

***Columbia High School
"HOME OF THE COYOTES"
Student Planner
2011-2012***

**Columbia High School
787 Maple Street
Burbank, WA 99323**

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Principal*

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Secretary*

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High School Fax: (509) 545-6553
Hours: 7:30 a.m. to 3:00 p.m.**

This Columbia High School Planner belongs to:

Name _____

Address _____

City _____

State and Zip Code _____ **Telephone** _____

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2011/2012 Academic Calendar

<i>August 31</i>	Students First Day of school (full day)
<i>September</i> 5	Labor Day – school closed
<i>October</i> 14 28	Staff Development Day – school closed 1 st quarter ends – early release – 11:45 a.m.
<i>November</i> 11 23 24 - 25	Veterans' Day Observed – school closed Thanksgiving – early release – 11:45 a.m. Thanksgiving – school closed
<i>December</i> 19 - 31	Winter Break – school closed
<i>January</i> 2 16 18 19 20	Winter Break - school closed Martin Luther King Jr. Day – school closed CHS semester testing – early release – 12:30 p.m. CHS semester testing – early release – 11:22 a.m. 2 nd qtr/1 st sem. ends – early release – 11: 45 a.m.
<i>February</i> 20	Presidents' Day – school closed
<i>March</i> 9 13 - 15 23	Staff Development Day - school closed 10 th grade state testing (HSPE – Reading/Writing) 3 rd quarter ends - early release - 11:45 a.m.
<i>April</i> 2 - 6	Spring Break – school closed
<i>May</i> 9 18 18 TBD 28	Senior Writings due & approved Staff Development Day – school closed Senior Culminating Projects Presentations 10 th grade state testing (HSPE Math/Science) Memorial Day – school closed
<i>June</i> 1 6 7 8	High School Commencement, 7:00 p.m. CHS semester testing – early release – 12:30 p.m. CHS semester testing – early release – 11:22 a.m. Last Day – 4 th qtr/2 nd sem. ends – 11: 30 release

Welcome To Coyote Land

2011-2012 Student Handbook, Section I

COYOTE PROFILE

COLORS: PURPLE AND GOLD

MASCOT: COYOTE

We cultivate school spirit, however, it all comes down to YOU. If you work to achieve excellence, that shows school spirit and pride. If you participate during pep assemblies, attend games and demonstrate good sportsmanship that shows school spirit and pride. If you are courteous to others, thoughtful and modest in your behavior, that shows school spirit and pride. If you care enough to keep the campus clean and buildings in good condition that shows school spirit and pride. If you do all of these, YOU ARE A COYOTE.

Associated Student Body (ASB)

2011/2012 Officers

Advisor: Kyle Miller

President	Kyla Dixon	Treasurer	Sasha Tiffany
Vice President	Alicia Lookabill	Spirit Commissioner	Tyler Lott
Secretary	Haley Martineau		

All Columbia High School students in good standing may be members of the Associated Student Body and are entitled to the privileges of the ASB constitution. All students participating in activities, clubs and athletics are required to have an ASB card. ASB officers are required to maintain a 2.5 GPA. Columbia High School conducts a full program of activities and athletics providing all students with an opportunity for enjoyment and participation. Activities and equipment are either wholly or partially financed by the sales of ASB cards. For \$25 a school year, the ASB card will allow free admission to all athletic events at Columbia High School and a discount at "away" games except tournament activities. The card will afford the student a discount at home dances.

Schedules and Programs

	<i>Regular</i>	<i>Early Release</i>	<i>Two-Hour Delay</i>
Zero Hour	07:00 - 07:48	07:00 - 07:48	cancelled
1 st Period **	07:50 - 08:40	07:50 - 08:20	09:50 - 10:22
2 nd Period	08:44 - 09:34	08:24 - 08:54	10:26 - 10:58*
3 rd Period	09:38 - 10:28	08:58 - 09:28	11:02 - 11:34
4 th Period	10:32 - 11:22*	09:32 - 10:02	11:38 - 12:10
5 th Period	11:26 - 12:16	10:06 - 10:36	12:45 - 01:17
Lunch	12:16 - 12:47		
6 th Period	12:51 - 01:41	10:40 - 11:10*	01:21 - 01:56
7 th Period	01:45 - 02:35	11:14 - 11:45	02:00 - 02:35

* Tri-Tech bus arrives and leaves

** The Flag Salute & Bulletin Announcements during the first five minutes of the period.

Lunch

Columbia High School is an open campus and some of our students enjoy going out to lunch. Lunch is served in the commons between 12:16 and 12:47. CHS does not sell lunch tickets, instead students pay in their lunch account. Note: Students may *not charge* lunches.

Regular lunches cost \$2.60 for high school students. Breakfast is \$1.75. Milk is \$0.35. Entrees vary from day to day.

A short word on dining etiquette:

1. when dining on campus, keep commons clean and bus your own garbage.
2. be courteous to the food service personnel.
3. when dining off campus, drive safely, be courteous, and return promptly.

School Closure Due to Inclement Weather Communication

In the event that weather conditions could suggest school delays or closure, please listen to the radio or television for the latest information.

