STUDENT HANDBOOK

2014
2015

CAMAS HIGH SCHOOL VISION

The mission of Camas High School is to prepare our students for the

UNLIMITED POSSIBILITIES OF THE FUTURE.

Our staff and students make the CHS experience challenging, relevant, and positive by focusing on these three priorities:

TEACHING AND LEARNING

We make a commitment to
CHALLENGE, ENGAGE, and ENCOURAGE
all students. As a professional learning community, we collaborate and innovate. Together, we seek answers to these questions:

- What is it we want students to learn?
- How will we know students have learned it?
- How will we motivate students who struggle or need to be challenged?

CHARACTER

We make CHARACTER COUNT.
We reinforce WORK ETHIC and RESPECT.

Everyone is expected to be a responsible and positive part of this campus.

CULTURE

We make CHS safe and welcoming.
Each student will look forward to at least one aspect of school every day. Students and staff are encouraged to

DREAM,
TAKE RISKS, and
BECOME INVOLVED

on campus and in our community. Achievements are recognized and celebrated.

WE MAKE PAPERMAKERS

Welcome to Camas High School

The mission of the Camas School District is to provide students with the abilities to communicate effectively, use technology, reason, be self-confident, possess mental and physical health, and work effectively with others. In broader terms, our mission is to create a learning community where teachers and citizens are jointly involved in the advancement of knowledge and personal growth.

If you have any questions about Camas High School and/or the program offerings here, please feel free to see your counselor or an administrator. We are here to help you graduate.

STUDENT JOB DESCRIPTION

Position: Camas High Student

Qualifications: Desire to lead a successful and productive life.

Performance Responsibilities:

1. Attend class regularly.
2. Report to class on time.
3. Bring the appropriate learning materials to class (examples: paper, pencil, books, notebooks, disks).
4. Participate in the learning activities as directed by the teacher (examples: ask questions, respond to questions, read and think about content, involve self in group activities).
5. Treat all others with respect and dignity. Treat others the way you want to be treated.
6. Obey the district, school, and classroom rules and policies.
7. Obey all reasonable requests from school district employees.

CHS ALMA MATER

Hail to thee, our Alma Mater
Though we wander near and far,

Hail to thee, our Alma Mater
You shall be our guiding star.

Stately pines, the lake, the mill,
And the school house on the hill,

Hail Camas High School,
stalwart, and worthy.
Thy sons and daughters are true,
Shall always sing thy praise.

CHS FIGHT SONG

Give a yell, give a cheer
for the Papermakers here,
We are fighting for old Camas High.

They are brave, they are bold,
with a record to uphold,
It's a story that's never been told.

So fight, fight, fight, we're gonna win tonight,
Shout out your numbers brave and strong.

GO TEAM!
Wherever you go, you will always know,

Papermakers go rolling along...

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Academics

ADVANCED PLACEMENT CLASSES

CHS offers advanced placement classes that are certified by the College Board. Through college-level AP (Advanced Placement) courses, you enter a universe of knowledge that might otherwise remain unexplored in high school; through AP Exams, you have the opportunity to earn credit or advanced standing at most of the nation's colleges and universities. CHS currently offers AP courses in Studio Art, English Language, English Literature, US History, US Government/Politics, Spanish, Human Geography, World History, Calculus, Biology, Chemistry, Statistics, Physics, Environmental Science, Microeconomics and Macroeconomics. AP courses are available for 9th through 12th grade students. The only requirements are a strong curiosity about the subject you plan to study and a willingness to work hard. Just a few reasons to sign up: Gain the edge in college preparation, Stand out in the college admissions process, and Broaden your intellectual horizons.

Students are required to sign an AP course contract. Please understand that you will not be allowed to drop an AP course once you have enrolled in it.

AP CLASSES AND CLASS RANK

CHS Class Rank and AP: Advanced Placement grades at Camas High School will be factored in the class rank on a five point scale. Rationale: Class rank is one factor considered in admission to selective colleges. Our State prohibits grading AP students on a five point grading scale but we can factor in a five point scale for the purpose of calculating class rank. This allows us to encourage students to take college level courses and alleviate some of their concern that taking these classes will adversely affect their class rank.

Pre-AP classes are offered at CHS to 9th and 10th graders in the subject area of English and Science. Students are not required to take and pass Pre-AP classes in order to enroll in AP courses. Pre-AP classes are challenging and require students to be willing and able to work hard.

ASSIST CLASSES

Assist Class offers course and credit recovery for the core subjects of Math, English, and Social Studies. In order to be eligible for credit recovery the student must have obtained at least a 50% when the course was first attempted and must complete this option within one year of the first attempt. After satisfactorily completing the credit recovery assignments the student could earn at most a 'D' grade. Course recovery involves repeating the course. No credit is earned for the Assist class itself.

Students in Assist class will be on a progress contract and must work steadily toward completion of the course. Please see the online course policy for more information.

CAREER CENTER

The Career Center and Career Specialists are available to assist students with job and career information including post-secondary training information. College and vocational institution information is readily accessible in the Career Center.

CREDIT & COURSE RECOVERY POLICY

1. A student may earn a maximum of 2.0 credits per year (1.0 credit per 6 weeks or 30 days) through CHS online classes.
2. A student must have at least 30 school days (6 weeks) of time per semester course in order to enroll in and complete online courses at CHS.
3. A student may attempt any given course for credit/course recovery or elective credit one time in Assist. If the student does not complete the course, the student will be charged $110 per half-credit for repeated attempts of that course.
4. A student may elect to take CHS online courses outside of the regular 6-period day at a cost of $110 per one-half credit if the student is credit deficient. (Note: CHS may contract with other outside agencies to provide online courses for enrichment or credit/course recovery. The cost of these courses is yet to be determined and will be paid by the student.)
5. A limited number of elective courses are available on online and a student must have approval from the Associate Principal overseeing the program in order to enroll.
6. A student may take at most .5 credit of any given required English, Social Studies, or Math course online through CHS online courses. The lab Science graduation requirement may not be met through CHS online courses.
7. All tests in online courses must be taken on campus.
8. A student must score at least 70% in CHS online courses in order to receive credit for the course.

CREDIT LOSS AND ABSENTEEISM

Students who are absent (excused or unexcused) twelve or more times in one or more classes in one

semester may lose credit for the class, earning an F or NC grade. Absences associated with school-related activities or discipline do not count toward the total. Should the student be recommended for loss of credit, he/she may have an opportunity to appeal. (see policy for more detailed information)

FULL SCHEDULE REQUIREMENTS

All 9th, 10th, 11th, and 12th grade students in the regular program are required to take six courses each semester. The 11th and 12th grade students may elect to earn credit for job experiences off campus for a maximum of two periods per semester. Exceptions would only be those that are approved in writing by the grade-level administrator.

GRADE CLASSIFICATIONS

A student will be considered a Freshman, Sophomore, Junior, or Senior when they have earned the following credits:

Freshman (9th grade)	Recommendation from 8th grade
Sophomore (10th grade)	5.0 credits w/ at least .50cr in English 9 or 4.0 credits w/ 1.0cr in English 9
Junior (11th grade)	10.0 credits w/ at least 1.5cr in English or 9.0 credits w/ 2.0credits in English
Senior (12th grade)	16.0 credits w/ at least 2.5cr in English or 15.0 credits w/ 3.0cr in English

GRADE DEFINITIONS

The following describes criteria for scholastic marks:

A = Excellent:	The "A" student does top quality work. The student is self-directed and contributes greatly to the class through ideas.
B = Good:	Uses time wisely and constructively. Adds to the class.
C = Satisfactory:	Work meets basic, minimum requirements. Participation is limited.
D = Needs Improvement:	While the student fulfills minimum expectations, work often shows deficiencies.
F = Failing:	Minimum requirements are not met. A lack of competence is demonstrated. **Students must repeat failed required classes within one year.**
P = Pass:	Student has obtained at least a 60% in the course and has opted for a pass grade. Pass grades are not computed in the student's grade point average. A maximum of two elective class credits may be taken on a Pass/Fail basis during high school (9th - 12th grades). **A student must request this option from a counselor no later than the last day of the first six weeks of the semester.** Within the first six weeks of the semester (before the first grading period) a teacher, with consent of a parent, may initiate a request to give the student a Pass/Fail grade. Notes: See guidelines for Teacher/Office Aides under Graduation Requirements. See Pass/Fail Policy for complete details.
I = Incomplete:	This indicates a failure to complete requirements in a class even though a passing percentage may have been earned. The I will be changed to an F if the required work is not completed within four weeks unless extended by teacher.
NC = No credit:	This indicates a loss of credit because of failure to meet attendance requirements in a class even though a passing percentage may have been earned.
S = Satisfactory:	This grade is used ONLY to indicate that satisfactory progress has been made in a course that was NOT taken for credit, e.g. Assist.
U = Unsatisfactory:	This grade is used ONLY to indicate that unsatisfactory progress has been made in a course that was NOT taken for credit, e.g. Assist classes.
W = Withdrawn:	This indicates that the student withdrew from the class without earning credit or a grade. Seriously extenuating circumstances must exist which make continuing a course unreasonable. The teacher will indicate whether or not the student is passing at the time of withdrawal and grade-level administrator will determine if sufficient extenuating circumstances exist.

Credits and grades previously earned by transfer students shall be matched to the high school grades and graduation requirements as fairly as possible. The administration will make the decision when a question arises regarding grades or credits.

GRADING SCALE

Camas High School teachers use the standardized grading scale below in all classes. Letter grades are assigned based on the percentage grade earned in a course. Percentages are rounded to the nearest whole percentage point (e.g. 90.1 - 90.4 would round to 90% and 90.5 to 90.9 would round to 91%).

93	-	100	A
90	-	92	A-
87	-	89	B+
83	-	86	B
80	-	82	B-
77	-	79	C+
73	-	76	C
70	-	72	C-
65	-	69	D+
60	-	64	D
0	-	59	F

GRADUATION REQUIREMENTS

1. Earn 22 graduation credits and pass all required classes.
2. Complete and pass the senior project.
3. Each graduate with a graduation year of 2013-2014 will need to successfully pass the Reading, Writing, and Math State Assessment requirements (HSPE). Students with a graduation year of 2015 and beyond will need to successfully pass the Reading, Writing, Math, and Science HSPE or Math EOC assessments.
4. Complete the High School and Beyond Plan.
5. Be enrolled in six CHS classes during the school day (exceptions may be considered by school principals).
6. Student may take no more than four (4) semesters of Teacher/Office Aide in grades 9-12. Teacher Aide is taken on a pass/fail basis. Students must be in good credit standing in order to be a TA. Students may not be a TA if they have not met the PE credit requirements.

REQUIRED CLASSES & CREDITS

English 9	1 credit
Ancient World History (class of 2013)	1/2 credit
English 10	1 credit
World Studies and Family Health	1 credit
English 11	1 credit
U.S. History	1 credit
English 12	1 credit
Current World Issues	1 credit
Washington State History (may be taken in MS)	1/2 credit or MS waiver
Laboratory Science	2 credits
Math-Algebra I, Geometry, & Alg II	3 credits
PE	1 1/2 credits
Health	1/2 credits
Occupational Educational	1 credit
Fine 0r Performing Arts	1 credit
Electives	5 1/2 credits

PASS/FAIL POLICY

A student may opt to take a class on a Pass/Fail basis (core classes required for graduation cannot be taken pass/fail). The student must request this option in writing, using the Pass/Fail request form, from a counselor **no later than the last day of the first six weeks of the semester.** The student must obtain at least a 60% in the course in order to pass. Pass grades are not computed in the student's grade point average. If the student fails the class, the failing grade will be computed into the student's grade point average. A maximum of two elective class credits may be taken on a Pass/Fail basis during high school (9th - 12th grades). Within the first six weeks of the semester (before the first grading period), a teacher, with consent of the parent, may initiate a request to give the student a Pass/Fail grade. A student may sign-up for one or two semesters initially and may the drop the second semester Pass/Fail request if they do so before the second semester deadline. Note: Teacher aide classes are graded Pass/Fail.

REPORT CARDS

Report cards, which reflect cumulative grading, are distributed six times each year, i.e. every six weeks. The first and second six-weeks of each semester are progress reports. These grades are not final.

Progress report cards are available online through the Family Access program. Please contact your student's counselor for information on how to electronically access this program. Camas uses the

semester grading system. This means the grades earned at the end of the first and second semesters are transcripted final grades. They represent the quality of work done by the student from the beginning to the end of the semester. The quality of work plus participation in each class are major factors in reaching a final grade. For clarification on participation grades, please see each department as each has its own policy on participation as it relates to grades.

As is required by district and state policy, at the beginning of the semester each teacher shall prepare in writing and distribute his/her grading policy. The policy shall include use of participation points and the impact that tardies, absences, participation, and behavior have on grades. The definition of unexcused tardies and expected behaviors will be clearly stated.

RETAKING A CLASS

A student may attempt to improve the grade of a course previously passed or failed by retaking the course at Camas High School. Students may take the course at another facility provided they receive prior approval through the counselor and administrator. Credits attempted for courses taken more than once to improve a grade/mark may count only once toward the number of credits required for graduation. Only the highest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be included in the calculation of grade point average. Credits attempted for courses taken more than once to improve a grade may count toward the number of credits required for graduation on the condition that the letter grades earned for all attempts are included in the calculation of the student's grade point average. All attempts stay on the transcript. WAC 180-57-055.

SCHEDULE CHANGES

Course schedules are student driven. Specific courses are placed in the master schedule based on course selections of individual students from the previous spring. Throughout the registration process, students are informed to select their courses wisely as they will be held to the classes they registered for during Spring Forecasting. Any request for a schedule change must be submitted before the tenth day of the beginning of the semester by initiating and securing an appointment with the grade-level counselor. Strong consideration will be given to requests which involve schedule corrections to include but not limited to inaccurate level placement, readjustments needed due to summer school completion, etc. It is anticipated these changes would be very limited and only for significant extenuating circumstances. Schedule change requests after ten days into the semester must be initiated by meeting with the grade-level counselor. Again, only requests that include severe extenuating circumstances will be considered. Running Start students are subject to this policy in regards to courses taken at CHS.

Same Course Schedule Changes:

Day 1 through Day 4
- Limited changes for excellent reasons only
- Requires counselor or administrator AND parent approval

Day 5 through Day 10
- No schedule changes w/o significant extenuating circumstances
- Requires counselor AND administrator AND parent approval

Day 11 through remainder of semester
- No schedule changes

Different Courses Schedule Changes:

Day 1 through Day 4
- Limited changes for excellent reasons only
- Requires parent AND counselor or administrator approval

Day 5 through Day 10
- No schedule changes w/o significant extenuating circumstances
- Requires counselor AND administrator AND parent approval
- A 'W' for withdrawn will be entered on the transcript

Day 11 through Day 30 (last day of first six weeks)
- No schedule changes w/o extreme extenuating circumstances
- Requires counselor AND administrator AND parent approval
- Reduced credit for new class (.33 cr for passing grade)
- Penalty F will be entered on transcript for dropped class

Day 31 through Day 60 (last day of second six weeks)
- No schedule changes w/o extreme extenuating circumstances
- Requires counselor AND administrator AND parent approval

- Reduced credit for new class (.17 or for passing grade)
- Penalty F will be entered on transcript for dropped class

Day 61 through Day 90 (end of semester)
- No schedule changes w/o extreme extenuating circumstances
- Requires counselor AND administrator AND parent approval
- No credit for new class
- Penalty F will be entered on transcript for dropped class

STUDENT RECORDS

The Family Rights and Privacy Act states that parents/guardians have "the right to inspect and review educational records of their children." If you wish to see your child's records, please see an administrator.

SUMMER SCHOOL

Summer school is available for students who have failed courses during the school year. Any failed courses must be made up within one year after the original course was taken.

Credit Recovery is for students who failed a course and have 50% or better in the class. Regular classroom teachers have the option of either providing the work to be done or having the Summer School staff provide it. Grades earned will be D's unless a different recommendation comes from the regular classroom teacher.

Course Recovery is for students who have failed a course with less than 50%. Students must attend each scheduled day of Summer School for the entire three weeks. Only two semester courses (total of 1.0 credit) may be recovered during Course Recovery through a combination of in class computer-based work and homework. Teacher approval is required.

Attendance

Camas High School and the State of Washington maintain that attendance is essential in every class in order for students to have the maximum opportunity for success. The classroom environment promotes a student-teacher and student-classmate(s) relationship. Many learning activities cannot be effectively reproduced outside the classroom environment. Daily attendance and participation in class is also preparation for the world of work in which attendance is required to fulfill job responsibilities. Our policies help establish student accountability, meet current laws, and prepare students to become reliable members of the work force.

ATTENDANCE POLICIES

1. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absence upon the basis that: (a) the student's attendance and/or participation is related to the instructional objectives or goals or the particular subject or course and (b) the student's attendance and/or participation has been identified by the teacher as the basis for grading in whole or part, in the particular subject or course.
2. State law not only requires students to be in school, it also requires the school to take action with students and parents when students do not attend. The action may begin with a simple contact made by either the school or the parent to verify mutual knowledge of an absence. In the case of a student with identified attendance problems, further action may be required. Typical actions which are taken include the following: conferences between students, parents, counselors, teachers, and/or school administrators; rearrangement of students' schedules; attendance contracts; and filing of truancy petitions with the juvenile court.
3. Students who are absent (excused or unexcused) twelve or more times in one or more classes in one semester may lose credit for the class, earning an F or NC grade. Absences associated with school-related activities or discipline or absences excused with a note from a doctor do not count toward the total. Should the student be recommended for loss of credit, he/she may have an opportunity to appeal. (See the Attendance-related Credit Loss Policy at the end of this section for more detailed information.)
4. If a student is absent for five (5) consecutive days or more due to illness or health conditions, the school requires a note from your doctor/health provider, or the absence will be classified as unexcused. These same criteria will apply for any pattern of excessive absences.

5. UNDER WASHINGTON STATE COMPULSORY ATTENDANCE LAW, PARENTS OR GUARDIANS HAVE THE PRIMARY RESPONSIBILITY FOR KEEPING THEIR STUDENTS IN REGULAR ATTENDANCE. It is the responsibility of the school to provide instruction and to inform parents of absences. There are several routine steps that are built into normal school procedures to notify students and the parents that attendance may be a problem. If we are unable to make phone or personal contact, parents will at least be contacted by mail. In the case of unexcused absences, parent conferences may be necessary.
6. If a student is absent from school for ten (10) consecutive school days without any contact from his/her parent/guardian, the school shall send to the parent/guardian, a written notice of intent to withdraw the student from school unless within five (5) additional school days from the date of mailing, the student returns to school or the parent contacts the school. Rights of students to seek readmission after such withdrawal shall be in accordance with District policy.

