

# Clarkston High School

Home of the Bantams

401 Chestnut Street  
Clarkston, WA 99403



Student Handbook 2021-2022

Principal: Doug LaMunyan

Assistant Principal: Heather Lang

Assistant Principal for Activities and Athletics: Shannon Wilson

Welcome to the 2021-22 school year, Go Bantams! As I am writing this letter, I am not sure what the impact COVID will have. Will we have masks or not? Will we have student activities or not? The one thing I do know is that we excited to have you back and help serve you to achieve your goals of graduating high school and earning a diploma. Whatever is dictated to us about masks and so forth, we will make the best of it and appreciate the opportunity to be together.

The Clarkston School District's mission is to Value Everyone, Inspire Learning, Be Resourceful, and Grow Together. We will honor this mission by living it every day. Bantam students will Value Everyone by accepting and respecting others for who they are and in turn be accepted and respected. Bantam students will Inspire Learning by efforts towards completing schoolwork, communicating with the administration in recognizing and solving problems at school. Bantam students will Be Resourceful by being proactive to solve problems, taking initiative, and being accountable as young adults. REMEMBER ASKING FOR HELP IS A SIGN OF STRENGTH NOT WEAKNESS!! Bantam students will Grow Together as we support all pursuit of success in all activities and in life.

As we work together to empower students to achieve quality education, I will be meeting monthly with each class. The purpose of the meeting is to make general announcements to make students aware of upcoming activities or requirements. This is also a time for students to get time with the principal. I will take all questions from students to explain the why of education, and at times I will be asking students for help solving problems. I look forward to Growing Together as we meet once a month!

Tips for success: First, be on time!! Punctuality is the first key to success. Tardy rules will be enforced consistently. Second, be respectful. To earn respect, you must give respect. No relationship will be happy without respect for each other. This specifically addresses bullying and harassment. Third, do the work. Homework and classwork are not optional. Students are expected to complete all tasks assigned by teachers. Work not completed on a regular basis will be considered defiance. My point is not to punish but to educate because there is no way anyone can be successful in life without doing the work.

My door is always open, and I look forward to working with you and helping you be successful. A partnership is only as good as the effort that each person is willing to put forward. I promise you that I will not be the one who lacks effort. All students are as important to me as my own children and will be treated as such.

Welcome to Charles Francis Adams (Clarkston) High School! Welcome to the New Year! Let's get to work and as always GO BANTAMS!

Doug LaMunyan  
Principal Clarkston High School  
"Go Bantams"

Valued Everyone. Inspire Learning. Be Resourceful. Grow Together!

## General Information

### ADDING/DROPPING A CLASS

Class schedules may only be changed in the case of academic misplacement or computer error. Students can request such changes within the first 10 days of the semester. Class withdrawals after 10 days will result in an F for the semester in the class the student is attempting to attend and a W on the transcript for the class the student is attempting to drop unless the student has a failing grade in the class to be dropped, then it will be an F on the transcript as well. Any schedule change will require a student/parent meeting with a counselor and administrative approval. These guidelines do not pertain to administrative initiated changes.

### ADDRESS/TELEPHONE NUMBER CHANGES

Parents/guardians are asked to immediately report any change of address and /or telephone numbers to the school office. Also, please notify the office if there is a change in custody or guardianship of your child.

### ASSEMBLIES

Students are required to attend all assemblies unless the administration announces otherwise prior to the event.

### ATTENDANCE

According to Clarkston School District Board Policy 3121 Compulsory Attendance:

Excused and Unexcused Absences: Students are expected to attend all assigned classes each day.

Excused Absences: The following are valid excuses for absences and tardiness.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- **Participation in a school-approved activity.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified before the absence unless it is clearly impossible to do so.
- **Absence due to illness, health condition, family emergency or religious purposes, court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.** When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail, in person, or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail, in person or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences in the same manners listed above.
- **Absence for parental-approved activities.** This category of absence shall be

counted as excused for purposes agreed to by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

- **Absence resulting from disciplinary actions--or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension or emergency expulsion shall have the right to make up assignments or exams missed during the time they were denied entry. Students on long-term suspension or expulsion shall be given access to alternative educational services and will not be considered absent while participating in the program as designed.
- **Extended Illness or Health Condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical.
- **Excused absence for a chronic health condition.** Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor.

## **Attendance Responsibilities**

### **Responsibility of the Teacher**

- The teacher must personally take daily class attendance (this is mandatory within the first 10 minutes) for the grade level keeping a record of both absences and tardies daily.
- A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:
  - The student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course (WAC 180-40-235).
  - The teacher informs students of the attendance policy/procedure of his/her classroom if it is an exception to building procedures. These exceptions must be approved by the principal before to each semester and cannot differ from District policy and procedure.
- Whenever a student is released from a teacher's class by request of another teacher, prior permission shall be obtained from a teacher only. NO student will be allowed to ask to miss class for another teacher. Exceptions shall be determined by the principal/designee.

### **Responsibility of the Principal**

- The principal/designee will have primary responsibility for building attendance procedures and will indicate to all staff, during annual preschool staff meetings,

their role in student attendance monitoring and staff procedure compliance.

- District and building attendance/tardy policies/early departure procedures will be made available to parents, teachers, and students on an annual basis.
- If a student is absent in more than of 15% of the days of attendance, **the principal will require a doctor's note for future absences** or the absences would be considered unexcused. Parent notification of the additional stipulation must be made in writing.
- Official grade reporting shall include an accounting of student's attendance by class.
- The principal/designee may establish procedures by which students with outstanding attendance records will be recognized for this achievement.
- The principal/designee will be the final authority for the standards regarding the implementation of the definitions for excused and unexcused absences.

#### **Responsibility of the Parent/Guardian**

- It is the responsibility of all parents/guardians of children of school age to see that their children regularly attend school on time.

**LEAVING CAMPUS: All students must sign out in the office when leaving campus regardless of the reason. Even if parents call in for the student to leave, the student MUST sign out in the office. Exceptions are running start and leaving for lunch. Failure to comply will result in disciplinary action.**

#### **Unexcused Absences**

Unexcused absences fall into two categories:

- Submitting a signed excuse that does not constitute an excused absence as defined previously;
- **Or**
- Failing to submit, whether by phone, e-mail, in person, or in writing any type of excuse statement signed by the parent, guardian, or adult student.

**Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence. At CHS the majority of hours is 2 periods.**

- Each unexcused absence shall be followed by a warning letter, electronic message, or phone contact to the parent of the student.
- After two unexcused absences within any month or 5 unexcused absences within a year, a conference shall be held between the parent, student, and principal.
- If the meeting with the principal does not stop the unexcused absences, then the student and/or parent/guardian must meet with the Clarkston High School attendance board, comprised of CHS staff, to work on a plan to make up

missed class time and reduce or stop unexcused absences. Failure to meet with the CHS board will result in immediate referral to the community truancy board. Failure to comply with the plan set by the board will result in discipline to include, but not limited to, additional academic time before or after school (ACT) or Saturday school

- No later than the student's fifth unexcused absence in a month or seventh unexcused absence in a school year, the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action. No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student.
- Any student who presents false evidence, with or without the consent of his/her parent/guardian, to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.

### **Tardy**

Every student is expected to be in class on time. If a student is tardy beyond 10 minutes, the tardy becomes an unexcused absence. Students beyond 10 minutes late are required to check-in at the office.

### **Eighteen-Year-Old Students**

All 18-year-old students will follow the regular attendance policies even if they have an attendance contract signed by a parent and an administrator allowing them to excuse their absences. Attendance Contracts for 18-year-old students can be picked up in the Attendance Office and turned in to the Main Office.

### **BELL SCHEDULE**

#### **1-5 A Day 5-10 B Day**

0 Period	7:00-7:50
1 <sup>st</sup> /6 <sup>th</sup> Period	7:55 – 9:15
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:20 – 9:45 ADVISORY
3 <sup>rd</sup> /8 <sup>th</sup> Period	9:50 – 11:10
LUNCH	11:10 – 11:45
4 <sup>th</sup> /9 <sup>th</sup> Period	11:50 – 1:10
5 <sup>th</sup> /10 <sup>th</sup> Period	1:15 – 2:35

## Fee Schedule 2021-2022

All fees are paid at registration through the Business Office.

\$5	Science Lab
\$5	Digital Photography
\$10	AG Floral Design Lab Fee
\$20	DECA Dues
\$20	FFA Dues
\$20	FCCLA Dues
\$40	Associated Student Body Card, "ASB card"
\$55	Yearbook During Registration (**Price goes up to \$65 at the end of year)
\$15	National Honors Society
\$16	Skills USA
\$20	TSA (Tech Students Association)
\$100	Marching Band

\*\*Notice - All outstanding fees/fines must be paid in full before current year fees.

\*\*\*Due to COVID may be subject to change

## Athletic Admission Prices 2021-2022

\$50	Adult Season Passes are available through Bantam Boosters For home games only
\$77.25	Single GSL Pass are available for all Bantam fans. For all games home and away
\$15	Single GSL Pass for Free and Reduced Lunch families
\$50	Single GSL Employee Pass
\$150	Family GSL Pass
\$7	Adult
\$5	Student (Free Child Preschool and younger)
\$5	Senior Citizen

## Why get an ASB card?

- Admits students to all regular season home sport events and Away GNL games for FREE!
- Student ID or ASB card is necessary for dances.

## Who needs an ASB card?

- All students participating in ASB groups (sport, club, or activity) are required to purchase an ASB card.
- Optional for all other students.

### Fees and Fines

For parent convenience, the district offers online payment services for student lunches, registration costs and various other fees related to student involvement. The service offering allows for both debit and credit card usage with no user fees. The link for this service is on our school webpages and the link is as follows: <https://wa-clarkston.intouchrecepting.com/>. The building office staff continue to accept cash or checks as well.

### CAFETERIA/COMMONS

Student behavior in the cafeteria is based on courtesy and cleanliness. Students are responsible for taking care of the cleanliness of the cafeteria. The lunchroom expectations are:

- Respect others while standing in the lunch line.

- Clean up tables and any mess you make! Take Pride in CHS!
- Sit on the benches rather than the tables.
- NO throwing food or any other object.

Clarkston High School is an open campus. Students may leave school grounds for lunch. Any student leaving campus for any reason other than Running Start must check out with the office.

**COMPUTER LABS and INTERNET**

Our school has computer labs and computers for individual use. All computers are connected to the Internet. Before any student may utilize this privilege, they must have on file a permission form signed by their parent/guardian. Your child will receive a form that **MUST** be signed for your child to have access to the Internet.

**GRADUATING COLLEGE, CAREER, AND LIFE READY**

**CREDIT REQUIREMENTS** - Each student graduating from Clarkston School District shall have completed the following credits and subject areas of study. Each semester class equals .5 credits.

\*Career and Technical includes but is not limited to Industrial Arts, Family and Consumer Sciences, Business, and Applied Technology. Cross credit information is available in the Registration and Planning Guide.

In addition to the credit requirements, students must complete the following:

1. Senior Portfolio and Presentation
2. Five Year Plan for High School and Beyond
3. Pass Required state assessments as determined by the legislature

<b>Classes of 2022 and Beyond</b>		
One half credit per semester is provided for a "D" or better. 27 total credits are required for graduation.		
	<b><u>CHS Diploma</u></b>	<b><u>CSD/State Diploma</u></b> <b>*No Ceremony Participation</b>
English	4.0 credits	4.0 credits
Mathematics (Alg 1, Geo, 3 <sup>rd</sup> yr Math)	3.0 credits	3.0 credits
Science (2 lab credits, 3 <sup>rd</sup> yr. Science)	3.0 credits	3.0 credits
Social Studies (US History, Gov, Civics, CWP or alt)	3.0 credits	3.0 credits
Arts (1 credit Personal Pathway possible)	2.0 credits	2.0 credits
World Language (2.0 credits may be Personal Pathways)	2.0 credits	2.0 credits
Health & Fitness (0.5 Health, 1.5 Fitness w/CPR-AED)	2.0 credits	2.0 credits
Career & Technical Ed (occupational)	1.0 credits	1.0 credits
<u>Electives</u>	7.0 credits	4.0 credits
	27.0 total	24.0 total

\*\*\*For more information see Policy 2410

## **GRADUATION/COMMENCEMENT**

The Clarkston School District considers participation in commencement exercises and related activities a privilege and not a right. *Therefore, any student who is withdrawn from school and placed on suspension for exceptional misconduct per District policy during the 4th quarter of the senior year will not be allowed to participate in school commencement exercises. This applies to exceptional misconduct on school district property or at a school-sponsored event. Seniors must be enrolled in 7 of 8 possible classes in order to participate. Running Start classes must be completed by winter quarter to participate. Credits to meet graduation requirements must be completed by graduation for seniors to participate in the commencement ceremony. All fines must be paid in full for seniors to participate in commencement activities. Payment plans may be worked out with the principal before commencement activities.*

## **GRADING, PROGRESS REPORTS, AND REPORT CARDS**

Progress Reports will be issued to students by teachers as needed or as requested. Report cards will be posted on Skyward at the end of each quarter. If a Progress Report fails to reach home, parents may call for a copy to be mailed home.

Report Cards will be posted on Skyward at the end of each semester.

