

La Center High School 2018-2019 Student Handbook

RIGHTS OF STUDENTS

In addition to the rights established by law, each student of the La Center School District shall possess the following rights, and the district cannot limit these rights without good cause:

1. No student shall be unlawfully denied an equal educational opportunity, or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, or handicap.
2. All students possess the constitutional rights to freedom of speech and press, to peaceably assemble, and to petition the administration or government for a review and/or correction of grievances, subject to reasonable limitations as to time, place, and manner of exercising such rights.
3. All students possess the right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while at school.
5. No student shall be deprived of equal educational opportunity, in whole or in part, by the school district without due process of law.

***Rights afforded parents and students over 18 years of age (“eligible students”) under Family Educational Rights and Privacy Act (FERPA) with respect to the student’s education records:**

- 1) Right to inspect and review student’s education records within 45 days of the day the district receives a request for access.
- 2) Right to request amendment to the student’s education records that the parent or eligible student believes are inaccurate or misleading.
- 3) Right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- 4) Right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.
- 5) If emancipated, you have the right to write your own attendance notes.

*Parents, and students 18 years or older, have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. This includes addresses, birth date, birthplace, telephone number, dates of attendance, activities and sports participation, weight and height (if members of a sports team), awards received, and major fields of study. Notify the district in writing within ten (10) days of the publication of this notice. Such written notice shall be addressed to the school in which the named student is registered.

THIS IS WHAT GIVES THE RIGHT TO VARIOUS ORGANIZATIONS (COLLEGE RECRUITERS, MILITARY RECRUITERS, ETC.) TO RECEIVE CONTACT INFORMATION ON A STUDENT.

RESPONSIBILITY OF STUDENTS

All students who attend La Center District schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools with honesty and cooperation, subject to such corrective action or punishment as the school officials shall determine.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attending all classes, daily and on time; make progress towards graduation;
- Being prepared for each class with appropriate materials and assignments;
- Being properly attired; please refer to the dress and appearance section in general information.
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Paying required fees and fines, unless they are waived;
- Refraining from violations of the code of student conduct;
- Obeying all school rules, including safety rules;
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense; and
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).
- Treat guests at LCHS with courtesy and respect.

The board shall establish graduation requirements, which as a minimum; satisfy those established by the state board of education:

	General Studies	Technical Pathway	Academic Pathway	Honors Pathway
English	4	4	4	4
Mathematics	3	3	3	4
Social Studies	3	3	3	4
Science (1 credit in laboratory science)	3	3	3	4
Occupational Education	1	3	1	1
Physical Education	1½	1½	1½	1½
Health	½	½	½	½
World Language	0	2	2	2
Fine, Visual or Performing Arts	1	1	2	2
Electives	7	3	4	1
Total	24	24	24	24

*The class of 2019 needs 3 personalized pathway credits. Also, 2 credits of Lab Science and 2 credits of Fine Arts.(In Technical Pathways 1 credit may be a personalized pathway credit).

Educational Milestones

Pathways

At La Center High School, we recommend students follow one of three pathways: Technical, Academic, or Honors to help guide students in preparation for their plan after high school. The technical pathway helps to prepare students interested in gaining a skill to pursue the workforce, go to technical school, or two-year or four-year colleges. The academic pathway prepares students for most four-year public and private colleges. The honors pathway prepares students for the most competitive four-year colleges across the United States.

Culminating Project Requirement:

Each student shall present a completed culminating project for graduation. The project consists of the student demonstrating both their learning competencies and preparations related to state learning goals three and four. Each student as a part of his or her culminating project shall develop and maintain a portfolio to be used as a compilation of individual work over their high school career. **The student portfolio will be developed using the online platform Xello. Students will receive guidelines each year to support the successful development of their portfolio.**

High School and Beyond Plan:

Each student shall have an education plan for their high school experience including what he or she expect to do the year following graduation. Students will formally discuss their high school experience and their post-high school plans during their Student Led Conference in April of their senior year.