Columbia School District does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

General Graduation Requirements for Columbia High School

<p>Social Studies <i>Wash. State History</i> <i>World Geography/Law or Foreign Policy</i> <i>U.S. History or AP US History</i> <i>American Government/CWP</i> The course work is sequential.</p>	<p>3.5 credits 7th or 8th grade 9th or 10th grade 11th grade 12th grade</p>
<p>English <i>English I, II, III and IV</i> are required. <i>Advanced English III</i> and/or <i>Advanced English IV</i> may be substituted for English III or English IV. The courses focus on composition and literature. Every student will have to meet writing exit performance criteria of its rubric with the level of proficiency or above (3.0 on a scale of 1-4) writing exit performances (7 listed tasks) before earning a diploma. All writings, including the culminating project, must be completed and approved no less than seventeen (17) days before graduation. Specific information is available from the advisor and the English department. The course work is sequential.</p>	<p>3 or 4 credits, plus (7) writing requirements</p>
<p>Science <i>Biology</i> – required <i>Agricultural Science</i> <i>Physical Science</i> <i>Chemistry</i> <i>Physics</i></p>	<p>2 credits</p>
<p>Mathematics (in sequence) <i>Algebra I, Geometry, Algebra II, Pre-calculus/Trig.</i>, and <i>Calculus</i>; students may select Accounting or Consumer Math Applications for their third year requirement.</p>	<p>3 credits</p>
<p>Occupational <i>Accounting I & II, Video Editing, Computer Applications, Consumer Math Applications, Yearbook</i>, and <i>CSD Computer Tech</i> comprising computer technology and multimedia courses <i>Family and Consumer Science, Interior Arts, Advanced Interior Arts, Foods & Nutrition</i> and <i>Advanced Foods & Nutrition</i>, and <i>Fashion Merchandising</i>. <i>Agricultural Science, Agricultural Mechanics, Advanced Agricultural Mechanics, Horticulture</i>, and <i>Natural Resources/Ecology</i></p>	<p>3 credits</p>
<p>Health and Fitness (All freshmen take <i>P.E./Health</i>. Sophomores may select <i>Weights or Fit for Life</i>)</p>	<p>2 credits</p>
<p>Fine Arts <i>Art, Band, Jazz Band, Choir, Yearbook, Video Editing, or Interior Arts</i></p>	<p>1 credit</p>
<p>Electives (various classes)</p>	<p>4-5 credits</p>
<p>Total Graduation Requirements:</p>	<p>22.5 credits plus 7 writing requirements & culminating project</p>

Please note, no schedule change is official without documentation from the student services coordinator or the principal. Changes generally are made only in the first week after a semester begins, unless teacher initiated.

Program of Studies

Students are required to be in school for the full day (from first period to the end of seventh period). Exceptions are those seniors who have only five class requirements left to fulfill for graduation and have principal or student services coordinator approval. In these instances, seniors may select to begin school by second period or leave after sixth period. Students enrolled at Running Start or Tri-Tech Skills Center are full-time students.

Please note writing requirements are required of all students, regardless of their program choices.

Enrollment

All non-resident students must have their Out-of-District Release form on file by the third day of school or may be denied admittance. All students must have a current registration form and health form on file in the office by the third day of school or be denied admittance.

All new enrolling students, during the school year, will enroll one day and start attending class the following school day.

Grading

CHS takes pride in the quality of its student preparation. Grades used to provide feedback of students' performances do not reflect effort alone. Passing grades indicate that students have the skills to successfully move to the next higher level of difficulty. Students must demonstrate that they have attained the necessary skills to advance to the next level. Students have every right to expect help from the school, and will have every reasonable opportunity to fulfill the curriculum criteria.

Grading Periods

Report cards are issued at the end of every quarter, or four times in a school year. You should receive the reports within 10 days from the end of the quarter. Every fifth week into the quarter, teachers provide a graded progress report for students and parents. If parents have a request for more frequent updates, ask the student to pick up a Friday report slip from the office. It is the student's responsibility to take the form to the teachers and to take it home. If you would like to set up a conference, please call the student services coordinator at 545-8573, to make the arrangements.

Honors

To be selected for the *honor roll*, CHS students must have a 3.0 grade point average and *no* D, F, NC, or I grades. To be considered for *graduation honors*, students must be seniors in good academic standing and must have been enrolled in CHS for at least one full school year. The coveted achievement of valedictorian, salutatorian, and the Top Ten Seniors, is based on a competitive grade point average, computed from grades nine through twelve, including winter quarter running start grades in the senior year. Foreign exchange students are not eligible for graduation honors, nor will they receive a diploma.

Importance of the High School Curriculum for Educational Pathways After High School

The courses students take and the grades earned in those courses continue to represent the most important criteria considered by college admission personnel, employers, and technical institutes for admission and hiring. The example shared below is a "typical pattern" for Washington's four-year colleges. Although enrollment prerequisites may change from year to year, the following minimum guidelines exist for: *University of Washington, Washington State University and Eastern-, Central-, and Western Washington University* are cited here.

English

4 years

Three courses must be in composition and literature; one of the four years may be satisfied by courses in drama as literature, public speaking, debate, journalistic writing, business English, or English as Second Language

Mathematics

3 years

A minimum level of study must be attained in addition to completing the specified three years, which are algebra, geometry, and advanced algebra, preferably to include trigonometry and pre-calculus. Arithmetic, pre-algebra, business math, and statistics courses will not count toward the requirement.

Social Studies

3 years

Three years of study are required in history or in any of the social sciences, e.g., anthropology, contemporary world problems, economics, geography, etc. Leadership does not count toward history.

Science

2/3 years

Two years of science are required, of which one full year--both semesters in the same field--must be completed in basic principles of biology, chemistry, or physics, with a laboratory experience. The second year of science may be completed in any course that satisfies your high school requirement in science. Two years of agricultural science are equivalent to one year of science. Some colleges are now requiring three years of science.

Foreign Language

2 years

A minimum level of study in foreign language must be attained in addition to the specified number of years. The two years must be of the same foreign language and may include American Sign Language (ASL), and languages no longer spoken, such as Latin and ancient Greek.