## **CREDIT DEFICIENCY**

To be on track for graduation, students must have completed the following units of credits:

- Entering the 10<sup>th</sup> grade Class of 2022 and Beyond should have a minimum of 7 credits.
- Entering the 11<sup>th</sup> grade should have a minimum of 12 credits. Class of 2022 and Beyond should have a minimum of 14 credits.
- Entering the 12<sup>th</sup> grade should have a minimum of 18 credits. Class of 2020 and Beyond should have a minimum of 19 credits.

## **VALEDICTORIAN and SALUTATORIAN**

The Valedictorian and Salutatorian will be the person(s) with the highest-grade point average, based on a 4.0 scale, and must meet the following criteria, in addition to the standard graduation requirements:

- 2 years World Language
- 1 year of Math higher than Algebra II
- 2 years of AP courses or Dual Credit Courses
- At least one activity per year, four total. This includes any sport, activity, or club
- Must be full time student and a majority of the classes taken at CHS

See Registration Guide for more information.

\*Home school transfer students are not eligible to be Valedictorian or Salutatorian.

**HALL PASSES** - Students who leave the classroom for any reason must have a hall pass. Students in the halls without a hall pass will be subject to discipline. Students are not to be using cell phones in the hallways.

**HOMEWORK REQUESTS** - Students are responsible for contacting teachers for make-up homework. The main office will collect homework assignments for any absences over three days or suspensions over five days in length. Homework is not optional. All work assigned is expected to be completed or it may be defined as defiance.

**IDENTIFICATION** - All persons must, upon request, identify themselves by name to any school district personnel while on the grounds or at school-sponsored events. School ID cards are required for admittance to all school activities and must be carried at all times.

### **LIBRARY**

The library is available from 7:55am – 11:00am and 11:45– 2:00pm; Monday - Friday  
\*Times may change due to testing and afternoon meeting schedules. Changes will be posted.

Library standards that we expect students to maintain are as follows:

- Respect the rights of others to work in a quiet atmosphere.
- Water is the only food or drink allowed in the library.
- Be respectful of all library materials and equipment.
- The use of cell phones, for calls or text messages, is not allowed.
- Lost or damaged books must be replaced or paid for. Replacement requires approval of the Library Media Specialist.
- Unless you are here with a class or it is lunchtime, you must have a pass from your teacher to use the library. Please leave your pass at the circulation desk.

### **LOCKERS**

Locks and lockers are the property of the Clarkston School District and are made available as a convenience to students. Students who use lockers agree to the following conditions:

- Only students who are assigned lockers by the main office are permitted to use the lockers.
- School authorities reserve the right to open and search all lockers of the school without the need for individualized suspicion in accordance with State Law. A school principal, assistant principal, or principal's designee may conduct a reasonable and appropriate search a student, the student's possessions, and the student's locker, if the principal, assistant principal, or principal's designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW [9.41.280](#).
- Students using assigned lockers assume responsibility for the care and condition of lockers. Student's damaging lockers will be responsible for paying for repair.
- The school is not responsible for locker theft either in the locker rooms or the school proper.

***\*\*\*It is not a good idea to store valuables in lockers or desks. The school assumes no responsibility for the safeguard of articles left in lockers or desks. At the end of the school year, students are expected to clean out their lockers. Any items left over the summer will be donated.***

### **VIDEO CAMERAS**

For safety purposes, video equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review video recordings routinely; video may be used as evidence to document student misconduct. **VISITORS**

All adults must check in the main office to obtain a guest pass. Students from other schools are not allowed on campus during the school day.

## **Student Safety, Behavior and Discipline**

### **CLARKSTON HIGH SCHOOL PHILOSOPHY**

The goal of the CHS discipline policy is to provide all students the opportunity to develop self-control, successful interpersonal skills, self-direction, self-understanding, and the self-worth that comes with achieving their academic goals while maturing as an individual. The policy will be communicated and consistently enforced. Conduct that is counterproductive to an individual's learning and that is detrimental or unsafe to persons or property; that violates the laws, policies, or commonly accepted standards will not be tolerated. All students have the right to due process.

CHS will not tolerate violence, harassment, or disruptive related activity. All students are expected to comply with the school regulations and to respect the authority of the school staff. All staff members are expected to enforce school and district policies in a fair, firm, and consistent manner. It is our goal as a school community to encourage students to exercise self-discipline and for students to share the responsibility for creating an atmosphere that is conducive to learning.

### **STUDENT EXPECTATIONS**

It is the responsibility of the student to attend school regularly, to show conscientious effort in the classroom work, and to conform to school rules and regulations. Most of all, the student shares with the administration and staff the responsibility to develop a climate within the school that is conducive to effective learning.

**No student has the right to interfere with the education of other students.**

*To fulfill this, each student should:*

- Respect the rights of everyone in the educational process.
- Practice academic honesty.
- Express ideas and opinions in a respectful manner that does not slander others.
- Be aware of the rules and expectations for student behavior and abide by them.
- Dress and groom to meet the standards established by the CHS Dress Code.

- Assist the school staff in running a safe school for all students.
- Protect and take care of school property.
- Attend school daily and be on time for all classes and other school functions.
- Makeup work when absent or suspended from school following established guidelines.
- Pursue and attempt to satisfactorily complete the courses of study.

### **CLASSROOM BEHAVIOR MANAGEMENT**

Teachers will establish classroom regulations at the beginning of each semester, including in-class interventions for misbehaviors. Students who choose not to follow classroom expectations will be referred to the progressive discipline system.

### **CELL PHONES**

#### **Cell Phones or MP3 Players or CD Players or any Electronic Devices**

Students **BRING ALL ELECTRONIC DEVICES AT THEIR OWN RISK!** CHS is **NOT** responsible for lost or stolen electronic devices.

*Teachers will inform students about the class cell phone policy and enforce the policy. The administration will give a blanket warning the first few days. Phones are not allowed for use in the hallway during instructional time.*

- First offense - Admin warning.
- Second offense - The phone is confiscated by the administrator for the remainder of the day.
- Third offense - The parent will be required to pick up the phone at the end of the next school day.
- Additional offense may result in loss of cell phone at any time during the school day.

### **DANCE CONDUCT**

To create an enjoyable and safe environment at ASB sponsored dances, the following expectations apply:

- All students attending the dance must have a current CHS ASB or student identification card and be currently enrolled
- All students attending the dance must be passing 5 of 8 classes and have attended school regularly with less than 15% missed days. Students will be informed if they are not able to attend due to either reason
- Once a student leaves a dance, they will not be allowed to reenter
- Dancing that creates potential harm or injury to self or others or is sexually provocative will not be allowed
- Students may not loiter in school parking lots or on campus during dances
- Dance Guest forms for visitors attending a CHS dance are available in the office.
- Visitors must be current students of a high school or Clarkston Alumni from previous year

Students who violate these expectations will be asked to leave the dance and risk forfeiting their privilege to attend future dances.

