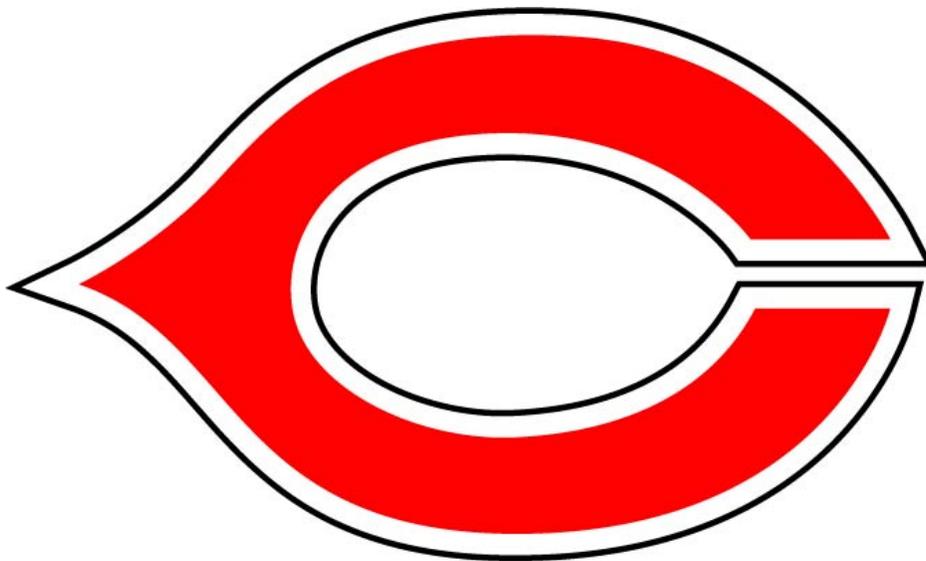


Columbia High School

Student Handbook

Rules and Procedures

2016-2017



COLUMBIA HIGH SCHOOL

VISION STATEMENT

Empowering innovative, resilient, and compassionate citizens ready to engage life's challenges

MISSION STATEMENT

Columbia High School provides a stimulating learning environment where students of all ability levels thrive academically and socially and are well equipped to meet the expectations of education, work, and life.

NONDISCRIMINATION ANNOUNCEMENT

The White Salmon Valley School District complies with all federal and State rules and regulations and does not discriminate in any program or activity on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation including gender expression or identity, mental or physical disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The District will identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

An inquiry regarding compliance procedures may be directed to the school district's Title IX/RCW 28A.85 Officer, Mr. R. Howard Kreps and the Section 504 Coordinator, Mrs. Haley Ortega, PO Box 1309, White Salmon, WA 98672. Any verbal communication can be conducted by calling 509-493-1970 (Howard) and 509-493-1502 (Haley). Anyone with an allegation of discrimination may request an informal meeting with the Title IX Compliance Officer or the 504 Coordinator to resolve their concerns.

If a complaint is not resolved by the Title IX Office or the 504 Coordinator, then procedures under Policy 3210, Nondiscrimination shall be followed. Specific timelines must be followed and can be found in the WACs and Policies/Procedures, copies of which are available in the district office.

STUDENT RIGHTS AND RESPONSIBILITIES (RIGHTS)

No student shall be unlawfully denied an educational opportunity or be discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap. All students have the constitutional right to freedom of speech and press, to peacefully assemble and to petition the government and its representatives regarding grievances, to exercise their religious beliefs and to have their school free from sectarian control or influence, all subject to reasonable limitations of time, place and manner of exercising such rights, as defined by Washington Administrative Codes (WACs).

All students have the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

All students have the right to be free from unlawful interference in their pursuit of an education while in the custody of the school district. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. Restorative practices valuing empathy, respect, honesty, acceptance, responsibility, and accountability may be used to provide ways to: effectively address behavior, support a safe learning environment, and offer alternatives to suspension and expulsion.

STUDENT RIGHTS AND RESPONSIBILITIES (RESPONSIBILITIES)

Respect the law and the rights of others. In school, students shall respect the rights of others so that he/she does not interfere with the education of others. Students who involve themselves in criminal acts on school property, or at school-related events, or who disrupt the educational process are liable to prosecution under the law and/or disciplinary action by the school.

Students are expected to conduct themselves as responsible members of the school community. This includes obeying all laws and complying with all policies, rules and regulations of the school and school district. In addition, students are expected to safeguard the property of the school. It is also the student's responsibility to safeguard and care for their own property.

All students shall pursue the required course of studies, and shall submit to the authority of their teachers, and be subject to such disciplinary action as the local school officials shall determine. Students are to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen.

SCHOOL RULES AND REGULATIONS

All substantiated dangerous behaviors will be reported to law enforcement-juvenile authorities immediately upon determination that the dangerous behavior poses an imminent danger to the student or other person(s). Reasonable attempts to notify parents will occur in conjunction with notifying authorities. If a parent does not leave sufficient information on student records to contact them, or if the phone has been disconnected, the responsibility falls upon the law enforcement agency to notify parents after successive attempts to contact parents have failed.

AFTER SCHOOL WORK

Students who have been suspended may be given the opportunity to return back to school early and work with the janitor for a two-hour period after school. The number of days assigned may vary. Failure to comply will result in the suspension continuing.