Certificate of Academic Achievement:

The certificate of mastery will be issued to those students who earn 24 credits and meet the educational milestones of passing the Smarter Balance math **and** ELA for reading and writing **exams.**

***All students must pass Washington State History**

***All students must pass the Senior SLC.**

2018-2019 ASB & Class Officer's & Advisors

ASB

President	Loren Brown
Vice President	Laynie Erickson
Secretary	Hailey Grotte
Treasurer	Alison Brown
Treasurer Elect	Mary Lambert
Activities Coordinator/Historian	Natasha Lewis
Advisor: Mrs. Kate Stevens	

Fight Song

Here's to our school,
Here's to our school,
We'll be ever true.
We are working.
We are fighting,
Always just for you Fight! Fight! Fight
In the first place
You're the foremost
And the best we know
We'll love and honor you
La Center High

Senior Class of 2019

Advisor:

Junior Class of 2020

Advisor:

Sophomore Class of 2021

Advisor: **Mrs. Grotte**

Freshmen Class of 2022

Advisor:

GENERAL INFORMATION

ASB Cards

Students may purchase an ASB card at the beginning of each school year for \$25.00. These cards will permit free admission to all regularly scheduled home athletic contests. You will not be allowed free admission without showing your ASB card at the gate. Replacement ASB cards can be purchased in the high school office as well.

Athletics, Sports & Activities

Knowledge Bowl	Football	Volleyball
Dance Team	Girls Soccer	Boys Soccer
FBLA	Cross Country	Softball
Boys Basketball	Track	Yearbook
Girls Basketball	Baseball	GSA (Gay/Straight Alliance)
Cheerleading	Wrestling	Science Club
Weights	Chess	National Honor Society
Equestrian	Golf	Pep Band
LEOS	Unified Sports	

Cascadia Technical Academy Students

Students that are enrolled in the CTA program will be provided transportation to and from CTA via KWRL bussing from the High School. Students are not allowed to drive/ ride with other students to the CTA campus. Students that are enrolled in the PM programs need to provide their own transportation. Principal/ Vice Principal approval is needed in the event a student needs to drive to the STA on an emergency basis.

Class Fines and Fees:

Some courses require a fee for materials and can range in price from \$10.00 - \$30.00 per year. Computer Application, Art Foundations, Advanced Art Foundations, Drawing and Painting, Sculpture, Concert Band, Drumming, Jazz Band, Jazz Choir, Choral Ensemble, Small engines, Wood Tech Series and Metal/Welding Series. An appropriate fee/fine will be assessed for lost or damaged textbooks. Such fee/fine will take into consideration the cost of replacement and/or repair of the book.

Cell phone/ Electronic devices

Use of cell phones, pagers, iPods, or any other electronic devices are not allowed in classes. **Teachers may approve students to use electronic devices for educational purposes.** Without teacher approval they are prohibited in the classroom or during class time. Students whose cell phones or electronic device are seen in the classroom or during class time may be confiscated and appropriate disciplinary action taken:

1st returned at the end of the day.

2nd will require that the student's parent pick up the confiscated item.

3rd The parent, student and Associate Principal will need to create a solution to this issue.

Using a camera phone on campus for inappropriate picture taking may result in that phone being confiscated and returned at the end of the school year and possible disciplinary action.

Checking In/Out of school

If a student is checking in after school has begun they are required to sign in upon arriving to school.

Students who must leave school early for an excused absence are required to sign out in the office prior to leaving campus.

Class changes

Student initiated class changes will be confined to a short period of time after the beginning of each semester (usually 5 days). For online courses, the time period for dropping the course is usually 2 weeks. After this time period, any class dropped, the student will receive an F or a W (withdrawal) which will show on a student's transcript. A detailed process involving the parent/guardian, the teacher to be dropped, the teacher to be added, as well as the principal's and counselor's approval must be followed.

Closed Campus

La Center High School is a closed campus which means that students are not permitted to leave campus during the school day (including lunch) without office approval. Students are required to check out at the office prior to leaving the campus during the school day. Closed campus also means that individuals who are not students or school personnel are not permitted on campus without permission. It is very helpful when students report to the principal if they see people on campus who do not belong. The safety of our students is our highest priority.