ATTENDANCE PROCEDURES

Returning to school from an absence:

1. Upon coming or returning to school from a partial day's absence (more than 10 minutes late to school is included), students will report to the Attendance Office prior to reporting to class TO OBTAIN AN ADMIT SLIP WHETHER THEY ARE EXCUSED OR UNEXCUSED.
2. Upon returning to school from a full day's absence, a signed note from the student's parent/guardian stating the exact reason for and date(s) of the student's absence will be submitted to the Attendance Office. A telephone call from the parent/guardian will be accepted in lieu of a note.
3. Students will have three days upon returning from an absence to excuse their absence. **If the absence is not excused within this three-day period, it will be classified as unexcused (truancy).**

CHECK IN/OUT PROCEDURE

1. Once the student has arrived on campus and until sixth period is completed, no student may leave or come back to campus without checking through the Attendance Office.
2. Students must have a note from a parent, or parental contact with the office, in order to obtain a check out slip from the Attendance Office. **Failure to obtain an official check-out slip from the Attendance Office before leaving campus will result in discipline.** Notes/calls will not prevent the assignment of detention to students for failing to check out according to school procedure.

Early Dismissal from the school day: Notes for early dismissal for appointments must be presented to the Attendance Office before first period on the morning of the day the student plans to leave early. The attendance clerk will issue a slip to dismiss the student from class at the appointed time. The student will go to the Attendance Office and check out at the approved time.

EXCUSED ABSENCES

Students with excused absences will be able to make up work assigned while they were absent. Typical examples of excused absences are as follows: illness, health condition (doctor/dental appointments), religious observation, funeral, serious injury to immediate family, disciplinary action, school activity, administrator approved pre-arranged absences, emergency situations authorized by school officials, and approved conferences (school, police, DSHS, PO).

UNEXCUSED ABSENCES

An unexcused absence will result from failing to meet the requirements stated above for an excused absence. Any assignments missed as a result of an unexcused absence cannot be made up. Receiving an unexcused absence will also result in school discipline if the absence is not excused by a parent. Typical examples of unexcused absences are as follows: overslept, alarm didn't ring, shopping, baby-sitting, haircut appt., car trouble, needed at home, missed the bus, had to wait for a ride, tanning appt., transporting family to school, personal reasons (unless cleared by school officials), leaving campus unexcused, or no reason given for the absence.

ATTENDANCE & PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Any student participating in any activity shall be expected to attend and participate in all classes on the day of the scheduled activity. On any school day students must be in attendance all day to participate in practice. In the case of weekday scheduled activities, attendance in all classes the following day is also expected. In the cases of weekend scheduled activities, attendance in all classes the previous Friday is also expected. Failure to comply with these attendance regulations will result in a student being declared ineligible and not allowed to participate in the next scheduled activity. Exceptions to this rule may be made by the building administration. Students who miss school during the day because of suspension of any kind are not allowed to participate in after-school activities.

ATTENDANCE & MAKEUP WORK

The student is expected to make up the work missed due to an excused absence. Students have the number of days equal to the absence to turn in make up work unless the assignment was given a week or more before the absence or other arrangements have been made with the teacher. Students absent from classes because of school sponsored activities will not lose participation points in those classes.

Any assignments missed as a result of an unexcused absence cannot be made up.

PRE-ARRANGED ABSENCE PROCESS

The school does not encourage parents to take children out of school during the school year. When a student is going to be out of school for an acceptable reason and it is known in advance, the parent/guardian must make a request in writing to pre-excuse the absence. No matter the reason for the absence, we will try to work with parents providing we stay within the scope of State law and school policy. Please remember that Washington State law requires that students be making regular academic progress in order to be excused by this process. We may have no choice but to deny a pre-excused absence to a student if the student is doing poorly in school. The purpose of the pre-arranged absence process is to notify the student, parents, and school officials of the effect an extended absence will have on class work and to notify teachers of a student's attendance status. *Give the school at least one day's prior notice for each day of planned absence.* For example, if your child will miss three days of school, contact the school at least three days prior to the absence.

1. The pre-arranged absence approval request form may be obtained from the Attendance Office.
2. The form would then be taken by the student to be signed by his/her teachers. Teachers will make necessary comments regarding the effect the absence will have on the student's progress.
3. The student will then submit the form to the appropriate grade-level administrator for approval/denial.
4. Parents are to contact the school and review, if necessary, the effect an extended absence will have on the student's progress.
5. Last minute emergency situations may be pre-arranged by the parent contacting the school by telephone.
6. Students who do not obtain a pre-arranged absence will face the possibility of the absence being considered "unexcused" and may be assigned discipline.
7. School sponsored pre-arranged absence forms must be turned in to the Attendance Office three days prior to the date of the activity unless arrangements have been made by the teacher or advisor.
8. When a teacher or coach arranges for a group of students to be absent, the teacher or coach will provide a 3-day advanced written notice of the students involved to the assistant principal, other classroom teachers, and the attendance office.
9. The student is expected to make up the work missed due to the absence. Students have the number of days equal to the absence to turn in make up work unless the assignment was given a week or more before the absence or other arrangements have been made with the teacher. Students absent from classes because of school sponsored activities will not lose participation points in those classes.
10. A student who does not attend the school-related pre-arranged activity will be reported absent by the teacher/coach. A written list of students who were in actual attendance at the school sponsored event will be provided to the attendance office by the teacher/coach immediately prior to departure and immediately upon return to school.

TRUANCY

Unexcused absences are truancy and will not be tolerated. In all such situations, students will not be allowed to participate in extracurricular and after-school activities, and may face the consequence of removal from student government and certain classes in which student trust and reliability are mandatory. For each occurrence of truancy, an attempt at parent notification will be made. The student will not receive daily classwork or participation credit when truant.

Consequences for Truancy of one or more days (four or more periods/day):

First Offense:	Time for time after-school detention and parental notification
Second Offense:	Time for time after-school detention and parent conference with administrator
Third Offense:	Time for time after-school detention and parental notification
Fourth Offense:	Double time after school detention
Fifth Offense:	Three-day in-school suspension, mandatory administrator-parent-student conference, and stay-in-school agreement.
Repeated Offenses:	Reduced/changed schedule, and/or filing of a truancy petition with the Juvenile Court (after 7 days in a month or 10 days in a year)

Consequences for Truancy of less than a day (one to three periods/day):

First Offense:	Time for time after-school detention
Second Offense:	Time for time after-school detention
Third Offense:	Time for time after-school detention
Fourth Offense:	Double time after-school detention and parent conference
Fifth Offense:	In-school suspension pending mandatory adminstrator-parent-student conference to write an attendance contract
Repeated Offenses:	In-school suspension, reduced/changed schedule, loss of course credit, etc.

NOTE: ARRIVING TO CLASS 10 OR MORE MINUTES LATE WITHOUT A VALID EXCUSE WILL CONSTITUTE AN " UNEXCUSED ABSENCE."

TARDY POLICY

Tardy is defined as not being in the assigned classroom or seat (as defined and communicated by the classroom teacher) when the tardy bell has stopped ringing. Students arriving late to class must present a note from a staff member if they have been held late and don't want to be considered tardy.

Unexcused tardies may include the following: returning to the office for an admit slip; returning to a locker to get supplies, books, or assignments; oversleeping; locker not opening; not hearing the bell; traffic, no ride, and having to talk with someone. Individual teachers will work with students to help them learn the importance of punctuality and the consequences for not being punctual.

Student Responsibilities include:

1. Make a habit of being punctual.
2. Present a pass from a staff member to excuse a tardy.
3. Do not interrupt classroom activities if late.

Teacher Responsibilities include:

1. Inform students of your classroom tardy policy at the start of the course.
2. Make students accountable for being on time.
3. Record tardies in grade book and submit tardies to the attendance office.
4. Follow the building tardy policy consistently.
5. Notify parents and the school administration of tardy problems.

CONSEQUENCES FOR UNEXCUSED TARDIES

First Violation:	Verbal Warning
Second Violation:	Detention with teacher
Third Violation:	Detention with teacher
Fourth Violation:	Parent contact between student, teacher, and parent to develop a plan to eliminate tardies
Fifth Violation:	Administrative referral and one hour of detention after school (The referral needs to include documentation of the above four steps.)
Repeat Violations:	Administrative referral resulting in exponentially increasing after-school detention(s) for each and every subsequent incidence of unexcused tardiness

CLOSED CAMPUS

The Camas School District maintains a closed campus. Students are restricted to campus for the duration of the school day. Any student who needs to leave campus during the school day must get prior approval from the attendance office, which includes parent/guardian and school authorization. Students may not loiter in parking areas or vehicles during school hours.

END OF SCHOOL DAY

The school day ends at 2:25 PM. The conference period is from 2:25 - 2:55 PM; students may meet with their teachers for extra help during this time. After 2:55 PM, students should be on campus only if they are involved in an organized school activity under the supervision of staff. All other students should be off campus or waiting in the main foyer or outside of the main doors for a ride home. You may not wander the building or be in the school building without a particular reason having to do with school business.

WITHDRAWAL FROM SCHOOL

A student should notify the grade-level registrar at least 2 weeks before withdrawal. A withdrawal form must be completed by the student's teachers before final clearance will be given by the office. Withdrawal forms are available in the grade-level registrar's office.

EARLY OUT FROM SCHOOL YEAR

The State of Washington has established the length of the school year as a mandatory 180 days. Camas High School and the State of Washington strongly discourage parents from removing their students from school prior to the last day of the scheduled school year for any reasons. We do however recognize that sometimes extenuating circumstances occur and therefore have established this policy and procedure.

Policy:

If the request for early release from school is approved by the grade-level administrator then the following will apply:

1. **Request for more than 5 calendar days early release from school: Student would receive an incomplete in currently scheduled classes. Student would be required to attend summer school to complete classes and take final exams.**
2. **Request for 5 or less calendar days early release from school: Student would be required to complete any assignments required by the teacher and student would make arrangements to take the final exams after-school on his/her last two days of attendance.**

Procedure:

1. **Apply for approval of early release from school by completing and submitting the Early Release from School Request for Approval Form NO LATER THAN JUNE 1ST to the applicable grade-level administrator.**
2. **The applicable grade-level administrator will review the request and approve or deny it within 5 days of receipt of the request.**

ATTENDANCE-RELATED CREDIT LOSS POLICY

We believe ATTENDANCE is so IMPORTANT that...

Students will lose credit automatically upon the 12th absence during the semester (whether those absences are excused or unexcused) unless an appeal is granted.

- If a student is failing at the end of the term, the student will receive an “F” on the report card.
- If a student is passing at the end of the term, and an appeal was denied, the student will receive an “NC” (no credit) on the report card, which does not affect the student’s GPA.

Students and parents will be notified when students have up to eight (8) absences in the semester.

Parents will notified of the assignment of no credit for the class after twelve(12) absences.

Students will not be dropped from the affected class. Students will continue to attend through the end of the semester.

If a student changes classes during the semester, attendance from the first class will carry over to the new class.

Appeals will be held at the end of the semester.

Excused absences include: illness, medical appointments, religious observations, funerals, serious injury to immediate family, administratively approved pre-arranged absences, and emergency situations authorized by school officials.

Exempt absences include: disciplinary actions, absences excused by a note from a doctor, administratively-approved conferences with school staff, police, DSHS, PO, etc. and school activities.

Unexcused absences include, but are not limited to: skipping school, oversleeping, faulty alarm, shopping, baby sitting, etc.

ATTENDANCE CREDIT LOSS APPEALS

- Students have up to three days from the date of the absence to provide a valid excuse to the attendance office. After three days, the absence will be classified as unexcused if no valid excuse has been received.
- Parents and students will be notified in writing, when students have up to 8 absences.
- Once 12 absences have been documented, parents and students will be notified in writing of loss of credit for the class or classes.
- Credit may be restored by the appeal process.
- Students have five school days after receipt of the appeals packet to file an appeal with the Attendance Administrator or designee. Students may obtain an appeals packet from the office of the Dean of Students.
- The appeal form must have a parent/guardian signature.The appeals board may or may not require students to attend the board process. If the appeals board needs clarification the student may be asked to present the appeal to the appeals board in person. The student will notified in writing prior to the board appearance. Appointments will not be rescheduled except in case of an emergency.

- The appeals board will be comprised of staff members.
- The appeals board will reach one of two possible decisions.

Denied -The student is denied credit for the class appealed. If the student is passing at the end of the semester, a grade of "NC" will be given, which does not affect the student's GPA. If the student was failing, an "F" will be given. If credit is lost, it is not possible to transfer to another class and get credit. Students must still attend class.

Granted--Credit is granted for the class based on the grade the student was earning at the end of the semester. If the student is failing, an "F" will given regardless of granting of appeal.

Student Responsibilities:
- Appeal for credit within five school days of receipt of the appeals packet.
- Ensure that teachers accurately mark excused absences and field trips in their records.
- Be in class unless excused by parents or teachers.

Teacher Responsibilities:
- Keep accurate attendance records.
- Block classes will be counted as two separate classes, with attendance taken for both portions.
- Deny credit to students who reach 12 absences, unless credit is restored by the appeals board.

Appeal Board Responsibilities:
- The appeal board's job is to look at attendance patterns, check documentation, and make a decision.
- The appeal board may ask students to explain absences, excused or unexcused.

Student Services

Our building administrators are interested in and responsible for the total school program. They are available to students who would like to discuss problems, express ideas, or offer suggestions concerning school programs and activities. Make an appointment with a school secretary if you would like to speak with an administrator. The counselors are for the benefit of all students. Students are encouraged to become acquainted with their counselor and feel free to arrange appointments to see the counselor when there is a need.

AWARDS

Certain school awards are given by the school to students demonstrating outstanding school service or scholastic achievement during the awards ceremony at the end of each semester.

BALLOONS & LIFE-TREATENING ALLERGIES

All staff, students, and community partners will support the following guidelines:
1. Utilizing only non-latex gloves.
2. Using non-latex face masks or respirators for personal protective equipment.
3. Latex balloons are not permitted on school grounds or in school buses. (Mylar balloons are a safe substitute. Mylar balloons will be held in the school office for pickup by the student after school and are not allowed on buses at any time.)

BULLETIN BOARDS

All posters and/or postings are to be approved by the ASB Advisor (Mrs. Anderson) and stamped ASB approved before they are placed on a bulletin board or wall. Use the grip-a-strips to post approved items.

Nothing is to be posted with any tape on any surface.

CONFERENCE PERIOD: 2:25-2:55 PM DAILY

This specific time during the school day is designed as a conference period. Teachers will regularly be found in their classroom or their teacher offices during this time. The purpose of the time is to provide opportunities for students to contact teachers individually or in small groups without a great deal of competition from meetings, activities, etc. When a teacher asks a student to see him or her during the conference period, the student is obligated to make that contact. If the student does not attend conference period when required by a teacher then the student will face disciplinary action. If a student has not been contacted by a teacher, then he or she may decide how to use this time. Athletics and activities will not begin until 3:05 P.M. in order that participants may take advantage of the conference period.

DAILY BULLETIN

Important information regarding curriculum, schedules, services, activities, athletics, etc. is provided to the students, staff, and parents in the daily bulletin which is broadcast during second, available in hard-copy in the main office, and available on our web-site. Information for the daily bulletin must be submitted to the Main Office no later than 3:00 PM of the school day prior to the day the announcement is to be made. Students or staff bringing in ASB-related notices must have them signed by the club advisor and the ASB Advisor (Mrs. Anderson).

DELIVERY OF ITEMS TO STUDENTS

Non-emergency notes, gifts, etc. will be delivered to students only during 3rd and 5th periods classes. Students may pick up the items in the main office during lunch or after school. Note-Balloons are not allowed on campus or on the buses. Mylar balloons will be held in the main office to be picked up after school hours. Balloons made of other materials are strictly prohibited from campus. All balloons are strictly prohibited from the buses.

FEE SCHEDULE

AP Sciences Lab Fee	$ 20.00
Art Fee (per semester)	$ 20.00 (All art classes)
Athletic Fee (per sport)	$ 50.00
Band Fee	$ 50.00
Choir Fee	$ 30.00
Calculator Rental	$ 20.00
Cars Fee	$ 30.00
Digital Photography	$ 30.00
Foods Lab Fee (per semester)	$ 10.00
Late Book Return Fee	$ 10.00
Lockers	$ 5.00 (Failure to clean locker)
PE T-shirts	$ 10.00
Planners (required for 9th gr)	$ 3.00
Science Lab Fee (per semester)	$ 10.00
Shop (per semester)	$ 5.00
Student Body Sticker	$ 35.00
(Mandatory for athletic/activity participants/classes)	
Student I.D. Card	$ 5.00 (For replacement cards only)
Technology (per semester)	$ 5.00
Yearbook	$ VAR (Will not exceed $50.00)

FINES

Fines and/or fees are imposed for materials that are not returned, have been damaged, are consumable goods, etc. The following consequences will apply to students with fines until all fines are paid:

1. Student will not be allowed to participate in extra-curricular activities including clubs and athletics.
2. Student will not be allowed to purchase required ASB card sticker until High School fines are cleared.
3. Student may not be allowed to purchase a parking permit to park on campus.
4. Student transcripts and/or diplomas will be held.
5. Students will not be able to check out library materials.

FIRE/EMERGENCY DRILLS

Fire and other emergency drills will be conducted at various times in the school year. Emergency drill evacuation procedures are posted in each classroom. All students will leave the classroom by prearranged exits and will report to the designated site. Teachers will ensure that the windows are closed and the door is shut. Students are expected to clear the building in a quiet and orderly manner. Further directions from the instructor may be given if needed.

HEALTH ROOM

A health room is provided for students who become ill during the day. Whenever possible, the student's parents will be notified and asked to take the student home. You must check with your teacher and the attendance office before going to the health room. If you are ill and wish to go home, you must check out in the attendance office. DO NOT use cell phones or classroom phones to call home if ill. Go to the Health room and the call will be made from there.

INTERNET/NETWORK USE

The Internet is one of several valuable information resources available to students in classrooms and media centers throughout the district. Internet use benefits students' education in the form of access to edu-

cational resources otherwise unavailable. Students are responsible for good behavior on school computer networks. Communications on the network are often public in nature. General school and district rules for behavior and communications apply. Users should have no expectation of privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched/ treated in the same manner as school lockers. The network is provided for students to conduct research and receive instruction. The district will provide Internet access to a student unless his/her parents show their objection to their son or daughter using the Internet at school by completing, signing, and returning the opt-out form "Refusal of Student Internet Access" to the CHS main office.

LOCKERS

The Registrar will assign students lockers. They are provided by the school district for students and are subject to search for a variety of reasons, e.g. missing books, check for cleanliness, drugs, alcohol, missing property, or weapons. Each student is responsible for the contents of his/her locker. Students are to use their assigned locker. All locker problems should be reported to the Registrar. Students will be required to check out of their lockers prior to the end of the school year. The lockers are to be clean and free of writing, stickers, etc. A fine will be assessed for dirty or damaged lockers.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Personal locks are not to be placed on lockers. Any personal lock found on a locker will be removed. School staff, including custodians, must have quick, easy access to all lockers.

Students should not bring valuables to school unless absolutely necessary. Valuables should not be left in the hall lockers or PE lockers. The school district is not responsible for items lost or stolen from lockers. Purses should be kept with you at all times or left at home. It is strongly recommended that no more than $20 is carried to school at any time. See a secretary in the office if valuables must be brought to school.

LOST AND FOUND

Lost articles, when found, should be taken to the office. If you are missing something at school, check at the office to see if it has been turned in to the lost and found. If you find something and it does not belong to you, DO THE RIGHT THING and deliver it to the office.