DETENTION

Students who are assigned lunch detention will be required to arrive at detention 5 minutes after lunch begins. If a student arrives late an additional day will be required to be served. Students who fail to serve detention may be placed in ISS the following day.

While in detention, students will not be allowed to do the following:

- Use cell phones
- Read comic books, car magazines, play cards or video games
- Place feet on furniture (Students must sit upright in their chairs)
- Leave room for any reason without permission
- Talk to other students or use hand signals or distract other students
- Wear headgear (hats or hoods) during detention
- Sleep

Students who fail to comply with the above will be required to serve additional detention. Students will be required to bring enough schoolwork to keep busy the entire time and must bring supplies and materials to do schoolwork. Loss of hall privileges and the loss of passing periods are also used in conjunction with lunch detention. Students may also be assigned to work with the janitor after school.

SUSPENSIONS/LONG-TERM SUSPENSIONS/EXPULSIONS (Chapter 392-400 WAC)

Any student receiving in-school, out-of-school suspension or expulsion will be suspended from all extracurricular activities, club, sport, or school organizations. Students who have been suspended or expelled may not return to school property during the duration of the suspension either during or after school.

Information about corrective action and due process rights can be found in Procedure 3241, available on the District website.

Emergency Expulsion: The school designee must have good and sufficient reason to believe the student poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. Emergency expulsions must be converted to another form of corrective action within 10 school days of the date of the emergency removal from school. If the emergency expulsion is converted to another form of corrective action, notice and due process rights appropriate to the new corrective action must be provided.

Contents of the notice of hearing rights:

- Principal to receive hearing requests
- Hearing requests must be received by the principal or assistant principal on or before the third day after noticed was received
- Hearings must be scheduled to commence no later than the second school business day after the receipt of the hearing request
- Notice of the decision must be sent to the student and parents/guardian and legal counsel
- Appeal hearings or an appeal to the school regarding a long-term suspension, expulsion, or emergency expulsion will be accepted either orally or in writing

ACADEMIC DISHONESTY

Academic dishonesty, which includes plagiarism and cheating, undermines the school's mission and the student's educational process. Plagiarism is willfully copying another's work or ideas and taking credit as own (e.g., student papers, tests, published work, etc.). Cheating includes falsifying records or documents or providing one's own work that may be copied by another. Students found to have engaged in academic dishonesty at CHS will receive the following consequences:

- First documented offense in the class will result in loss of credit for the assignment
- Second documented offense in the class will result in loss of credit for the course

ACADEMIC ELIGIBILITY FOR SPORTS

Grades will be monitored at each grading period. In order to maintain athletic and activity eligibility the student shall have passing grades in their current courses at each grading period and be on track to graduate per district policy. This means students will not be able to participate in any competition or activity with an F in any subject. If a student receives an F at the progress grading period they will meet with the coach and the Athletic Director and be placed on probation. If at the end of the probationary period an F is still present the student may be placed on a weekly grade monitoring system for the duration of the sport season or dismissed from the team. (See Athletic Handbook for more information.)

ADJACENT PROPERTY TO SCHOOL

The people owning property adjacent to the high school have on file in the office a request in writing, notifying the high school that students attending the high school are not allowed on their property.

ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES OR ILLICIT DRUGS

The manufacturing, sale, purchase, transportation, possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood-altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess or distribute on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

Any students found in the same area as students using alcoholic beverages and/or drugs may be subject to the same discipline as students in possession.

If any school employee suspects a student to be under the influence of intoxicants, they may request the student to submit to a breath test for the purpose of estimation of blood alcohol levels. If the student refuses to comply he/she will be subject to disciplinary action. The sheriff's department will be notified whenever there is an incident involving alcohol and/or drugs. All beverage containers must be emptied and disposed of prior to entering an event or activity.

ARSON

Intentional or reckless setting of a fire or other burning of personal or public property is prohibited.

ASSAULT

The actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object is prohibited.

ASSEMBLIES

Assemblies are a valuable part of our educational program here at Columbia High School. A variety of assemblies are provided to complement our academic and activity program. The ASB Student Council selects assemblies.

Students are required to attend all assemblies. Students may not leave campus. All assemblies will begin with the Pledge of Allegiance. Student not reciting the pledge shall maintain a respectful silence. RCW28A.230.140

Students will sit according to grade level with academic advisors. The key to a successful assembly is student behavior. You are expected to be attentive and courteous during an assembly or presentation. Remember, your behavior not only reflects on you, but also on your school.

ATTENDANCE

The White Salmon Valley School District will comply with the state law that requires all public schools to report the number of excused and unexcused absences each year. The state law also requires school districts to file cases with the Klickitat County Juvenile Department of students who have reached five unexcused absences in a month and/or ten unexcused absences during a school year.

Students are expected to have a note explaining their absence upon returning to school or within 3 school days of the absence. This note must have the first and last name of the student, date/s of absence, reason, and parent/guardian signature. Only absences which meet the state's definition for excused absences shall be excused. (WAC 392-400-325)

The following are the only state approved excuses for absences from school:

- (1) Participation in a district or school approved activity or instructional program;**
- (2) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for who the student is legally responsible;**
- (3) Family emergency including, but not limited to, a death or illness in the family;**
- (4) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;**
- (5) Court, judicial proceeding, or serving on a jury;**
- (6) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;**
- (7) State-recognized search and rescue activities consistent with RCW 28A.225.055;**
- (8) Absence directly related to the student's homeless status;**

- (9) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;**
- (10) Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and**
- (11) Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.**

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. Students are allowed to make up work or tests that take place during **excused** absences. Per state law, all other reasons for an absence from school will be considered unexcused.

