

# La Center High School 2019-2020 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 discipline 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.

## GRADUATION REQUIREMENTS 2020-2023

Class of 2020

Classes of 2021, 2022, 2023

Course Requirements	LCHS Graduation Requirements	Course Requirements	LCHS Graduation Requirements
English	4	English	4
Mathematics	3	Mathematics	3
Social Studies ( 1 Global, 1 US History, & 1 CWP)	3	Social Studies (1 US History, .5 Civics, .5 Global, & 1 CWP )	3
Science	3	Science (.5 Chemistry)	3
Occupational	1	Occupational	1
Fitness/PE	1.5	Fitness/PE	1.5
Health	.5	Health	.5
World Language**	0**	World Language**	0**
Fine Art	2	Fine Art	2
Elective	6	Elective	6
Total Credits	24	Total Credits	24

## **Class Changes**

Student-initiated class changes will be confined to a period of five days after the beginning of each semester. A detailed process involving the signature of the parent, the teacher to be dropped, and the teacher to be added, as well as the principal's and counselor's approval must be followed. Students who drop or withdraw from a class after the twelfth day that is in session will be subject to a failing grade in that class.

## **Rules and Considerations**

Students, in consultation with their parents and school counselor, are responsible for knowing and completing graduation requirements. Questions concerning requirements may be directed to the school counselor.

One PE credit can be waived if participating in two or more sport seasons over the course of grades 9-12.

**\*\*Acceptance into most 4-year universities requires two or more years of a World Language.\*\***

## **Report Cards/Progress Reports**

Students and parents may access grades through Skyward. Please contact the high school office at 360-263-1700 for your login information.

## **Educational Milestones**

For students to earn a high school diploma through the La Center School District, a student must successfully meet and complete the following district and/or high school requirements

- **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 expects 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.
- **Pass Washington State History**
- **Pass their Senior Student Led Conference (SLC)**
- **All students must pass a state required graduation pathway**

## **In addition, a student must achieve one or more of the following pathways in English Language Arts and Mathematics:**

- a. Meet or exceed the Smarter Balanced Assessment scores set by the State Board of Education;
- b. Complete and qualify for college credit in dual credit courses, such as those earned through Running Start, College in the High School, or other programs where the student earns both high school and college credit after completing the course;
- c. Earn credit in a high school transition course, when completion of the course will ensure college-level placement in a community college or state college or university;
- d. Earn high school credit, with a C+ grade or score of 3 or higher on the AP exam; C+ in relevant courses in International Baccalaureate courses or a 4 on the IB exam; or C+ in Cambridge International courses (but no score equivalent);
- e. Meet or exceed the scores established by the State Board of Education for the SAT or ACT;
  - Meet any combination of at least one ELA option and at least one Math option as described above;

f. Meet standard in the Armed Services Vocational Aptitude Battery; and  
 g. Complete a sequence of CTE courses that are relevant to a student's postsecondary pathway, including those leading to workforce entry, state or nationally approved apprenticeships, or postsecondary education, and that meet either:

- The curriculum requirements of Core Plus programs for aerospace, maritime, health care, information technology, or construction and manufacturing; or
- The minimum criteria identified in RCW 28A.700.030.

### 2019-2020 ASB & Class Officer's & Advisors

<b>ASB</b>	<b>Class Advisors</b>
President	Alison Brown
Vice President	Natasha Lewis
Secretary	Abby Banholzer
Treasurer	Mary Lambert
Treasurer Elect	Lauren Fox
Activities Coordinator/ Historian	Makena Campbell
Advisor, Mrs. Stevens	

Senior Class 2020,	Ms. Marshall
Junior Class, 2021,	Mrs. Luiz
Sophomore Class, 2022,	Mrs. Grotte
Freshman Class, 2023,	Mrs. 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 will 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	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 program need to provide their own transportation. Principal/ Vice Principal approval is needed in the event a student needs to drive to the CTA on an emergency basis.

### **Class Fines and Fees:**

Some courses require a fee for materials and can range in price from \$15.00 – \$54.00 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.

