recognizes the expectation of students, staff, parent(s) and/or guardian(s) and patrons to be safe on school district premises and at school district activities. Accordingly, it is a violation of district policy (District Policy No. 3241) for any person to carry on to school premises, or school-provided transportation, or other facilities being used for school activities

- Any firearm; or
- Any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, billy club, metal knuckles; or
- Any device commonly known as “throwing stars” which are multi-pointed objects designed to embed upon impact from any aspect; or
- Any device commonly known as “Nunchaku sticks” consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope, or other means; or
- Any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- Any disabling or incapacitating items such as electronic stunning/shocking devices; or any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as laser pointers, starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents; or
- Any object which looks like a weapon, such as a toy or “dummy” gun, knife or grenade.
- Pepper spray is considered a dangerous instrument and may not be brought on campus unless the student has written parental consent on file at CHS.

The principal/designee must promptly notify law enforcement and the student’s parent(s) and/or guardian(s) regarding any allegation or indication of such violation.

Unless otherwise provided by law, in cases involving the possession of a fire- arm or an air gun the principal/designee shall, without exception, expel the student. In cases involving other weapons, the principal/designee shall place the student on the designated disciplinary steps as defined in District policy 3241 and procedure 3241.

***(\*) Disruption of the Educational Processes:***

Students must obey the reasonable instructions of school district personnel. Conduct that interferes with the educational process is prohibited and may result in disciplinary action. Students who shall willfully create a disturbance on school premises during school hours or at school activities shall be guilty of a misdemeanor (RCW 28.A.635.030) and will be subject to discipline, suspensions, or expulsion. Multiple offenses of a less serious nature by themselves are often a greater impact of the educational process than is a single major offense. Multiple offenses are cumulative throughout the student’s secondary school years no matter what school district the student has previously attended.

***Disciplinary Actions***

Disciplinary actions will follow procedure established by the school district and will adhere to CSD procedure 3241p whenever applicable.

***Freedom of Expression***

The free expression of student opinion is an important part of education in a democratic society. Students’ verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. Such speech activity by students is solely their own expression of views and the District does not intend to promote, endorse, or sponsor any expressive activity that may occur. However, distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a substantial disruption of the educational process is likely to result, or does result from such activity. Substantial disruption includes:

- Inability to conduct classes or school activities, or inability to move students to/from class or other activities.
- Breakdown of student order, including riots or destruction of property.
- Widespread shouting or boisterous conduct.
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities.
- Physical violence, fighting, or harassment of any kind among students.

- ❑ Intimidation, harassment, or verbal conduct (including swearing, disrespectful insulting speech to students, teachers, or administrators) creating a hostile educational environment.
- ❑ Defamation or untrue statements.
- ❑ Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults, or fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response.
- ❑ Speech likely to result in disobedience of school rules or health and safety standards (such as apparel, advertising alcohol, illegal drugs, tobacco, etc.)

Official student publications (such as *The Spirit* or the yearbook), and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies or dramatic productions), are not private speech of students. Rather, they are public communicative activities of the school district, which the District retains control over to the extent permitted by the First Amendment and WAC 180.42.215.

Such speech shall be subject to regulation not only under the standards set forth in the paragraph above, but also for any other legitimate educational reasons as determined by the District. Students who violate the standards for verbal or written expression shall be subject to corrective action or punishment, up to and including suspension or expulsion.

### *Forgery*

The forging of parent(s) and/or guardian(s) or another student's signature on any letter to the school or any school document will result in discipline and/or suspension. Falsely representing a parent and/or guardian in any way will result in disciplinary action. Self-signed student notes will not be accepted in lieu of parent signature.

### *(\* Insubordination*

Students are required to obey the reasonable requests of all staff members. Willful disobedience will result in suspension or expulsion. Students are required to identify themselves to all staff members of Columbia High School. Failure to do so shall be construed as insubordinate and a threat to school security.

### *Littering*

Students may eat lunch in the commons and outdoors in approved areas on nice days, provided the areas remain litter-free. Eating in hallways or classrooms (unless it is part of a lesson) may not be allowed and students are expected to pick up litter following lunch and leave their lunch area clean. Hallways and outdoor areas have garbage cans, which should be used to dispose of litter. Failure to keep your school litter free may result in discipline.