- **Eighteen-year-old students may not write their own notes** to excuse them from school unless they are married or emancipated.

The education and safety of children are our top priorities. We will continue our practice of attempting to contact parents/guardians when a child is absent from school. If you have concerns about your child's attendance, please contact the attendance secretary, school principal or assistant principal.

- **EXCESSIVE ABSENCES, EXCUSED OR UNEXCUSED, CAN RESULT IN LOSS OF CREDIT FOR THE CLASS.** See classroom procedures for individual teacher's policy. For information on tardies which is connected to attendance, see tardy policy.

All students leaving school must sign out in the office unless they are leaving on an approved school function. Students signing out of school will be required to have a note excusing them from school prior to signing out. **When students re-enter school they must also sign in at the office** so that we know the student is on campus.

ATTENDANCE REQUIREMENT FOR EXTRACURRICULAR ACTIVITIES

A student must be in each of his/her classes **for the entire day** in order to participate in an ASB or athletic activity that day. This includes advisory or any activity/assembly scheduled for that day. Students who are more than 15 minutes late for any class shall be considered absent for that period. The principal or their designee will make exceptions for medical related appointments (with note from provider) or activities prearranged with the principal or their designee. Other circumstances beyond the control of the student may be considered at discretion of administration.

BOMB THREATS

Making a bomb threat shall subject a student to state and federal laws, as well as disciplinary action.

CANINE SEARCH

For the safety of students and staff, random drug searches will occur throughout the school year using specially trained drug sniffing dogs. These animals will be used to conduct periodic searches of student lockers and vehicle parking areas.

CELLULAR PHONES, CELLULAR CAMERA PHONES, PAGERS, OR ELECTRONIC COMMUNICATION DEVICES

Telecommunication devices shall be turned on and operated only before and after the regular school day during the student's lunch break, and passing periods. Students with any electronic communication devices that emit an audible sound during class time shall be disciplined by the classroom teacher according to his/her classroom procedures. Students who disrupt the learning environment by sexting or texting will be subject to discipline. Parents will be notified that they may retrieve the device from a school administrator if there is a record of repeated offenses.

CLOSED CAMPUS

Columbia High School is a closed campus and all students are required to remain on the school grounds during school hours unless officially excused. Students may leave school on an approved school function. Students who are enrolled as sophomores, juniors and seniors may leave campus during their lunch break.

Students may not leave campus during their passing periods or ten-minute break. Those students who are allowed to leave campus at lunch must return back to campus at the end of lunch. The freshmen class is not allowed to leave campus during their lunch break unless their parents accompany them and they must sign out in the office prior to leaving school.

All students leaving school must sign out in the office unless they are leaving on an approved school function. Students **signing out of school will be required to have a note excusing them** from school prior to signing out. A school official may also talk to a parent/guardian to excuse a student prior to signing out. When **students re-enter school they must also sign in at the office.**

Leaving school without permission and/or not signing out may result in disciplinary action. There are provisions in the office to accommodate students who wish to go home because of illness. If you become ill during school, come to the office. You may not leave during school hours without permission.

COMPUTER, NETWORK AND INTERNET USE

- A) Students are required to have a signed Responsible Use Policy on file before using the school's computer networks.
- B) Students are responsible for good behavior. Students are expected to report incidents of abuse of the network.
- C) Students are expected and required to avoid illegal or unkind actions, including:
 - Sending, displaying, downloading or using obscene languages or images;
 - Harassing, insulting, or attacking others;
 - Damaging computers, computer systems or computer networks;
 - Violating copyright laws;
 - Using another's password;
 - Trespassing in another's folders, work or files;
 - Employing the network for commercial purposes

These actions are explained in greater detail in the District Technology Plan, copies of which are available in school offices or the District Office.

- D) Students are expected to preserve copyright information and respect copyright laws.
- E) School access to the Internet is designed and intended for educational purposes. The following uses of the Internet and school **computers** *are not allowed without the direct instruction of a supervising teacher.*
- Downloading and/or playing of games;
 - Using instant messaging services or chat rooms (e.g. MSN messenger)
 - Downloading, copying, obtaining or streaming audio or video files
 - Sending, receiving or checking personal e-mail, (i.e. e-mail that is not school assignment related) except before or after school.
- F) School access of the Internet is screened by filtering software, however students are the ones who specify the constraints of their searches. Students are encouraged to notify the District Technology Director or the Network Administrator if they access information that makes them uncomfortable, or that they find offensive. Similarly, they should notify the District Technology Director or the Network Administrator if they feel acceptable content has been denied.
- G) Because the school's network resources are limited; policies are in place to preserve those resources. Each user is permitted reasonable space to store personal files. The school reserves the right to require the purging of files in order to regain disk space. The use of the network is governed by expectations of common courtesy and mutual respect. Students whose need for the resource is more pressing have priority. Generally, the following hierarchy will prevail:
- Class work
 - Correspondence (e-mail – checking, composing, sending)
 - Other permitted uses
- H) Students found in willful and/or persistent violation of these guidelines will have their network privileges revoked and may face further disciplinary or legal action. Personal computers should be registered in the office.

COOPERATION WITH SCHOOL PERSONNEL

Students must obey the reasonable instruction of all school district personnel. Failure to cooperate includes, but is not limited to non-compliance, defiance, and disrespect.