## **DRESS CODE**

- Visible undergarments are not acceptable
- All tops and shirts must completely cover the midriff, belly button, chest, and back
- All shorts must cover the top and bottom of the buttocks
- Sunglasses are not to be worn indoors
- Clothing or jewelry promoting alcohol, tobacco, drugs, or obscene and vulgar message is not permitted
- Gang-related apparel of any kind is not permitted

Students referred to the office for dress issues will be asked to change into appropriate clothing or cover the offensive clothing or message. A second or repeated offense of this policy will result in disciplinary action in accordance with school policy and procedure.

## **GANG RELATED ACTIVITY**

Groups that initiate, advocate, or promote activities that threaten the safety or well-being of person or property on school grounds or at school activities, or which disrupt the educational environment, are harmful to the educational process. The use of signals, graffiti, or the presence of any apparel, jewelry, accessory, (including electronic devices) or manner of grooming which by the virtue of its color, arrangement, altered symbol, or any other attribute, may indicate membership or affiliation with a gang. Hand signals or any of these behaviors which in the judgment of staff presents a clear and present danger to students, staff, and patrons are prohibited.

## **PROGRESSIVE DISCIPLINE**

The sequence of disciplinary consequences follows the “progressive discipline” model and begins with minimal actions, which can be taken, and ends with the maximum action, which can be administered. This listing does not imply that a “step by step” progression of increasing severity needs to be used by the school staff in dealing with the violation. Parents will be contacted by a teacher for incidents occurring within their supervision. Office Administrators will contact parents for all other major incidents. Consequences are based on circumstances unique to each incident of inappropriate behavior and will be dependent on such factors as:

- The severity of the incident
- The student’s attitude, which includes the student’s sense of ownership of the behavior and willingness to change.
- The student’s discipline record.
- Consideration of the unique circumstances which may include cultural considerations and a student’s special needs.

## **Corrective Disciplinary Consequences**

- **Teacher-Student Conference:** Clarify expectations and let student know what consequences will be recommended or assigned if inappropriate behavior continues.
- **Detention:** Teacher assigned opportunity with the teacher or lunch opportunity, outside of the regular instructional time.
- **Parent Conference:** Parent informed by phone, email, or in person with conference documented, incident explained, and future consequences

reviewed.

- Student removal from class for up to the remainder of the school day.

### **Administrator – Assigned Disciplinary Consequences**

- **Opportunity (After School):** Students will be required to attend school-sponsored opportunity for up to one hour after school. Students who do not serve their assigned opportunity are returned to additional duties. For minor offenses, there is also lunch detention.
- **In School Suspension:** Students will serve suspension in the ISD room all day. This includes lunch and after school detention. Students assigned in school suspension will be given an opportunity to work on current assignments and make up work.
- **Out of School Suspension (At Home):** Student is removed from school due to the serious nature of the inappropriate behavior. Students will have an opportunity to make up work that is missed. The student is not to appear on campus nor attend any school functions (after school or evening) while on home suspension, unless part of the student’s educational supports or program while on disciplinary removal.
- **Work Duty:** Work duty will also be an option for students to do before school, during lunch, or after school as a community service opportunity to reduce suspension time.

### **Referral to Law Enforcement**

Inappropriate behavior may not only violate school and district policies, but state and local criminal law. If it is determined that criminal laws have been violated by our students, school officials will notify appropriate law enforcement authorities as well as take appropriate action to satisfy Education and Penal Code mandates.

### **CLARKSTON HIGH SCHOOL STUDENT BEHAVIOR CONSEQUENCES**

The Methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- Consistent from day to day and student to student on a semester basis.
- Balanced against the severity of the misconduct.
- Appropriate to the student’s nature and prior behavior.
- Consider other relevant factors as required by State Law.

<b><i>Consequences:</i> INFRACTION</b>	<b>FIRST OFFENSE</b>
1. Abuse of computer (included internet and email abuse)	STS: 1-5 days
*2. Alcohol, Drugs, Paraphernalia - Possession or use	10-day LTS, reduced to 3 days w/assessment and treatment
*3. Alcohol or Drugs, sale or delivery	STS
*4. Arson	LTS or Exp
*5. Assault / Threat of	STS: 1-5 days
*6. Attendance	Conference or School service

*7. Bomb Threat	LTS or Exp
8. Cellphone / Electronic device	Taken by Teacher
9. Cheating	STS and/or refer to syllabus
10. Leaving Campus without signing out	LO
11. Damage, Destruction of Property (Vandalism)	Depends on extent: School Service or STS: 1-5 days
*12. Dangerous Weapons / Firearms	Exp or LTS
*13. Defiance	Depends on incident. School service or STS or ASD
14. Disobedience	School service
*15. Disruptive Conduct	Depends on incident. School service
16. Disruptive Dress / Appearance	Conference
*17. Extortion	STS: 5 days
18. False Accusations	Depends on incident. School service
*19. False Alarm	STS: 1-3 days
*20. Falsification / Forgery of Documents	STS: 1 day
*21. Fighting	STS: 3-5 days
*22. Gangs/Gang activity	Depends on extent. School service or STS
*23. Harassment: intimidation & Bullying, unlawful discrimination, sexual harassment	Depends on extent. School service or STS or ASO
24. Inappropriate displays of affection	Depends on severity. Warning
25. Inappropriate language/verbal abuse	Depends on incident. Conference-Warning
*26. Intimidation	School service or STS: 1-3 days
*27. Lewd behavior / Sexual misconduct	Depends on incident. School service or STS: 1-3 days
*28. Negligent / reckless Driving	Referred to SRO
*29. Obscene or disruptive material	Depends on incident. School service or STS: 1-3 days or ASO
30. Occupying unauthorized area	School Service or ASO
*31. Possession/use of explosive or ignition devices	STS: 1-5 days
*32. Possession or use of tobacco	Referral for counseling. STS: 1-5 days
*33. Robbery	STS: 1-5 days
34. Simple Assault	STS: 1-5 days
*35. Theft/possession of stolen property	STS: 1-5 days
*36. Unauthorized use of technology	Conference, parent phone call, school service

**\*Exceptional Misconduct:** these offenses may be disruptive enough to the educational environment to warrant a short-term suspension upon first offense.