The Arts

*1 year**

The study in arts requires the fine, visual, or performing arts, to be chosen from art appreciation, band, ceramics, choir, dance, dramatic performance and production, drawing, music appreciation, music theory, orchestra, painting, photography, print making, fiber arts etc. Courses generally not acceptable include architecture, color guard, creative writing, drafting, drill team, fashion design, interior design, sewing and woodworking.

**2 years for U of WA and Western WA U -All others require one (1) full year of fine arts.*

Academic Electives

2 years

The electives are to be chosen from the six subject areas in which the student has completed more than the minimum number of years.

Selective private colleges and universities may require:

Mathematics -- 4 years of conceptual mathematics (algebra to calculus)

Foreign Language -- 3-4 years of the same language

Science -- college preparatory chemistry and physics

Apprenticeship Programs and Technical Schools frequently require:

Mathematics -- algebra and geometry, often algebra II (some programs such as agricultural technology and electrician ask for trigonometry)

English -- technical English can be helpful

NCAA

The NCAA requires specific high school course work for eligibility to participate in collegiate athletics for Division I and II colleges:

Agricultural science will not qualify for the 2 year science requirement

Mathematics (2 years, including algebra, geometry and higher)

2 additional credits (English, math, science, social science, language, computer science, or philosophy). The school has a list of qualifying courses for you.

Student Records

Permanent Records

This information serves to inform all parents and legal guardians, (this may include non-custodial divorced parents, unless the custodial parent shows the school a court order preventing the other parent from accessing the child's record) of their Buckley Amendment rights to, upon request, to access their student's records within a "reasonable time", and no later than 45 days, in fulfillment of the 1974 federal statute also known as the Family Emergency Rights and Privacy Act, or FERPA. Schools may charge a modest per-page copy fee for copying costs. These permanent record files are kept as confidential files by the school, with access to third parties only with parent consent. The rights of parents transfers to students when students reach the age of 18 or enroll in a post-secondary institution, 20 U.S.C. paragraph 1232g(d); 34 C.F.R. paragraph 99.5.

Student Directory Information

Columbia High School considers the following information to be directory (less private information) and will release this information without consent unless you object in writing to the school by September 15, 2011. We designate as directory information, - not limited to all or some of these categories: names, address, email address, photo, video tape, date and place of birth, participation in school activities and sports, weight and height of team members, dates of attendance, awards received, and most recent school attended. After you, the parents and/or legal guardians, have had the opportunity to object to release of some or all directory information about your child, this directory information will be released to third parties.

Classroom Visitations

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

Student Handbook, Section II

Attendance

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

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

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

The school's obligation is to keep parents informed of student absenteeism and to set minimum attendance requirements in order to receive credit. In most circumstances, students missing more than twelve (12) days in any class in a semester may not receive credit for that course. On the thirteenth absence, credit will likely be denied (NC) and the student will have to repeat the class.

A parent or legal guardian may excuse a student's absence, up to eight per semester. For absences beyond eight in any semester, a student will need to bring verification from a doctor, dentist, counselor, therapist, or court official in order for the absence to be considered excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such an absence does not adversely affect the student's educational progress.

Loss of Credit

The school's commitment is to discourage high absences and thus the connected loss of credit. If absences begin to accumulate, a standard letter informs parents and or legal guardians that:

- On the fourth absence, in the same class in the same semester, students will be notified of their absences.
- On subsequent absences parents will be notified in writing and if necessary a parent conference will be requested.

Note: The twelve (12) day maximum absences applies to each class and is not a total of all classes. Excused and unexcused absences are counted. Family trips, vacations, and college visitations not meeting the "special situations" as defined below, will count toward the allotted twelve (12) days as excused absences, if arranged ahead of time.

Realizing that there are always exceptions, the following guidelines will be used with final approval from the principal.

- All school related activities (i.e. field trips, competitive events, student council meetings, etc.) will count as an attended class.
- Hospitalized and home-bound students are special cases.
- Special situations as they occur will be dealt with on an individual basis by the principal.
- Some of the criteria indicating a poor attitude towards attendance are:
 - leaving school early without permission
 - frequent tardiness resulting in unexcused absences
 - frequently missing one or two classes during the day
 - missing classes during test days
 - repeated outside appointments in the same class period.

Excused absences

When a student is absent for any part or all of the day, the absence must be cleared by the parent and/or legal guardian with an excuse note, an email note, a fax, or a phone call within forty-eight (48) hours. These excuses become part of the student's Attendance Record. A pattern of absences may result in school authorities requesting a doctor's verification of illness. Students must pick up the class admit slip before school as it will not be issued during the school day.

An excused absence is defined in CSD Policy 3122 and entitles the student to make up the work missed. It is the student's responsibility to arrange for all make-up work following an excused absence. After a student has been absent for two (2) days due to illness, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the

office by 9 a.m. Please allow 24 hours for teachers to prepare materials. Excused absences are:

- illness of the student;
- medical or dental appointments, if non-school hours are not possible;
- family emergencies;
- religious observances, when requested by a student's parent(s);
- school-related and approved activities;
- pre-arranged family trips and college visitations;
- and as required by law, disciplinary actions and short-term suspensions shall be excused.

Make-up Work and Pre-arranged Absences

The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. Students are responsible to take a prearranged absence request form to their classes to (a) inform their teachers and (b) receive assignments they will miss during their absence. Make-up work is provided for all excused absences, at the rate of one make-up day per day of absence, except in participation/lab-type classes or in events of unannounced quizzes. In these cases, a student's grade may be affected because of the inability to make up the activities conducted during a class period.