DANCES and DANCE CONDUCT

Established November 2002 Approved by ASB

Amended August 2013

Students must be in attendance the entire day to attend the dance. See the section on attendance requirements for extracurricular activities for more information.

Once a student enters the dance, they may not leave and re-enter. Exception will be made for students to step outside for a few moments in an established supervised area located right outside door.

Students that help decorate, set up and clean up for dance may be issued a non-transferable pass prior to the start of the dance (not to include special dances; Prom, Formal, etc.) A list of their names must be at the entrance gate.

One Special Dance Press pass will be given out by the Yearbook teacher for student to attend dance if necessary for assignment in class. (not to include special dances; Prom, Formal, etc.) Name must be on list at the entrance gate.

Middle school students are not allowed.

Dances will start immediately after the game and conclude by 11:00 p.m. Exceptions: (Homecoming, Winter Formal, Junior Senior Prom, or another special event – ending time for these dances will be subject to approval.) The last hour is closed to late arrivals unless prior arrangements have been made.

Non-students under the age of 21 may be admitted, with prior approval from CHS Principal or Vice Principal, at least two days before said dance.

Visiting students must have ASB identification from their school or driver's license/ID and accompany a CHS student. Alumni may attend dance if under the age of 21. Staff chaperone must check in all visitors at the gate.

All dances will have at least 7 adult chaperones (which may include Principal, Vice Principal and Police Officers) approved by CHS administration.

Activity form for dance must be completed in advance and approved by ASB.A Class Advisor or other staff member will be the last person to leave dance after clean up.

Inappropriate dance behavior will include:

- Music that includes inappropriate lyrics
- No grinding, lewd, or sexually explicit displays of touching

DISCIPLINE OR SHORT-TERM SUSPENSION

Any student, parent, or guardian who is aggrieved by the imposition of discipline or a short-term suspension, will have the right to an informal conference with the building principal for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent or guardian, will be subject to questioning by the building principal.

EXPULSION AND LONG-TERM SUSPENSION NOTICE OF HEARING-WAIVER OF HEARING

1. Prior to the expulsion or long-term suspension of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parents/guardians. The notice shall:
 - a. Be provided in the predominant language of a student and/or a parent(s)/guardian(s) who predominantly speak a language other than English, to the extent feasible.
 - b. Specify the alleged misconduct and the school district rule(s) or policy violated
 - c. Set forth the proposed corrective action proposed
 - d. Set for the right of the student and/or parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s) and
 - e. Set for the facts that:

- i. A written or oral request for a hearing must be received by the school district employee designated or by his or her office on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing and
 - ii. If such a request is not received with the prescribed period of time, then the right to a hearing may be waived and the proposed expulsion or long-term suspension may be imposed without any further opportunity for the student and his or her parent(s) or guardian(s) to contest the matter.
2. The student and/or his parent(s) or guardian(s) shall reply to the notice of opportunity for a hearing within three school business days after the date of receipt of the notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing or to his or her office. A request for a hearing shall be accepted if in writing and may be accepted orally.
3. If a request for a hearing is not received within the required three school business days, the parent(s) and/or guardian(s) will have waived the right to a hearing and the proposed expulsion or long-term suspension may be imposed. Hearings must be scheduled to commence no later than the second school business day.

Additional information regarding the appeal process is available in the district policy and procedures manual.

4. Expulsions and long-term suspensions must be for a definite period and are limited in duration not to exceed the length of one trimester, with the exception of firearm violations which will result in a suspension of not less than one year. Building administrators may petition the superintendent to exceed the one-year limitation when “warranted based on public health or safety.”
5. Emergency expulsions will be converted to a different form of discipline within ten days and CHS will provide a separate notice and afford due process rights for the conversion actions. A re-entry conference and reengagement plan tailored to the student’s circumstances will be required for re-entry from a long-term suspension, emergency expulsion or expulsion within 20 days of the discipline. **For more information: see the District Policy 3241P**

DEFACING OR DESTRUCTION OF PROPERTY

A student shall not intentionally or with gross carelessness damage school or private property. When school property is damaged or stolen, the superintendent shall withhold grades, transcript or diploma until restitution is made.

DISCLOSURE OF EXAM QUESTIONS AND/OR ANSWERS

Students may not disclose exam questions and/or give answers to tests that may be given in any classroom. This may be considered cheating.

DISRUPTIVE CONDUCT

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on campus
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through

- Causing a disturbance or disruption on school grounds or at school activities, or on school-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by:
 - Disobedience of reasonable requests, instruction, and directives of school staff
 - Refusal to leave an area when instructed to do so by school staff
 - Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
 - Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;
- Harassment of others;
- Inappropriate dress or appearance (See Policy 3224)
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco
- Using any object in a dangerous manner

DRESS CODE

Standards for personal appearance and dress are a responsibility of the individual student, parents, and the school administration. It is to be understood that the school standard for appearance will likely be different from the standard outside of school time. School is preparation for the job market. Dress as you would be required to dress in an informal job setting.