**NO TOLERANCE FOR WEAPONS ON CAMPUS: IT'S THE LAW**

**Students bringing weapons (including items made to “look like” real weapons or toy weapons) can be expelled.**

## Activities and Athletics

### ACTIVITY ADVISORS

Cheerleading - Paige Frazier

Color Guard / Winter Guard - Greg Kolar &  
Sophia Roemer

DECA - Lynn Mason & Margie Denton

FCCLA - Lindsey Slaybaugh & Andrea  
LejaMeyer

FFA - Cami Browne

JROTC - Lt. Colonel Steve Heflin & T  
Sergeant Doug Lincoln

Music Programs - Greg Kolar

National Honor Society - Col. Heflin

Shop Club- Ryan Newhouse & Brian Frazier

TSA Club- Kelli Williams

Academic Awards Night - Sami Tuschhoff

Student Council - Debbie Lynch

Theater Club - Larry Goodwin

Yearbook - Debbie Lynch

### “CHS FIGHT SONG”

CLARKSTON HIGH SCHOOL  
CLARKSTON HIGH SCHOOL  
'TIS FOR YOU WE PLAY.  
IN OUR HEART, CLARKSTON HIGH SCHOOL  
GROWS DEARER EVERY DAY RAH! RAH! RAH!

CLARKSTON HIGH SCHOOL  
CLARKSTON HIGH SCHOOL  
FIGHT ON  
FOR YOUR FAME  
FIGHT BANTAMS, FIGHT, FIGHT, FIGHT  
TO WIN THIS GAME

C-L-A-R-K-S-T-O-N



***All Students involved in activities and athletics must purchase an ASB card and sign the Code of Conduct.***

## **ATHLETICS**

CHS is a member of the Great Northern League that is a 2A league classification in the state of Washington.

A student who plans to participate in athletics and activities must have the following completed prior to the start of the season. All forms are completed online through Skyward Family Access. Sport Physicals are good for 2 years and must be turned in to the office. Online forms include:

- Physical Form (printed, taken to Dr. office, returned to office)
- Safety Form
- Athletic Registration
- Concussion
- ASB card
- Code of Conduct Form

### **FALL SEASON**

Football	Brycen Bye
Volleyball	Marie Huffman
Cross Country	Pat Sobotta
Swimming	Savannah Kuther
Soccer (C)	Ryan Newhouse

### **SPRING SEASON**

Golf (B)	Brian Frazier
Golf (C)	Paige Frazier
Track	Brian McElroy
Tennis	Margie Denton/John Kowatsch
Baseball	Bruce Benschling
Softball	Shane Burke
Soccer (B)	Jerry McGowan

### **WINTER SEASON**

Basketball (B)	Justin Jones
Basketball (C)	Debbie Sobotta
Wrestling	TBA

If you need to contact a coach please call the main office at 509-758-5591.

## **Programs, Services**

### **TITLE I, PART A AND LEARNING ASSISTANCE PROGRAM (LAP)**

#### **Title I, Part A**

What is Title I? Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state's challenging performance standards in reading mathematics, and writing. Schools qualify for Title I funds through their free/reduced lunch percentage. If a school is a Title I school-wide program, this means every student K-6 is eligible to receive additional support services through Title I, Part A.

**Teacher Qualifications** Title I schools must meet federal rules related to teacher and paraprofessional qualifications. At the beginning of each school year, any parent who has a child attending any school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his/her qualifications (Section 1111P(6)(A) ESEA).

**Parent Involvement** Each school in the district receiving Title I funds shall jointly develop with parents of students served in the program a School-Level policy outlining how parents, school staff, and student share responsibility for improved student achievement in meeting academic standards (CSD policy 2108P, 4130P, and Section 1118 (c)-(f) ESEA). Each Title I school will develop a School-Parent Compact. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.
2. Indicate how parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Review expectations for students to take responsibility for their learning and actions.
4. Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

For more information regarding Title I parent involvement, please refer to Policy 2108P and 4130P on the CSD website: [www.csdk12.org](http://www.csdk12.org).

**Learning Assistance Program (LAP)** Learning Assistance Program (LAP) is Washington's state-funded program that provides supplemental academic support to eligible students. LAP must first focus on addressing the needs of students in K-4 who are deficient in reading or reading readiness skills. However, LAP may also provide supplemental interventions for students K-12 in reading, writing, mathematics, and readiness associated with these content areas. LAP may also support 11<sup>th</sup> and 12<sup>th</sup> grade students at risk of not meeting local and state graduation requirements.

**Citizen Complaint Procedures for State or Federal Programs** A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation, or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form
- There is no need to know the law that governs a federal program to file a complaint.

If you have a complaint against a school, the district, Educational Service District (ESD), or School Service Provider, please follow steps 1 through 5:

1. Use your local complaint process first (board policy 2108P)
2. File a citizen complaint through the Office of Superintendent of Public Instruction (OSPI)
3. Mail or Fax your written citizen complaint to OSPI
4. OSPI will process your complaint
5. OSPI will send a final decision within 60 calendar days of the date they received your complaint.

For a more detailed description of this process, please refer to the Title I link on our website: [www.csdk12.org](http://www.csdk12.org).

**MEDICATION AT SCHOOL** Every school has staff members who have been trained to administer medication. If your child requires medication to be given at school, you must have an authorization form signed by both the parent and the physician/dentist before any medication can be dispensed by office personnel. Forms may be obtained from the school nurse or the school secretary.

All medication must come in its original container with the prescription label attached. In accordance with Washington State Law, oral medication (any medication taken by mouth) is defined as EITHER prescription OR over the counter medication (such as Tylenol, Advil, Benadryl, Cough Syrup, etc.) A signed authorization form must also accompany asthma inhalers from the doctor and parent. **MEDICATION BROUGHT TO SCHOOL BY STUDENTS WITHOUT SUCH PERMISSION WILL BE REMOVED FROM THE CHILD AND THE PARENT/GUARDIAN CONTACTED.** Please contact the school nurse if your child has, or develops, any serious health-related condition.

Children with a life-threatening condition, defined as “a health condition that will put the child in danger of death during the school day if medication or treatment order and nursing plan are not in place” are required to have medication or treatment order and nursing plan in place before they start school. Severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc. are examples of this condition. **If your child has a life-threatening health condition that may require medical services to be performed at school, you must immediately notify your school’s principal or school nurse.**

**SAFE & DRUG-FREE SCHOOLS** The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students or employees while on Clarkston School District property or as part of a Clarkston School District activity is prohibited. This includes, but is not limited to, the possession or consumption of alcohol by an individual under the age of 21, possession or consumption in areas open to and commonly used by the public on leased buildings or grounds. It is illegal to sell, service, or furnish alcoholic beverages to a person under the age of 21. Compliance with these standards of conduct by both employees and students is mandatory. Any student found in violation of these standards or conduct may be subject to disciplinary action including, but not limited to, warnings, probation, suspension, expulsion, and special sanctions as appropriate such as required counseling, and/or treatment, and referral for prosecution.