Dance Guidelines

All school rules and regulations apply at dances. The faculty advisor of the group sponsoring the dance is responsible for the supervision of the dance. Students must obtain a guest pass for all non LCHS guests prior to the dance date for the principal's approval. Non LCHS guests need to be of high school age and under the age of 21. All dance guests who are not current LCHS students must provide picture identification at the dance. Any person leaving a dance will not be able to re-enter the activity and must leave the school grounds and/or facility immediately.

Dress and Appearance

As we prepare our students for the next phase of their life we encourage appropriate clothing. With this in mind we expect students to dress as if you are going to work. The principal or his/her designee will have the final authority to ask a student to change attire. Students must wear clothing that covers the top of their chest (at the top of the armpit) to their mid-thigh in non-see-through materials. In order to assure that clothing stays above the top of the chest, shoulder straps will be necessary. Any attire that advertises, displays or promotes alcohol, tobacco, or illegal drugs or has profanity, vulgarity, sexual innuendo or depiction, or protective class is not considered appropriate for school. Students who are wearing inappropriate attire and do not have appropriate attire available at school may be sent home to change. Repeated incidents of wearing inappropriate attire will result in disciplinary action. In the interest of good hygiene and safety, proper footwear, (shoes) shall be worn at all times. Sunglasses are not allowed inside the building unless a student has a prescription for a medically diagnosed condition. Also, no masks are allowed.

Emancipated Students

Conditions have been established relative to 18 year old students having authority to write excuses for attendance. To have authority to write his/her excuses for attendance, an 18 year old student must be an emancipated adult. An emancipated adult is one:

1. Whose parent has verified that they will not claim the student on their current income tax forms, and that the student is living on their own.
2. Who has been legally emancipated from parent/guardian through the court. Proof of emancipation rests with the parent/guardian and student.

Emergency Procedures

Fire/Fire Drill: When the alarm sounds, students should leave the building quickly and in an orderly fashion. Move away from the building and stay with a staff member. Follow directives of staff. Do not re-enter until an all clear is sounded.

Earthquake: If indoors, Drop, Cover and Hold. Do not rush outside. Be calm and quiet. Wait for all clear sound for evacuating. If outdoors, stay outdoors, kneel & cover head and move away from buildings, trees & power lines. Wait for all clear sound.

Lockout: Upon hearing a lockout order, return to the building from any outside area or return to class if in the hallways. All exterior doors will be locked and all exterior windows will be covered. Classes will continue with normal activities as best as possible. Remain calm and limit time outside of class.

Full Lockdown: Upon hearing a full lockdown order, go to the nearest staffed classroom. Students may be asked to assist with turning lights out, putting up red/green door cover and securing all windows. Silence all cell phones, remain quiet and calm. Students may also be asked to assist in fortifying and defending their space. Do not open door or look out the window. Wait patiently for further instructions and clearance.

Evacuation: The primary site for high school evacuation is the outdoor track. Stay with your class, or nearest staff member to be accounted for. Limit dialogue to assist in student accounting. If an off-site evacuation is necessary, students will walk on the pathway towards the lower parking lot with staff member to the middle school gym. Wait patiently and quietly for further instructions.

Fire and Safety Drills

Fire and safety drills are held each month in accordance with state requirements. They are for everyone's safety and students are expected to treat them accordingly.

Graduation Ceremony

In order for a senior to participate in the graduation ceremony, he/she must have completed all graduation requirements, exhibit appropriate behavior throughout their final semester and pay all outstanding fines prior to the ceremony.

Handbook Changes

From time to time adjustments to the student handbook may be necessary. In the event of a change during the school year we will engage our community to make the necessary modifications. Such changes will be made available to students in writing as well as on line.

High School Students on the Middle School/ Elementary Campus

High School students are not permitted on the Middle School/ Elementary School campus without permission of the principals of those buildings. If you ride the bus, you are required to go directly from the shuttle to your route bus. If it is necessary for you to meet a younger brother or sister on that campus, your parents must write a note and it needs to be given to that campus principal for approval.