### *(\* Possession/Distribution of Drug Paraphernalia*

The use, possession, advertisement in any form, delivery, or sale of controlled substances and illegal drugs or drug paraphernalia (regardless if residue is absent) is in violation of RCW 69.50 and CSD Policy 3241 and 3241P. The first violation will result in a short-term suspension and legal authorities will be notified. In addition, violators will take an assessment by a state certified drug/alcohol agency [at the parent(s) and/or guardian(s) and/or student(s) expense], which meets the Columbia School District's criteria for assessment. If a treatment plan is indicated, the student has to make measurable progress or face a long-term suspension (the remainder of the semester.) Subsequent violations are addressed in the progressive discipline matrix of the district's policy. Please note: Starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all activities/athletics and placed on probation for a period of up to ninety (90) school days from the date of settlement. The possession or distribution of any material, which symbolizes, glorifies or advocates the use of alcohol, tobacco or any drug, may result in discipline. All materials are confiscated.

### *(\* Technology*

Students may not bring any computer applications, including games, to school for any reason. A specific district guideline for technology usage is distributed to every student every school year. If parents/guardians do not want their student to have access to the internet and/or CSD network the parent/guardian must notify the school in writing. This handbook section establishes general technology regulations for CHS.

Any vandalism (destroying or changing files, illegal copying, etc.) intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution, suspension or expulsion. Possession or distribution of passwords other than the student's own is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network, or inappropriately accessing material will be subject to discipline, suspension or expulsion.

The inappropriate use of the Internet connection, district network, or an individual workstation is prohibited. Examples of

inappropriate use include the accessing, downloading and distributing of inappropriate materials, materials that belong to another person, vandalism, or any other use incompatible with district policies. Any violation as related to the Internet, district/building network, school hardware or software may result in the removal from class, withholding of computer access and/or discipline, suspension, or expulsion.

All high school students will be issued a school district network and also an e-mail account to begin the school year. As parent or guardian of a Columbia School District student, you will need to contact us if you **DO NOT** wish for your student to use the Internet, school network, or e-mail. All students using the school network and internet access via the K-20 system will be required to read and sign off that they have read and understand the District Acceptable Use Policy. Violation of the policy will result in the student losing their access rights for a period of two weeks on the first offense and up to the entire year for a subsequent offense. Obviously, loss of network access can adversely affect grades and the ability to complete class objectives.

We have asked our teachers to discuss the network acceptable use guidelines, as they appear online at: <http://www.csd400.org/CSD/technology.php> with their students. The students will then be asked to sign a sheet stating they have read and understand the guidelines. This student list will be turned in to Mr. Kramer. New students or those who miss the “class” presentation of the guidelines will be able to sign and turn in a separate form after having read the guidelines independently.

It should be pointed out that in accordance with CIPA (the Children Internet Protection Act), Columbia SD has implemented a district-wide Internet filter system. It must also be known that these measures are by no means 100% successful.

Parents wishing to “opt-out” of giving their student school internet and network access should contact: Mr. Kramer, 547-2136 or [andrew.kramer@csd400.org](mailto:andrew.kramer@csd400.org)

In addition, this same “opt-out” policy will be used in regard to the use of a student’s name and photo on the district web pages. If it is your wish to NOT have your child’s name and/or photo appear on our school web pages – you need only to contact us at the phone numbers listed above. In both cases, if it is more convenient, you may just send a note conveying your wishes to the High School office.

### *(\* Time to Teach program*

The CSD Board of Directors, adopted the Time to Teach program as our standard classroom management system. The Time to Teach program is a very natural progression from the Make Your Day program that is used at the Middle and Elementary Schools.

The main Time to Teach beliefs include:

- Strong Positive Approach to Discipline is the first way to show students that you care about them.
- Good Disciplinary work is about timing.
- Conflict is a part of the growth process and is healthy; it is how boundaries are defined.
- Students are a product of their parenting and conditioning as well as their DNA.
- Problem behavior is captivating in nature. It feeds itself and grows.

The time to teach program includes goals directed toward students and goals directed toward staff.