## **USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES Policy 4215**

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from the use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation. Any use of such products and delivery devices by staff, students, visitors, and community members will be prohibited on school district property. Possession by or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds, and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum, or lozenge is permitted. However, students and employees must follow applicable policies regarding the use of medication at school. Notices advising students, district employees, and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

**BUS RULES** Students will receive notice if there is to be a change in a route or change in their bus stop. Please have your children at the bus stop five minutes early. Upon being dismissed from school, students are to go directly and in an orderly manner, to their bus and board. If the bus is not ready for boarding, the students will stand in the appropriate line until it is possible to board. Under no circumstances should any student run, push, wrestle about, or throw objects in the bus loading zone. Students are to use the designated crosswalks, stay clear of the buses and walk on the proper side of the road. The State Department of Public Instruction by and with, the advice of the Chief of the Washington State Patrol and Director of Highways prepared the following rules and regulations for the State of Washington.

1. The driver is in full charge of the bus and students.
2. Students shall ride their regularly assigned bus at all times unless the School Authorities have granted permissions. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus, they must obey the driver promptly and willingly.
3. Unless by written permission of School authorities, no student shall be permitted to leave the bus except at his or her regular stop.
4. Each student may be assigned a seat in which he will be seated at all times unless permission to change is given by the School principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Students are to assist in keeping the bus clean by keeping their waste paper off

the floor. Students must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating is not allowed.

7. No student will smoke or light matches on a school bus.
8. No student shall at any time extend his/her hands or arms out of the windows, whether the school bus is in motion or standing still.
9. No student shall open a window on the school bus without first getting permission from the school bus driver.
10. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, flammables, breakable containers, and any type of firearms, straps, or pins extending from their clothing. Animals of any type are not permitted on the bus, except for "seeing eye" dogs.
11. Each student must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No student will be allowed to talk to the driver more than is necessary.
13. No student shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
14. Students are to remain seated while the bus is in motion and are not to stand up on the bus until it has come to a full stop.
15. Students must board and leave the bus in an orderly manner. They must obey the orders of the school safety patrolman on bus duty. They must not cross the highway until given consent by the bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.
16. Students must cross the highway only in front of the school bus and never behind it.
17. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
18. Students, who have to walk some distance along the highway to the bus-loading zone, where practicable, must walk on the left-hand side facing the oncoming traffic. This also applies to students leaving the bus loading zone in the evenings.
19. Student's misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
20. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
21. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
22. Students are not to run errands between the bus stop and their home.

### **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 - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, 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 and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Behaviors/Expressions** 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.

This policy is not intended to prohibit the 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.

### **Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff, and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will see partnerships with families, law enforcement, and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The compliance officer is Troy Whittle 509.758.2331.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

## **BULLYING PREVENTION**

It is the policy and procedure (3207) of the Clarkston School District to prohibit harassment, intimidation, and bullying. This includes direct or indirect electronic, written, oral or physical acts which physically harm a student, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school.

Bullying is repeated negative behavior towards a less powerful person or persons. Hitting, name-calling, shunning, and shaming are forms of bullying. Spreading rumors, gossiping, and making threats are also forms of bullying.

## **Anti-Bullying Corrective Actions**

If your child is experiencing bullying behavior at school, here a few steps you should take:

- Promptly bring the behaviors to the attention of your child's teacher or counselor. The more information you can provide to the teacher or counselor, such as the name of the other student or student(s), the date the behaviors took place, and the location(s), the better.
- If bullying behavior continues, promptly bring the behaviors to the principal's attention. This may include asking for a meeting in person to discuss your concerns, asking for implementation of a Safety Plan for your child to prevent future incidents or for a Student Intervention Team meeting to be held.

If bullying behavior continues, you may file a formal complaint with your school's principal. Forms are available at the front office of each school and can also be located on-line at [www.csdk12.org](http://www.csdk12.org) under Info & Resources - Forms - *(Harassment, Intimidation, Bullying (HIB) Incident Reporting Form)*. If you are unable to resolve your concerns at the building level, contact the Clarkston School District Harassment, Intimidation and Bullying Compliance Officer, Troy Whittle, at (509)758-2531.

Thank you for working with us to address bullying behaviors that take place at our school. As a team of school professionals, parents, and students, we can work to reduce and eliminate such behaviors at school.

## **NONDISCRIMINATION NOTIFICATION**

Clarkston School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle

questions and complaints of alleged discrimination:

- Troy Whittle, Civil Rights & Title IX Coordinator, 1294 Chestnut Street, Clarkston, WA 99403, (509) 758-2531 [Whittlet@csdk12.org](mailto:Whittlet@csdk12.org)
- Rebecca Lockhart, Section 504/ADA Coordinator, 1294 Chestnut Street, Clarkston, WA 99403 (509) 758-2531 [lockhartr@csdk12.org](mailto:lockhartr@csdk12.org)

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [CSD Policy 3210 \(Students\)](#) [CSD Policy 5010 \(Staff\)](#)

### **NONDISCRIMINATION NOTIFICATION CAREER AND TECHNICAL EDUCATION (HIGH SCHOOL/EOC ONLY)**

The School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The Clarkston School District offers classes in many career and technical education program areas in business, family consumer sciences, marketing, agriculture and others under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact CTE Director Elece Lockridge, 1284 Chestnut Street, Clarkston, WA 99403 (509) 758-4508. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

- Troy Whittle, Civil Rights & Title IX Coordinator, 1294 Chestnut Street, Clarkston, WA 99403, (509) 758-2531 [Whittlet@csdk12.org](mailto:Whittlet@csdk12.org)
- Rebecca Lockhart, Section 504/ADA Coordinator, 1294 Chestnut Street, Clarkston, WA 99403, (509) 758-2531 [lockhartr@csdk12.org](mailto:lockhartr@csdk12.org)

### **SEXUAL HARASSMENT**

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

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

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

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [CSD Policy 3205 \(Students\)](#) [CSD Policy 5011 \(Staff\)](#)

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

#### **Complaint to the School District**

##### ***Step 1. Write Out Your Complaint***

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

##### ***Step 2: School District Investigates Your Complaint***

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

##### ***Step 3: School District Responds to Your Complaint***

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

#### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's

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

### **Complaint to OSPI**

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

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

### **Family Educational Rights and Privacy Act (FERPA)**

Parent/guardian and eligible students (at least 18 years of age) you have the right to:

- inspect and review education records;
- amend education records;
- \*consent to disclose personally identifiable information in education records; and
- file a complaint with the U.S. Department of Education.

\*One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.