The following guidelines on clothing are examples and do not cover all situations:

- Students must be dressed in a manner that is not unhealthy, distracting or offensive to other student and/or staff. For this reason no article of clothing, which may reveal the undergarments or that is tight or short-short, is appropriate for school. Please remember the following “5 B’s” cannot be revealed on campus: bellies, boxers, bras, breasts, or buttocks.
- Dickies shorts, baggy shorts, or clothing identified with gangs will not be allowed
- In certain situations dress will be prescribed for safety (i.e. shop)
- Shoes and shirts must be worn at all times
- No pajamas, slippers, lingerie or undergarments (white muscle tees) will be allowed

- In keeping with our “no use” message, no articles of clothing or accessories shall be worn depicting any tobacco, drug or alcohol message; also, no weapons may be displayed on garments
- Obscene representations and/or words of any kind are not acceptable dress
- For security purposes students will not be allowed to wear sunglasses or hooded garments in a manner that places the hood up over the student’s head inside the building.
- No handkerchiefs of any color may be worn by any student
- No halter tops, cropped tops or strapless garments allowed
- Shorts and skirts must be an appropriate length (when arms are at the side, must meet middle finger)

The administration has the authority to make changes at any time to the dress code based on either safety or health reasons. A student wearing inappropriate clothing, as deemed by the administration and/or staff, will be asked to change his/her clothing or he/she will not be allowed to remain on campus. Parents/guardians may be contacted.

E-PENS/ ELECTRONIC CIGARETTES/VAPOR DEVICES

These devices are not allowed on school grounds and property including transportation. Discipline will fall under our tobacco and drug policy.

EXPLOSIVES AND/OR FIREWORKS

Explosives and/or fireworks are prohibited on school property.

EXTORTION, BLACKMAIL OR COERCION

Obtaining money or property by violence or forcing someone to do something by force or threat of force. A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person:

- On the school grounds during and immediately before or after school hours
- On the school grounds at any time when a school group is using the school
- Off the school grounds at a school activity, function or event
- Off the school grounds when the prohibited behavior is a consequence of or directly related to causes or events, which occurred or originated on the school grounds

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are offered at Columbia High School to expose the student to sports and activities that will help them develop a feeling of teamwork and social skills.

A student directly under the supervision of adult or juvenile probation will not be permitted to participate in any extra-curricular activity that results in an overnight stay.

All beverage containers must be emptied and disposed of prior to entering an event or activity.

FEES AND FINES

A student may be assigned course fees, books, materials, uniforms, etc., during the school year for which the student is responsible. A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student’s grades, transcripts or diploma may be withheld until restitution is made by payment. If you notice property in need of repair, please notify your teacher or the office staff. (**NOTE:** Official

student records shall not be released to another school where the student has enrolled or intends to enroll if a student has an outstanding fee or fine. The official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine.) **ALSO:** Any student participating in any extracurricular activity must have all fines and fees paid prior to participation in that activity. This includes, but is not limited to overdue books, club fees, course fees, and uniforms.

FIGHTING

The act of quarreling involving bodily contact is prohibited. This includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight. Fighting involves mutual participation in an incident involving physical violence. A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention.

FIREARMS ON SCHOOL PREMISES

A student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used for school events, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis. "Firearm" means a firearm as defined in 18 U.S.C. sec. 921, and a "firearm" as defined in RCW9.41.010. A school district may suspend or expel a student for up to one year if the student acts with malice under RCW9A.04.110 and displays an instrument that appeared (appears) to be a firearm. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

FOOD:

Protein drink supplements (whey, creatine) are not allowed on campus during school hours.

FORGERY

Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other information on school forms of any kind is prohibited.

GANG AFFILIATION/ACTIVITY

The White Salmon Valley School District is committed to maintaining a school environment that is safe for students, personnel, and patrons, and to ensure an optimum learning environment. Gangs and gang-related activities disrupt the orderly operation of the schools and inhibits/detracts from a school setting that is conducive to learning.

Organization, groups, or individuals, which initiate or advocate activities which threaten the safety and well-being of persons or property on school facilities or at school sponsored events are detrimental to the educational purpose of the White Salmon Valley School District and will not be tolerated. Students involved in such activities are subject to suspension or expulsion.

The use of hand signals, and the presence of any apparel, jewelry, accessory, book, graffiti, manner of dress, or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute denotes membership in such a group creates a clear and present danger on school premises or at school sponsored events, and/or the substantial disruption of the

orderly operation of the schools. Symbols of gang affiliation are prohibited and students involved are subject to suspension or expulsion.

The White Salmon Valley School District further prohibits activities that promote recruiting, initiation, hazing, intimidation, assaulting, and/or related activities to gang affiliation. Students who sponsor or participate in such activities shall be suspended or expelled.

HALL PASSES

All students in the halls during class time must have an appropriate, visible pass. Passes may be obtained from any staff member. Multiple students may be allowed on one pass if working on a project. Students are not allowed to loiter in the courts during class time, unless accompanied by a staff member or with approval from an administrator. Students without a hall pass or students refusing to present a hall pass may be sent to the office resulting in disciplinary action.

Any student in any area of the school building or property without permission who is determined to have engaged in wrongful activity may be considered trespassing and subject to law enforcement, as well as school discipline. (RCW28A.635.020 and 28A.635.030)

HARASSMENT, INTIMIDATION, AND BULLYING

The White Salmon Valley School District is committed to a safe and civil educational environment for all students, parents/legal guardians, employees, volunteers and patrons, that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written message or image--**including those that are electronically transmitted**--verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic in RCW9A.36.080 (3), (race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, physical and electronic (cyber-communication) act:

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

Bullying--Unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time

Discriminatory Harassment--conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, marital status, and weight. Harassment, intimidation, or bullying can take many different forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical actions or electronically transmitted messages or images actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit the expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery and annual review. Employees in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to the law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for the victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of the policy. Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting HIB. Students and employees will not be disciplined for making a report in good faith.