Illness at School

If a student becomes ill while at school, he or she must report to the office. Arrangements will be made by the school secretary for the student to either go home or to the health room. As this room serves only a limited number of students, students may only remain there for one hour and then must return to class or go home. Parents should provide the school with phone numbers where they, or another adult having their approval, can be notified if a student should need to go home.

Items not allowed

Skateboards, water toys (squirt guns, water balloons), LASER pointers, lighters, wallet chains, knives, weapons, flammable materials. Items of this nature are potentially disruptive and/or dangerous and not allowed on campus. Items will be confiscated and disciplinary action imposed if warranted. Staff members are required to confiscate items not allowed and deliver them to the office. Students are required to give items to staff members when directed. Failure to do so will result in disciplinary action for insubordination.

Insubordination

Insubordination is the act of willfully disobeying school authority. Students who choose to not follow reasonable directives of staff members will be subject to disciplinary action.

Internet Use at School

All students in grades K-12 may at times be accessing the Internet for academic purposes. If you do not want your student(s) to have access to the Internet at school, please notify (in writing) the office at your student's school.

Lockers and Locks

Student lockers are the property of the school district. Students are responsible for keeping them neat and orderly. The school district retains the right to inspect student lockers at any time. The school district assumes no responsibility for items of value that are stored in lockers.

Students should follow these guidelines for locker use:

1. Use only the locker assigned to you, students are not allowed to share lockers.
2. All books and backpacks must be kept in lockers not in the classes, when not in use. Please do not leave them in the hallways.
3. Do not tamper with another person's locker.
4. Locker exchanges with other students are not allowed.
5. Gym lockers require a padlock. Only school issued padlocks are to be used. There will be a \$10.00 fee assessed for any padlock not returned at the end of the class.
6. Keep your lockers locked at all times.

Lunch

Students may not leave campus during lunch. No students are allowed in the hallways or student lounge during lunch times. Students need to remain in the commons, student services or library during lunch times. Throwing food, utensils or garbage in the lunchroom is considered serious misconduct which may warrant suspension of lunch privileges and possible suspension from school.

Medication at School

Prescription and over-the-counter medications which must be given during school hours require a written signed authorization form completed by a parent and physician. Authorization forms can be obtained from the school office.

Medications must be supplied in the original container and have a pharmacy label with instructions that match the physician's written authorization. This applies to over-the-counter and prescription medications and includes such items as aspirin, ibuprofen, cough drops, inhalers, etc.... Schools may only accept a 20-day supply of a given medication.

The medication must be transported to school by a parent, where it will be counted and signed for by the parent and school staff member. Only trained school staff may administer medications, which includes inhalers, eye, ear, topical medications, or epi-pen injection, which may be administered by a trained staff member in a life-threatening emergency. We understand that some students may need to carry and self-administer insulin, asthma inhalers, and/or epinephrine. A high school student who carries and self-administers these medications must have an EXCEPTION FORM completed in addition to the standard Authorization for Administration of Medication at School form. A backup supply of the same medication provided by the parent/guardian must be kept in the office.

Students are expressly prohibited from delivering to other students, or accepting from other students, any prescription or non-prescription medications, dietary supplements, vitamins or other prohibited substances. To do so is considered a serious rule violation and grounds for suspension from school.

The above is in accordance with Washington State Law and La Center School District policy.

Parking Policy/Student Driving at LCHS

Parking on school property is a privilege for students to drive to school and park on the LCHS campus. Students who fail to drive safely and responsibly on campus and adhere to motor vehicle rules will lose their privilege to a parking spot. Students are not permitted in the parking lot during the school day without permission. Cars must be parked in a designated spot with the parking pass visible in the front window.

Seniors may pick up the parking registration forms from the main office at the high school in August. Only seniors will be given from the first day of the Wildcat Kickoff registration until the first Friday of school to register and pay for a parking pass. After that spots will open to juniors and seniors on a 'first come first serve' basis.

To get a parking pass students must complete the four steps:

- 1) Have a valid driver's license,
- 2) Complete the registration form with vehicle information including having a parent signature,
- 3) Pay \$25 in order to receive a spot, and
- 4) Students must have 3 or more classes at LCHS to qualify for a parking spot.