### **Protection of Pupil Rights Amendment (PPRA)**

We have policies on the district website ([CSD Policy 3232](#)) which deal with parental rights relative to:

- surveys;

- instructional materials;
- physical examinations; and
- personal information used for marketing

**Asbestos Hazard Emergency Response Act (AHERA)**

The district inspects our buildings for asbestos containing building materials and develop, maintain and update an asbestos management plan. We annually notify parents, teachers and employee organizations in writing of the availability of the management plan and planned or in-progress inspections, re-inspections, response actions and post-response actions, including periodic re-inspection and activities.

**Food Services**

Our outstanding Food Services Department serves both breakfasts and lunches that meet state and federal nutrition requirements. Computerized accounts are available for student convenience. Meals need to be paid for in advance on the student pre-paid account.

Clarkston participates in the Federal Free & Reduced School Meals Program. Free or reduced lunches are provided for children whose family meets federal guidelines. Application forms are available throughout the school year online and in the main office. Applications need to be completed yearly; one application per household. Families are encouraged to fill out a free and reduced price application.

\*If your child has special dietary needs, reasonable modifications may be made when a medical authority completes the proper form. The form is available online or in the school office.

**Charging:** Extra milk, **second** entrée's or meals cannot be charged and must be paid for with cash. Efforts will be made to notify parents of needed money for accounts when the balance nears \$0.00. Notifications will consist of phone calls, texts, notices sent home with your child, or email. However, parents/guardians are ultimately responsible for making sure your child has funds on their Food Service Account. Amounts totaling \$20 or more will be turned over to the Food Service Director/District Office Staff for further collection efforts. Families owing money on their accounts and still accruing debt will be asked to eat breakfast at home and bring a sack lunch so to not further their debt.

<b>Breakfast</b>		
Student	CHS: No Charge	Elementary/LMS: No Charge
Reduced	No Charge	
Adult	\$ 2.00	
<b>Lunch</b>		
Student	CHS: No Charge LMS: No Charge	Elementary: No Charge
Reduced	No Charge	
Adult	\$ 4.00	

## Health/Immunization Information *\*Updates for new school year coming soon*

Immunizations: Washington State Immunization law (RCW 28A.210.080; CSD Board Policy and Procedures 3413, requires all students to present, on or before the first day of school attendance:

- **Proof of full immunization or a parent completed and signed Certificate of Immunizations (CIS) form; or**
- **Initiation of a schedule of immunization; or**
- **Certificate of Exemption (COE) form completed by parent and health care provider as required**

The revised WA State Immunization Exemption Law (effective July 22, 2011) continues to require that a licensed health care provider sign the COE to confirm that the parent/guardian was given benefit and risk information on immunizations.

Parents/Guardians of exempt children or students must also receive notice that the child/student may be excluded from school if an outbreak of a disease occurs that they have not been fully immunized against, for the length of the outbreak. The Religious Membership exemption is only for families who show membership in a church or religious body that does not believe in medical treatment by a health care provider.

**Immunization Requirements for School Attendance** (month, day and year of immunization must be listed for each dose):

**\*Hepatitis B:** Three (3) doses over six-month period K-11th (Dose 3 must be given on or after 24 weeks of age)/over four-month period for 12th grade.

**\*DTP/DP/DTaP/TD:** Five (5) doses each. Four (4) doses only if last dose was given on/after the child's 4th birthday.

**\*Tdap (Tetanus, diphtheria, acellular pertussis):** One (1) dose required if 11 years of age or older and entering 6th grade. (or through 12th grade if not received prior to 6th grade entry)

**\*Polio:** Four (4) doses. Three (3) doses only if the last dose was received on or after the child's 4th birthday.

**\*MMR:** Two (2) doses given on or after the 1<sup>st</sup> birthday. Must be given on the same day as other live-virus vaccines or separated by 28 days.

**\*Varicella (Chicken Pox):** Two (2) doses given on or after the 1<sup>st</sup> birthday. Must be given on the same day as other live-virus vaccines or separated by 28 days.

## **Medication at School**

Under normal circumstances, prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. Medication is defined as oral or topical, eye drops, eardrops or nasal spray either prescription or over-the-counter. Medication must be supplied in the original container with dosing instructions matching the written order. If a student must receive medication during the school day, the parent shall provide written permission by completing the [Authorization for Administration of Medication](#) form.

## **Potentially Life-Threatening Conditions**

The WA State Legislature requires schools to have emergency care plans in place for any student with a potentially life-threatening condition. Potentially life-threatening

conditions include, but are not limited to: severe allergies, severe asthma, diabetes, seizure disorders, etc. For more information, call the District Nurse at 509-295-1731.

## **Meningococcal Disease & Prevention**

As a parent, there is nothing more important than safeguarding your child's health. The Washington State Legislature requires us to make information available to you about meningococcal disease and human papillomavirus (HPV).

### **What is Meningococcal Disease?**

Meningococcal disease is a serious bacterial infection. It spreads by direct contact with infected persons by coughing, kissing, or sharing anything by mouth. It can cause pneumonia, bloodstream infection, and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs, and death. Fortunately, this life-threatening illness is rare, with only 20-30 cases reported each year in Washington. The disease spreads through close contact with an infected person. Teens and young adults are more likely to get meningococcal disease, especially if they live in group settings like college dorms.

### **How can I protect my child from meningococcal disease?**

The meningococcal vaccine, or MCV4, prevents against four types of the disease. It is recommended for all children who are 11 and 12 years of age, with a booster for teens ages 16-18. The meningococcal B vaccine, or MenB, is recommended for some children with rare health conditions or who are at risk during a meningococcal B outbreak.

### **For more information about meningococcal disease and how to prevent it visit:**

Washington State Department of Health:

[www.doh.wa.gov/Immunization/DiseasesandVaccines/](http://www.doh.wa.gov/Immunization/DiseasesandVaccines/)

**Human Papillomavirus (HPV) Disease & Prevention:** The following information is provided at the direction of the Washington State Legislature to help reduce cancer rates in Washington by protecting individuals from HPV.

### **What is HPV?**

HPV is a common virus. Most people exposed to HPV will never develop health issues. However, for others, HPV causes major health problems, including cervical cancer, anal vulvar, mouth and throat cancer. Most infected people have no symptoms and may spread the virus without knowing it. HPV spreads mainly through sexual contact.

### **How can I protect my child from HPV?**

Make sure your child gets the HPV vaccine. The vaccine is highly effective. The best time to get it is before sexual activity ever starts. The HPV vaccine can prevent infection from some of the most common and serious types of HPV that cause cancer and genital warts. The vaccine does not get rid of existing HPV infections.

### **Who should get the vaccine and when should they get it?**

Because the immunization is more effective when given at younger ages, 9 through 14-year olds need 2 doses. Those starting at 15 or older need three doses. The recommended age is 11 or 12. HPV vaccine may be given up to age 26.