Incident reporting forms may be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. These forms are available in the office, on the CHS and District website, and through staff contacts. Safety plan forms are also available.

HORSEPLAY

Horseplay in the form of running, pushing, shouting, and hitting is immature and has no place at school. Throwing of food is not allowed. Disciplinary action will be taken if students leave a mess.

INAPPROPRIATE DISPLAY OF AFFECTION

Public displays of affection have no place at school. Students observed inappropriately hugging, kissing, or displaying other forms of affection before, during or after school on school grounds will be subject to disciplinary action.

INSUBORDINATION, INSULTING OR ABUSING TEACHERS AND/OR STAFF

Insubordination (refusing to follow direction, failure to cooperate), insulting or abusing a teacher and/or staff member on school premises will result in disciplinary action.

INTERFERING WITH TEACHERS AND/OR STUDENTS

It is a crime to interfere by force or violence with any administrator, teacher or student who is in the peaceful discharge or conduct of his/her duties or studies.

LASERS

Lasers (laser pointers) are prohibited on school property.

LEWD CONDUCT

Lewd, indecent, or obscene acts or expressions shall be grounds for disciplinary action. Sexually inappropriate conduct includes obscene acts or expressions, whether verbal or non-verbal

LITTERING

The act of throwing, dropping or depositing of litter is prohibited on public property.
RCW7.93.060

LOCKERS

Combinations will be issued for locker use. No interior or exterior writing is allowed on lockers. If your locker is defaced, you are responsible for the consequences.

LOITERING

Loitering in bathrooms, parking lots and designated off-limit areas is prohibited.

MEDICATIONS

Use of a drug authorized by a **medical prescription** accompanied by a note from the registered physician must be brought to the office by the parent/guardian of the child. The student may not possess medication unless authorization forms have been completed and on file in the main office.

NEED TO IDENTIFY SELF

All students must, upon request, identify themselves to any school personnel when requested to do so.

OFF CAMPUS EVENTS

School district rules and regulations shall govern students at school-sponsored off campus events. Failure to comply may result in loss of eligibility to attend school sponsored off campus events and may lead to other disciplinary actions.

PAMPHLETS, POSTERS AND PUBLISHED MATERIALS

The principal or ASB Advisor must approve any pamphlets, posters and other published materials brought to school or posted on the school bulletin board or school property.

PHONE CALLS AND STUDENT MESSAGES

Our main office is a busy place and it is hard for our staff to take messages for 400 students. Because of the numerous phone calls, we will only take student messages from parents or guardians. We also urge parents to restrict those messages to unusual or unforeseen reasons so we are not deluged with phone calls. This allows us to keep class interruptions and office disruptions to a minimum. The phone in the office is strictly for business purposes.

PROFANITY

Vulgar, obscene or profane language, whether spoken, written, or gestured, is forbidden.

ROBBERY

To unlawfully take personal property from the person of another or in his presence against his will by the use of threatened use of immediate force, violence, or fear of injury to that person or his property or the person or property of anyone. RCW 9A.56.190

RULES FOR RIDING THE BUS

The following rules and regulations were prepared by the State Superintendent of Public Instruction with the advice of the chief of the Washington State Patrol and the Director of Highways of the State of Washington. 392-145-035.

- The driver is in full charge of the bus and pupils. The pupils must obey them promptly and willingly.
- Pupils shall ride their regularly assigned bus as all times, unless permission has been granted by the school authorities. School authorities should verify with the transportation department the availability of extra seating space before issuing bus passes for non-regular riders.
- Unless by written permission of school authorities, no pupil shall be permitted to leave the bus except at his/her stop.
- Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver. No radio/headphones/tape recorders/cell phones will be used on the bus.
- Outside of ordinary conversation, classroom conduct must be observed. Classroom conduct is a rather loose term, but in its broadest sense it may be interpreted to mean that students:
 - * Will sit properly in their seats
 - * Will refrain from throwing objects
 - * Will keep their hands to themselves
 - * Will be courteous to their fellow passenger
 - * Will share seats willingly
 - * Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor.
 - * It is against the law to have laser a pointer on the bus.
 - * No pupil shall open a window on the school bus without first getting permission from the school bus driver. If permission is given, windows will not be lower than the red mark indicator.
 - * No pupil shall at any time extend his head, hands or arms out the window whether the bus is in motion or standing still.
 - * Pupils must see that they have nothing in their possession that may cause injury to another; such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, no animal is permitted on the bus, except “seeing eye” dogs.
 - * Each pupil must see that his/her belongings are kept out of the aisle. Special permission must be granted by the school authorities to transport large items.
 - * No pupil will be allowed to talk to the driver more than necessary.
 - * No pupil shall sit in the driver’s seat, nor shall any pupil be to the immediate left or right of the driver.
 - * Pupils are to remain seated while the bus is in motion and are not to get on or off until the bus has come to a full stop.
 - * Pupils must leave the bus in an orderly manner. They must not cross the highway until given consent by the driver. When boarding or leaving the bus, students should be in full view of the driver at all times.
 - * Pupils must cross the highway only in front of the bus and never behind it.
 - * Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
 - * Self-discipline should be exercised at the bus loading area. Pupils shall not abuse or cause damage to private or public property or fellow pupils.