- Goals for the student include:
  - To be trained and taught what is needed to be successful in the classroom and learn the hidden rules of school implicitly.
  - To be allowed to learn and grow, make mistakes and move on
- Goals for the staff include:
  - Build consistency and become predictable in dealing with student behaviors.
  - Create a supportive learning environment free from frustration allowing more energy for teaching.
  - Decreasing the time spent on correcting behaviors
  - Allow for Unconditional Positive Regard for students and mutual respect.

Within the Time to Teach structure, off-task behaviors are placed into one of three categories; Absolutes, Critical Decisions, or Refocusing. The term *Absolute* refers mainly to student behaviors for which the district’s disciplinary matrix (3241P) would apply; behaviors that must never occur for a safe school environment that is nurturing for students’ growth. *Critical Decisions* are those, typically very few, behaviors that would imply some investigation and/or parent contact and follow up. The *Refocus* is a tool utilized in the classroom for decreasing ‘off-task’ time and increasing ‘on-task’ time. The *Refocus* process includes prompting of students to re-engage with the work at hand either through an in class refocusing session or a refocusing session outside the classroom if necessary. All instances of refocusing are reviewed weekly, any student who receives four or more refocus sessions in any week is assigned a session in Academy after school. Should a student skip an academy session, they are assigned to a Community Service session after school the following day. Should a student choose to skip a community service session, the result is suspension.

## Student Handbook Section IV

### *DUE PROCESS*

Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parent(s) and/or guardian(s).

In case of the application of disciplinary action or recommended short-term suspensions (defined as a suspension for any portion of the calendar day up to and not exceeding fifteen consecutive school days) that exceed one school day, the student and parent(s) and/or guardian(s) shall be notified of the suspension. If the student and parent(s) and/or guardian(s) desire, they may request an informal conference concerning the discipline with the building principal or designee. Should further grievance beyond the building level be desired by the student or his/her parent(s) and/or guardian(s), the following procedure will be carried out: The District Hearing Officer must be contacted within two (2) school business days for the purpose of presenting a written and/or oral grievance. Should the grievance not be resolved, the student or parent(s) and/or guardians have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting. During this process, the student will remain out of school.

In cases where long-term suspension (a suspension which exceeds a short-term suspension) or expulsion (indefinite time period) is recommended, a written notice shall be delivered to the student and his/her parent (s) and/or guardian(s). The notice shall specify the charges made, recommended sanctions to be imposed, and set forth the student's right to a hearing.

Students given a long-term suspension for disciplinary infractions which have been ascertained to have been related to drug/alcohol use may have the suspension reviewed at any time following the tenth business day of the suspension if the student can provide evidence of having completed an assessment by a state certified drug/alcohol agency which meets the Columbia School District's criteria for assessment, and evidence of having taken steps to follow the recommendations based on the assessment. After the review, the student may be readmitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way.

If the student and his/her parent (s) and/or guardian(s) desire a formal hearing, they shall reply in writing to the notice within three (3) school business days of receipt. If such reply is not made within the three-day period, the pupil and his/her parent (s) and/or guardian(s) shall be deemed to have waived this right to a hearing and the long-term suspension or expulsion may be imposed. If an appeal is filed from a long-term suspension or expulsion action, the student shall remain in school until the hearing officer issues a decision.

In cases where emergency expulsions are applied (immediate removal from school) the pupil and his/her parent (s) and/or guardian(s) will be notified by telephone or in person.

A certified letter will be mailed within 24 hours of the expulsion. The letter will explain the reasons for the expulsion and set forth corrective action. The parent (s) and/or guardian(s) and/or student(s) has the right to request a hearing on or before the tenth school business day after receipt of the letter. The student shall remain out of school during the appeal process unless the emergency expulsion action is either rescinded or modified by the hearing officer.

If a hearing is requested by the student, the following procedural guidelines will govern the hearing:

Parent (s) and/or guardian(s) shall be present at the hearing.

Counsel may represent the student, his/her parent (s) and/or guardian(s).

The student shall be permitted to inspect twenty-four (24) hours in advance of such hearing, any affidavits or exhibits that school authorities intend to submit at the hearing. The district has the same opportunity to inspect affidavits or exhibits students intend to submit at hearings at least twenty-four (24) hours before the hearing.