**For more information on HPV, the vaccine, and cervical cancer visit:**

WA State Department of Health: [www.doh.wa.gov/hpv](http://www.doh.wa.gov/hpv) or Centers for Disease Control and Prevention: [www.cdc.gov/hpv](http://www.cdc.gov/hpv)

### **Where can I find the HPV vaccine?**

Ask your doctor, nurse, or local health clinic to find out more about HPV vaccine and where you can get it. Patients younger than 19 years of age can get HPV vaccine for free in Washington State. Some health care providers' offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you can't pay.

### **McKinney Vento Information**

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, highly capable programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular, and adequate nighttime residence, including those students who are:

- Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings; or
- Migratory children living in conditions described in the previous examples.

For the complete board policy and more information regarding McKinney-Vento, please review CSD Policy 3115 and Procedure 3115P, which can be found on the district website. If you are experiencing homelessness, please contact your school Homeless Liaison or the District Coordinator for further assistance.

- Dianne Howell, Student Services Administrative Assistant, 1294 Chestnut St., Clarkston, WA 99403 (509) 769-5540 [HowellD@csdk12.org](mailto:HowellD@csdk12.org)
- Melinda Dyer, State Homeless Coordinator, Office of the Superintendent of Public Instruction, (360) 725-6505 [melinda.dyer@k12.wa.us](mailto:melinda.dyer@k12.wa.us)

## **Video Security on School District Grounds or Property**

School District grounds, buildings and property, including buses used for district purposes, may be equipped with video and/or sound security cameras (video security cameras). Equipment may be placed to record only in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared or common spaces. Video contents are for the specific purpose of school safety and security and may be used as part of investigations as evidence to document misconduct.

## **Electronic Resources**

The Clarkston School District provides electronic resources (hardware, software, Internet, etc.) as a means for students to learn core subjects and applied skills to help them achieve success in any 21<sup>st</sup> Century environment. These resources are to be used in a safe and responsible manner for educational purposes only. The Clarkston School District actively monitors student use of these resources and the District reserves the right to restrict, revoke and/or alter any resources it provides as necessary to support the District's educational environment.

## **Student Rights and Responsibilities**

Students in the Clarkston School District are expected to: respect the rights, person and property of others, create and work in an orderly environment, comply with rules and expectations, and follow directions given by school staff and respond appropriately. Students in the Clarkston School District are required to follow the Student Conduct Expectations as outlined in [CSD Policy 3240](#) and [Procedure 3240P](#). In addition, more specifically, the behavior expectations set out in this handbook specific to this school. Students in violation of these may be subject to school discipline up to and including suspension from school.

## **Absences/Truancy**

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school, on the job, and in life.

## **DID YOU KNOW?**

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduate.
- Children chronically absent in kindergarten and 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade, good attendance can predict graduation rates even better than 8<sup>th</sup> grade test scores.
- Attendance is an important life skill that will help your child graduate from college

and keep a job.

The state of Washington has a Compulsory School Attendance Law, also known as the “Becca Bill,” which requires parents or legal guardians to make sure their children between ages 8 and 18 attend school regularly (RCW 28A.225.010). In order to comply with district policy and state law, when a student has seven (7) unexcused absences, the school will petition the Juvenile Court System, which will require students and parents to attend the Community Truancy Board. If unexcused absences continue, the petition will be entered into truancy court. Here, the student and/or parent may face consequences ordered by the Asotin County Superior Judge.

The district also has a “15% Rule”. If a student has excused absences in excess of 15% of the days of attendance, the school may require a doctor’s note or school nurse to excuse further absences. If medical documentation is not given to the school, the absence will be considered unexcused and will move toward the Becca Bill process. Chronic absenteeism (missing 18 or more days) can have a huge impact on your child’s success academically, socially, and emotionally. For more information on attendance law and procedures, please review policy 3121. A list of acceptable excused and unexcused absences can be found in policy 3122 and 3122P. All policies and procedures are on the district website.

#### **WHAT CAN YOU DO?**

- Make school attendance a priority;
- Talk about the importance of showing up to school every day, make that the expectation;
- Help your child maintain daily routines, such as finishing homework and getting a good night’s sleep;
- Try not to schedule dental and medical appointments during the school day;
- Don’t let your child stay home unless truly sick. Continual complaints of headaches or stomachaches may be signs of anxiety. Please talk to your child’s teacher or school counselor if you have concerns regarding your child’s social/emotional well-being

#### **Dress Expectations**

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- Damage to school property shall result from the student's dress; or
- A material and substantial disruption of the educational process will result from the students' dress or appearance

#### **Weapons on School Premises - Policy 4210**

It is a violation of district policy and state law for any person to carry or possess a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this

policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- Persons engaged in military, law enforcement, or school district security activities;
- Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- Persons competing in school authorized firearm or air gun competitions; and
- Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up/dropping off students; and
- Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

### **Crisis and Emergency Procedures**

The safety of the students is of prime concern. Our school has a written crisis and emergency procedures plan. Emergency planning is monitored and revised regularly. We will practice these procedures during the school year. The cooperation of the parents and guardians is essential at the time of emergency.

### **EMERGENCY DRILLS**

Emergency drills will be held monthly during the year. These drills will be conducted according to emergency procedures in the school's emergency plan. Students will be expected to act according to the established rules for the emergency. Students will be informed of these rules and procedures during the year.

**Please discuss with your child how important it is to listen carefully to their teacher and other emergency staff during drills or if there are actual events. Students must comply with emergency procedures at once without question. This is for their safety.**

**PHOTOGRAPH/VIDEO  
NON-PERMISSION/OPT-OUT FORM**

**(PARENTS: Complete and return this form only if you do NOT give permission for your student's image to appear in possible school publications, including postings on the website.**

From time to time, photographs or videos of students are taken during the school day for use in district and educational news releases, publications, video productions, social media, educational projects, and the district website.

**If you do NOT wish to have your child photographed/videotaped for news media or school publicity purposes, sign and return this form to the school's principal. Parents must submit to their student's principal by September 15 of each year. This form applies *only* to the current school year. Please fill out a new form each school year if you do not want your child's image published.**

Student's full name (please print)

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Current school: \_\_\_\_\_ Grade level: \_\_\_\_\_

School Year: \_\_\_\_\_

Parent/Guardian name (please print)

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Parent/Guardian signature

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Date

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*Please note that if your student participates in public events (such as a sporting event or drama production that is open to the community) the school/district may have little or no control over photographs taken by media, other parents, or community members attending the event.*

*Students 18 years of age do not require parental consent for photo use. For more information, contact the District Office at 509.758.2531*

Clarkston School District | 1294 Chestnut Street | Clarkston, WA 99403 | (509) 758-2531 |  
[www.csd12.org](http://www.csd12.org)