Note: Excused absences are counted toward the twelve (12) allotted absences each semester.

Unexcused Absences

A student is considered unexcused when he/she misses all or part of a class period without teacher or office permission or fails to report to where he/she is directed.

A student whose absences are unexcused may not be allowed to make up work for days missed. All graded activities shall be treated as if the student had chosen not to participate in them. Parent(s) and/or guardian(s) may be contacted.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problems is not a valid excuse for an absence or a tardy. Transportation to and from school is a student's responsibility.

Compulsory Attendance

In accordance with the state's mandatory "BECCA" attendance laws and district attendance policies, if a student is absent without legitimate excuse for one-half of the student's educational program day on five (5) or more occasions in a calendar month and/or ten (10) in a school year, the school district will file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. Any parent found to have violated the law may be fined per day of unexcused absence and the student will be ordered to attend school. The court may also order the parent and/or guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

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

BECCA Violations

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

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

A. FIRST BECCA VIOLATION

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

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

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

- Schedule a parent conference
- Take steps to reduce the student's absence.
- Adjust the student's school program or course assignment, if appropriate.

- Assist parent(s) and/or guardian(s) in obtaining services that might reduce/eliminate the cause of absences, if appropriate.
- Provide the parent and student a copy of the BECCA Law (RCW 28.A.225)

C. SEVENTH BECCA VIOLATION

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

Supplemental aids and services will be provided following this process:

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

Skip Day

School District policy does not permit a “school skip day” or “senior skip day.” Columbia High School has set aside a senior trip day that is a school related, excused activity. Students involved in a “skip day” will be regarded as unexcused from the school. Any senior who participates in a “skip day” will be considered unexcused and will not participate in the senior trip or in commencement exercises. Diplomas will be given to them the afternoon of the last day of the school calendar year.

Tardiness

Any student who misses 10 minutes or more of a class period without legitimate reason as determined by the principal/designee is considered to have an unexcused absence. The only excuse accepted for tardiness to school will be when there has been an unusual circumstance or an emergency (over-sleeping or missing the bus does not constitute an unusual emergency) and the school has been notified by the parent(s) and/or guardian(s). Detention may be served for every tardy commencing with the sixth tardy in a class. After a total of five (5) tardies notice may be given to the student and the parent/guardian by the school with documentation of corrective action to be taken. Subsequent tardies may result in in-school suspension and/or appropriate disciplinary action, which may include suspension from school and possible loss of credit. All class tardies are cumulative over a semester. A student who demonstrates a pattern of tardies to multiple classes may be disciplined. Work missed due to a tardy cannot be made up.

Illness or Accident

All students must have on file a “Parent Consent for Emergency Care” form filled out by the parents or guardians, indicating actions to follow in case of illness or accident. In case of illness or an accident, a student is required to report to the office and notify the secretary. Parents will be called to pick up their student. If parents cannot be contacted, a plan outlined in the “Parent Consent for Emergency Care” form will be followed. No student may leave school during school hours in case of illness or accident without notification. This rule, like all others, is made to protect the student. If the student leaves anyway, the absence is unexcused.

Campus Policy

Students are to be on campus only for those hours in which they are enrolled in a class or engaged in a school-sponsored activity or by special arrangement with a teacher. Doors open at 6:50 a.m. and close at 3:00 p.m.

- Tri-Tech Skill Center and Running Start students who arrive on campus before the end of a period will report to the office/library.
- Suspended students may not be on campus or participate in school activities for the duration of their suspension.

Vehicles, Parking and Driving

Students may be required to register their vehicles with the school office. Driving to school is a privilege, not a right, for which parents and other agencies assume responsibility. However, parking on school grounds is the school’s privilege to award. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard may be subject to impounding/towing at owners’ expense.

A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Streets adjacent to the school (i.e. Maple Street) are considered an extension of the school parking lot and campus and are therefore subject to the *Search and Seizure Policy* when related to a possible school violation as stated in this handbook.

Health

In order to be aware of the health needs of all students, a physical examination is recommended by the Board of Education for all tenth (10) grade students and new students enrolling in other grades.

Immunization

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

Student Handbook Section III

CHS Code of Conduct

Why do we need a code of conduct? Schools have the duty to address known or reasonably foreseeable dangers and to provide a peaceful, safe and harassment free educational environment. Courts have held that schools are within their authority to institute a code of conduct as long as the policies furthers educational goals and is reasonably related to those goals.

Relevant Federal and State Laws

1. Requires that the rules of a district governing pupil conduct and discipline be interpreted to insure an optimum-learning atmosphere in the classroom. Optimum learning atmosphere shall be defined as the climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom teacher.
2. Requires students to comply with rules established for the governing of the school.
3. Requires the students to pursue his or her course of study and make reasonable progress.
4. Requires students to submit to the authority of teachers, subject to such disciplinary action, as school officials shall determine.
5. Empowers each teacher to hold pupils on a strict accountability for disorderly or antisocial conduct while under a teacher's supervision, and to make recommendations for the suspension of a student for cause.
6. Makes a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
7. Provides that students who damage property while under school jurisdiction may be suspended and punished. The student, parent(s) and/or guardian shall be liable for damages.
8. Allows teachers to temporarily exclude students from classroom instructional or activity area.
9. Prohibits harassment with intent, or is likely to produce, a substantial educational disturbance on the basis of race, national origin, gender, age, religion, marital status, sexual orientation or disability.
10. RCW 28A.635.090 makes it a crime to interfere by force or violence with any staff member or student who is in the peaceful discharge of his or her duties or studies.
11. RCW 28A.635.100 makes it a crime to intimidate or use threat of violence against any staff member or student who is in peaceful discharge of his or her duties or studies. Violation of this policy will be subject to disciplinary action, in-school or out-of-school suspension, or expulsion.
12. The State of Washington Minor in Possession Law calls for withholding of the driver's license if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs.