Art Foundation 1	\$15.00 per semester
Art Fundamentals 1	\$15.00 per semester
Ceramics 1	\$15.00 per semester
Drawing and Painting	\$15.00 per semester
Choir	\$54.00 Choir outfit
Percussion	\$15.00 per semester, for sticks and practice pad
Small Engines	\$15.00 per semester
Wood/Metal Trades 1	\$15.00 per semester
ASB card	\$25.00
Planners	\$5.00 required for 9 <sup>th</sup> and 10 <sup>th</sup> graders
Yearbook	\$60.00 includes name
Parking	\$25.00 Seniors only with completed paper work
Sport Fee	\$60 <u>per sport</u> , Football, Volleyball, Girls Soccer, Swim, (by AD approval only), Cross Country, Cheerleading, Dance, Boys Golf, Boys Basketball, Boys/Girls Wrestling, Girls Basketball, Equestrian, Baseball, Softball, Girls Golf, Boys Soccer and Track.

### **Cell phone/ Electronic devices**

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

- 1<sup>st</sup> Returned at the end of the day.
- 2<sup>nd</sup> Will require that the student's parent pick up the confiscated item.
- 3<sup>rd</sup> 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 the 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.

### **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 protected 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, hoods or head coverings are to be worn inside school buildings at any time. Exceptions will be made if the head coverage pertains to a student's religious beliefs.

## **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 emergency contacts, 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 and other 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 lock. Students are responsible for their own locks for P.E.
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 in 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.

Failure to display the parking pass 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 La Center High School are subject to all rules and policies of LCHS each 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 into consideration. Students need to provide their own transportation to Clark College. 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](http://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, and/or vaping devices in any form is prohibited. Companion items like matches and lighters are also prohibited. First violation will result in a referral to a Prevention/Intervention Specialist and parental contact. Repeated violations will result in short-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 policies and procedures can be found at [www.lacenterschools.org](http://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](http://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 for 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 short-term suspension. The student's parents or guardians and law enforcement shall be notified. The short-term suspension may be converted to a long-term suspension or expulsion depending on the results of the investigation.**

### **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.

### **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

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## **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, 725 Highland Road, La Center, 360-263-2131

Matt Cooke, Title IX Officer, 725 Highland Road, La Center, 360-263-1700

Peter Rosenkranz, Section 504 Coordinator, 725 Highland Road, La Center, 360-263-2131

**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](http://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](http://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 revolve 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](mailto: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](http://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](mailto: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](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

### **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**

Any time a disruption occurs that can lead to discipline, staff will make an effort to discuss the incident with the student, asking him/her these restorative practice questions in an attempt to restore the relationship and return the student to class:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- What do you think you need to do to make things right?

The comprehensive La Center School District discipline policy and procedure 3241 can be found online and at the district office. Below is a summary of the policy to provide students and parents with basic knowledge of the district discipline procedures.

School personnel must make every reasonable attempt to involve parents and students to resolve behavioral violations. Unless a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

However, there are circumstances when it may be determined that in-school or short-term suspensions is appropriate. In accordance with the other parameters of 3241P, these circumstances may include the following types of student behaviors:

- Being intoxicated or under the influence of a controlled substance, alcohol, or marijuana at school or while present at school activities.
- Bomb scares or false fire alarms that cause a disruption to the school program.
- Cheating or disclosure of exams.
- Commission of any crime on school grounds or during school activities.
- Dress code violations that the student refuses to correct.
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching, or any other acts in which a student intentionally inflicts or attempts to inflict injury on another.
- Gang-related activity.
- Harassment/ Intimidation/ Bullying

- Intentional deprivation of student and staff use of school facilities.
- Intentional endangerment to self, other students, or staff, including endangering on a school bus.
- Intentional injury to another.
- Intentionally defacing or destroying the property of another.
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through.
- Possession, use, sale, or delivery of illegal or controlled chemical substances.
- Preventing students from attending class or school activities.
- Refusal to cease prohibited behavior.
- Refusal to leave an area when repeatedly instructed to do so by school personnel.
- Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation.
- Substantially and intentionally interfering with any class or activity.
- Threats of violence to other students or staff.
- Use or possession of weapons.