LUNCH

For students who use our lunch room, the atmosphere of a neat and clean cafeteria make the noon meal a more enjoyable one. Your cooperation and thoughtfulness are needed to keep the cafeteria a pleasant place to eat. Each student who uses the cafeteria is required to clean up his/her own eating area following lunch. Garbage should be placed in the garbage can. Students are not permitted to have food and/or drink outside the cafeteria/commons/courtyard. NO FOOD OR DRINK OTHER THAN WATER in a clear bottle IS ALLOWED IN ANY CARPETED AREA or STAIRWAYS.

MEDICATION

If your student requires daily/occasional medication, it should be dispensed before and/or after school hours under supervision of the parent/guardian. However, if this is not possible, in order for your student to receive medication at school, the Authorization for Medication/Treatment at School form must be completed by the licensed health provider and the parent/legal guardian prior to the administration of prescribed medication or treatment at school. All medications must be brought to the school by the parent/guardian in the original pharmacy labeled container. Do not send the medication with your student. Students shall also be authorized to self-administer asthma/anaphylaxis medication upon completion of the authorization form. High School students are allowed to carry and self-administer a one-day supply of over-the-counter medication. Over-the-counter medication must be kept in the original container. Students will be subject to disciplinary action if they give/sell prescription or nonprescription medication to other students for consumption.

REMOVAL FROM SCHOOL GROUNDS

No students may be removed from the school grounds; any school buildings or school function during school hours except by a person authorized to do so by law or the student's parent/legal guardian. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of an administrator, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone or to leave campus unless an administrator approves the request.

SCHOOL PICTURES

Camas High School contracts with a private photographer to provide school pictures for our students. These are taken at the beginning of each school year. It is necessary for each student to be photographed for school identification purposes, ID cards, and the school annual.

STUDENT ACADEMIC SUPPORT SYSTEM

The Student Academic Support System (SASS) hopes to remove barriers that limit a student's ability to pursue a quality education. Student academic progress is monitored by the counselors. Students, counselors, and parents will develop plans for improvement should a student be experiencing a lack of success in the classroom. Also, support and referral is provided for many of the crises and issues which affect teenagers. Some of these issues are suicidal thinking, child abuse, eating disorders, anger, stress, self-esteem, and substance abuse. The SASS also promotes wellness through various prevention clubs and activities, awareness campaigns, and curricular infusion. The Student Academic Support System is a part of the Counseling Department .

TELEPHONE

The office and room telephones are to be used only for school business or emergency calls. Personal cell phones are not to be used, seen, or heard from the time that the first bell rings in the morning until the last bell rings at the end of the school day.

TEXTBOOKS

Students are responsible for all books, materials, and equipment issued to them through their classes or school activities. Damage, loss, or failure to return school property will result in a fine for the replacement cost of said school property. In addition, each book returned after the final day of the course will incur a $10 fine.

VISITORS

Parents are always welcome to visit Camas High School. To facilitate classroom visitation and minimize disruption of the learning process, we require that you provide us advance written notification if you wish to visit a class session. The proper paperwork should be submitted to the main office. All visitors must report to the Main Office when they arrive at Camas High School. Guests or visitors of students are not allowed.

Activities and Athletics

A strong and healthy program of student government, clubs, and school-related organizations and activities represents the common interests of Camas High School students. We encourage participation in our clubs and activities. Students who actively participate in school programs generally do better academically, feel more connected to the school, and often earn special recognition, honors, and scholarships. Being involved is a great way to meet people, learn something new, and have something fun to do. If you want to know how to get into an activity, ask a friend, counselor, or other staff member. Get involved!

ATTENDANCE & PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Any student participating in any activity shall be expected to attend and participate in all classes on the day of the scheduled activity. On any school day students must be in attendance all day to participate in practice. In the case of weekday scheduled activities, attendance in all classes the following day is also expected. In the cases of weekend scheduled activities, attendance in all classes the previous Friday is also expected. Failure to comply with these attendance regulations will result in a student being declared ineligible and not allowed to participate in the next scheduled activity. Students who miss school during the day because of suspension of any kind are not allowed to participate in after-school activities. Exceptions to this rule may be made by the building administration.

We care about student safety, and for this reason, students who are not involved in a staff-supervised activity are expected to leave campus (building and grounds) by 3:15, when school operations close for the day.

ACTIVITY/ATHLETIC TRANSPORTATION TO EVENTS

Participants must travel to and from events via school-provided transportation. Students who ride school-provided buses to away events as spectators must return on the buses. The exception would be those participants/students who have permission from the coach/advisor to return with their own parents. Head coaches/advisors need to make personal contact with parent when a participant/spectator requests to ride to or from an event with the parent. The only time a participant/spectator would be allowed to ride with a parent other than his/her own would be if there was explicit written permission given by a building administrator.

ASB ACTIVITY STICKER

The Associated Student Body (ASB) activity sticker (fee = $35.00) supports extracurricular activities

and athletics. When placed on the student's ASB I.D. card, the activity sticker entitles the student to free admission to regularly scheduled home athletic events, and discounts on such things as dance admission costs. **Students must purchase this sticker if involved in any extracurricular activities, athletics, Yearbook, Leadership, Band, Choir, Newspaper, Speech/Debate, and Drama.** Purchase it in the ASB Bookkeeper's Office.

ASB FEES & INTRADISTRICT PARTICIPATION IN HIGH SCHOOL ATHLETICS & ACTIVITIES

Philosophy: To benefit our district's high school students, we want to maintain a healthy, positive, and - wherever possible, reciprocal - relationship between Camas School District high schools. Extracurricular involvement is an important part of a student's high school experience. We therefore want to encourage all high school students to pursue their interests, regardless of their school of residence (hereafter referred to as "home high school"). The high school that claims the majority percentage of a student's full-time equivalent (FTE) is the student's home high school.

Consistent with this philosophy, CSD high school students are allowed access to another school's athletic and activities programs as long as that same program is not offered at that student's home high school and the students understand the responsibilities and expectations that come with this access. The basic guidelines relating to intradistrict participation in high school athletics and activities are outlined below:

1. Any student enrolled at a CSD high school must purchase an ASB card to access athletics and activities that are offered at his/her home high school and/or at the high school that offers the specific sport or activity of interest.
2. This fee enables students to participate in athletics and the activities at the high school at which they paid for the ASB card. This fee does not enable students to join another school's clubs.

All participants in ASB-sponsored programs are expected to adhere to the terms of the CSD Activity and Athletic Code of Conduct. School-specific disciplinary action at either high school may impact the student's ability to participate in athletics or activities.

3. Dances – A dance is not an "activity" but rather a high school-specific event. A student's home high school status determines whether he/she is considered a "host" student who can invite a guest to a dance. However, there is a variance to this rule. For example, a HFHS student who:
    - Takes a course at CHS;
    - Participates in CHS activities and/or athletics; and
    - Wants to attend a CHS dance independently may appeal to the CHS activities director for admission to a CHS dance as a guest.
4. Athletic contests – Students with an ASB card from their home school cannot be admitted to another CSD high school's athletic contest as a "home" student. For example, at CHS home games, a student with a HFHS ASB card will pay the "Visiting Student w/ ASB" fee. A HFHS student with a CHS ASB sticker, however, would be considered a "home" student and pay the home "Student w/ ASB" admission price.

STUDENT GOVERNMENT

The ASB Student Council consists of the ASB officers, class presidents, advisory representatives, and club representatives. The high school Assistant Principal acts as the ASB advisor. The council handles matters pertinent to school activities. This council meets monthly during the school year. Meeting times rotate throughout the day. Copies of the ASB Constitution are available in the office upon request.

ASB & CLASS OFFICERS

	A.S.B.	**SENIOR CLASS**
President:	Thomas Matthews	Caroline Kealoha
Vice Pres.:	Jordan Davis	Hailey Meyer
Secretary:	Talon Edmiston	Abigail Engel
Treasurer:	Lyvia Barret	Meghal Sheth
Sgt. At Arms:	Bryan Kelly	Sophie Shoemaker
Treas. Elect:		
	JUNIOR CLASS	**SOPHOMORE CLASS**
President:	Aubrey Miles	Emma Jones
Vice Pres.:	Kris Ahn	Nkem Aduka
Secretary:	Alexa Jones	Danny Wing
Treasurer:	Daven Sharma	Max Bilsborough
Sgt. At Arms:	Satya Hariharan	Joey Emmet

	FRESHMAN CLASS
Class Reps:	Perri Belzer Brian Wang Jackson Fuller Brooke Roy Jenna Welinski

CLASS ADVISORS

Seniors: Mr. Albert, Mr. Chessin, Ms. Costanza, Ms. Danielson, Ms. Downs, Mr. Farland, Ms. Farrell, Mr. Gragg, Mr. Greene, Ms. Herz, Ms. Hovig, Mr. Kelly, Mr. Morgan, Ms. Niebrugge, Ms. Parbon, Ms. Rodda, Ms. Tweed, Mr. Wells

Juniors: Ms. Allen, Mr. Eagle, Ms. Fernald, Mr. Huegli, Mr. Josephson, Mr. Kankelberg, Mr. Linthwaite, Ms. Loewen, Mr. Loewen, Mr. Loop, Ms. Lovre, Mr. MacGowan, Ms. Nidick, Mr. Nidick, Ms. Obradovich, Ms. Boring, Mr. Stoddard, Mr. Tomasetti, Mr. Williams, Ms. Williams, Mr. Short, Ms. Wise, Ms. Wittwer

Sophomores: Ms. Bridges, Ms. Carmichael, Ms. Coker Ms. Cook, Ms. Coyle, Ms. Dean, Ms. Dignan, Mr. Ephraim, Mr. Hardin, Mr. Johnson, Ms. Johnson, Ms. Jones, Ms. Lackland, Ms. Leighton, Ms. Levenick, Mr. Long, Mr. Macke, Mr. Marshall, Mr. Minder, Mr. Sawyer, Ms. Snyder

Freshmen: Mr. Chase, Mr. Colletto, Ms. Ellis-Ware, Ms. Erickson, Ms. Gooding, Ms. Hamilton, Mr. Hathaway, Ms. Langston, Mr. Leighton, Mr. Mach, Ms. Mariotti-Shapard, Mr. Moore, Ms. Newman/Mr. Bohac, Ms. Nye, Ms. Nyquist, Ms. Peters, Mr. Preuninger, Mr. Raunig, Ms. Sitler, Ms. Smith, Mr. Ulrich, Ms. Widdop, Mr. Williams.

Mentors: Mrs. Anderson **Skill Center:** Mr. McConnell, **Running Start:** Ms. Rollman, **Work Release:** Mrs. Downs, **SpEd Transition:** Ms. Midles, **SpEd:** Mr. Midles & Mr. Hughes

CLUBS & GROUPS

A variety of clubs and groups are active at Camas High School. Students should check the daily and weekly bulletins for meeting times and places. All students are encouraged to participate. **All students who choose to participate in extracurricular activities must sign and abide by the Athletics/**

Activities Code of Conduct and must purchase an ASB sticker. A process exists for forming a new club; for details, see the Activities Director. Some of the clubs and organizations include:

1. **DECA**: The DECA club through the Advanced Marketing class operates the student store. These students gain experience in handling a business and also provide a valuable service to our student body. Participation in this group often helps students land jobs outside of school with the help of teachers in the Vocational Department.
2. **INTERNATIONAL CLUB:** The purpose of this group is to promote better world understanding through a foreign student exchange program.
3. **KNOWLEDGE BOWL TEAM**: Our school competes against others in academic competitions. If you like the television program "Jeopardy," wait until you see these whiz kids. This just might be the right club for you.
4. **NATIONAL HONOR SOCIETY:** The purpose of the National Honor Society is to promote scholarship and build character and leadership. Candidates for NHS are chosen on the basis of scholarship, character, leadership, and service. Candidates must have at least a 3.2 cumulative grade point average, which must be maintained, and must be active in at least two C.H.S. organizations.
5. **OTHER GROUPS: AMERICAN RED CROSS, BAND, ASL, BRINGING DIVERSITY, CHOIR, CHRISTIAN STUDENT UNION, DANCE TEAM, DEBATE, DRAMA, EQUESTRIAN, FCCLA, FBLA, FIRST, GSA. INTERNATIONAL CLUB, KEY CLUB, LEADERSHIP, MAGNET, MATH CLUB, MOCK TRIAL, MODEL UNITED NATIONS, NEWSPAPER, PAPERMAKER MENTORS, SISTER SCHOOL, TECHNOLOGY CLUB, WASHINGTON DRUG FREE YOUTH, YEARBOOK.**

CLUB ADVISORS

American Red Cross	Haugaard	**Healthy LS**	TBD
A.S.B.	Anderson	**Interact**	TBD
A.S.L. Club	Wales	**Int'l Club**	Rodda
Band	Mancini	**Lit Lovers**	Niebruegge
Choir	Chessin	**Key Club**	TBD
CSU	Albert	**K-Bowl**	Greene
CYAC	S. Marshall	**Leadership**	Allen
Debate	TBD	**Mock Trial**	Hofer
DECA	Johnson	**Model United Nations**	TBD
Drama	Kelly	**N.H.S.**	Tweed
Earth Club	TBD	**Newspaper**	Danielson
Equestrian	Widdop	**Math**	Chase
FCCLA	TBD	**Papermaker Mentors**	Anderson
FIRST	Midles	**Science Olympiad**	Chase
GSA	TBD	**Natural Helpers**	Keene

Technology Clulb	K. Williams	**Young Democrats**	Wittwer
Student Council	Anderson	**Young Republicans**	S. Loewen
WDFY/TATOO	Hartmam	**SSEF**	Wright
Yearbook	K. Williams		

DANCES

Dances are provided for high school students so that they may meet and participate in a social activity. In order to provide the proper environment for this activity, the following regulations will be enforced at all dances:

1. CHS students must have a dance contract on file in order to purchase dance tickets.
2. Students wishing to bring a guest to the dance must have an approved dance pass on file prior to purchasing dance tickets.
3. Students must abide by school rules; school discipline applies.
4. All students and guests must show picture ID at the door in order to enter the dance.
5. Appropriate dress is required of all those attending; all students and guests must abide by the CHS dress code.
6. All dance attendees must respect themselves, and those around them this means dancing will be appropriate and not sexually suggestive. There will be no front to back contact dancing.
7. There is a no tolerance policy for drug/alcohol use prior to or at the dance.
8. There is no refund for dance tickets.
9. Once a student leaves the dance, he/she cannot return.
10. All CHS students must have purchased tickets under their own names. If a student purchases a ticket under their name for another student, both students will not be able to attend the dance, and will not receive a refund.
11. All fines must be cleared prior to student purchasing a dance ticket for student or student's guest.

Students dancing inappropriately at dances will:

1. Be given a warning.
2. Be required to leave the dance and parents will be notified.
3. Be banned from school dances.

AFTER GAME/CASUAL DANCES

After game dances will be held after Friday home football games and designated winter sports activities. Football dances will begin after the game and end by 11:30 PM. Winter sports dances will end at 11:00 PM. Friday, non-ballgame dances will be held from 8:00 PM to 10:00 PM. Guests are not allowed at after game dances or casual dances.

FORMAL/SEMIFORMAL DANCES

Formal and semiformal dances, e.g. Homecoming, Snoball, Tolo, and Prom, are usually held on Saturday nights from 8:00 PM until 11:00 PM. Guests may be allowed.

DANCE PASSES

Students wishing to bring a guest to a school-sponsored dance must have a guest pass signed by the ASB Director and on file in the office no later than 3:00 PM on the Thursday before the dance. Guests must agree to follow school rules. Guests must be 9th grade through 12th grade and no older than 20 years of age.

An approved dance pass is required for EVERY student and guest who wishes to attend Prom.

ATHLETICS

Sports give the participant an opportunity to exercise his or her personal athletic ability, to promote team spirit, and to build a competitive attitude. All students choosing to participate in athletic activities must purchase an ASB card and must sign and abide by the Athletics Code of Conduct.
Available Sports include:

FALL	**WINTER**	**SPRING**
Football (Boys)	**Basketball (Boys)**	**Tennis (Girls)**
Volleyball (Girls)	**Basketball (Girls)**	**Baseball (Boys)**
Tennis (Boys)	**Wrestling (B & G)**	**Softball (Girls)**
Cross Country (B & G)	**Cheer Team (B & G)**	**Track (Boys & Girls)**
Golf (Boys)	**Gymnastics (Girls)**	**Soccer (Boys)**
Soccer (Girls)	**Swim (Boys)**	**Golf (Girls)**
Cheer Team (B & G)	**Bowling(Girls)**	
Swim (Girls)		

Academic Standards for Interscholastic ATHLETIC ELIGIBILITY: In order to maintain athletic eligibility during the current semester, the student athlete shall maintain a 2.0 GPA and passing grades in a minimum of five classes in which they are enrolled during the grading period immediately prior to the activity or season, i.e. you cannot fail more than one class. (Block classes are considered separately, e.g. humanities = 2 classes.) Those who do not meet this requirement will be placed on academic probation:

1. Student athletes will be declared ineligible until a progress report indicates that he/she is meeting the minimum standard. For fall semester progress reports will be assessed on the thirteenth (13th) day of school.
2. Student athletes will be expected to attend an after school conference period for a minimum of three weeks.
3. Student athletes will continue to turn in weekly progress reports until no longer directed to do so.
4. Student athletes placed on academic probation will not be eligible to participate in at least one regular season athletic event. Participants are allowed to practice during the ineligible period of time. Participants who are put on academic probation for any two consecutive grading periods or more than two grading periods in a school year will be suspended for 20% of the current or upcoming activity season. They will need to meet all the requirements of academic probation during the suspension period.

ATTENDANCE AND PARTICIPATION IN ATHLETICS/ACTIVITIES

Any student participating in any activity shall be expected to attend and participate in all classes on the day of the scheduled activity. On any school day students must be in attendance all day to participate in practice. In the case of weekday scheduled activities, attendance in all classes the following day is also expected. In the cases of weekend scheduled activities, attendance in all classes the previous Friday is also expected. Failure to comply with these attendance regulations will result in a student being declared ineligible and not allowed to participate in the next scheduled activity. Exceptions to this rule may be made by the athletic director or building administrators. Students who miss school during the day because of suspension of any kind are not allowed to participate in after-school activities. **See the "Athletic/Activities Handbook" for more information or ask the Athletic or Activities Director.**

The Camas School District #117 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 expres-sion or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Rita Pakenen, Title IX and Compliance Coordinator, rita.pakenen@camas.wednet.edu; and Dana Lighty, dana.lighty@camas.wednet.edu. Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

Student Conduct

RULES & REGULATIONS

Student attention and order in the classroom are necessary for teaching and learning to take place. Students are reminded that they must adhere to standards of good behavior, not only for their own benefit, but also for the benefit of others. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook, the Camas School Board's policies concerning student conduct, and other rules set forth by Camas High School Administrators and Washington State law. It is also noted, that a student who violates the law when at school, at a school related activity, or during the day while under the school's jurisdiction, is also violating a school rule.

Students who are disruptive, disrespectful, and who do not adhere to established policies will be subject to discipline, suspension, and/or expulsion. When a student is suspended out of school, the student will not be permitted to participate in extracurricular activities, either practice or competition.

GENERAL SCHOOL BEHAVIOR

All students are expected to display proper respect for fellow classmates, adults, and the school faculty. Respecting the school buildings and equipment is also important. If problems with people or the facility come to your attention, please try to be part of the solution and help the right people figure out a way to deal with the situation.