In this handbook, any discipline offense marked with an asterisk (*) has been determined to be an exceptional misconduct offense by the Columbia School District pursuant to WAC180-40-245(2) and 265(2)

STUDENT DRESS

Procedure No. 3224P

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

	A = Allowed N = Not Allowed												
	Grade Level/Age Appropriate												
	K	1	2	3	4	5	6	7	8	9	10	11	12
1. Shorts or skirts that extend at least to the fingertip when the arm is straight down	A	A	A	A	A	A	A	A	A	A	A	A	A
2. Tank tops with shoulder straps a <i>minimum</i> width of 2 inches	A	A	A	A	A	A	A	A	A	A	A	A	A
3. Sleeveless shirts with arm holes falling below the armpit	N	N	N	N	N	N	N	N	N	N	N	N	N
4. Shirt necklines falling below a straight line between underarms	N	N	N	N	N	N	N	N	N	N	N	N	N
5. Clothing that reveals the back, midriff and/or visibly	N	N	N	N	N	N	N	N	N	N	N	N	N

	displays undergarments or parts of them													
6.	Mesh/sheer or clothing with large holes unless approved clothing underneath; undergarments showing	N	N	N	N	N	N	N	N	N	N	N	N	N
7.	Pants worn below the top of the buttocks Note: tops and bottoms must at least meet	N	N	N	N	N	N	N	N	N	N	N	N	N
8.	Sleepwear and underwear worn in place of, or on-top of regular clothing	N	N	N	N	N	N	N	N	N	N	N	N	N
9.	Alcohol, tobacco, drug, or weapon-related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
10.	As recognized by law enforcement, any gang-affiliated clothing (Rule of 3 applies), piercing, tattoos, jewelry, or hair styles (**Rule of 3 described below)	N	N	N	N	N	N	N	N	N	N	N	N	N
11.	Violent, lewd, hate, or harassing related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
12.	Long duster/trench style coats	N	N	N	N	N	N	N	N	N	N	N	N	N
13.	Flip Flop Footwear Note: All students must always wear footwear	N	N	N	N	N	N	A	A	A	A	A	A	A
14.	Nonathletic shoes in PE	A	A	A	A	N	N	N	N	N	N	N	N	N
15.	Indoors: hats, sunglasses, hoods; On campus: bandanas worn or displayed (other than with an order from a medical doctor)	N	N	N	N	N	N	N	N	N	N	N	N	N
16.	Any article of clothing posing a material or substantial disruption of the education process	N	N	N	N	N	N	N	N	N	N	N	N	N

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

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

Prohibition of Harassment, Intimidation and Bullying

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

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

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

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. This policy is to be implemented in conjunction with the *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 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 victims and others impacted by the violation. False reports or retaliation for harassment, intimidation and bullying also constitute violations of this policy.

(*) HARASSMENT

No one should be subjected to harassment at school for any reason. Columbia School District is committed to a positive, safe and productive educational environment, free from discrimination and harassment. Forms of harassment include ethnic and racial forms for the specific intent to cause a disturbance of the educational process. Harassment is prohibited and shall be grounds for disciplinary action.

(*) Harassment – Sexual

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures or teasing
- Pressures for dates or sex
- Sexually demeaning comments
- Deliberate touching, cornering or pinching
- Attempts to kiss or fondle
- Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

RCW 28A.640.020, WAC 392-190-056 to 058 and Columbia School District Policy # 8700 prohibit this type of conduct. Violators can face short term/long term suspensions or a permanent expulsion from Columbia High School. Students are to report such violation of their right to be free of intimidation or manipulation promptly to the office. Offenders will be dealt with according to the discipline matrix.

Aggressive Student Behavior

1. (*) AGGRESSIVE BEHAVIOR

Aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of other students or staff members, will be subject to discipline, detentions, in-school suspension, or suspension.

2. (*) ASSAULT

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to any person. Any student involved in an assault will be subject to long-term suspension or expulsion.

3. (*) FIGHTING

Fighting will be defined as a physical altercation causing a disruption of the educational process. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Fights are cumulative throughout the student's secondary school years. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting.

4. (*) THREATS

A person shall not communicate to any person any actions he/she shall take to punish or harm another person. Students threatening others may be subject to discipline, suspension, or expulsion.

(*) Hazing

Students shall not participate, or conspire for others to participate in harassing acts that may injure, degrade, disgrace, or put others at risk in any way. Hazing may result in suspension or expulsion.

Alcoholic Beverages and Drugs

Columbia School District supports abstinence by all students so that these substances will not impair them in attempting to reach their full intellectual, emotional, social, and physical development. Student use of alcohol and other mind-altering drugs is harmful, illegal, and will not be tolerated. Out of concern for student health, there are to be no pills at school unless under the direction of the school nurse/trained designee. Violations of the Alcoholic Beverages and Drugs Regulations are cumulative throughout the student's secondary school years.

The use and/or possession of alcoholic beverages or dangerous drugs is prohibited by law to minors, and the Columbia School District will uphold the Minor in Possession Law. The State of Washington Minor in Possession Law calls for withholding of the driver's license if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs.