* Pupils who have to walk some distance along the highway to the bus loading zone, must walk, where practical, on the left hand side facing the oncoming traffic. This will also apply to pupils leaving the bus zones in the evening.

* In the event of an actual emergency, pupils must follow emergency procedures as established by the Emergency Exit Drills.

* School districts will be reimbursed for damage to school buses by pupils. Parents of students damaging school buses will be held responsible.

Bus infractions may result in disciplinary consequences.

SECRET ORGANIZATIONS

Secret fraternities or sororities are prohibited in school.

SELLING ITEMS AT SCHOOL

No advertising or displaying items sold in direct competition of school clubs, groups or classes. Any and all advertising must be pre-approved by the principal of Columbia High School and the approval is the sole discretion of the Columbia High School administration. No in-school displays of items being sold other than flyers. Sellers are not allowed to set up booths or merchandise displays in any area of the school. (examples: A and C courts, gym, classrooms). Only organizations authorized by the ASB may sell on school property or at school events.

SEXUAL HARASSMENT

It is the policy of the White Salmon Valley School District to protect the rights of individuals concerning all types of discrimination; racial, ethnic, sexual or any other identified form of discrimination will not be tolerated.

- Definition – ***Sexual Harassment*** is defined as unwelcome sexual advances for sexual favor and other unwelcome verbal or physical sexual-oriented advances or conduct received by one student from another student in the course of a student’s education in school, on the school bus, or at a school-sponsored or related activity. Conduct is viewed as sexual harassment when it has the purpose or effect of unreasonably interfering with a student’s school performance or creates an intimidating, hostile, or offensive environment.
- Corrective Action – If a student believes he/she is the victim of sexual harassment, he/she should tell the offender to stop the activity. This is the first step toward resolution. If the victim is uncomfortable or cannot initiate this action or the offender persists, a student should immediately report the violation to a teacher, counselor or administrator. An investigation must be conducted within 48 hours of the reported incident and a report rendered shortly after.
- Reporting forms are on the CHS website, District website, and in the CHS office

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades are not allowed on school property. Any student bringing a skateboard or roller blades may have the item confiscated. On the next offense, the parent must pick up the item.

SMOKING OR POSSESSION OF TOBACCO PRODUCTS

Students are not allowed to smoke, chew, nor possess tobacco products on school property, school buses, at school-sponsored activities or within 1,000 feet of school property. **Any**

students found in the same area as students smoking may be subject to the same discipline as students in possession. This includes vapor devices, e-pens and electronic cigarettes and any other device which is capable of being used to consume tobacco or nicotine, regardless of whether the student is using the device for this purpose.

SNOWBALLS

Throwing snow and/or snowballs is unacceptable.

STUDENT EXPRESSION

A student shall enjoy freedom of speech, press, and assembly according to school regulations and providing such expression is not libelous, obscene or disruptive.

TAMPERING WITH FIRE APPARATUS OR FALSE ALARMS

Setting off stick bombs, or firecrackers or setting off fire alarms, discharging or stealing fire extinguishers, or damaging alarm systems is not permitted and will result in suspension.
RCW 9.40.100

TARDY POLICY

At CHS, students are expected to arrive on time for each regularly scheduled class. Tardiness is defined as an unauthorized late arrival to class after the bell has rung. Students who arrive late to class must go to the office and sign in. Students must have a note from their parent and/or guardian at the time they arrive at school, excusing the tardiness.

Students will be allowed four (4) unexcused tardies per semester prior to any detention being assigned. The fifth (5) unexcused tardy will result in detention being assigned. Additional unexcused tardies will result in additional detention for each tardy. Excessive tardies may result in the student serving in-school suspension. **See classroom procedures** for individual teacher's policy. A student who enters a classroom more than fifteen minutes late is considered absent unless there is an excused note.

THEFT - Definition

To wrongfully obtain or exert unauthorized control over the property or services of another with the intent to deprive him/her of such property or services and/or appropriate lost or misdelivered property of another with the intent to deprive him/her of such property is prohibited. (RCW 9A.56.020) **Columbia High School is not responsible for lost or stolen items. DO NOT BRING VALUABLES/LARGE AMOUNT OF CASH TO SCHOOL.**

THREATS OF VIOLENCE

Threats of violence against students, staff or property are prohibited. Students and school employees who are subjects of threats of violence or harm shall be notified of the threat in a timely manner. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are direct or indirect communications by any means with the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons, or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons who have made threats of violence or harm against school property, students, employees, or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, to those threatened and to those making threats. The principal or teachers and staff, including security personnel, shall communicate necessary information about the person making the threat.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred.

Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Based on the significance and credibility of the threat, it shall be reported to law enforcement. Staff shall involve in-district multi-disciplinary professionals in evaluating the threat and the needs of the person making the threat. Consultation with or referrals to community-based professionals and services is encouraged where appropriate.

Under the Family Educational Rights and Privacy Act, the district may only release student records, including those involving threats of violence or harm, with parent or adult student permission, or under limited conditions. For that reason, the district will not identify students who have made threats of violence or harm when notifying the subjects of the threats, except under the following conditions:

- The parent or adult student has given permission to disclose the student's identity or other information to the subject of the student's threat.
- The identity of the student and the details of the threat are being disclosed to relevant district staff who have been determined to have legitimate educational interest in the information.
- The identity of the student or the details of the threat are being released because the information is necessary to protect the health or safety of the student or other individuals. This exemption is to be strictly construed pursuant to federal regulations.
- The district is responding to a court order or subpoena. Generally the district must make a reasonable effort to notify the parents of the student or adult student of the subpoena in advance of complying, so that the family can seek protective action.