Basic Rules for Student Success in the Classroom

1. Students will be prepared for class with all necessary items.
2. Students must be on time for all classes.

3. Students must obey all reasonable requests from school district employees.
4. Students must treat others with respect. Treat people the way you want to be treated.

ACADEMIC DISHONESTY

Cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network, cannot be tolerated in the school environment. The teacher will confiscate all evidence, document the situation, and report it to an administrator. The student will be subject to grade loss and/or disciplinary action.

ACCUMULATED OFFENSES

Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Conduct even though any one of those offenses may not warrant such serious corrective action.

ASSAULT, ASSAULT & BATTERY

The threat of a verbal or physical attack (assault) and the use of force upon a person (battery) is expressly forbidden.

ASSEMBLIES

Attendance at assembly programs is mandatory because they are part of the regular school program and day. Pep assemblies will be scheduled during the fall, winter, and spring sports seasons. Other interesting and educational assemblies will be scheduled throughout the year with advice from the Student Council.

ASSEMBLY RULES

1. Students need to report directly to the gym/auditorium & sit in appropriate section.
2. Common courtesy towards participants and performers must be observed. This means refraining from whistling and catcalling, etc.
3. Stand, and if you wish, participate in the opening flag salute exercise.

AUTOMOBILE USE/PARKING

Parking a student car on the CHS campus is a privilege. To gain and maintain this privilege a student must register his/her car in the office, obtain a parking permit, and drive safely! Parking permits cost $30.00 per year. Preserve the privilege of driving privately owned vehicles to school by observing the State traffic code and displaying courtesy to pedestrians and other drivers. Camas High School students and visitors are not to loiter in their cars around the High School building, parking lots or adjacent areas at any time during the school day. For the sake of safety and supervision, it is not appropriate for pedestrians to gather on the sidewalks in front of school property or to gather around cars in or near the street area. Students are expected to abide by all school rules during the school day whether they are on campus or have left during the day. Students may park in the designated student parking lots by permit only. A limited number of parking permits are available for on-campus parking spaces. The number of available spaces is limited and will be assigned by the school administration. During the first three weeks of school, permits will only be issued to 11th and 12th graders, after that they will be issued to 10th graders on a need basis. VEHICLES ON SCHOOL PROPERTY ARE SUBJECT TO SEARCH

PARKING/DRIVING VIOLATIONS

Parking/driving violations may result in one or more of the following:

1. Subject cars being impounded at owner's expense without prior notice
2. Loss of parking/driving privilege
3. Citation of at least $10.00 for each incident

Examples of parking/driving violations:

4. Parking in emergency vehicle access areas
5. Blocking the fire lanes, emergency exits, delivery areas, bus zones, handicap zones, etc.
6. Double parking or parking in more than one space.
7. PARKING ON CAMPUS WITHOUT A VALID AND VISIBLE PERMIT. All parking permits must be clearly displayed inside on the rear view mirror.
8. Moving violation (speeding, reckless driving, misuse of vehicle, etc.) The speed limit is 10 miles per hour.
9. Falsification, misrepresentation, reselling or possession of an other student's parking permit
10. Giving/selling permit to another person

BULLYING

Actions which cause the physical, verbal or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors.

BUS CONDUCT

Students being transported in vehicles provided by the District are under the authority of the bus driver. Bus conduct in violation of guidelines given to students can result in the forfeiture of a student's right to ride the buses, as well as other disciplinary action (see Appendix E).

BYSTANDERS

Students who, by their presence and/or actions, encourage disruption, fights, or other violations of the Code of Conduct are subject to corrective action. This includes, but is not limited to, bystanders who refuse to move or to follow other directions of school staff during disruptions, fights, etc.

CHEATING/LYING/FORGING

Any fraudulent action done by students will result in disciplinary action. In relation to a class assignment, quiz, test, etc., cheating/copying will result in a score of zero for that assignment, and may result in further discipline. Forging any signature, making of any false entry, and/or alteration of any document used or intended to be used in connection with the operation of the school falls within this definition.

COMMUNICATION DEVICES (WIRELESS)

Students may possess wireless communication devices (cell phones, etc.) on school grounds provided that these devices are not seen, not heard, and are not activated from the ringing of the first tardy bell until the end of the school day. Cell phones seen, used, or heard will be confiscated and discipline will be assigned.

CRIMINAL ACTS

Crimes shall not be committed by students while at school or at school sponsored activities. Law enforcement agencies will be contacted upon the commission of any criminal act on school property.

DEFIANCE/DISRESPECT

A display of either of these directed at a school employee will result in disciplinary action. Students are to address school employees as Mr., Mrs., or Ms.

DISCRIMINATION

All persons and groups within the school are to be treated with dignity and respect. Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal and physical characteristics, or other characteristics of individuals or groups will not be tolerated. Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or group differences may result in corrective action. The use of ethnic and/or cultural references, or other language that is reasonably understood to disparage, incite, humiliate, or degrade an individual, a race, or a group regardless of the intent will not be tolerated in school. This includes language that originated from the lyrics of popular music that may be used in casual conversation.

DISHONESTY

Students shall not make false accusations against staff or other students and shall not give false information which may be harmful to others or interfere with duties of staff.

DISRUPTION

No student while on school property, at a school-sponsored activity, or on school buses, shall behave in a disorderly manner or in any other way interupt or disturb the orderly operation of the school. Conduct occurring off school grounds which causes disruption to the school, the educational process, or the rights of the students or staff may also result in corrective action at school.

DISRUPTIVE DEVICES

Items that may disrupt the education process, e.g. cell phones, squirt guns, water balloons, firecrackers, skateboards, skates, electronic devices, etc., are not permitted to be used at school. Cellphone use is permitted before and after school hours ONLY. All disruptive devices will be confiscated and appropriate disciplinary action will be taken. The use of skateboards and skates on school property and on sidewalks bordering school property is prohibited at all times.

DISTRIBUTION OF MATERIALS

Publications and other materials may be distributed on school premises by students provided that school administrators have given prior approval, and such materials and/or their distribution are not likely to be disruptive or libelous, and are not obscene.

A student shall not possess and/or distribute materials and information including, but not limited to, recipes for explosives, bombs, pornography and/or similar materials inappropriate to the high school setting and/or which demonstrate tacit approval of, or promote or incite to violence. Possession and/or distribu-

tion of such materials will result in appropriate and immediate discipline up to and including suspension or expulsion.

DRESS & APPEARANCE

Standards for personal appearance and dress are a responsibility of the individual student, parents, and the school administration. It is to be understood that the school standard for appearance will likely be different from the standard outside of school time. Among the purposes of this standard are:

1. To build and reinforce work habits. Most jobs require a standard for dress and appearance. Learning at an early age to accept that standard will make it easier to be successful with appearance later on.
2. To differentiate school time from other time. Students are enrolled in school to learn in a formal or semiformal atmosphere. School is not the streets or the mall. School dress standards set a tone, which reinforces the learning environment.

Dress and appearance at Camas High School or at school sponsored activities will not present health or safety problems or be disruptive. Students will be asked to change clothes if dressed inappropriately. In terms of body coverage, student attire shall comply with the published "No Bare Zone" whether they are standing or sitting. Skirts or shorts must be longer than mid-thigh even when sitting, and midriffs must also be covered when sitting. Underwear must be covered. Trousers cannot be sagging below the hip or have holes in the "no bare zone". Shirts must cover the "No Bare Zone" front and back. No bra straps or cleavage can be showing. We are also requiring our athletic groups to follow this dress code when they are in classes, so cheerleaders for instance will need to wear their warm-ups in class. Clothing which carries a vulgar or offensive message, or references the use of hate, violence, alcohol, drugs, tobacco, profanity, sex, or gang affiliation will not be permitted. Hats and other headwear such as hoods, headbands, kerchiefs, scarves, bandanas, or ski goggles, will not be worn at Camas High School from the time of entry into the building until the last bell rings. Wearing chains and metal spike jewelry is a safety concern and is unacceptable. Leave your wallet chain at home. Tattoos that represent gang affiliation are unacceptable. Halter tops, bare midriffs, pajamas, sagging and bagging pants or jeans, swimwear, muscle shirts, torn clothing, clothing with holes in the no bare zone, and any open display of bras, including bra straps, or other underwear are not permitted. Shoes are required by State Health Code and School Policy. House shoes or bedroom slippers are not acceptable footwear. Dress clothes, slacks, shirts and jeans are generally permitted and encouraged. All the do's and don'ts are not listed in this handbook, nor do we intend to draw up such a list, if you have a question, please ask.

It is understood that individual teachers, in consultation with a school administrator, may require specific appearance and attire with special consideration for safety, cleanliness, and to reinforce course curriculum.

DRUGS & ALCOHOL

Illicit drugs and unlawful use or possession of these substances is illegal and harmful. Students shall not possess, use, sell, or show evidence of having used any illegal/dangerous drug, alcoholic beverage, and/or intoxicant of any kind on or near school district property or at school sponsored events. Students shall not use, sell, or possess drug-related paraphernalia on or near school district property or at school district sponsored activities. With reasonable grounds, physical use tests may be applied at any time.

ELECTRONIC ENTERTAINMENT DEVICES

Students shall not use radios, MP3s, tablets, laptops, computer games, audio or video recording devices, or other electronic devices on school property without express consent of a school administrator. The exception is that an individual teacher may allow such devices in his/her particular classrooms during particular scheduled periods of the day.

ENDANGERING OTHERS

Student conduct which may put others in danger will not be permitted. This includes but is not limited to violation of fire regulation; making false fire reports; lighting matches; lighting any flame not an approved part of classroom instruction; use of incendiary or explosive materials; and threats or attempts to bomb, to burn, or to destroy, in any manner, school property or the property of school personnel or students.

EXTORTION, ASSAULT, OR CAUSING PHYSICAL INJURY

A student shall not extort anything of value, threaten injury, attempt to or cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person:

1. On or about the school grounds at any time.
2. Off the school grounds at a school activity, function, or event.
3. Off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events which occurred or originated on school grounds.

FAILURE TO REPORT VIOLATIONS

In order to maintain safety and security in our school, students are responsible for reporting serious violation of the Code of Conduct to teachers, administrators, or other appropriate staff. Serious violations include conduct or behavior which results, or may result, in injury to the person, health, or welfare of students or staff, or damage to property. Failure to report may result in corrective action.

FOUL LANGUAGE/VERBAL ABUSE

A demonstration of either of these towards school staff or another student will result in disciplinary action.

GAMBLING

Gambling on school property is strictly prohibited.

GANG ACTIVITY OR ASSOCIATION

Camas High School has a zero tolerance policy toward gang activity or association. Groups of students which initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds, or disrupt the school environment are prohibited. Such groups are referred to as “gangs.” The types of dress, apparel, activities, acts, behaviors, or manner of grooming displayed, reflected , or participated in by the students shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related, and would disrupt or interfere with the school environment or activity, and/or educational objectives;
2. Present a safety hazard to self, students, staff, and other employees;
3. Create an atmosphere in which a student, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
4. Imply gang membership/affiliation by written communication, marks, drawings, design, emblem upon any school or personal property or on one’s person.

HALL PASSES

All students in the halls during class time must have an appropriate VISIBLE WRITTEN OFFICIAL SCHOOL PASS from a member of the staff.

HARASSMENT/INTIMIDATION

Intentional use of violence, force, coercion, and/or threat to harass or cause physical injury to another person is prohibited. Words, gestures, symbols, or physical contact which offend, intimidate, threaten or persecute others will not be tolerated. This includes such behavior as non-physical intimidation, posturing or “stare downs”. The school district has a policy for assisting students who are being harassed. The first step is to let the person who is doing the harassing know that his/her action is unwanted. Students should also let an adult know what is happening. If the harassment continues then the second step is to let an administrator or counselor know the situation. An informal hearing may be held to gather more information and talk with the people involved. Students may also request a peer mediation. If the person or persons continue to harass, then a formal mediation can be requested with a school district representative to investigate the alleged harassment and make a decision regarding the next step. If the harassment continues, there are further legal steps that can be taken to protect a student’s right to feel safe and comfortable at school.

HAZING

Students shall not engage in behavior that recklessly or intentionally endangers the health or safety of others or inflicts bodily injury on a student in connection with initiation, affiliation or admission into a club, group organization or student body.

IDENTIFICATION

Students must correctly identify themselves upon request to any staff member who asks. Refusal to do so is a safety concern and is considered defiant and downright rude, and a referable offense.

INDECENT MATERIAL

No student shall possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials including clothing, posters, written/printed materials, audio tapes, video tapes, trading cards, and computer-based materials.

INTERNET/NETWORK USE

Internet use benefits students’ education in the form of access to educational resources otherwise unavailable. General school and district rules for behavior and communications apply. Users should have no expectation of privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched in the same manner as lockers.

The Camas School District intends to provide internet access as a tool for educational activities and does NOT intend to create a forum for discussion of 'any topic at any time'. Students using the district network are not permitted to do the following: Access offensive messages or pictures, Use obscene or defamatory language, Harass, insult, defame, or attack others, Damage computers, alter computer systems or networks, Violate copyright laws, Use another's password, Give out his/her name, address, or phone number, Trespass in another's folders, work, or files, Intentionally waste limited resources, or Employ the network for commercial purposes.

Violations may result in loss of access as well as other disciplinary or legal action (see misuse consequences). Internet access in the Camas School District is a privilege, not a right.

LANGUAGE

The words you use, the tone of your voice, and the way you treat people reflect on you and your reputation. Students are expected to treat everyone with respect and use language that demonstrates this. Foul language is not appropriate in the school environment. Additionally, ethnic, racial, sexist, homophobic, or any other discriminatory remarks are not acceptable.

LASER POINTERS

Students shall not have laser pointers or other laser devices at school, on school buses, or at school-related activities without the permission of a school administrator.

LITTERING

Students shall help maintain a clean and healthful school environment by properly disposing of trash while in the cafeteria, classrooms, hallways, and elsewhere in the school and on school grounds, buses, bus stops, and at school-related activities.

LOITERING

School students and visitors are not to loiter in their cars around the High School building, parking lots or adjacent areas at any time during the school day. For the sake of safety and supervision, it is not appropriate for pedestrians to gather on the sidewalks in front of school property or to gather around cars in or near the street area.

OFFENSES OFF SCHOOL GROUNDS

Actions outside of school which have a negative impact on the school building, programs, students or staff will not be tolerated. Students are subject to disciplinary action at school for offenses which occur in the community or at other locations off school grounds if those offenses result in disruption to the operation of the school, the educational process, or impact the rights, safety, or welfare of students, staff, or school property.

PUBLIC DISPLAY OF AFFECTION (PDA)

School is a business, a place of work and learning, and while it is also a "social" place, it is not a place for mating and courtship rituals. Prolonged embracing, kissing, and fondling are not appropriate at school. A student who chooses to engage in inappropriate public displays of affection at school is subject to school discipline.

RESPONSIBILITY FOR SCHOOL PROPERTY

Each student is assigned books, lockers, materials, uniforms, etc., during the school year for which the student is responsible. Students with damaged or lost items are subject to fines. Failure to pay fines or return school property may result in records being withheld, loss of athletic eligibility, etc. Please act responsibly. If you notice property in need of repair, bring it to the attention of your advisor, your teacher, or the school office.

SEARCH & SEIZURE

With reasonable grounds, clothing, lockers, vehicles, and other possessions may be searched. If illegal items are found, they will confiscated, the police will be notified, and school discipline will be imposed. The school may periodically conduct pre-emptive campus-wide searches to ensure the health and safety of our staff and students(i.e. drug dog searches).

SEXUAL HARASSMENT

This District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he/she does not submit to a sexual request;

3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive, or inappropriate sexual advance, or providing a benefit to someone who does;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person;
7. Displaying offensive or inappropriate sexual illustration on school property. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. If you believe you have been sexually harassed: Step 1: See a counselor or an administrator if you feel you are being sexually harassed or if you have an uncomfortable feeling about what someone is saying or doing to you. If you would feel more comfortable reporting the harassment to someone outside of the school building then contact the District Office. Step 2: In the event of suspected sexual harassment, an administrator will investigate. Step 3: The person(s) violating the harassment policy will receive disciplinary action according to established guidelines.

The District will take prompt, equitable, and remedial actions within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and/or contractors. Allegations of criminal misconduct will be reported to law enforcement. Suspected child abuse will be reported to law enforcement or Child Protective Services. It is a violation of policy to knowingly report or corroborate false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Retaliation against any person who makes, or is a witness in, a sexual harassment complaint isprohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

TAMPERING

Students shall not tamper in any way with the belongings of others; especially not food or drink.

THEFT

Taking without permission or attempting to take without permission school property or personal property of others is expressly forbidden.

THREAT

Any expression of an intent to cause to harm, injury, or damage to school property or to other persons on school property, at a school-sponsored activity, or on school buses, will not be tolerated, including threats made off school grounds. This includes all oral, written, or electronic forms of threats to bomb, utilize weapons, or cause bodily injury and/or property damage. Students may be recommended or required to participate in a formal threat assessment if the threats are deemed substantive or very serious.

TOBACCO

Washington State law prohibits tobacco use by staff, students, and all visitors on school grounds, or in reasonable proximity (400 ft. of school grounds), at all times. Student use or possession of tobacco will not be allowed on school property including all district parking lots or during school sponsored events. The holding of a tobacco product will be considered the same as using. Additionally, use or possession of tobacco by persons under the age of eighteen is illegal, and the police will be notified. Vaporizers and tobacco look-a-like products are also prohibited.

TRESPASSING

Students may be in approved areas of the school building and grounds during normal school hours or after hours with the approval of a school staff member. Students are considered to be trespassing if they are present at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of a school staff member. Students whose disciplinary cases are pending a long-term suspension or expulsion decision or students who have been suspended or expelled are not allowed on any school property (including school buses) or at any school-related activities without the permission of a school administrator. Students who are trespassing on any school property are subject to arrest and corrective action at school. All visitors must report directly to the office.

VANDALISM

The willful or malicious destruction or defacement of school or private property on school premises is prohibited. Restitution, in addition to disciplinary action, will be required. Students unintentionally/accidently causing destruction or defacement of property will be subject to restitution.

WEAPONS

For the personal safety of all students, school district employees, and school patrons, no materials which are normally viewed as weapons, or are used for the purpose of a weapon, are permitted at school. Weapons include, but are not limited to: guns of all types including look-alikes, knives of any size, stabbing devices, throwing stars, numchuckas, explosives, mace/pepper-spray, or any weapon or device considered unsafe and dangerous according to federal and state law. Students who handle, carry, or possess such devices on or about school property subject themselves to immediate emergency expulsion. Students who handle or carry unsafe and dangerous weapons will likely be expelled with no chance of return per Washington State law and our concern about the safety of students, staff, and other school patrons.

Student Discipline

The purpose of any school is to provide the opportunity for a student to receive the best education-possible. Further, it is obligatory to provide the best possible educational environment for the students of the community. The student's primary responsibility is to secure an education, and we believe that a proper atmosphere must be maintained within the school to make learning and teaching possible.

To accomplish this, we need an orderly climate in which the staff is firm, fair, consistent, and friendly and in which students strive to behave acceptably. There will be times when it is necessary for school officials to make decisions concerning a student's behavior in school. It is the intent of our discipline policy to make discipline a part of the learning experience.