In addition, Columbia School District Policy 3241 and Procedure 3241P applies to student violators while they are in school, on school grounds, bus stops, or at school-sponsored events. Any student subject to disciplinary action under the categories listed below may be subject to emergency expulsion if the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

- ❑ (*) The selling and/or distribution (including the intent to sell or distribute) of any alcoholic beverage, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics, cocaine, legend or party drugs, and dangerous or controlled substance or any "look-alike" substances purported to be such is a major violation of the cited laws and policy. In addition, non-prescription and/or over-the-counter medications such as, but not limited to, diet pills, caffeine pills, pain killers, cold medicines and herbal supplements are prohibited unless under the direction of the school nurse/designee.
- ❑ (*) Students using, in possession, or under the influence of any and all categories cited above are subject to the discipline matrix 3241 P CSD. Parents and legal authorities will be notified.

Cheating/Plagiarism

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

Communications: Telephones

If you need to call home because of illness or have another emergency, the office phone may be used with the secretary's permission. Cell phones are not to be used during the school day (7:45 a.m. – 2:35 p.m.).

Communications: Electronic Devices

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

1. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
2. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
3. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCS 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district.
4. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student's parent or legal guardian.
5. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and his/her parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
6. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.
7. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
8. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion (3245).

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

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

- ❑ Any firearm; or

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

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

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

(Disruption of the Educational Processes:*

Students must obey the reasonable instructions of school district personnel. Conduct that interferes with the educational process is prohibited and may result in disciplinary action. Students who shall willfully create a disturbance on school premises during school hours or at school activities shall be guilty of a misdemeanor (RCW 28.A.635.030) and will be subject to discipline, suspensions, or expulsion.

Multiple offenses of a less serious nature by themselves are often a greater impact of the educational process than is a single major offense. Multiple offenses are cumulative throughout the student’s secondary school years no matter what school district the student has previously attended.

Freedom of Expression

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

- Inability to conduct classes or school activities, or inability to move students to/from class or other activities.
- Breakdown of student order, including riots or destruction of property.
- Widespread shouting or boisterous conduct.
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities.
- Physical violence, fighting, or harassment of any kind among students.
- Intimidation, harassment, or verbal conduct (including swearing, disrespectful insulting speech to students, teachers, or administrators) creating a hostile educational environment.
- Defamation or untrue statements.
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults, or fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response.
- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel, advertising alcohol, illegal drugs, tobacco, etc.)

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

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

Forgery

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

(Insubordination*

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

(Insults or Abuse*

Students are required to show respect for authority and any verbal abuse of staff will result in discipline or suspension.

Littering

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

(Possession/Distribution of Drug Paraphernalia*

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

Public Displays of Affection

Students are expected to maintain self-respect and respect for the reputation of others. Public displays of affection embarrass those around you, and reflect poorly on the couple. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy may receive disciplinary action, including suspension or expulsion.

(School Property and Vandalism (RCW 28.A635.060)*

Students who damage school property at school or while under school jurisdiction may be suspended and/or disciplined. The student, parent(s) and/or guardian(s) shall be liable for damages. All students are expected to respect and care for all property of the school, including building facilities, desks, white boards, books, lavatories, lockers, etc. Any student or students losing or found damaging or defacing school property will be required to pay for the damage or loss. Student grades, transcripts, and diplomas will be withheld until all costs from damages have been paid.

(Technology*

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

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

The inappropriate use of the Internet connection, district network, or an individual workstation is prohibited. Examples of inappropriate use include the accessing, downloading and distributing of inappropriate materials, materials that belong to another person, vandalism, or any other use incompatible with district policies.

Any violation as related to the Internet, district/building network, school hardware or software may result in the removal from class, withholding of computer access and/or discipline, suspension, or expulsion.

(*)2011/12 Columbia School District Internet and Network Use:

In recognition of the importance the Internet and use of the K-20 network plays in our daily tasks, an “opt-out” procedure regarding student network accounts for the 2011-2012 school year has been implemented.

All high school students will be issued a school district network and also an e-mail account to begin the school year. As parent or guardian of a Columbia School District student, you will need to contact us if you **DO NOT** wish for your student to use the Internet, school network, or e-mail. Elementary students normally use computers through teacher-accessed accounts and will not be issued an *individual* account unless there is a specific request from teacher and parent.

All students using the school network and internet access via the K-20 system will be required to read and sign off that they have read and understand the District Acceptable Use Policy. Violation of the policy will result in the student losing their access rights for a period of two weeks on the first offense and up to the entire year for a subsequent offense. Obviously, loss of network access can adversely affect grades and the ability to complete class objectives.

We have asked our teachers to discuss the network acceptable use guidelines, as they appear online at:

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

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

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

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

In both cases, if it is more convenient, you may just send a note conveying your wishes to the High School office.

Thank you for your continued support of Columbia School District technology.

Andrew Kramer
Technology Director

() Theft or Destruction of School Property*

Theft may result in suspension from a single class or from a full schedule of classes for a period up to ninety (90) school days with possible loss of credits for a semester. The student will be required to replace or pay for the stolen item(s). Appropriate law enforcement authorities may be contacted. Any student involved in a theft while under the school jurisdiction, including shoplifting during school related trips, will be denied participation in school activities for a period of up to ninety (90) school days.

() Tobacco Use and Possession*

Law and Regulations

The Columbia School District fully enforces the RCW 28.A210.310 that students of any age are prohibited from smoking or using tobacco products or having tobacco products in their possession at any time during the school day or at any school sponsored activities. Before or after school, students are not to use tobacco products on or adjacent to the school grounds and/or visual distance from the school grounds. Violations of tobacco regulations are cumulative on a one-year basis.