The parking pass must be displayed in the front window. Failure to do so may cause students to lose their spot. Only junior and senior students that have purchased a parking pass are allowed to park in the upper parking lot. All other students who drive to school must park in the lower parking lot. The lower parking lot and all land adjacent to the La Center High school are subject to all rules and policies of LCHS each and every school day. If there is reasonable suspicion that a student's vehicle contains illegal drugs, alcohol or a weapon it may be searched by school authorities. Students may NOT share their parking spots with other individuals. Only the assigned car is allowed to park in that parking spot. Students must not park parallel to the curb by the district office, behind the school or in the gravel area by the Home School Academy. Any student failing to follow the parking expectations will be given a parking ticket. Fines will increase if the student continues to violate the school parking rules.

Participation in Extracurricular Activities

Students must be in attendance for all classes to be eligible to participate in extracurricular activities (practice or competition). Students who are absent due to medical/dental appointments, or family emergencies must excuse the absence upon returning to school.

Petitions/ Soliciting

Any petitions to be circulated on campus must have administrative approval. No soliciting will be permitted (collection of money) without administrator approval.

Public Display of Affection

Students are expected to refrain from kissing, hugging, fondling, sitting on laps or other displays of affection while at school or school events. Students should maintain an appropriate maturity and respect for each other by avoiding inappropriate display of this nature.

Running Start Students

Part time students are expected to be on time and in full attendance (no early release or late arrival) for all LCHS classes. When selecting classes, please take our Wednesday late start days and Navigation Tuesdays into consideration. Students need to provide their own transportation to Clark College / LCC. We do not arrange transportation or encourage rides with other students.

School Visitors

All visitors to the school are to report to the office to complete their business. Visitors are not to go directly to any instructional area without first checking in to the office. Student visitors are not allowed on campus. Only registered students will have access to the campus.

Teacher web pages

Daily assignments and class notes can be found on teacher web pages, which can be found at www.lacenterschools.org , then click on high school, and then on staff pages.

School Telephones

The teacher and office phones are for business use only. A student may use the phone in the office in an emergency only. Phones are not to be used during class time.

Tobacco

Use of tobacco products and/or look alike products including electronic cigarettes in any form is prohibited. Companion items like matches and lighters are also prohibited. Violators will be suspended, and repeat offenders will be eligible for long-term suspension.

Weather/Emergency Closure

Turn to your local television or radio station for information. The School Messenger system will be used to notify parents of school delays and closures, school emergency situations, attendance or simply to provide important information regarding school events or activities.

Website for full district policy & procedures

Complete district policy and procedures can be found at www.lacenterschools.org

Withdrawal from School

If it is necessary for the student to withdraw from school, the student must have parental permission. The student should obtain a Student Withdrawal form from the Student Services Center. The withdrawal form and textbooks must be presented to each of his/her teachers. Secure all signatures required on the form and turn the form in at the office. Withdrawing students need to obtain signatures outside of class time. If students choose to leave in the prior to the end of the semester they may not earn full credit for the current term for which they are enrolled.

Please refer to the district website for annual notifications: www.lacenterschools.org

STUDENT CONDUCT

La Center High School continuously encourages and supports behavior, dress, and speech that will prepare our students for success in and beyond high school. With this in mind, students will engage in communication that is courteous, respectful, and responsible. LCHS students will meet these communication expectations in all forms by articulating the learner's thoughts, ideas and beliefs without the use of profanity. High standards for conduct and achievement serve to promote success and a positive image of our students and our school. The manner in which we present ourselves and represent our school and community will always be a priority. With this in mind, the following guidelines will apply in the following situations:

- ✓ On or near school grounds during school, immediately before, and after school hours
- ✓ On or near school grounds at any time when the school is being used by a school group
- ✓ Off the school grounds at a school activity, function or event

Drug-Alcohol Possession:

La Center High School has a zero tolerance policy toward students attending school or school activities while in possession or under the influence of alcohol or drugs. No student shall knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product. Confirmation that a student has violated school drug/alcohol policy will result in long-term suspension or expulsion. The student's parents or guardians and law enforcement shall be notified.