The success of the educational process is based on a positive and safe atmosphere which promotes learning. In order for this to occur, Camas School District has adopted a behavioral management plan to help students learn appropriate behavior. The objective of the behavior management plan is to provide an environment where learning can take place, free of disruption from individual students. The levels of disciplinary consequences will aid students in learning responsibility, self-control, cooperation, and respect for others, all traits which will enhance their educational potential.

Each time a student is disciplined, he or she may receive a specific number of points based on the offense. (Points are given in addition to assigned disciplinary consequences.)

Points for a student will accumulate throughout the year. If a student accumulates a minimum of one hundred (100) points, this is an indicator the student is chronically displaying inappropriate behavior, a long-term suspension may be considered. A long-term suspension may be for as long as 90 ninety days and may carry over into the following school year.

When a student is found in violation of a rule, her/she will be afforded due process. The parents will be notified by phone or in writing. The student's penalty will equal the seriousness and frequency of the student's behavioral infractions.

TEACHER ASSIGNED DISCIPLINE

Teachers have the initial responsibility for disciplining students in the classroom. The following procedures for handling discipline will be used by teachers to assign consequences for student failure to obey classroom rules:

1. The teacher conferences with the student. The teacher will explain to the student what the inappropriate behavior is and what the student needs to do to correct the misbehavior.
2. The teacher will contact parent/guardian.
3. The teacher may take disciplinary action, e.g. detention, room cleaning, or short term suspension from the class for the balance of that period (provided the teacher shall have first attempted one or more alternative forms of corrective action; State law and school policy require that the teacher contact the parent and the school administration in such a case; contact should be attempted that day and occur in no more than 24 hours.)
4. The teacher may consult with and/or refer the student to a counselor.
5. The teacher may refer the student to an administrator with a recommendation for discipline

Note: In cases of severe misbehavior the student will be immediately referred to the administration.

RULES AND REGULATIONS

These rules and regulations apply during regular school hours, at school sponsored activities either at home or away, while a student is on school district property, and while a student is under school jurisdiction, even if the student is truant. Since some of the following problem areas violate state law, school officials may need to notify law enforcement authorities. If this occurs, school officials will contact parents either by telephone or by certified mail. Any action the police authorities might take will be in addition to the action taken by the school. Unlawful acts will be cumulative in nature throughout each student's education at Camas High School. Violations include, but are not limited to the definitions or examples that follow.

Certain offenses will generate specific punishments of which the following are examples:

LEVEL I OFFENSES EXCEPTIONAL MISCONDUCT

Exceptional Misconduct and OTHER IMMEDIATELY SUSPENDABLE OFFENSES. (Points assigned.)

WAC 180-40-260 provides that conduct labeled "exceptional misconduct" by an ad hoc citizens committee does not have to follow the progressive discipline portion of state law. Therefore, upon consideration of all circumstances, the following behaviors can result in immediate short or long-term suspension.

1. WEAPONS: Use or possession of a weapon during school hours or while attending a Camas School District sponsored activity. Offenses are cumulative in grades 9 - 12.

   - ALL CASES WILL BE REPORTED TO THE POLICE
   - FIRST OFFENSE: Long-term suspension and/or recommendation for expulsion.
   - Possession/use of a firearm will result in a minimum one calendar year expulsion.

2. ALCOHOL AND/OR ILLEGAL/DANGEROUS DRUGS AND/OR PARAPHERNALIA (INCLUDING LOOKALIKES) POSSESSION/USE/PURCHASE: Possession/use/purchase of alcohol or illegal/dangerous drugs on or near school district property during school hours or while attending school sponsored activities. Students who evade evaluation with school administrators and/or police will be assumed to be under the influence and will be disciplined accordingly. Offenses are cumulative in grades 9 - 12.

   - ALL CASES WILL BE REPORTED TO THE POLICE.
   - FIRST OFFENSE: 45 DAY SUSPENSION; which may be reduced to 5 days when the student/parent agrees that the student: will attend, at the parent's expense, a drug/alcohol assessment; will follow the recommendations resulting from the assessment; and will make the school officials confidentially aware of the recommendations.
   - SECOND OFFENSE: Long-term suspension and/or recommendation for expulsion.

3. ALCOHOL AND/OR ILLEGAL/DANGEROUS DRUGS (INCLUDING LOOKALIKES) SALE/DISTRIBUTION/DEALING: Sale/distribution/dealing of alcohol or illegal/dangerous drugs on or near Camas School district property during school hours or while attending a school district sponsored activity. Offenses are cumulative in grades 9 - 12.

   - NOTIFICATION OF POLICE
   - FIRST OFFENSE: 45 DAY SUSPENSION WITH POSSIBLE RECOMMENDATION FOR EXPULSION
   - SECOND OFFENSE: EXPULSION

4. FIGHTING, ASSAULT OR CAUSING/ATTEMPTING TO CAUSE PHYSICAL INJURY: A student shall not threaten, attempt to, or cause physical injury, or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person: on or about school district property at any time; off the school grounds at a school district sponsored activity; or off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events which occurred or originated on school grounds. Offenses are cumulative in grades 9 - 12.

   - NOTIFICATION OF POLICE
   - FIRST OFFENSE: 4 - 10 days suspension with immediate removal from school and required parent conference.
   - SECOND OFFENSE: Long-term suspension, possibly for the remainder of the semester.
   - THIRD OFFENSE: Long-term suspension with recommendation for expulsion.

5. THEFT (major; $20 or more) , POSSESION OF STOLEN PROPERTY, PROPERTY DAMAGE, OR UNLAWFUL ENTRY: Offenses are cumulative in grades 9 - 12.

   - NOTIFICATION OF POLICE
   - FIRST OFFENSE: 2 - 10 day suspension and restitution
   - SECOND OFFENSE: Long-term suspension and restitution
   - REPEATED OFFENSES: Long-term suspension

6. EXTORTION OR THREATENING A PERSON: A student shall not extort anything of value, threaten to cause injury, haze or intimidate any person: on or about school district property at any time; off school grounds at a school district sponsored activity; or off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events which occurred or originated on school grounds. Offenses are cumulative in grades 9 - 12.

   - NOTIFICATION OF POLICE
   - FIRST OFFENSE: 2 - 10 days suspension

- SECOND OFFENSE: Long-term suspension, possibly for the remainder of the semester.
- THIRD OFFENSE: Long-term suspension with recommendation for expulsion.

7. HARASSMENT (MAJOR; INCLUDING SEXUAL) INTIMIDATION, BULLYING, OR THREATS ON/OFF SCHOOL GROUNDS: Offenses are cumulative in grades 9 - 12.

   - NOTIFICATION OF POLICE
   - FIRST OFFENSE: 2 - 5 day suspension
   - SECOND OFFENSE: Long-term suspension and/or recommendation for expulsion

8. ARSON, FALSE ALARMS, TAMPERING WITH FIRE FIGHTING SYSTEM, EQUIPMENT, OR ALARMS: Setting of fires, setting off false alarms, tampering with the fire alarm system or fire fighting equipment. Offenses are cumulative in grades 9 - 12.

   - NOTIFICATION OF POLICE
   - FIRST OFFENSE: Long-term suspension and/or recommendation for expulsion and restitution.

9. GANG-RELATED ACTIVITY: Clothing, colors, signs, graffiti and/or behaviors. Offenses are cumulative in grades 9 - 12.

   - FIRST OFFENSE: 2 - 10 days suspension
   - SECOND OFFENSE: Long-term suspension
   - THIRD OFFENSE: Long-term suspension w/ recommendation for expulsion

10. DISRUPTION OF SCHOOL/DISORDERLY CONDUCT: Offenses are cumulative in grades 9 - 12.

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: 2 - 10 day suspension
    - SECOND & REPEATED OFFENSES: Long-term suspension

11. FAILURE TO ATTEND AFTERSCHOOL DETENTION

    - EACH OFFENSE: 1 day suspension for each after-school detention missed and reschedule of the detention.

12. DEFIANCE OF AUTHORITY OR DISRESPECT TO SCHOOL AUTHORITIES: Direct defiance/ insubordination to school personnel in such a way as to prevent school personnel from performing their duties. Running from or attempting to evade Campus Security and/or Administrators carries the maximun penalty. Offenses are cumulative in grades 9 - 12.

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: 2 - 10 day suspension
    - SECOND & REPEATED OFFENSES: Long-term suspension

13. PROFANITY, PORNOGRAPHY, OR OBSCENITY: Profane, obscene, abusive language or actions directed toward others, including intimidation or harassment. Mooning or other inappropriate displays. Possession and/or distribution of pornographic materials. Offenses are cumulative in grades 9-12.

    - FIRST OFFENSE: 1 - 2 day suspension
    - SECOND OFFENSE: 3 day suspension
    - THIRD & REPEATED OFFENSES: Long-term suspension

14. RECEIVING A REFERRAL FROM A SUBSTITUTE TEACHER

    - EACH OFFENSE: 1 day suspension for each referral/incident

15. REFUSAL TO IDENTIFY SELF TO SCHOOL STAFF: Failure to correctly identify self to school staff if asked when on school property or at a school sponsored activity.

    - FIRST OFFENSE: 1 - 2 day suspension
    - SECOND OFFENSE: 5 - 10 day suspension
    - THIRD & REPEATED OFFENSES: Long-term suspension

16. FAILURE TO SAFELY OPERATE A MOTOR VEHICLE

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: 1 - 10 day suspension & loss of driving privilege
    - SECOND & REPEATED OFFENSES: 3 - 10 day suspension & loss of driving privilege

17. TOBACCO: Possession/use of tobacco products, vaporizers, and look-a-likes during school hours or while attending school-sponsored activities.

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: 1 day suspension & mtg. w/ Intervention Specialist
    - SECOND OFFENSE: 3 day suspension, parent conference & meeting with Intervention Specialist
    - THIRD & REPEATED OFFENSES: Long-term suspension

18. PLAGIARISM: The copying of material from an unauthorized source, to include electronic copying of materials, or the using of unauthorized material to complete class assignment or test. This includes plagiarism or reproduction in whole or in part any other person's written work and representation of that work as the student's own, and/or borrowing work from others and attempting to submit it for the student's own credit.

    Blatant and intentional plagiarism will be responded to at two levels: 1) The student will receive a referral for cheating, and this will be part of the progressive discipline plan, and 2) The student will receive zero points for the assignment. Further, the student's grade for the course in which the plagiarism occurs shall immediately become an 'F'. Upon completion of an honest assignment, the student will receive a zero for that assignment and automatic failure will be lifted. Offenses are cumulative in grades 9 - 12.

    - FIRST OFFENSE: Student will earn a grade of F for the course until the assignment is redone; after which the student will earn zero points for the assignment. Student may be subject to administrator assigned discipline.
    - SECOND OFFENSE: 2 - 5 days suspension and student will earn a grade of F for the assignment; earning zero points.
    - THIRD OFFENSE: Long-term suspension

19. CHEATING: Cheating on semester finals or departmental culminating project assessment, including major research projects. Cheating on assignments will be a Level 2 offense.

    - FIRST OFFENSE: Student will earn a grade of F for the course until the assignment is redone; after which the student will earn zero points for the assessment. Student will be subject to administrator-assigned discipline.
    - SECOND OFFENSE: Student earns zero points for the assessment. 2 - 5 days suspension.
    - THIRD OFFENSE: Student earns zero points for the assessments. Long-term suspension

20. PUSHING AND SHOVING: Involvement in confrontations that result in physical contact of pushing and shoving.

    - FIRST OFFENSE: 2 - 10 days suspension
    - SECOND OFFENSE: 4 - 10 days suspension
    - THIRD & REPEATED OFFENSES: Long-term suspension

21. MAKING FALSE STATEMENTS TO SCHOOL PERSONNEL OR OFFICIALS

    - FIRST OFFENSE: 4 - 10 days suspension
    - REPEATED OFFENSES: Long term suspension

22. FALSIFYING, THEFT, OR ALTERING OF SCHOOL RECORDS: including teacher's grade books, attendance records, discipline records, transcripts, etc.

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: Long-term suspension
    - SECOND OFFENSE: Long-term suspension w/ recommendation for expulsion
    - THIRD OFFENSE: Long-term suspension w/ recommendation for expulsion

23. THEFT--MINOR (less than $20)

    - FIRST OFFENSE: 1 day suspension and restitution
    - SECOND OFFENSE: 3 day suspension and restitution
    - REPEATED OFFENSES: Long-term suspension

24. BOMB/EXPLOSIVE USE/THREATS: Bomb threats, use or possession of explosives. Offenses are cumulative in grades 9 - 12.

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: Long-term suspension and/or recommendation for expulsion and restitution.

25. UNAUTHORIZED POSSESSION, USE, DISTRIBUTION, AND/OR DUPLICATION OF SCHOOL KEYS OR ELECTRONIC ENTRY CARDS:

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: 10 - 45 day suspension and restitution
    - SECOND OFFENSE: Long-term suspension and recommendation for expulsion and restitution

26. THEFT OR UNAUTHORIZED POSSESSION, USE, OR DISTRIBUTION OF TESTS AND EXAMS.

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: 10 - 45 day suspension and restitution
    - SECOND OFFENSE: Long-term suspension and recommendation for expulsion and restitution

27. TAMPERING WITH FOOD/DRINK OF ANOTHER: Tampering with, putting foreign substances into, etc. the food or drink of another person. Intentionally tampering with a food/drink and then putting it where another would likely consume it or offering it to another for consumption.

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: Long term suspension of at least 30 days
    - SECOND OFFENSE: Long term suspension and recommendation for expulsion.

28. INCITING A FIGHT: This includes inciting a fight and/or encouraging others to participate in a fight and/or being a bystander.

    - FIRST OFFENSE: 2 - 10 days suspension
    - SECOND OFFENSE: 3 - 10 days suspension
    - THIRD & REPEATED OFFENSES: Long-term suspension

29. VANDALISM ON/OFF SCHOOL GROUNDS:

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: 3 - 10 Days suspension & restitution
    - SECOND OFFENSE: Long-term suspension & restitution
    - REPEATED OFFENSES: Long-term suspension w/ recommendation for expulsion & restitution

30. FORGERY OR FALSIFYING DOCUMENTS: The forging of any signature or the making of any false entry or the alteration of any document used or intended to be used in connection with the operation of the school.

    - FIRST OFFENSE: 1 - 3 days suspension
    - SECOND OFFENSE: 3 - 10 days suspension
    - REPEATED OFFENSES: Long-term suspension

31. FAILURE TO REPORT: Failure to report drugs, alcohol, weapons, or any other illegal activity.

    - FIRST OFFENSE: 1 - 3 days suspension
    - SECOND OFFENSE: 3 - 10 days suspension
    - REPEATED OFFENSES: Long-term suspension

32. UNAUTHORIZED RECORDING BY AUDIO/VIDEO OF ANOTHER PERSON:
    - POSSIBLE NOTIFICATION OF POLICE
    - FIRST OFFENSE: 1 - 3 days suspension
    - SECOND OFFENSE: 3 - 10 days suspension
    - THIRD OFFENSE: Long-term suspension

33. OTHER: These examples are not meant to be all inclusive. Physical assault/battery against school personnel, threatening behavior toward a school employee (written, verbal, or physical), possession of a caustic substance, intimate acts, possession/use of fireworks, hazing, gross behavior, and/or jeopardizing the safety of others.

    - NOTIFICATION OF POLICE
    - FIRST OFFENSE: Short-term suspension & restitution
    - SECOND OFFENSE: Long-term suspension & restitution
    - REPEATED OFFENSES: Long-term suspension with recommendation for expulsion & restitution

SPECIFIC MISCONDUCT

Not immediately resulting in suspension from school.

1. PARKING VIOLATIONS: Parking in emergency vehicle access areas, blocking the fire lanes,emergency exits, delivery areas, bus zones, handicap zones, etc., double parking or parking in more than one space, PARKING ON CAMPUS WITHOUT A VALID AND VISIBLE PERMIT (All parking permits must be clearly displayed inside on the rear view mirror), or falsification, reselling or possession of another student's parking permit. Parking violations may result in one or more of the following:

    - Subject cars impounded at owner's expense without prior notice
    - Citation of at least $10.00 for each incident
    - Loss of parking privilege
    - Three or more parking violations/warnings will result in the subject car being towed at owner's expense without notification

2. ELECTRONIC DEVICE VIOLATIONS (INCLUDES CELL PHONES) -electronic devices that are seen, heard, used, etc. after the first bell and before the last bell will be confiscated, discipline will be assigned, and five points will be assigned for each offense. This violation includes any visible head phones or speakers, even if not in use.

    - FIRST OFFENSE: 1 after school detention
    - SECOND OFFENSE: 2 after school detentions
    - THIRD OFFENSE: 4 after school detentions and parent must pick up the device
    - FOURTH OFFENSE: 8 after school detentions and parent must pick up the device
    - FIFTH OFFENSE: 16 after school detentions and parent must pick up the device
    - REPEATED OFFENSES: Exponentially increasing after school detentions and parent must pick up the device each time

3. FAILURE TO OBEY BUS REGULATIONS (SEVERE)

    - FIRST OFFENSE: Suspension of bus privileges
    - SECOND OFFENSE: 2 - 10 day suspension
    - REPEATED OFFENSES: Long term suspension

4. FAILURE TO OBEY BUS REGULATIONS See Bus Regulations and Rules in appendix B

5. TRUANCY OF ONE OR MORE DAYS: (four or more periods per day) . No pts.
    - FIRST OFFENSE: Time for time after-school detention(s) and parental notification
    - SECOND OFFENSE: Time for time after-school detention(s) and administrator-parent conference required
    - THIRD OFFENSE: Time for time after-school detention(s) and parental notification
    - FOURTH OFFENSE: Double time after school detention
    - FIFTH OFFENSE: Three-day in-school suspension, mandatory adminstrator-parent-student conference, possible change in schedule, and stay-in-school agreement.
    - REPEATED OFFENSES: Increased in-school suspension, reduced/changed schedule, loss of credit, and/or filing of a truancy petition with the Juvenile Court (after 7 days in a month or 10 days in a year)

6. TRUANCY OF LESS THAN A DAY: (one to three periods per day). No pts.

   - FIRST OFFENSE: Time for time after-school detention
   - SECOND OFFENSE: Time for time after-school detention(s)
   - THIRD OFFENSE: Time for time after-school detention(s)
   - FOURTH OFFENSE: Double time after school detentions and parent conference
   - FIFTH OFFENSE: In-school suspension pending mandatory administrator-parent-student conference whereat an attendance contract will be written and signed
   - REPEATED OFFENSES: In-school suspension, reduced/changed schedule, loss of course credit, etc.

7. TARDY-UNEXCUSED. Five points per referral where detention is assigned by an administrator.

   - First Violation: Verbal Warning
   - Second Violation: Detention with teacher
   - Third Violation: Detention with teacher
   - Fourth Violation: Parent contact between student, teacher, and parent to develop a plan to eliminate tardies
   - Fifth Violation: Administrative referral and one hour of detention after school. (The referral needs to include documentation of the above four steps.)
   - Repeat Violations: Administrative referral resulting in exponentially increasing after-school detention(s) for each and every subsequent incidence of unexcused tardiness.

8. HEADWEAR: Headwear worn upon entering the building will be confiscated, discipline will be assigned, and five points will be assigned for each offense.