The student shall have the opportunity to present his/her version as to the charges and make such showing by way of affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses. However, a school district witness may not appear if the hearing officer for good cause excuses the nonappearance. To show good cause, the district must either show that it made a reasonable effort to have the witness appear to testify but was unable to produce the witness at the time of the hearing or that it is not advisable for the witness to appear based on an expectation and fear by responsible district official(s) or the student witness of retaliation.

The student and his/her parent (s) and/or guardian(s) shall be made aware of their right to appeal the decision of the hearing authority within three (3) school business days to the School Board. If the hearing officer upholds a long-term suspension or expulsion, and no appeal is filed within the three-day period, the long-term suspension or expulsion may be imposed. If an appeal is filed, the student may be excluded from school for up to ten (10) school days during the appeal period or until the Board acts on the appeal, whichever occurs first. If the hearing officer upholds an emergency expulsion, the student shall remain out of school during the appeal process. The student and his/her parent (s) and/or guardian(s) shall be made aware of their right to appeal the decision of the School Board to the Supreme Court within thirty (30) days of the Board's decision.

Any student who has been placed on long-term suspension or on expulsion may make a written application to be readmitted to school. The application is to be made through the District Superintendent of Schools or his/her designated representative.

### *Lockers*

Each student is assigned a locker with combination locks; both are school district property. Although the student has responsibility for locker contents, the school has the right of assignment and the right to inspect lockers at any time. A damage fine will be assessed for lockers that require repair. For security purposes, students are advised not to keep valuable items in their lockers and not to "jam" their lockers. The school is not responsible for lost or stolen items.

### ***Affirmative Action Statement***

Columbia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Joan Dove or Section 504/ADA Coordinator, Zac Carpenter at Columbia School District, Maple Street, Burbank WA 99323, (509) 547-2136.

## **Student Handbook Section V**

### ***Clubs and Organizations***

*The clubs and organizations currently operating and members of the ASB are Music, FBLA, FFA, FCCLA, International Club, National Honor Society and Drama Club.*

#### ***FBLA-Future Business Leaders of America***

*FBLA is a vocational business organization for students interested in business or business education careers. The purpose of FBLA is to give students a chance to learn about the competencies that will enable them to pursue careers in business or business education. CHS has a very active FBLA chapter.* *Advisor: Mrs. Aune*

#### ***FFA***

*FFA is part of the agriculture program and is available to students enrolled in agricultural classes. Students participate in various FFA contests and fund raisers.* *Advisor: Ms. Cahow*

#### ***FCCLA – Family Career, Community Leaders of America***

*FCCLA is a club open to all students. FCCLA encourages the development of the leadership skills that are so necessary for success in the family and in communication and cooperation and community service. Dues are collected for state and national levels. FCCLA activities:* *Advisor: Ms. England*

#### ***Music***

*Band and choir are courses in our regular curriculum. High school band is much more than a class. The band performs at a variety of sporting events as well as performing at concerts and contests. Students enrolling in band are taking part in a demanding and vital part of our school. They also raise funds for equipment, apparel, and travel. Choir also performs at various concerts and contests during the year.* *Advisor: Mr. Horstman*

#### ***Key Club***

*The mission of the Key Club is to show that we cherish the uniqueness and respect the individuality we each bring to school. Our encompassing vision is to demonstrate unity and harmony in our common bond as humans and to provide positive service to our school and community.*

*Advisors: Mr. Drew Gale*

#### ***Knowledge Bowl***

*Knowledge Bowl students enjoy knowledge games. They practice regularly and compete in meets against students from other schools. Interested students should talk to the advisors.* *Advisors: Mr. Sloan/Mr. Gale*

#### ***National Honor Society***

*Membership in this club is based on entrance qualifications. Criteria include academic excellence, leadership, character, and service.* *Advisors: Mrs. Larios & Mrs. Kelly*

#### ***Drama Club***

*Drama club offers wonderful experiences for both the aspiring actors and others wishing to participate in other capacities.* *Advisor: Ms Webber-Gray*

#### ***Athletics***

*Athletics is a privilege. Thus students have to be eligible to play sports. Eligibility requirements are detailed in the Athletic Code, available from the athletic director, Mr. Aune, or the coach, and are strictly adhered to. Athletes must be completely familiar with the code. As ambassadors of CHS, our athletes know that their conduct is especially scrutinized.*