Fighting/Altercations at School – Fuel to the Fire Policy

Fighting is prohibited at school. Students engaging in fighting will be suspended. Students who cause substantial disruption through verbal confrontation, and fail to cease when directed to do so, will be suspended. Students who are in the area watching are required to disperse and immediately leave the area when directed to do so by any adult. Students who are present at a fight/altercation and do not disperse immediately when directed to do so will be subject to suspension for insubordination.

Violence

Providing a safe environment for students and staff is of the highest priority at La Center High School. Elimination of violence in any form is the goal. Violence is any action of one person directed at another with intent of causing or which results in physical or emotional harm. Violence is not limited to acts of physical contact, but can also occur through intimidating or threatening looks or words. Threats or verbal abuse are acts of violence and may be grounds for immediate suspension or expulsion as an act of exceptional misconduct.

Cheating/ Plagiarism

The first incident of cheating in any form or manner will cause the offending student to lose credit for the assignment. A second incident of cheating in the same class will cause the student to be withdrawn from the course in which the cheating occurred. The offending student will receive no credit for the applicable semester.

RESPECT POLICY

We believe that every student has the right to an education in an environment free from the threat of physical or mental harm. We will not tolerate any physical, verbal or written abuse, harassment, intimidation, extortion, or any restriction or prevention of the free movement of any individual whether the act is deliberate, intentional or unintentional. Furthermore, any abuse directed towards or specifically related to any individual or group of individuals regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, or political or religious ideology will not be tolerated. Those in violation of this policy will be subject to disciplinary action.

NONDISCRIMINATION AND SEXUAL HARASSMENT

DISCRIMINATION

La Center 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, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Dave Holmes, Civil Rights Coordinator, PO Box 1840, La Center, 360-263-2131

Matt Cooke, Title IX Officer, PO Box 1780, La Center, 360-263-1700

Peter Rosenkranz, Section 504 Coordinator, PO Box 1840, La Center, 360-263-5931

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online: www.lacenterschools.org, policy 3210 and procedure 3210P.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it on our website: www.lacenterschools.org, students- policy 3205 and procedure 3205P and staff- policy 5011 and procedure 5011P.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they receive your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Threats

Students making verbal and/or written threats of physical harm toward others may be subject to emergency expulsion. Expulsion may be reduced upon receipt of a satisfactory report from a mental health professional.

Possession of Weapons:

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Any student in possession of firearms on school property shall be subject to discipline, including a mandatory one-year expulsion, subject to appeal or modification by the superintendent on a case by case basis. The student's parents or guardians and the appropriate law enforcement agency shall be notified.

Pocket knives are considered a weapon and are not allowed at school. Possession will result in suspension.

STUDENT DISCIPLINE

Misconduct

Misconduct includes but is not limited to: disruption in the classroom; harassment/bullying; use of tobacco; profanity or obscenity directed at others; vandalism; mischief; cheating; fighting; insults towards school personnel; failure in a passive manner to follow directions, corrective actions, or punishment imposed by a school employee; and/ or truancy.

Corrective Misconduct Actions

First Offense – Counseling with student and/or parent, loss of privileges, lunch detention, community service, short term suspension.

Second Offense – Additional counseling with student and/or parent, lunch detention, community service, short/long term suspension.

Continued Offenses – Short and /or long term suspension; expulsion.

Exceptional Misconduct (WAC 180-40-260)

School Board Policy and Procedures 3241P identifies behavior which is considered "exceptional misconduct." This type of violation of school rules is considered to be so severe that immediate imposition of suspension or expulsion is warranted, and the offense will follow a student through each grade level. Exceptional misconduct offenses do not start over year to year, but carry over to each and every year, including the transition from building to building. Following is a list of "exceptional misconduct" violations and the consequence range for each.