There are also circumstances, in accordance with the other parameters of 3241P, where long-term suspension or expulsion is appropriate. These include:

- Having a firearm on school property or school transportation.
- Any of the following offenses listed in RCW 13.04.155 including:
  - Any violent offense as defined in RCW 9.94A.030 including,
  - Any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony
  - Manslaughter
  - Indecent liberties committed by forcible compulsion
  - Kidnapping
  - Arson
  - Assault in the second degree
  - Robbery
  - Drive-by shooting
  - Vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner
- Any sex offense as defined in RCW 9.94A.030
- Inhaling toxic fumes in violating of chapter 9.47A RCW
- Any controlled substance violation of chapter 69.50 RCW
- Any liquor violation of RCW 66.44.270
- Any weapons violation of RCW 9.41.RCW
- Any violation of chapter 9A.36 RCW including assault, malicious harassment, promoting a suicide attempt, coercion, reckless endangerment, and failing to summon assistance for an injured victim of a crime in need of assistance.
- Any violation of chapter 9A.40.RCW, including kidnapping, unlawful imprisonment, custodial interference, luring and human trafficking
- Any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation
- Any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti
- Two or more violations of the following within a three-year period:
  - criminal gang intimidation
  - gang activity on school grounds
  - willfully disobeying school administrative personnel
  - defacing or injuring school property
- Any student behavior that adversely affects the health or safety of other students or educational staff.

## ATTENDANCE

### 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](http://www.lacenterschools.org).

Below is a list of the 12 reasons allowed for excused absences by the state of Washington.

1. Illness, health conditions or medical appointment
  2. Family emergency including, but not limited to, a death or illness in the family
  3. Religious or cultural purpose
  4. Court Judicial proceeding, court-ordered activity, or jury service
  5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview
  6. State-recognized search and rescue activities consistent with RCW 28A.225.055
  7. Absence directly related to the student's homeless or foster care/dependency status
  8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010
  9. Absence due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC
  10. Absences due to safety concerns
  11. Absences due to a student's migrant status
  12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
- 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. 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 student, 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).

Please review District policy 3122/3122P- Excused and unexcused absences for the state mandated truancy process.

**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**

Any parent/guardian or student who is aggrieved by the imposition of other forms of discipline and/or classroom exclusion has the right to an informal conference with the principal for resolving the grievance. If the grievance pertains to the action of an employee, the district will notify that employee of the grievance as soon as reasonably possible.

At such conference, the student and parent will have the opportunity to voice issues and concerns related to the grievance and ask questions of staff members involved in the grievance matter. Staff members will have opportunity to respond to the issues and questions related to the grievance matter. Additionally, the principal will have opportunity to address issues and questions raised and to ask questions of the parent, student, and staff members.

If after exhausting this remedy the grievance is not yet resolved, the parent and student will have the right, upon two (2) school business days prior to notice, to present a written and/or oral grievance to the Superintendent or designee. The Superintendent or designee will provide the parent and student with a written copy of its response to the grievance within ten (10) school business days. Use of the grievance process will not impede or postpone the disciplinary action.

Discipline that may be grieved includes other forms of discipline, including after-school detention; classroom expulsion; removal or suspension from athletic activity or participation; and removal or suspension from school-provided transportation. Please refer to policy 3241 and procedure 3241P for detailed discipline and appeal procedures.



## **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 photos or videos 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.
  - Students will never agree to get together with someone they 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.

## **Bus Conduct**

Because of the importance of safety, the KWRL School Transportation Cooperative takes precautions each year to see that students become familiar with the school district's rules for riding school buses. The Cooperative feels that parents should also be aware of these rules so they can remind their children to follow them.