FIRST OFFENSE:	1 after school detention
SECOND OFFENSE:	2 after school detentions
THIRD OFFENSE:	4 after school detentions and parent picks up the headwear
FOURTH OFFENSE:	8 after school detentions and parent picks up the headwear
FIFTH OFFENSE:	16 after school detentions and parent picks up the headwear
REPEATED OFFENSES:	Exponentially increasing after school detentions and parent must pick up the headwear each time

LEVEL II OFFENSES

PROGRESSIVE DISCIPLINE- For a number of other school rule infractions, the normal procedure for progressive discipline will be as follows:

1ST OFFENSE PER YEAR: 1 after-school detention
2ND OFFENSE PER YEAR: 2 after-school detentions
3RD OFFENSE PER YEAR: 3 after-school detentions
4TH OFFENSE PER YEAR: 1 day suspension
5TH OFFENSE PER YEAR: 2 days suspension
6TH OFFENSE PER YEAR: 3 days suspension
7TH OFFENSE PER YEAR: 4 days suspension
8TH OFFENSE PER YEAR: Long-term suspension; student will not be allowed back into school until a scheduled meeting with the student, parents, and a Camas High Administrator occurs. At that time, it will be decided if or when the student will be allowed back into Camas High School and under what conditions.

A sample of infractions that would involve progressive discipline:

- Failure to cooperate with school personnel
- Forged notes/passes
- Harassment of students (minor)
- In-class disturbances
- Use of inappropriate language (not Level 1 profanity)
- Cheating (will include grade loss)
- Roughhouse or horseplay
- Untruthfulness
- Inappropriate display of affection (hand holding only is appropriate)
- Gambling
- Littering
- Inappropriate dress
- Not in assigned area.
- Insubordination
- Possession of matches or lighters

- Refusal to follow a reasonable request of school personnel (minor)
- Misuse/waste of school materials
- Eating/Drinking (other than water) in unauthorized area
- Off campus without permission
- Spitting
- Loitering
- Inappropriate behavior
- Unauthorized sales
- Other

BEHAVIOR MANAGEMENT PLAN & POINT SYSTEM

Each time a student is disciplined, he or she may receive a specific number of points based on the offense. (Points are given in addition to assigned disciplinary consequences.)

Points for a student will accumulate throughout the year. If a student accumulates a minimum of fifty points then a parent conference will be held for the purpose of creating a behavior contract. If a student accumulates a minimum of one hundred (100) points, this is an indicator the student is chronically displaying inappropriate behavior, a long-term suspension will be considered. A long-term suspension may be for as long as 90 ninety days and may carry over into the following school year.

When a student is found in violation of a rule, her/she will be afforded due process. The parents will be notified by phone or in writing. The student's penalty will equal the seriousness and frequency of the student's behavioral infractions.

POINTS SCALE

AFTER SCHOOL DETENTION: 5 POINTS FOR EACH OFFENSE
SHORT-TERM SUSPENSION: 15 POINTS FOR EACH OFFENSE
LONG-TERM SUSPENSION: 20 POINTS FOR EACH OFFENSE

SANCTIONS (LEVELS OF DISCIPLINE)

Among the premises of the discipline plan are:

- Discipline is not done to you; it is done for you.
- In carrying out the plan, we will be firm, fair, and consistent.
- It is a student and parent responsibility to know and understand the discipline plan.

1. AFTER-SCHOOL DETENTION: A sixty minute detention from 2:30PM - 3:30PM. After-school detention is held on Monday through Friday afternoons. This detention may include study hall, campus cleanup, etc. Students are expected to bring study materials.
2. SHORT-TERM SUSPENSION: Temporary termination of enrollment for a period of one and up to ten days, often until stipulated conditions are met. A suspension includes denial of admission to or entry upon real and/or personal property that is owned, leased, rented, or controlled by the school district.
3. LONG-TERM SUSPENSION: Suspension from school for a period of eleven or more days. A suspension includes denial of admission to or entry upon real and/or personal property that is owned, leased, rented, or controlled by the school district.
4. EXPULSION: Termination of enrollment. An expulsion includes denial of admission to or entry upon real and/or personal property that is owned, leased, rented, or controlled by the school district.

STANDARD STEPS-CORRECTIVE ACTION

These steps are usually followed in instances in which the student is nonresponsive to teacher corrective and disciplinary actions. Suspension, other than one period of in- school suspension must be assigned by a school administrator. In all cases of suspension of more than one day, parents will be notified as soon as possible by the assigning school employee.

Step 1: A teacher/administrator and student conference is held possibly resulting in a corrective behavior contract.
Step 2: A conference with a parent is required. A phone conference is permissible. Written notification will be sent home in all cases in which disciplinary action is taken. The student may be assigned to temporary in-school suspension (ISS) until a conference is held. Parental notice by the teacher will follow.
Step 3: After school detention
Step 4: Short term suspension, not to exceed ten school days.
Step 5: Long term suspension, more than ten school days.
Step 6: Emergency expulsion

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

The student with a disability is subject to the same treatment under the statement of the Student Rights, Responsibilities, and Regulations, as students without disabilities. This statement of Student Rights, Responsibilities, and Regulations is a restatement of those specific rights and responsibilities set forth in Chapter 180-40 WAC.

STUDENT DUE PROCESS

The administrators and teachers of Camas High School desire to treat each student fairly and firmly in instances of misbehavior. Parent understanding, support, and cooperation are absolutely essential to our efforts. The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

STUDENT RIGHTS & RESPONSIBILITIES

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as school officials shall determine.

DETENTION

For minor infractions of school rules or regulations, or for minor misconduct, the student will be detained after school. Teachers may detain students after school hours for not more than 60 minutes on any given day. A one day notification of the required detention must be given, but a student may elect to serve the detention the day it is assigned.

APPEAL PROCESS: DISCIPLINARY ACTION

Any student and/or parent who is aggrieved by the imposition of discipline shall have the right to an informal hearing with the principal for the purpose of resolving the grievance. At such a conference, the student and parent shall be subject to questioning by the principal and shall be entitled to question school personnel involved in the matter being grieved.

SUSPENSIONS OR EXPULSIONS

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended or expelled unless other forms of corrective action or punishment reasonably calculated to modify his/her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. However, a student may be suspended for exceptional misconduct, other that absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school.

SHORT-TERM SUSPENSION

In the event the proposed punishment of a student is to include the denial of the right of school attendance from any single class or full schedule of classes for more than one and up to ten consecutive days, a conference shall first be conducted with the student as follows:

1. An oral or written notice of the charges shall be provided to the student.
2. An oral or written explanation of the evidence in support of the charges shall be provided to the student.
3. An oral or written explanation of the suspension which may be imposed shall be provided to the student.
4. The student shall be provided the opportunity to present his/her explanation. The parent of the student shall be notified of the reason for suspension and the duration of the suspension orally or by US mail as soon as reasonably possible. Any student subject to a short term suspension shall be provided the opportunity upon return to make up assignments and tests if:
    - Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
    - Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

APPEAL PROCESS FOR SHORT-TERM SUSPENSION

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right,to request a hearing in writing. Such request for a hearing must be received by the school district hearing officer, or his/her office,

on or before two school business days after receipt of the notice of opportunity for a hearing. The written request must be in the form of an original letter with a signature affixed. E-mail requests for hearings are unacceptable. If a request for a hearing is received pursuant to WAC 180-40-265 within the required to school business days, the school district shall schedule a hearing to commence within two school business days after the date upon which the request for a hearing was received. The superintendent or his/her designee shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent, or board elects to postpone such action.

EMERGENCY REMOVAL

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, provided that the teacher or administrator has good and sufficient reason to believe that 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 class, subject, or educational process of the student's school. The removal shall continue only until:

1. The danger or threat ceases, or
2. The principal acts to impose discipline, impose a short-term or
3. The principal shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or consequences.

EMERGENCY EXPULSION

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or school administrators or is a substantial disruption to the educational process of the school district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to him/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

The provisions governing notice and hearing of regular long-term suspension or expulsions shall apply except:

1. Written notice of the emergency expulsion shall be hand-deliver or sent by certified letter and U.S. regular mail deposited in the U.S. mail within twenty-four (24) hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
2. The parent and student shall have ten (10) school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and
3. The hearing officer shall render the decision within one (1) school business day after the conclusion of the hearing.

LONG-TERM SUSPENSIONS OR EXPULSIONS

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail, regular U.S. mail, or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have beenviolated, (2) the recommended corrective action or consequences, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within three (3) school business days after the notice is received, the hearing shall be waived and the recommended corrective action or consequences shall take effect, and (5) the date by which the request for a a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within three (3) school business days of such request.

The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions, and disposition to be made. The decision shall be provided to the parent and student or counsel.

APPEAL PROCESS FOR LONG-TERM SUSPENSION OR EXPULSION

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the superintendent's office within three (3) school business days after the date of receipt of the decision. The long term suspension or expulsion shall be in effect while the appeal is pending. The superintendent shall hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. Prior to adjournment, the superintendent shall agree to one of the following procedures: Study the hearing record or other materials submitted and record its findings within 10 school business days; or Schedule a meeting with the school board for a final appeal.

READMISSION APPLICATION PROCESS

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:

1. Reasons the student wants to return and why the request should be considered;
2. Evidence which supports the request; and
3. A supporting statement from the parent or others who may have assisted the student.

The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

Appendix A

A: NETWORK CODE OF CONDUCT

Use of the network, which includes the local Camas School District computer network as well as the Internet, shall be IN SUPPORT OF EDUCATION AND RESEARCH THAT IS CONSISTENT WITH THE MISSION OF THE DISTRICT.

PERSONAL COMPUTING DEVICES (PCD)

Personal computing devices include things such as laptops, iPads, tablets, or netbooks. Devices such as handheld smartphones, iPods, iPhones or other small devices are not PCDs and still violate school rules. When a student uses a PCD at school, it is the same as if using a school computer—the same rules apply. The student is responsible for keeping their devices secure and safe and if they are lost, stolen, or damaged, it is not the school's responsibility. Students are only able to use their PCD when given specific consent by school staff. Students that do not follow these guidelines are in violation of the Network Code of Conduct and the device will be confiscated. Additional consequences will be assigned as appropriate under the Electronic Device Violations Policy. The PCD may also be searched by school staff if it is confiscated.

INTERNET USE

Internet use benefits students' education in the form of access to educational resources otherwise unavailable. General school and district rules for behavior and communications apply. Users should have no expectation of privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched in the same manner as lockers.

The Camas School District intends to provide internet access as a tool for educational activities and does NOT intend to create a forum for discussion of 'any topic at any time'. Students using the district network are not permitted to do the following: Access offensive messages or pictures, Use obscene or defamatory language, Harass, insult, defame, or attack others, Damage computers, alter computer systems or networks, Violate copyright laws, Use another's password, Give out his/her name, address, or phone number, Trespass in another's folders, work, or files, Intentionally waste limited resources, or Employ the network for commercial purposes.

Violations may result in loss of access as well as other disciplinary or legal action (see misuse consequences). Internet access in the Camas School District is a privilege, not a right.

1. Respect others
   - Use the network in such a way that it does not disrupt its use by others.
   - Modifying or copying files/data of other users without their consent is not permitted.

2. Respect copyrights
   - Treat information created by others as the private property of the creator.
   - Downloading of files from the Internet without prior permission is not permitted.
   - No software applications (.exe) will be downloaded.

3. Respect the network
   - The network is not to be used for commercial purposes.
   - Personal devices may only be connected WIRELESSLY.
   - Hacking the system is not permitted.
   - Use the network to access only educationally relevant and curriculum specific material.

4. Respect equipment
   - Computer hardware or software should not be destroyed, modified, abused in any way.

5. Respect the privacy of others
   - Use only your password.
   - Protect your password from others.

6. Be ethical and courteous
   - Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.

7. Use of personal email without prior permission is not permitted.

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

NETWORK/INTERNET MISUSE CONSEQUENCES

LEVEL ONE OFFENSE

First Offence:	Verbal warning with documentation
Second Offense:	Parent notification with return signature required and loss of access until parent response
Third Offense:	Parent conference and loss of access with length of time to be determined by administrator and reporting staff

Types of offenses (examples):

- Exploring Websites that are not curriculum related
- Selecting/using inappropriate passwords
- Infringing on the privacy of others
- Sharing passwords with others
- Inappropriate printing
- Wasting or overuse of limited network resources

LEVEL TWO OFFENSE

First Offense:	Parent conference and loss of access with length of time to be determined by administrator and reporting staff
Second Offense:	Loss of access for 12 weeks
Third Offense:	Loss of access for remainder of school year

Types of offenses (examples):

- Exploring Websites that are not curricullum related
- Visiting/browsing the operating system
- Download, installation or execution (running) of illegal or unlicensed software
- Accessing or modifying files and documents that belong to others
- Modifying system permissions

LEVEL THREE OFFENSE

First Offense:	Loss of access for 12 weeks with possible administrative action (i.e. detention to long-term suspension); contact of law enforcement as appropriate
Second Offense:	Loss of access for remainder of school year with definite administrative action; contact of law enforcement as appropriate

Types of offenses (examples):

- Exploring Websites that are not curriculum related
- Copyright infringement
- Downloading and /or use of obscene graphics and/or sounds
- Download, installation or execution (running) of obscene/derogatory software.
- Stealing passwords
- Download, installation or execution (running) of software with the purpose or intent to hack the operating system or network
- Software or hardware theft or vandalism
- Use of obscene, defamatory or derogatory words in email or electronically generated documents (i.e. slander, gender, racial slurs, etc.)

Note: This document listing “types of offenses” is not intended to be all inclusive. What is listed here are simply examples of the nature of offenses that fall within a specific offense level. It would be impossible to list all possible offenses in this document. When offenses occur that are not specifically listed, they will be interpreted as falling within the spirit of the offense type, and action will be taken considering the nature of the offense. Any combination of offenses will receive the consequences of the next level (i.e., two Level One offenses equal a Level Two First Offense, etc.).

Appendix B

B: ACTIVITIES CODE OF CONDUCT

Extra-curricular activities require a great commitment from students, advisors, and parents. Programs in the Camas School District stress personal dedication, drive, and determination while teaching the participant to accept obligations to the group, teammates, advisors, coaches, the student body and the community.

Extra-curricular activity programs in the Camas School District are a privilege and are completely voluntary for students. Students participating in extra-curricular programs are considered to be in positions of leadership. They represent the school and the community, and as leaders we expect they will do nothing that reflects negatively on the school or the community.

This Activities Code is designed to establish reasonable, high standards for students who aspire to participate in all extra-curricular activities, which include all optional, non-credit, school-approved student activities, which are personal, social, or recreational in nature. This code is designed to help students choose not to participate in illegal or unhealthy activities. It is also designed to help support parents in their efforts to guide their children towards healthy lifestyles.

Procedures for administering the Activities Code and the appeal process are consistent with the Washington Administrative Codes that address student conduct.

GENERAL RULES

All students participating in extra-curricular activities or planning to participate in an activity at some point during the school year, shall abide by the following rules at all times including school vacations, weekends, and non-school hours:

1. Participants, parents, guardians, and/or legal custodians will agree in writing to abide by all rules set forth.
2. Participants will have valid medical and dental insurance prior to being allowed to practice/participate for the first time.
3. Participants will purchase an ASB card as a condition of taking part in extra-curricular activities.
4. Participants will maintain a 2.0 GPA and pass at least five classes in the grading period immediately prior to the activity or season. ASB and Class officers must maintain a 3.0 GPA.
5. Participants will be present the entire school day in order to be eligible for practice or competition. Students who miss school during the day because of illness, suspension of any kind, or unexcused absences are not allowed to participate in after-school activities. Students must be present in school for the full day in order to practice/compete in activities. Exceptions will be made for family bereavement or true emergencies, medical/dental appointments, legal appointments, and school-related activities. Other excused absences, arranged in advance through a building administrator, may be accepted. Parent requests and/or illness are NOT exceptions to this rule.
6. Participants shall not possess, use, or transmit tobacco, alcohol, inhalants, or illegal drugs of any kind. Further, participants shall not engage in behavior that enables others to illegally use these substances. Examples include serving as a designated driver for others and attending parties or events where these substances are used.
7. Participants are expected to attend all scheduled practices, meetings, contests, and performances. If it becomes necessary to miss such an activity, prior arrangements must be made with the advisor/coach.
8. School-owned equipment checked out to a participant is his/her responsibility. Loss of equipment or damage resulting from misuse will be the financial responsibility of the participant. Individuals will not be allowed to participate in subsequent activities or receive awards until this obligation is taken care of. All fines and fees must be paid in order for a student to be eligible to participate in extracurricular activities.
9. Completion of the activity season is required in order for the participant to be eligible for a letter or other team/individual awards. The exception to this is a student whose participation was limited due to an injury.
10. Participants must travel to and from events via school-provided transportation. Exceptions are injury to a participant that would require special transportation and prior arrangements approved by a building administrator. Head coaches/advisors need to make personal contact with a parent when a participant requests to ride home from an event with the parent.
11. Coaches/advisors may establish stricter standards for safety, morale, or other reasons; therefore, participants are expected to adhere to any specific rules for each activity not stated in the Code of Conduct.

SATISFACTORY ACADEMIC PROGRESS

Participants will maintain a 2.0 g.p.a. and pass 80% of the classes in which they are enrolled during the grading period immediately prior to the activity or season, i.e. you cannot fail more than one class. (Block classes are considered separately, e.g. Humanities = 2 classes.) Those who do not meet this requirement will be placed on academic probation: Participants placed on academic probation will not be eligible to participate in activity events. Participants are allowed to practice during the ineligible period of time. Participants who are put on academic probation for any two consecutive grading periods or more than two grading periods in a school year will be suspended for 20% of the current or upcoming activity season. They will need to meet all the requirements of academic probation during the suspension period.

TOBACCO, ALCOHOL, INHALANTS AND ILLEGAL DRUGS: VIOLATION AND CORRECTIVE ACTION

Participants shall not knowingly possess, use, or transmit tobacco, alcohol, inhalants, or any illegal drugs. Participants shall not engage in behavior that enables other students to illegally use tobacco, alcohol, inhalants, or illegal drugs. Examples of this behavior are:

1. Attending an event, for even a short time, where tobacco, alcohol, inhalants, or illegal drugs are present or being used. When attending an event there is a reasonable expectation that the student make him/herself aware of what is happening in the surroundings and that he/she immediately remove him/herself if illegal substances are present or substances are being used illegally.
2. Holding an event where tobacco, alcohol, inhalants, or illegal drugs are being used.
3. Acting as a designated driver for students who are using tobacco, alcohol, inhalants, or illegal drugs.

If any participant realizes he/she has a problem with the use of tobacco, alcohol, inhalants, or illegal drugs, and of his/her own volition, seeks treatment (prior to his/her first assessment) he/she may not be subject to disciplinary action. Repeated offenses are cumulative during the participant's time in school.

Clubs, ASB office, leadership, and other extra-curricular activities other than athletics have a 180 day season.

Upon confirmation that a participant has violated the policy regarding tobacco, alcohol, inhalants, or illegal drugs, the following steps will take place:

1. Parents will be informed of findings by phone and letter home.
2. Law enforcement officials may be notified.
3. Participant will be informed of options for consequences. At the discretion of an administrator, any or all discipline steps may be skipped depending upon the severity of the violation related to alcohol, inhalants, and illegal drugs.

