# La Center High School 2014-2015
# 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 |

**All Classes**

**Pathways**
At La Center High School, we recommend students to 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 in the Pacific Northwest. 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. Time is given through Navigation class twice a month to achieve this goal. Students may earn .25 credit each year of passing Navigation. During the senior year, passing Navigation is a graduation requirement. An appeals process is possible for a student in danger of not graduating due to failure of Navigation.

**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. This is done in Navigation classes.

**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 HSPE reading and writing, the EOC for math 1 and/or 2, EOC Biology, and pass Washington State History.

## 2014-2015 ASB & Class Officer's & Advisors

**ASB**
President – Blake Johnston
Vice President – Kellan Sullivan
Secretary – Emily Muffett
Treasurer – Charlotte Royal
Treasurer Elect – Renee Hollopeter
Activities Coordinator/Historian-Haly Macho
Advisor: Mrs. Kate Stevens

**Senior Class of 2015**
Advisor: Sharon Bryan

**Junior Class of 2016**
Advisor: Beth Marshall

**Sophomore Class of 2017**
Advisor: Heather Grotte

**Freshmen Class of 2018**
Advisor: Karen Gozart

**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

# 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 | VICA* |
| Cheerleading | Wrestling | Science Team |
| Weight Team | Honor Society | Chess |
| Equestrian | Golf | Pep Band |

*VICA, Vocational Industrial Clubs of America

**Class Fines and Fees:**
Some courses require a fee for materials and can range in price from $10.00 - $30.00 per year.
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.
Computer Application, Art construction, Advanced Art Construction, Drawing and Painting, Concert Band and Vocal Ensemble, Small engines, Wood Tech Series and Metal/Welding Series.

**Cell phone/ Pagers/Electronic devices**
Use of cell phones, pagers, IPods, or any other electronic device is allowed in classes for educational purposes, when teacher approved. 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 will 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 will result in community service or a suspension and may require that the student's item be confiscated for the remainder of the school year.

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 permission~~. 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. Students are not permitted to leave the building without our direct supervision or permission from the office. Specifically students need permission to go to personal vehicles in both upper and lower parking lots.
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. No student from the middle school may attend or anyone over 20 years old that is not registered as a LCHS student may attend. Any person leaving a dance will not be able to re-enter the activity and must leave the school grounds and/or facility immediately. Realizing that there are different ways to dance, the expectation is that dancing will be appropriate for a school activity.

**Dress and Appearance**
~~Dress or appearance that has the potential for causing disruption is not permitted.~~ LCHS is a place of business. The expectation is all students need to dress as if you are going to work. The principal or his/her designee will have the final decision as to the potential for disruption at school and the requirement that the attire be changed. Any attire which exposes a student's midriff is not permitted. "Tube" tops, halter tops and tank tops with straps narrower than 1" are not allowed. Any clothing with holes in revealing locations are not permitted. Shorts and dresses must be at least as long as mid-thigh. Any attire that advertises, displays or promotes alcohol, tobacco, or illegal drugs or has profanity, vulgarity, sexual innuendo or depiction is not considered appropriate for school. Any pants that are worn low enough to be revealing are not appropriate. Undergarments may not be revealed. 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. As for PE attire, it must be worn strictly in PE not in the classroom. 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.

**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.
Modified Lockdown: Upon hearing a modified lockdown 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.

**Fuel to the Fire Policy**
Students are required to immediately leave the area where a fight or other altercation is taking place. Students who watch or encourage a fight may be subject to suspension or expulsion.

**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**
Changes to the student handbook may be made during the school year by the school administration. 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, 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**
Students are required to follow reasonable directives of school personnel. Failure to comply or willful defiance is considered exceptional misconduct. Insubordination could result in suspension or expulsion for a first offense.

**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 $600 fee assessed for any padlock not returned at the end of the class.
6. Keep you lockers locked at all times.

~~Lockers will be assigned during registration to those that desire. Lockers should be secured at all times. The school carries no insurance for lost or stolen items and is not responsible for lost or stolen items. Students will remain in their assigned lockers. Changes in locker assignments must have the approval of an administrator. Students will be responsible for damage to their assigned locker. P.E. lockers will be assigned during class time. Students should secure their P.E. lockers with a lock at all times.~~

**Lunch**

Students may not leave campus during lunch. No students are allowed in the hallways 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.**

**Trained school staff may only administer oral medications, which includes inhalers. No medications may be administered by eye, ear, skin, or injection except for an 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.**

~~Students who need to take medication during school hours must have parents take the medication to the office in the original container with written authorization from a licensed physician or dentist. Pills must be counted in front of an office staff member and both parent and staff member must sign medication admission form. Students who use inhalers must carry with them written permission and doctor's instructions for use of the medication; a copy also must be on file in the office.~~

**Parking Policy/Student Driving at LCHS**

Parking 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) completed 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. 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.

**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. Withdrawal students must not interrupt classes. 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.

# STUDENT CONDUCT

It is the goal of La Center High School to have all of our students described by these three words: courteous, respectful and responsible. 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.

**Sexual Harassment**

Sexual harassment is unwelcome conduct, either sexual or non-sexual, that is directed toward a person because of that person's gender and creates an intimidating, offensive, or hostile learning environment. Sexual harassment is considered to be a form of sex discrimination, and it is illegal in schools and in the workplace under existing state and federal laws.

Any student, who believes that he or she has been subjected to sexual harassment, either as a victim of or witness to, should bring this to the immediate attention of a teacher, counselor or administrator. All such complaints will be investigated promptly and fairly and, where appropriate, immediate corrective action will be taken. Students involved in a sexual harassment complaint should not be retaliated against because of participation in the complaint procedure.

**Harassment Procedures**

If it reported that one student has harassed another, the following penalties would occur:

- 1st Offense – Report is taken and harassing student receives a penalty ranging from warning to suspension. Parents may be contacted.
- 2nd Offense – Parents and legal authorities will be contacted; student is suspended from school for up to 10 days.
- 3rd Offense – Parents and legal authorities will be contacted and student will be long-term suspended for the remainder of the semester with loss of credit.
- Additional Offense – Student is expelled from school.

**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:**

- Log into your parent Skyward account and excuse it electronically or:
- A phone call to the school or message left on voicemail before or after school hours from the parent or guardian on the day of the absence or before school begins on the day the student returns.

**OR:**

- A written note from the parent on the day the student returns, prior to attending class, which includes the parent's signature, name of student, reason for absence and date.

**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.

**School Message**

**With today's changing expectations regarding the need for rapid communications, we feel it is important to expand our capability to communicate with parents quickly. This new communication tool, known as School Messenger, will allow for rapid and timely notification via an automated phone/email message system to up to six different phone numbers or email addresses.**
**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.**

## 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.

**La Center High School 2014-2015**
**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.

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

Student name (Print)_____

Date_____ Student Signature_____