- Possessing and/or using alcohol, illegal chemical substances or look-alike of the above:
 - First Offense: Automatic 30 day suspension
 - Second Offense: Expulsion, notification to law enforcement
- Sale or delivery of alcohol or illegal substances:
 - First Offense: Expulsion, notification to law enforcement
- Threatening or verbal abuse, fighting or fighting words:
 - Minimum: Short term suspension
 - Maximum: Long term suspension
- Setting fire or damaging school property devices:
 - Minimum: Short term suspension
 - Maximum: Long term suspension, notification to law enforcement
- Possession and/or using weapons or explosive devices:
 - Minimum: Expulsion for 1 calendar year, notification to law enforcement
 - Maximum: Indefinite expulsion, notification to law enforcement
- Possession/using tobacco products:
 - Minimum: Short term suspension
 - Maximum: Long term suspension
- Disrupting the educational process;
 - Minimum: Short term suspension
 - Maximum: Long term suspension
- Refusing to follow reasonable directives of staff:
 - Minimum: Short term suspension
 - Maximum: Long term suspension
- Harassment / Bullying:
 - Minimum: Short term suspension
 - Maximum: Long term suspension.

Repeated misconduct can go above maximum consequences listed above.

ATTENDANCE

A student who is 15 minutes or later to first period, or 10 minutes or more late to the other periods, can be considered absent, not tardy.

ATTENDANCE POLICY SUMMARY

The following principles shall govern the development and administration of attendance procedures within the district. They are extracted from La Center School Board Policy No. 3122, found at www.lacenterschools.org.

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent or school authority responsible for the absence.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing that the student has unexcused absences. A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

TO EXCUSE AN ABSENCE:

Please use Family Access, call the high school office at 360-263-1700, send a note to school with your child, or email our office staff, within one (1) week of the date of the absence.

EXTENDED ILLNESS AND SPECIAL CIRCUMSTANCES;

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. Regular attendance and participation may be altered due to circumstances relating to illness. If any absence is excused, a student shall be permitted to make up all assignments (one day for each day missed).

EXCESSIVE ABSENCES

Based on state attendance laws, students with multiple absences due to illness may be required to obtain a medical excuse. Additionally students may be required to have a note from a doctor or present in the school office with a fever or other medical indications that confirm the student is ill and excuse the absence.

TRUANCY

The La Center School District considers regular attendance to be a necessary part of student learning. It is the district's desire to instill a sense of responsibility in each student that will carry over into the world of work. Students, in concert, with their parents/guardians, have the responsibility for establishing and maintaining prompt and regular attendance as prescribed in the compulsory Attendance Law of the State of Washington (RCW 28A.225.020) which requires the school to file a petition with the Clark County Juvenile Court no later than the 7th day of truancy/unexcused absences in a school month or 10 days of truancy/unexcused absences in a school year. A day is defined as three (3) or more class periods. Reference: RCW 28A.225.035

TARDIES

Students are expected to be in class on time every day. Repeated tardiness will result in disciplinary action. Students are subject to the consequences of the individual teacher.

STUDENT GRIEVANCE PROCEDURES

What should a student do if they feel like a directive or disciplinary action by school personnel is unfair or unwarranted?

- 1.** Comply with the directive--do not actively or passively contest, challenge, or argue with the staff member. To defy or not comply will result in disciplinary action of a more serious nature, unless the directive or action is illegal, immoral, or potentially dangerous. If this be the case, it is necessary to report it. It is not in the best interest of the student to openly defy reasonable directives from staff members or argue with the staff person, especially in the presence of other students.
- 2.** Request an appointment with that staff member to discuss the issue. This request should be made respectfully and demonstrate a willingness to work together to resolve the issue. Both student and staff must be willing to acknowledge their responsibility in the issue and also their obligation to see it resolved. This meeting should not take place during class time. The staff member will arrange a time when the two of you can meet to resolve the issue.
- 3.** If the issue is not resolved by meeting with the staff member, the student may then request a meeting with the principal, realizing that the initial action taken by the principal will most likely be a joint conference with both parties involved. It must be understood that the principal will not be supportive of any grievance made by a student who has acted inappropriately with respect to numbers 1 and 2 above.

If necessary, other individuals may be called in to participate in the resolution process, e.g., parents, neutral staff members, student representatives. This will only happen if it is deemed essential for reaching agreement.