FIRST OFFENSE- ALCOHOL, INHALANTS, AND ILLEGAL DRUGS

Choice 1: Suspension from the equivalent of 90 school days of extra-curricular activity or ASB position.

Choice 2: Suspension from the equivalent of 20% of the extra-curricular activity/ASB position if:

1. Parents and student meet with administrator and an appointed Intervention Specialist.
2. Student participates in a drug/alcohol assessment administered by a certified outside agency.
3. Student completes mandatory AODA (Alcohol and Other Drugs Assessment) education program.

SECOND OFFENSE- ALCOHOL, INHALANTS, AND ILLEGAL DRUGS

Choice 1: One-year (180 school days) suspension from extra-curricular activities/ASB position.

Choice 2: Suspension for equivalent of one half of school year (90 school days) for extra-curricular activities or ASB position if:

1. Parents and student meet with an administrator and appointed Intervention Specialist.
2. Student participates in a drug/alcohol assessment administered by a certified outside agency.
3. Student completes second phase of mandatory AODA education program.

THIRD OFFENSE- ALCOHOL, INHALANTS, AND ILLEGAL DRUGS

Choice 1: Expulsion from all extra-curricular activities for remainder of student career.

Choice 2: Suspension from all extra-curricular activities for the length of one school year (180 school days) if:

1. Student participates in a drug/alcohol assessment administered by a certified outside agency.
2. Student follows up with Intervention Specialist on an out-patient basis.

FOURTH OFFENSE- ALCOHOL, INHALANTS, AND ILLEGAL DRUGS

Expulsion from all extra-curricular activities for remainder of student career.

FIRST OFFENSE- TOBACCO

Choice 1: Suspension from extra-curricular activity or ASB position for 90 school days.

Choice 2: Suspension from the equivalent of 20% of the extra-curricular activity/ASB position if:

1. Parents and student meet with administrator and an appointed Intervention Specialist.
2. Student participates in tobacco self-assessment test.
3. Student completes mandatory tobacco education program.

SECOND OFFENSE- TOBACCO

Choice 1: One-year (180 school days) suspension from extra-curricular activities/ASB position.

Choice 2: Suspension for equivalent of one half of school year (90 school days) for extra-curricular activities/ASB position if:

1. Parents and student meet with administrator and an appointed Intervention Specialist.
2. Student completes mandatory tobacco education program.

THIRD OFFENSE- TOBACCO

Choice 1: Expulsion from all extra-curricular activities for remainder of student career.

Choice 2: Suspension from all extra-curricular activities for the length of one-half school year (90 school days) if:

1. Student completes second phase of mandatory tobacco education program.

FOURTH OFFENSE- TOBACCO

Choice 1: Expulsion from all extra-curricular activities for remainder of student career.

Choice 2: Suspension from all extra-curricular activities for the length of one school year (180 school days) if:

1. Student completes second phase of mandatory tobacco education program.

FIFTH OFFENSE- TOBACCO

Expulsion from all extra-curricular activities for remainder of student career.

THEFT OR POSSESSION OF STOLEN PROPERTY-HAZING/HARASSMENT-CRIMINAL ACTS

1. First Offense -The participant will be suspended from the activity for at least 60 (sixty) school days.
2. Subsequent Offenses -The participant will be suspended from all CHS activities for one calendar year (365 consecutive days) from the date of the violation.

SCHOOL DISCIPLINE/SUSPENSION

Any activities participant involved in conduct which results in the imposition of disciplinary action other than school suspension may be declared ineligible for participation in the next upcoming activity event. If the participant is suspended from school for disciplinary reasons for any length of time, the participant will be placed on probation for up to a maximum of sixty (60) school days and miss at least the first event following the suspension. Subsequent suspensions may result in suspension from all CSD activities for up to one calendar year (365 consecutive days).

NOTE: PARTICIPANTS ARE SUBJECT TO ALL RULES STATED IN THE STUDENT HANDBOOK WHILE AT SCHOOL OR INVOLVED IN SCHOOL RELATED ACTIVITIES. Participants using, possessing, or selling tobacco, alcohol, inhalants, or illegal drugs are also subject to the discipline as described in the Student Handbook.

GRIEVANCE PROCEDURE

A participant or parent/guardian who is aggrieved by disciplinary action taken related to this code of conduct has the right to take the following steps:

Step 1: Informal Conference- A request for an informal conference must be made within 5 days of written notification of disciplinary consequences. At the informal conference the participant and the parent/guardian will be questioned by the Activities Director or his/her designee and will be entitled to question school employees in the matter being grieved.

Step 2: Formal Conference- If the participant and parent/guardian are not satisfied with the results of the informal conference, they may, upon three days prior notice, present a written and/or oral grievance to the Principal or to his/her designee.

The disciplinary consequences will be upheld during the grievance process. In the event the grievance deadlines are not met, it shall be determined that the participant and parent/guardian have waived their rights to the grievance process.

If on any away school sponsored event a student breaks the code of conduct he/she will be fined the costs involved in sending the student to the event i.e. food, room, etc.

STUDENT AGREEMENT:

By signing below I acknowledge that I have read the Camas High School Activities Code of Conduct, that I understand its meaning, and agree to abide by the terms stated therein as a condition of participation.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

PARENT AGREEMENT:

I have read and understand the terms of the Camas School District Activities Code of Conduct. I agree to assist my son or daughter in following these policies as a condition of participation.

Parent Name: _____ Grade: _____

Parent Signature: _____ Date: _____

Appendix C

C: STUDENT ATHLETIC HANDBOOK

INTRODUCTION

Participation in athletics in the Camas School District is a PRIVILEGE that involves TEAMWORK and SELF DISCIPLINE. Athletics is an excellent means of bringing together home, school and community, as well as contributing to your personal development, growth and education. The interscholastic athletic program also provides you the opportunity to compete in athletic contests with other schools, aids you in developing new friendships and teaches you good sportsmanship. If you decide to participate, be prepared to dedicate yourself to the athletic program. Remember, you will be a representative of your family, school and community, so your actions should be above reproach, both at and away from the athletic site. Some sports require the selection of team members. This selection is not always based entirely on athletic ability. Attitude, conduct, cooperation, loyalty and desire are also some characteristics that are considered in selecting team members.The material in this handbook pertains to all student athletes in the Camas School District.

ATHLETIC CODE FOR CAMAS SCHOOL DISTRICT ***REVISED 6/3/08***

SECTION I

Being an athlete is a PRIVILEGE that involves teamwork and SELF DISCIPLINE. Parents and coaches, along with athletes themselves, compose that team. In order to have a successful team, certain regulations must be identified and understood by everyone. The Camas School District Athletic Code exists in order to provide specific guidelines to be followed by students who represent their various schools in the field of athletics. These regulations are the product of the parents, students, coaches, school directors and administrators from the Camas School District. All members of a team bear the responsibility for working together to help make athletics a successful experience for everyone involved. Therefore this code shall be in effect 365 days a year, 24 hours a day. It will include those written rules and regulations established for students competing as representatives of the Camas School District. All students choosing to participate in athletic programs shall be given a copy of this code, and by virtue of their continued voluntary participation, shall agree to conduct themselves in accordance with the code.

A student athlete in the Camas School District shall not use, consume, or possess alcoholic beverages, cigarettes, or tobacco of any form, steroids, illegal drugs, including marijuana, or paraphernalia related to the use of illegal drugs and the abuse of prescription or nonprescription drugs. The athlete shall further abide by all written training rules established for the sport in which he/she is competing, and shall at all times behave in a manner that conveys respect for all individuals. Acts of harassment or hazing will not be tolerated (See student handbook for definitions). In addition, a student athlete shall at all times and in all situations, both as a participant and as a spectator, conduct him/herself with personal integrity and honesty. Any action or behavior that necessitates the imposition of team or school discipline or the committing of criminal acts outside of school will be viewed as a violation of the Athletic Code.

(I) TOBACCO - ALCOHOLIC BEVERAGES - DRUGS - DRUG PARAPHERNALIA - STEROIDS

The use of tobacco products, alcohol, legend drugs (including anabolic steroids), controlled substances and controlled substance analogs is prohibited. Any student athlete possessing, selling, in the presence of (including attendance at parties, serving as a designated driver, etc.), and/or using tobacco products, alcoholic beverages, legend drugs, (including anabolic steroids) controlled substances or controlled substance analogs, or drug paraphernalia during the athletic school year (see VIII C below) shall be subject to the following disciplinary action.

1) First Violation:
   a) In season - The athlete will be suspended for no less than the remainder of the present sports season or up to sixty (60) school days. This penalty may carry over to the subsequent sports seasons.
   b) Out of season - The athlete will be placed on probation for a minimum of fifteen (15) school days during the next completed sports season in which the athlete participates; also, the athlete will miss the first interscholastic contest to follow his probation if no interscholastic contest should fall within the probation period.
2) Second Violation, whether in season or out of season, will result in suspension from all sports in the Camas School District for one calendar year (365 consecutive days) from the date of the second violation.
3) Third Violation, again whether in season or out of season, will result in permanent ineligibility for interscholastic competition in the Camas School District.

(II) THEFT/POSSESSION OF STOLEN PROPERTY- HAZING/HARASSMENT - CRIMINAL ACTS

1) First Violation:

a) In season - The athlete will be suspended for no less than the remainder of the present sports season or up to sixty (60) school days. This penalty may carry over to subsequent sport seasons.
b) Out of season - The athlete will be placed on probation for a minimum of fifteen (15) school days during the next completed sports season in which the athlete participates; also, the athlete will miss the first interscholastic contest to follow this probation if no interscholastic contest should fall within the probation period.

2) Subsequent Violation, whether in season or out of season, will result in suspension from all sports in the Camas School District for one calendar year (365 consecutive days) from the date of the violation.

(III) SCHOOL DISCIPLINE/SUSPENSION

Any athlete involved in conduct which results in the imposition of disciplinary action other than school suspension may be declared ineligible for the next interscholastic contest for which he/she is eligible. If an athlete is suspended from school for disciplinary reasons for any length of time, the athlete will be placed on probation for up to a maximum of sixty (60) school days and miss at least the first contest following the suspension. Subsequent suspensions may result in suspension from all sports in the Camas School District for up to one calendar year (365 consecutive days).

(IV) COACHES RULES

An athlete will abide by specific written rules formulated by the coach who has the responsibility for an athlete who violated those rules.

(V) TRANSFER STUDENTS

Athletic suspensions or probations which have been imposed by other school districts on students transferring into the Camas School District will be honored.

(VI) AWARDS

If an athlete is on suspension at the conclusion of a sports season, the head coach may forfeit the athlete's privilege of earning a school letter, certificate or any other school athletic award.

(VII) DEFINITIONS

1) Probation - This is a trial period during which an athlete remains part of the team. The athlete attempts to correct his/her deficiencies within a prescribed time. The athlete will not be able to participate in contests involving other schools during this time.
2) Suspension - An action that denies an athlete participation in athletics for a period of time. In cases where an athletic suspension carries over into his/her next sports season, it reverts to a probationary period provided the athlete completes that entire sports season.
3) In Season - Begins with the first WIAA allowed practice day and ends with the awards ceremony for that sport.
4) Out of Season - Any time not "in season."

(VIII) PROCEDURES FOR DISCIPLINARY ACTION

1) Disciplinary offenses are cumulative during middle school participation as well as senior high participation, but will not be cumulative from middle school participation to senior high participation. Students under athletic sanction at the end of middle school must complete the required disciplinary action.
2) The athletic director/coordinator shall determine disciplinary action resulting from a violation of Camas School District athletic rules within three (3) school days of learning of the violation. The District Athletic Director shall be notified.
3) For first violations of the tobacco, alcoholic beverages, drugs, steroids rules athletes have the option available to participate in and complete a school approved drug/alcohol/tobacco assessment program. Participation in this assessment option will not preclude a minimum athletic suspension period of fifteen (15) school days that must be completed before participation resumes. In addition, athletes who voluntarily come forth seeking help for substance use problems may be granted immunity from disciplinary sanctions under the athletic code if they go through an assessment and enter a rehabilitation program.
4) Athletes and parents will be notified of reasons for and types of disciplinary actions. A grievance procedure, as described in the Student Athletic Handbook will be followed for any athlete excluded from a sport, if so requested in writing to the building principal or designee within five (5) school business days.

SECTION II - STUDENT STANDARDS FOR ATHLETIC ELIGIBILITY

(Eligibility requirements are established in accordance with Article 18.0.0 of the Washington Interscholastic Activities Handbook.)

A. SCHOLARSHIP

In order to maintain athletic eligibility during the current semester, the student athlete shall maintain a 2.0 GPA and passing grades in a minimum of five classes in which they are enrolled during the grading period immediately prior to the activity or season, i.e. you cannot fail more than one class. (Block classes are considered separately, e.g. humanities = 2 classes.) Those who do not meet this requirement will be placed on academic probation:

1. Student athletes will be declared ineligible until a progress report indicates that he/she is meeting the minimum standard. For fall semester progress reports will be assessed on the thirteenth (13th) day of school.
2. Student athletes will be expected to attend an after school conference period for a minimum of three weeks.
3. Student athletes will continue to turn in weekly progress reports until no longer directed to do so.
4. Student athletes placed on academic probation will not be eligible to participate in at least on regular season athletic event. Participants are allowed to practice during the ineligible period of time. Participants who are put on academic probation for any two consecutive grading periods or more than two grading periods in a school year will be suspended for 20% of the current or upcoming activity season. They will need to meet all the requirements of academic probation during the suspension period.

B. AGE LIMITS

Senior High - The student(s) shall be under 20 years of age on September 1 for fall sports season, on December 1 for the winter sports season, and on March 1 for the spring sports season. Middle school - The student(s) shall not have reached his/her 16th birthday prior to June 1 of the previous year.

C. ATHLETIC REGISTRATION/PHYSICAL EXAMINATION

An athletic emergency form and a current physical must be on file for each student participating in any sport before he/she turns out or is allowed to participate.

D. PHYSICAL EXAMINATION

The Washington Interscholastic Activities Association requires (Regulation 18.13) that prior to the first practice for participation in interscholastic athletics a student shall undergo a thorough medical examination and be approved for middle level and/or high school interscholastic athletic competition by a medical authority licensed to perform a physical examination. Those licensed to perform physical examinations (Regulation 18.13.1) include Medical Doctors, Doctors of Osteopathy, Advanced Registered Nurse Practitioner, Physicians Assistants and Naturopathic Physicians**.** Physicals are valid for 24 months from the date of the examination. Physicals expiring during a season need to be renewed prior to the expiration date to continue in the program**.** To resume participation following an illness and/or injury serious enough to require medical care a participating student must present to the school officials a written release from a physician licensed to perform physical examinations as listed in 18.13.1 and/or a dentist as applicable.

E. INSURANCE

It must be indicated on the **Parent Permission -Emergency Medical Form** that is kept on file with the athletic director that participants are covered by accident insurance during the current season, Insurance is available through the athletic office for students who wish to purchase it. This information will be collected every year even though the physical form may be valid for two years.

F. ASB CARD

All athletics are supported by Associated Student Body funds. Team members are required to purchase ASB cards to help fund the cost associated with the various sports.

G. SUMMER SPORTS CAMPS

1. For high schools summer is defined as the first day following the WIAA spring tournaments through July 31. A school athlete's participation in a commercial summer camp, school sponsored summer camp, summer clinic or other similar program in any sport shall not begin until the conclusion of the final WIAA State Tournament of the school year. For middle level schools summer is defined as the first day following the final day of the spring sports schedules through July 31.
2. Participants in a school sponsored fall sport cannot attend any camps or clinics in that sport after August 1st if the participant's coach is a clinician/organizer of that camp/clinic. (Refer to 17.8.0 in WIAA Handbook).

SECTION III - CAMAS SCHOOL DISTRICT ATTENDANCE POLICY

Any student participating in an activity shall be expected to attend and participate in all classes on the day of the scheduled activity. On any school day students must be in attendance all day to participate

in practice. In the case of weekday scheduled activities, attendance in all classes the following day is also expected. In the cases of weekend scheduled activities, attendance in all classes the previous Friday is also expected. Failure to comply with these attendance regulations will result in a student being declared ineligible and not allowed to participate in the next scheduled activity. Exceptions to this rule may be made by the building principal or designee.

SECTION IV - SCHOOL ISSUED EQUIPMENT

1. School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition.
2. Loss of issued equipment or damage to issued equipment will be the student's financial obligation.
3. Issued equipment is to be used only while participating with the team in practice or during a contest. If coaches desire players may wear their jerseys to school on game days. However, they are not to be worn at other times without their coach's prior permission.
4. School uniforms imply school sponsorship and may be worn only during the WIAA season for that sport.

SECTION V -Travel

In District transportation will not be provided for evening high school or middle school athletic contests/practices. In all other cases, all athletes must travel to and from athletic contests in transportation provided by the school district. Except that an athlete may return:

- With his/her own parent(s) - if parent meets the coach in person after the contest and requests to take his/her athlete (only) home in their own car.
- In a private car, if the parent sends a written request to the athletic director prior to departure and the athletic director gives approval to the coach in charge.
- Individual school administration may develop more specific student-athlete transportation policies.
- Athletes will remain with their squad and under the supervision of their coach when attending away contests.
- Visiting athletes are direct representatives of their school, community and home and should conduct themselves accordingly.

SECTION VI - Amateur Standing

An amateur student athlete is one who engages in athletics for the physical, mental, social and educational benefits he/she derives there from, and to whom athletics is an avocation and not a source of financial reward. In order to maintain his/her amateur standing, he/she may not:

1. Accept merchandise or in kind gifts of more than $300 in value, excluding reduced membership or user fees for athletic clubs, recreation centers, golf courses, etc.
2. Accept cash awards.
3. Enter competition under a false name.
4. Accept payment of expense allowances over the actual and necessary expenses for the athletic trip.
5. Sign or have ever signed a contract to play professional athletics (whether for a money consideration or not); play or have ever played on any professional team in any sport; receive or have ever received, directly or indirectly, a salary or any other form of financial assistance (including scholarships or educational grants) from a professional sports organization or any of his/her expenses for reporting to or visiting a professional team.

STUDENT AS AN INSTRUCTOR, SUPERVISOR OR OFFICIAL instructing, supervising or officiating in (paid or non-paid) organized youth sports program, recreation, playground or camp activities will not jeopardize amateur standing.

SECTION VII- Grievance Procedure to Athletic Suspension

Step I

Athletes and/or parents may request a grievance hearing if done so in writing to the District Athletic Director within five (5) school days.

Step 2

The District Athletic Director will review all of the materials provided to determine if the imposed discipline is fair, consistent and equitable, and render a decision within three (3) school days.

Step 3

Athletes and/or parents may appeal the District Athletic Director's decision in writing within five (5) working days to the Building Principal. The Building Principal shall have ten (10) school days to render a written decision.

Appendix D

D: ANNUAL PUBLIC NOTIFICATION

CONFIDENTIALITY - FERPA

Parents in the Camas School District have rights to confidentiality under the Family Education Rights and Privacy Act (FERPA). The parent or eligible student has a right to:

- Inspect and review the student's education records;
- Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records;
- File with the US Department of Education a complaint concerning alleged failures by the agency to comply with the requirements of the act;
- Obtain a copy of the policy, which is available by request at the Superintendent's Office located at 841 NE 22nd Avenue, Camas.