### **Conduct and Safety:**

1. Pupils shall obey the directions of the bus driver.
2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities and a parent note has been stamped by the office staff.
3. No pupil shall be permitted to leave the bus except at the regular stop, unless permission has been granted by school authorities.
4. Each student may be assigned a seat in which he will be seated at all times, unless permission to change is given by the bus driver.
5. Students shall: a) sit properly in their seat, b) not throw anything on the bus, c) keep their hands to themselves, d) be courteous to other passengers, e) not talk loud or make other loud noises.
6. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Students must not throw anything out the windows. Eating on the school bus is not permissible.
7. No student shall smoke, light matches or lighters, or use any type of flame or sparking device on the school bus.
8. Students shall not have in their possession any alcoholic beverage, marijuana, narcotics or stimulant drugs.
9. Students shall refrain from using vulgar or obscene language or gestures.
10. No student shall at any time extend head, hands or arms out of the windows whether the school bus is in motion or standing still.
11. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, and any type of firearms, straps, or pins extending from their clothing. Also no animal, reptile, fish or fowl is permitted on the bus, except seeing eye dogs.
12. Each student must see that his books and personal belongings are kept out of the aisle, Special permission must be granted by school authorities to transport large items.
13. No student will talk to the driver more than is necessary.
14. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
15. Students shall remain seated while the bus is in motion and shall not get on or off until the bus has come to a full stop.
16. Students shall leave the bus in an orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times.
17. Students shall cross the highway only in front of the school bus and never behind it.
18. Students must arrive at the bus stop on time, and must not stand or play on the roadway while waiting for the bus to arrive.
19. Self-discipline should be exercised by the students at the bus loading area. Students will refrain from pushing and shoving other passengers, or engaging in other unsafe activities.

20. Students who have to walk some distance along the highway to the bus loading zone must walk, where practicable, on the left hand side facing the oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
21. Students are not to run errands between the bus stops and home.
22. In the event of an actual emergency, students must follow emergency exit procedures as established by emergency exit drills.
23. The school district will be reimbursed by parents or the student for damage to school buses resulting from student misconduct.
24. Misconduct on a bus may be sufficient reason to discontinue providing bus transportation to students involved.

**Bus ticket and suspension standard operating procedures:**

- ❖ Pre-ticket misbehavior: Bus driver handles the situation and the parent is contacted.
- ❖ First ticket: Meeting between administration and student; discipline at the discretion of the administration.
- ❖ Second ticket within a 60 day period: Bus driver, student and administrator meet. Student will normally receive a one to three day suspension determined by the administrator.
- ❖ Third ticket within a 90 day period: Three to five day suspension as determined by the administrator.
- ❖ Fourth ticket within a school year: One to four week suspension as determined by the administrator.
- ❖ Fifth ticket within a school year: Long term suspension or expulsion from the bus as determined by the administrator.

**BUS RIDERS ARE REQUIRED TO RIDE THE SHUTTLE BUS TO THE MIDDLE SCHOOL FOR TRANSPORTATION HOME.**

## La Center High School 2019-2020 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 discipline as determined by school officials.

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 specified misconduct behavior maybe 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.

The following is a list of such violations:

- \* Possessing and/or using weapons or explosive devices
- \* Sale or delivery of alcohol or illegal substances
- \* 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 district policies and procedures are available at [www.lacenterschools.org](http://www.lacenterschools.org).

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

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**La Center High School 2019-2020  
Acknowledgement of Student Rights, Responsibilities and Expectations**

Student name (Print) \_\_\_\_\_

Date\_\_\_\_\_ Student Signature\_\_\_\_\_

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I understand that specified misconduct behavior maybe 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. The following is a list of such exceptional misconduct violations:

- \*Possessing and/or using weapons or explosive devices
- \* Sale or delivery of alcohol or illegal substances
- \*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
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**La Center High School 2019-2020  
Acknowledgement of Student Rights, Responsibilities and Expectations**

Student name (Print) \_\_\_\_\_

Date\_\_\_\_\_ Student Signature\_\_\_\_\_