Relevant information about the threat that does not improperly identify a student shall be provided to the subject of the threat, and the subject shall be advised that if law enforcement has been involved in the matter, that agency may have more information that can be shared with the subject.

To ensure the safety of all concerned, the principal shall determine if classroom teachers, school staff and school security and others working with the students(s) involved in the threat circumstance, should be notified. Subject to the confidentiality provisions cited above, principals shall consider all available information when determining the types of information to

be shared, including prior disciplinary records, official juvenile court records, and documented history of violence of the person who made the threat.

When considering the appropriate discipline for a student who has made a threat of violence or harm, the student's prior disciplinary records shall be taken into account. Emergency expulsion shall be considered, based on the credibility and significance of the threat. Discipline shall only be imposed on students with disabilities consistent with policy and the legal requirements for special education.

Discipline against district staff for making threats of violence or harm shall be consistent with district policy and procedure regarding staff discipline, and any relevant collective bargaining requirements.

TRESPASSING

Being present in an unauthorized place or refusing to leave when ordered to do so. RCW 9A.52.080, RCW 9A.52.100

UNEXCUSED ABSENCES/FAILURE TO ATTEND ASSIGNED CLASS

When a student is absent from school or any assigned class they must have a signed note from their parent and/or guardian upon returning to school or within three school days. If the school is not notified by this time, the absence will be automatically unexcused. Repeated violations will result in disciplinary sanctions.

VEHICLE REGISTRATION

All vehicles driven by enrolled Columbia High School students and parked in the front or rear parking lots must be registered with the office. Failure to register the vehicles may lead to disciplinary action. Parking in the parking lot is a privilege and inappropriate driving in the parking lot may result in loss of driving and parking privileges for a length of time to be determined.

VIDEO EQUIPMENT MONITORING

Video equipment shall be used for safety and security purposes to monitor student behavior on buses and in common areas on District controlled property. Electronic images may be reviewed on a routine basis by authorized personnel, and evidence of student misconduct may be obtained. A student who violates the district Code of Conduct shall be subject to appropriate disciplinary and/or criminal consequences. Evidence of misconduct by students or non-students may be used in civil and criminal proceedings.

VISITORS

Parents and interested citizens of the community are welcome to visit the schools by following the appropriate check-in procedure. Any person not enrolled in the high school who has appropriate, pre-arranged business on the campus must register in the office, be approved by the administrator, and wear the visitor's pass issued. A 24-hour notice is appreciated. Parents who wish to visit a classroom must receive permission from the appropriate administrator. The parent cannot interfere with classroom instruction.

All visitors must report to the office upon entering and exiting the building. Visitors are to sign in and wear a visitor's badge while on campus. Students are **not allowed** to bring out-of-town

guests or any other unauthorized visitor to school. While parents and alumni are always welcome, we request that appointments are made to see staff members or visit classrooms during school hours. If there is a special circumstance, please contact an administrator.

WEAPONS

A device that can be used to harm another person or property. WAC 72-120-100 (16) Weapons and dangerous chemicals. Unauthorized use, possession or storage of any weapon, explosive, dangerous chemicals, substances or instruments, which may be used to inflict bodily harm to another or damage school property or personal property.

A weapon may be defined as an instrument that:

- Has a sharpened edge for the purpose of cutting
- Has a pointed end to stab
- Has a weighted flat or rounded surface for the purpose of bludgeoning another person
- Has sharp or protruding spikes or points for the purpose of piercing the body

Types of instruments commonly identified as weapons:

- Knives (includes pocket, spring loaded, hunting, all forms of knives)
- Swords
- Machete
- Battle Ax or hatchet
- Brass knuckle
- Sharp protruding spikes on rings, collars or bracelets
- Any instrument created for the purpose of shooting a sharp object (arrow, dart, spear)
- Any instrument commonly associated with martial arts
- Any instrument which discharges a projectile at high speed by spring, compressed air, or by the use of exploding gunpowder

Any item that is crafted or manufactured at Columbia High School must be evaluated for its potential damage to others or their property. If the device poses a potential threat, risk, or imminent danger, it shall be prohibited.

“Dangerous Weapons” as defined in RCW 9A.41.280 include, but are not limited to any: firearm; knife; sand club, metal knuckles; nun-chu-ka sticks; throwing stars; air gun; or other dangerous weapon. Other dangerous weapons would include, but are not limited to: look-alike weapons, explosives, knives of any size, or any weapon or device considered unsafe and dangerous according to federal and state law. Students who handle or carry unsafe and dangerous weapons will likely be expelled with no chance of return per Washington State law (RCW 28A.600.420)

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis. Parents and law enforcement will be notified.

CROSS REFERENCES

District References:

Board Policy 3220
Freedom of Expression
Board Policy 3224
Student Dress
Board Policy 3240 – Board Procedures 3241P
Student Conduct

Legal References:

RCW 28A.600.020
Government of schools, pupils, and employees
RCW 28A.600.040
Pupils to comply with rules and regulations
WAC 180-40-225
School district rules defining misconduct Distribution of rules