RCW70.155.080

A person under the age of eighteen who purchases or attempts to purchase, possesses, or obtains or attempts to obtain cigarettes or tobacco products commits a Class 3 civil infraction under Chapter 7.80 RCW and is subject to a fine as set out in Chapter 7.80

RCW or participating in community services, or both. The court may also require participation in a smoking cessation program.

The Columbia School District will impose actions for students in violation of the tobacco regulation according to district policy 3241 and discipline procedure 3241P (available in the district office). All materials will be confiscated.

() Trespass*

Students are not to enter or loiter on the campus of Columbia High School without proper authorization. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or reoccurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well being of property or person. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Violators may be subject to disciplinary, suspension, or expulsionary action and arrest for criminal trespass.

Student Handbook Section IV *DUE PROCESS*

Students will be expected to follow the laws of the state and rules of the district. Students at school and students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of the school district officials. Students suspended or expelled from any district in the State of Washington may be denied attendance at Columbia High School.

Constitutionally and legally sound procedures of due process are outlined below and specified in Chapter 180.40 WAC will be followed in the administration of discipline.

Disciplinary authority shall be exercised with fairness.

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

In case of the application of disciplinary action or recommended short-term suspensions (defined as a suspension for any portion of the calendar day up to and not exceeding fifteen consecutive school days) that exceed one school day, the student and parent(s) and/or guardian(s) shall be notified of the suspension.

If the student and parent(s) and/or guardian(s) desire, they may request an informal conference concerning the discipline with the building principal or designee. Should further grievance beyond the building level be desired by the student or his/her parent(s) and/or guardian(s), the following procedure will be carried out:

The District Hearing Officer must be contacted within two (2) school business days for the purpose of presenting a written and/or oral grievance.

Should the grievance not be resolved, the student or parent(s) and/or guardians have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting.

During this process, the student will remain out of school.

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

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

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

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

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

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

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

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

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

The district has the same opportunity to inspect affidavits or exhibits students intend to submit at hearings at least twenty-four (24) hours before the hearing.

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

Either a tape-recorded or verbatim record shall be made of the hearing. The Hearing Officer shall state in writing, his findings as to facts, conclusions, and the disposition to be made, and if any, by way of disciplinary action.

The student and his/her parent (s) and/or guardian(s) shall be made aware of their right to appeal the decision of the hearing authority within three (3) school business days to the School Board. If the hearing officer upholds a long-term suspension or

expulsion, and no appeal is filed within the three-day period, the long-term suspension or expulsion may be imposed. If an appeal is filed, the student may be excluded from school for up to ten (10) school days during the appeal period or until the Board acts on the appeal, whichever occurs first. If the hearing officer upholds an emergency expulsion, the student shall remain out of school during the appeal process.

The student and his/her parent (s) and/or guardian(s) shall be made aware of their right to appeal the decision of the School Board to the Supreme Court within thirty (30) days of the Board's decision.

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

Student Handbook Section V *Definition of Disciplinary Terms*

(The source of these definitions is WAC 180.40.205)

Discipline means all forms of corrective action or punishment other than suspension and expulsion, and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject or activity period. The student shall be under the supervision of a school district employee for the remainder of such period and may be placed in a semi-private, alternative space that can be observed by staff. Discipline shall also include the exclusion of a student from any other activity conducted by or in behalf of the District, such as athletics or other non-credit programs.

Suspension means a denial of attendance (other than for the balance of the immediate class, subject or activity period for disciplinary purposes) at any single subject or class, or full schedule of classes or subjects, or at any other type of activity conducted by or in behalf of the school district and any combination of the foregoing for a stated period of time. The building administrator may elect to suspend a student "in school." In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff. Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

Exceptional Misconduct means misconduct other than absenteeism that a school district has so judged to be so serious in nature and/or serious in terms of disruptive effect upon the operation of the school as to warrant an immediate resort to short-term or long-term suspension. In this handbook, any discipline offense marked with an asterisk (*) has been determined to be an exceptional misconduct offense by the Columbia School District pursuant to WAC180-40-245(2) and 265(2)

Qualified Disabled Students (WAC 392-172)

The Columbia School District complies with the requirements of the Individuals with Disabilities Education Act (WAC 392-172) and Section 504 of the Rehabilitation Act. Students with disabilities qualifying under either statute are not subject to the imposition of a discipline sanction that substantially and adversely impacts the educational program of the student until it is determined that the misconduct is not the direct result of

- An inappropriate program or placement OR
- A manifestation of the disability, which qualifies the student for services under either statute.

A substantial adverse impact is presumed to occur when a student is given a suspension of more than ten (10) consecutive school days in duration. It can also occur when there is a pattern of short-term suspensions that collectively viewed constitutes a pattern of exclusion.

It is the responsibility of the IEP team to make the determination if a specific sanction constitutes a substantial adverse impact.

A qualifying student may be assigned to an Alternative Educational Setting if the student's action falls into the exceptional misconduct category, i.e. bringing a deadly weapon to school.

A qualifying student is also subject to the imposition of discipline sanctions up to and including short-term suspensions for violations of school rules without the involvement of an IEP team or manifestation meeting review. A complete explanation of the rights is available through the Special Services Department at Columbia Middle School.

Student Handbook Section VI
SCHOOL SAFETY

Emergency Procedures and Fire Drills

Emergency procedures may require us to evacuate the building and/or the campus. Parents are contacted from our evacuation point of designation. In case of a building evacuation, CHS meets in the commons of our middle school. For district wide evacuation, CHS assembles at the Burbank Fire Station on Humorist Road. Parents who wish to pick up students from the fire station must go through the high school secretary, to log the student's name on the roll sheet.

Fire drills are held periodically. It is important that these drills are taken seriously and the building evacuated in a prompt and orderly manner. Each classroom will have instructions for evacuation posted near the exit.