Resolving conflict is directly connected to three of our four Guidelines for Success: Be responsible; cooperate with others; treat everyone with respect. Again, both parties have a responsibility to work in good faith toward resolution of the conflict.

Internet and Electronic Device User Expectations

These expectations must be followed for any and all internet activity at school (including school functions) or while using school accounts. Not following any portion of this contract will result in consequences including the loss of privilege to utilize school devices or accounts, and possible discipline, including suspension.

- **Uses**
 - Only visit school approved websites and resources (including educational games)
 - Chat features can be used only with teacher approval on group assignments
 - Music and headphones in class can be used only with teacher approval

- **Respecting Others**
 - Students will practice good online manners at all times by not posting anything rude, offensive or threatening, not spamming others, not bullying and not using inappropriate language.
 - Students will not send or forward images, videos, screenshots and information that might bully, embarrass, hurt or harass someone or damage his or her reputation.
 - Students will not take photo or video of people without their permission including peers, staff members and guests.
 - Whenever students use, reference or share someone else's creative work online, he/she will give proper credit to the author or artist.

- **Protecting Yourself**
 - Students will not share passwords with anyone except parents or guardians.
 - Students agree to not post information and images that could put them at risk, embarrass them, or damage their future such as phone numbers, home address, inappropriate messages, pictures or videos.
 - If someone or something makes a student feel uncomfortable or if someone is rude or offensive, he/she will not respond, will save the evidence and tell a trusted adult.
 - Student will never agree to get together with someone I meet online without first checking with parents or guardians.

- **Personal Telecommunication Devices (LCSD Policy 3245)**
 - While on school property or while attending school-sponsored or school-related activities students may possess and use personal telecommunication devices provided that such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.

La Center High School 2017-2018 Acknowledgement of Student Rights, Responsibilities and Expectations

All students who attend La Center District schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- * Attend all classes, daily and on time; make progress towards graduation;
- * Be prepared for each class with materials and assignments;
- * Exhibit respect toward others;
- * Follow all school rules, including safety rules;
- * Treat guests at LCHS with courtesy and respect

The way I dress reflects my attitude about school and myself: I realize a neat, clean appearance is primary and the dress code helps me create a sense of self-respect and contributes to the educational environment. I will abide by our school dress policy.

I understand that electronic devices, including cell phones are to be turned off and put away during class time and any library use time. Use during school is a privilege, not a right, which requires me to be responsible.

I know LCHS is a closed campus, which means I cannot leave campus without permission and I must check out at the office. It also means that others, who are not students or personnel, are not permitted on campus without permission. I will report to the office or administration anyone I see on campus without permission: Student safety is our highest priority.

I realize it is my obligation to create a tone of decency and respect within our community. Therefore, I will not harm or judge anyone else because of his/her race, color, age, sex, religion, sexual orientation, marital status, or national origin.

I understand that identified "exceptional misconduct" behaviors are considered to be so severe that immediate imposition of suspension or expulsion is warranted, and the offense will follow a student through each grade level. Exceptional misconduct offenses do not start over year to year, but carry over to each and every year, including the transition from building to building. The following is a list of such exceptional misconduct violations:

- *Possessing and/or using weapons or explosive devices (Mandatory 1 year expulsion)
- * Sale or delivery of alcohol or illegal substances (Expulsion)
- *Harassment, sexual harassment, hazing, intimidation, bullying, cyber-bullying, harassing phone or text messaging, intimidation or fighting
- *Possessing and/or using alcohol, illegal chemical substances or look-alike
- *Threatening or verbal abuse, fighting or fighting words
- *Setting fire or damaging school property
- *Possession/using tobacco products

- *Disrupting the educational process
- *Refusing to follow reasonable directives of staff

My printed name and signature establish that I understand the responsibilities, the obligations and the expectations as a student at LCHS. I am aware that the full policy and procedures are available at www.lacenterschools.org.

Please sign and give this form to your counselor, teacher or administrator.

Student name (Print)_____

Date_____ Student Signature_____

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