Lockers

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

School Locker Searches Chapter 28A.600 RCW

To maintain order and discipline in the schools and protect the safety and welfare of students and school personnel, school authorities may search student lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband items discovered in the search.

Student lockers are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities that have reasonable suspicion may conduct periodic general inspections of lockers at any time without notice, without student consent and without search warrant. School officials may employ the use of the sheriff's department K-9 section.

A student's failure to permit school officials searches and seizures when reasonable suspicion exists will be considered grounds for disciplinary action. A student's personal effects e.g., purse, book bag, athletic bag, may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If the search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Student Handbook Section VII
Course Listings

Mathematics, Required Sequence

Algebra I Geometry Algebra II Trig/Pre-Calculus Calculus

Mathematics, Electives

Accounting I & II Consumer Math Applications

Social Studies, Required Credit

Washington State History (7th or 8th grade)
World Geography/Law or Foreign Policy U.S. History or AP U.S. History
American Government and Contemporary World Problems

Social Studies, Elective

Economics/Sociology

Science, Required Credit

Biology or Honors Biology

Science Electives

Chemistry Physics Horticulture Natural Resources/Ecology Agricultural Science

English, Required Credit Sequence

English I English II English III English IV + 7 Writing Expectations and a Culminating Project

English Electives

Advanced English III Advanced English IV

Family and Consumer Science Courses - Occup. Credit

Family and Consumer Science Foods and Nutrition Interior Arts Advanced Interior Arts

Agricultural Science Courses - Occup. Credit

Agricultural Science Agricultural Mechanics Advanced Agricultural Mechanics Horticulture
Natural Resources/Ecology

Business Education Courses, Occup. Credit

Yearbook Computer Applications Accounting I & I Consumer Math Applications Video Editing

World Languages, Elective Credit

Spanish I and II

Health and Fitness, Required Credit

Health and Fitness – PE/Health (required of all freshmen - one semester each) Weights Fit for Life

Fine Art, Required or Elective Credit

Art Interior Arts Advanced Interior Arts Yearbook Choir Jazz Band Concert Band

Student Handbook Section VIII *Dances, Clubs and Athletics*

School Dances (Mixers) and Guests

Most after game dances will be over by 11:00 PM. All formal theme dances will be over at 12:00 AM. Only Columbia High School students and their dates are invited. ASB cards or CHS ID cards are required for admittance. Guests must present appropriately filled out guest dance form to the dance and must show their high school's ASB - or picture ID card. Students below the 9th grade may not attend. Students will be admitted to the dance up until 30 minutes after the end of the athletic contest. All other dances the doors will close one hour after the start of the dance. All school rules for behavior are in effect. Students who leave the dance will not be allowed to return.

Columbia High School prohibits the possession and/or use of alcohol on or near school grounds. As a deterrent, a chemical method that detects alcohol usage may be used at dances to determine a suspected student's sobriety. The use of this method will allow students, who are under the suspicion of alcohol use, to demonstrate that they have not been drinking.

Clubs and Organizations

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

FBLA-Future Business Leaders of America

FBLA is a vocational business organization for students interested in business or business education careers. The purpose of FBLA is to give students a chance to learn about the competencies that will enable them to pursue careers in business or business education. CHS has a very active FBLA chapter. Activities that Columbia-Burbank's FBLA club has been involved in are:

- *annual senior citizen free Christmas lunch*
- *local community Christmas drive for the needy*
- *regional and state leadership conferences*
- *competitive skills conferences*
- *annual sweetheart dance*

Advisor: Mrs. Aune

FFA

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

Advisor: Mrs. Espinosa

FCCLA – Family Career, Community Leaders of America

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

- *community service projects*
- *fund raising*
- *field trips*
- *regional, state, and national leadership conferences*
- *in-class leadership activities*

Advisor: Mrs. Williams

Music

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

Advisor: Mr. Horstman

International Club

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

Activities: We set monthly themes that honor different nations and cultures throughout the year and plan and organize special celebrations in a variety of ways to share this message with everyone.

Fees: \$5.00 per year

Advisors: Mrs. Frasure-Caldwell

Knowledge Bowl

Knowledge Bowl students enjoy knowledge games. They practice regularly and compete in meets against students from other schools. Interested students should talk to the advisors.

Advisor: Mr. Eby

National Honor Society

Membership in this club is based on entrance qualifications. Criteria include academic excellence, leadership, character, and service.

Advisor: Mrs. Frasure-Caldwell

Drama Club

Drama club offers wonderful experiences for both the aspiring actors and others wishing to participate in other capacities.

Advisor: Ms Webber-Gray

Athletics

Athletics is a privilege. Thus students have to be eligible to play sports. Eligibility requirements are detailed in the Athletic Code, available from the athletic director, Mr. Aune, or the coach, and are strictly adhered to. Athletes must be completely familiar with the code. Student athletes must maintain a 2.0 GPA to play in games. As ambassadors of CHS, our athletes know that their conduct is especially scrutinized.

Fall Sports

Volleyball

Football

Cheerleading

Winter Sports

Basketball

Wrestling

Cheerleading

Spring Sports

Softball

Baseball

Tennis

Track

Head coaches:

Mrs. Calzadillas - volleyball

Mr. Traver - boys' basketball

TBA - softball

Mrs Humphreys - cheerleading

Mr. Harris - football

Mr. Reardon - wrestling

Mr. Hernandez - track

Mr. Aune - Athletic Director

Mr. Muchlinski - girls' basketball

Mr. Steberl - baseball

Mr. Calzadillas - tennis