RELEASING INFORMATION

Schools may release specific directory-type information - including names, address, and phone number - without prior parental consent if the school both provides notification that it reserves the right to release such information and defines what kind of information will be considered directory information. However, under FERPA, parents must be given the right to opt out of the directory information for release. Though schools may release directory infor-mation without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties.

ASBESTOS PLAN

The district engages in a continuous asbestos surveillance program to assure that there are no asbestos problems or danger to students and employees. A copy of the Camas School District asbestos management plan is available for review at the district office.

LEGISLATION REGARDING MILITARY RECRUITERS

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and other insti-tutes of higher education. However, FERPA protects information about students from being released if parents opt out or require prior consent in writing. Please contact your student's school office for additional information.

CHILD IDENTIFICATION PROCEDURES

The district conducts Childfind activities for the purpose of locating, evaluating, and identifying students with a sus-pected disability who are residing within district boundaries. Childfind activities apply to children who are not cur-rently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the district's special services department at 360-833-5570.

DRUG-FREE SCHOOLS

Congress has adopted legislation requiring drug-free schools. A study by the National Commission on Drug-Free Schools indicated that drug and alcohol use among our nation's youth remains widespread. Appreciable numbers of students begin to use alcohol in the elementary grades and increasing numbers begin to use illicit drugs in middle school. Camas School District is committed to drug-free schools. The board has established a policy requiring that each student adhere to all the rules of conduct adopted by the district. Failure to do so shall be cause for corrective action enforced by school officials.

Use and/or possession of alcohol and illicit drugs is unlawful, wrong, and harmful. A student shall not knowingly pos-sess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind while:

- On the school grounds during and before and immediately after school hours;
- On school grounds at any other time when the school is being used by a school group(s);
- Off the school grounds at a school activity, function, or event.

Discipline sanctions up to and including expulsion and referral for prosecution will be imposed on students who vio-late the standards of conduct. Examples of sanctions may include notification of parent/guardian, notification of authorities, referral for substance abuse evaluation, curtailment of participation in district sports, suspension, expul-sion, and/or completion of a drug/alcohol rehabilitation or treatment program not at district expense. (Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.)

Information about the drug/alcohol counseling and rehabilitation program may be obtained from the building administrator or student service counselors. Compliance with the above standards of conduct is mandatory for all students and will be enforced without exception.

TITLE IX

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District #117 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 expres-sion or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Rita Pakenen, Title IX and Compliance Coordinator, ri-ta.pakenen@camas.wednet.edu; and Dana Jones, dana.jones@camas.wednet.edu. Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

HARASSMENT

Harassment can take many forms and can include bullying, slurs, comments, rumors, put-downs, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other electronic, verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating and intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

SEXUAL HARASSMENT

Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person.

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and which interferes with efficacy or creates uneasiness.

STAFF INTERVENTION

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action under this procedure may be necessary.

INCIDENT REPORTING AND INVESTIGATIVE PROCESS

Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports. Written reports are submitted to district staff using the Camas School District Alleged HIB Incident Report Form which is located on the district's website or can be obtained from the school administration. This form may be completed and submitted anonymously.

Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident has been resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on district's Alleged HIB Incident Report Form and submitted to the principal or designee, unless the designee is the subject of the complaint. The steps in filing an Alleged HIB Incident Report Form and its investigation and corrective measures are set forth in District Policy. A summary of the policy and procedure is posted and disseminated in each school, on the district's web-site, and reviewed with employees and students on an annual basis. For questions or more information on the Camas School District HIB policy and procedure, please contact the HIB Compliance Officer, Jeffrey Niess, at (360) 335-3000 ext 78310 or at jeffrey.niess@camas.wednet.edu.

FALSE REPORT

To knowingly report false allegations of harassment is a violation of this policy. Persons found to knowingly report false allegations will be subject to appropriate discipline.

TITLE I/LAP SCHOOLS

TEACHER QUALIFICATIONS

As a parent of a student in Title I Schools and Learning Assistance Program schools, you have the right to know the professional qualifications of the classroom teachers who instruct your student. Federal law allows you to receive certain information in a timely manner if you ask for it. Specifically, you have the right to ask for the following about each of your student's classroom teachers:

- Whether OSPI has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether OSPI has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your student and, if they do, their qualifications. If you would like to receive any of this information, please call the personnel specialist at 360-335-3000.

TITLE I/LAP - PARENT INVOLVEMENT POLICY – ELEMENTARY SCHOOLS

As part of Title I/LAP requirements each elementary school has on file a Parent Involvement Policy that explains various ways that parents can be involved and support the efforts of the school. This policy may be obtained by inquiring at each school office or by asking the Title I/LAP teacher.

PESTICIDES

Best practices are used in our school district in the utilization of pesticides within our buildings and on our grounds. It is our intent to take steps that promote a healthy environment for our students, staff, and community. We use minimal applications directed at very specific problems. Our staff members use alternatives when possible. Applications are completed in a manner in which the chance of direct or indirect exposure is minimal. All pesticides are applied under the direction of trained, licensed staff members or contractors. If you would like to be directly contacted prior to an application in or around the building where your student(s) attend, please contact your school office and complete a contact form. More information about our pesticide practices can be found through our Board Policies on the school district web site.

CHILD ABUSE PREVENTION

School districts must work with state agencies, including the Office of the Superintendent of Public Instruction to establish a coordinated primary prevention program for child abuse and neglect. All parents shall be given notice of the primary prevention program and may refuse to have their children participate in the program.

HEALTH AND SAFETY

ACCIDENTS

In the unfortunate circumstance that a child is seriously injured at school, parents/guardians are notified immedi-ately. This is why keeping the school informed as to changes in emergency contact information is imperative. If a child needs medical attention and a parent/guardian or other emergency contact cannot be reached, school personnel will contact emergency medical services to transport the child by ambulance to the preferred hospital listed on the Student Health Inventory form. Minor injuries are usually followed up with a written note, sent home with the student, from the health assistant or building registered nurse.

ASTHMA/ANAPHYLAXIS: (CSD 3419/3419P AND 3420/3420P)

Students shall be authorized to self-administer asthma/anaphylaxis medication if the parent/legal guardian and licensed health provider complete the Authorization for Administration of Medication form, and the health provider and building R.N. observe the skill necessary to use the medication/device properly. The student's authorization may be limited/revoked by the district if the student demonstrates an inability to responsibly possess/self-administer such medication.

BALLOONS - STUDENTS WITH LIFE THREATENING ALLERGIES

Camas School District is aware that anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life threatening. The sources of these allergens are typically foods, medications, stinging insects and latex. The risk of accidental exposure to these allergens can

be reduced in the school setting when school staff, students, parents/legal guardians, and the licensed health professional work cooperatively to minimize risks and provide a safe environment. Please access The Guidelines for the Management of Students with Life Threatening Allergies at www.camas.wednet.edu under Parent Corner, Student Health Services. All staff and com-munity partners will support the following guidelines:

- Utilizing only non-latex gloves
- Using non-latex face masks or respirators for personal protective equipment
- NOT ALLOWING the presence of latex balloons on school grounds and in school busses. (Mylar balloons are a safe substitute).
- Discouraging staff and students to wear perfume or other scented personal products.
- Discouraging serving peanut butter products at elementary grade levels.

HEAD LICE: (CSD 3414P)

According to the American Academy of Pediatrics, no-nit policies in schools are detrimental, causing lost time in the classroom, inappropriate allocation of the health services team's time for lice screening, and a response to in-festations that is out of proportion to the medical significance. Transmission of lice occurs most often among family members due to the close proximity of living conditions. Misdiagnosis of head lice infestation occurs frequently and causes inappropriate exclusion from and unnecessary treatment with pediculicides. Camas School District supports NOT having a no-nit policy, and head lice guidelines reflect the best evidence-based management and treatment options. Educating families and community persons regarding scientific facts about head lice is important. This may then lead to allowing students with head lice and/or nits to remain in school. Please review Camas School District Parent Guidelines for Students with Head Lice Utilizing Evidence-Based, Best Practice Management at: www.camas.wednet.edu under Parent Corner, Student Health Services.

HEALTH ROOM:

There is a health room in each building staffed primarily by health assistants to be used for emergencies/urgent sit-uations. We do recognize that students may become ill while at school; in that case, you would be notified to pick up your student.

IMMUNIZATIONS: (CSD POLICY/PROCEDURE 3413)

Immediately upon enrollment in the district a certificate of immunization status, distributed by the Washington De-partment of Health, shall be completed by the student's parent. The student's immunization status will be docu-mented as: complete, conditional or exempt. A student who is 'out of compliance' regarding his/her immunization record may not register for school.

The 2011 Washington State Legislature passed a law that changes the process for getting an immunization exemp-tion. **Beginning July 22, 2011,** the new law says that if a parent/guardian wants to exempt their child from school or child care immunization requirements, they must first talk with a licensed health care provider about the benefits and risks of vaccinations. The provider will sign the Certificate of Exemption form that parents have to turn in to the school or child care to exempt their child. Instead of signing the form, providers may choose to write and sign a letter verifying the same information.

Parents or guardians who demonstrate membership in a church or religious body **that does not believe in medical treatment** do not have to have a health care provider sign the exemption form. See Washington State Department of Health "Vaccines Requires for School/Child Care and 2011 Immunization Ex-emption Law" for additional information. http://www.doh.wa.gov/cfh/immunize/schools/default.htm

INFECTIOUS DISEASES – STUDENT HEALTH INVENTORY: (CSD POLICY 3414)

In order to safeguard the school community from the spread of certain communicable diseases…the district shall require that the parents/guardian shall complete the Student Health Inventory form at the beginning of each school year". By completing this form on a yearly basis, families are assisting school health services in identifying students with possible life threatening health conditions and/or needing medication during the school day. Registered nurses then create emergency care plans, train and share plans with identified staff to help keep students safe during the school day.

KEEPING ILL CHILDREN HOME

Please refer to the School Health Services website: www.camas.wednet.edu under PARENT CORNER - SCHOOL HEALTH SERVICES to review **Guidelines for Keeping Ill Children Home from School**. Please remember that during school, children are in close contact with each other. If children are kept home when the first signs of illness appear, it helps prevent the spread of that illness to other children.

LIFE-THREATENING HEALTH CONDITION (CSD POLICY 3413)

Washington State law (RCW 28A.210.320) directs school districts to require the presentation of a medication or treatment order for a child's life-threatening health condition that may require medical services to be performed at school. The medication or treatment order must be presented prior to the student's

attendance or continued attendance if already in school. If a medication or treatment order is not provided, the superintendent/principal of the school is REQUIRED to exclude the child until such order has been provided. Please contact the building registered nurse if your child has a life-threatening condition.

OVER THE COUNTER OR PRESCRIBED MEDICATION AT SCHOOL

If your child requires daily/occasional medication, it is preferred that you arrange for administration times outside of regular school hours. However, if this is not possible, in order for your child to receive medication at school the *Authorization for Medication/Treatment at School* form must be completed by the licensed health provider and the parent/legal guardian prior to the administration of any medication (prescribed or over-the-counter) or treatment at school. All medications must be brought to the school by the parent/guardian in the original pharmacy labeled bottle. **Do not send the medication with your child**. Please refer to the School Health Services website: www.camas.wednet.edu under PARENT CORNER - SCHOOL HEALTH SERVICES.

NUTRUTIONAL GUIDELINES

School Board Policy 6700 stipulates guidelines and advocacy for improved nutrition and fitness practices across our district. The Camas School Board believes that the school environment should be conducive to and promote learn-ing, nutrition being a key element. Students who have nutritious food and appropriate physical activity are better prepared to learn.

FREQUENTLY ASKED QUESTIONS

Q: Where is the Camas School District Nutrition and Fitness Policy found?
A: The policy can be found on the Camas School District website: www.camas.wednet.edu.

Q: How does the policy address the use of food as a reward?
A: In the past, teachers, administrators or other staff members have used food (like candy or sweets) as a reward for good academic performance or desired behavior. Implicit in these practices was as expectation of some sort of reciprocity: receiving a food reward for displaying certain behaviors. While these practices may often have been prevalent, the intent of the policy now is to avoid encouraging children to eat treats even when they are not hungry or creating habits of always rewarding or comforting with food.

Q: How does the policy address the use of food in classroom parties, events or celebrations?
A: Food provided to students other than through the school lunch/breakfast program or through competitive food sales also includes foods provided for school sponsored parties, celebrations and events. These foods should comply with the policy language for food sales, except that occasional school-wide or class events can be exempt from the specific guidelines found in Policy 6700, Appendix A. However, providing healthful options is strongly en-couraged! No more than five such exceptions shall take place in a given school year for a grade level at the ele-mentary level. No more than three such exceptions shall take place in a department at the secondary level. Princi-pals and grade level teams will work together to determine what (if any) exceptions they feel are appropriate for their grade level, department or school. While parents are not allowed to bring/send birthday treats to school, they are encouraged to check with teachers to determine what non-food birthday celebration is allowed.

Q: What about the use of food during lessons when a clear curriculum objective is tied to some food consumption or preparation?
A: The district recognizes that food can often exist as a legitimate part of instructional units or lessons. Here are just a few examples where food might play a role in classroom lessons. There are many more.

- Studying cultural customs or celebrations from various countries or ethnic groups and sampling food related to these customs as part of the curriculum.
- The incorporation of food, recipes or food preparation into a curriculum unit where it is appropriate. (Exam-ple: The kindergarten FARM unit; using food portions and measurement in a math unit; preparation of a Thanksgiving feast, etc.)
- Creating or dividing structures that involve food stuffs(Examples: building toothpick and gum drop geomet-ric structures; teaching fractions using sections or portions of some food items; occasionally build-ing/creating/decorating gingerbread houses or other seasonal food items)
- Sorting food (fruits, vegetables etc.) by shape and color and sampling some of the items.

Appendix E

E: CAMAS SCHOOL DISTRICT BUS RULES

The purpose of district transportation is to safely transport students to and from school and/or district sponsored events. Any misconduct by a student, which is detrimental to the safe operation of the bus, will be sufficient cause for the building administrator to suspend the transportation privilege.

Students should be at their designated stop five minutes before the scheduled bus stop time. In the afternoon, stu-dents are to exit at their regularly assigned bus stop and go directly home.

1. Students will follow driver and adult directions. The driver is in command of the bus and students. When transporting classes or teams, the teacher or coach is primarily responsible for the students.
2. Students will observe rules of classroom conduct while riding on buses, i.e., quiet talking, hands, feet and ob-jects to self, no teasing or rude/obscene gestures. Stu-dents must see that their possessions are kept out of the aisle.
3. Students will sit their bottoms on the seat, face forward and have their back touch the rear of the seat. Students will keep all body parts inside the bus windows at all times.
4. Eating or drinking is not allowed on the bus. This in-cludes gum, candy, food and beverages. Special cir-cumstances may be authorized and supervised by an accompanying teacher or coach. Students are to assist in keeping the bus clean. All trash will be placed in the wastebasket.
5. Each student may be assigned a seat in which they will be seated at all times unless permission to change is given by the school principal and/or driver. If a lap belt is in place, it must be used.
6. Students will leave the windows closed unless given permission by the driver to open them
7. Students will only ride their assigned bus and stop un-less authorized permission is given. A bus pass from the student's school is required to be a guest on the non-designated route.
8. Students will get on and off the bus in an orderly manner. Students are expected to stand away from the roadway when the bus is approaching or leaving. Once the bus has come to a complete stop and the driver has given a cue, students may board the bus in single file. Students are to find a seat as quickly as possible. Students who must walk for some distance along the roadway where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students may only cross in FRONT of the bus at the driv-er's direction. When students are off the bus, they will adhere to rules for pedestrians.
9. Skateboards, scooters, and roller skates will NOT be transported on the bus.
10. Headphones must be used with all electronic equipment such as music devices, gaming devices, etc. The bus driver has the right to take away the equipment and turn it over to the school administrator if the equip-ment creates a disruption on the bus. If the student chooses to bring electronic equipment on the bus, the driver, school, or district are not responsible for broken or missing equipment. The electronic equipment is not to be visible at school during the school day. Cell phone use is not allowed.
11. Students will refrain from carrying or possessing any items that may cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable or glass containers, weapons or firearms, straps, cords, or pins protruding from clothing or bags, large, bulky items that cannot be held or placed be-tween the legs, etc. Matches, lighters, cigarettes, tobacco, or illegal substances of any kind will not be allowed.
12. Animals, with the exception of Seeing Eye dogs, are not allowed on the bus.
13. Emergency doors and equipment must be left alone by the students.
14. Parents of students identified, as causing damage to buses will be charged with the cost of repairing or replacing the incurred damage. Students causing the damage may be suspended from bus transportation. Students may be asked to clean the bus after school.
15. Student misconduct will constitute sufficient reason for suspending transportation privileges.

WAC 392-141-010 (1) School Districts--General Authority to Provide Transportation-A school is not required to provide transportation for school students but may do so.

WAC 392-145-015 (6) Transportation of Unsafe Articles-Requires that teachers or other school district personnel refrain from requesting students to transport on a school bus any form of animal life (except seeing eye dogs), firearms, weapons, breakable containers, flammable and other articles which could adversely affect the safety of the bus or passengers.

WAC 392-145-020 (7) Rules for School Bus Drivers-A student may be permitted to leave the bus at other than his or her regular stop provided that permission is first obtained pursuant to district policy.

SCHOOL DISTRICT BUS RULES: PROCEDURE

1. Driver provides the student with written copy of the rules by sending them home the first day of school. Keep additional copies to distribute to new students.
2. Driver explains rules and consequences to the student. Review rules and expectations a minimum of once per month.
3. If a student breaks a rule, driver issues a verbal warning once and has the student repeat the rule or expectation. If the student physically harms another student, damages property, or causes a severe safety issue, a referral will be written without a warning.
4. A seat may be assigned for a specified amount of time by the driver (usually rows 3-6).

BUS REFERRAL PROCEDURES

A referral should be written if student misbehavior persists after receiving a verbal warning and being assigned a seat by the driver. The following procedures should be used each time a referral is written:

5. Driver phones parent and documents time and date on referral.
6. Driver writes a referral and turns it in to dispatcher within 24 hours of incident.
7. Turn in yellow and pink copies to the dispatcher.
8. Dispatcher will fax a copy to the school or turn in pink copy to the appropriate administrator ASAP.

CONSEQUENCES FOR MISBEHAVIOR

First Incident

1. Driver issues student a verbal warning.
2. Driver contacts parent by phone.
3. Driver may assign a seat.

Second Incident

1. Driver completes a written referral (see Bus Referral Procedures above).
2. Driver contacts parent by phone and asks parent to sign the white copy and return it.
3. Administrator counsels the student.

Third Incident

1. Driver completes a written referral.
2. Administrator will set up parent/driver/administrator conference to discuss the problem
3. Administrator will assign a seat for a specified time period.
4. In certain circumstances, the student may be removed from the bus by the administrator.
5. A bus behavioral contract may be written and signed between the parent and student and administrator.

Fourth Incident

1. Driver completes a written referral
2. The student is removed from the bus for up to one week by the administrator.

Fifth Incident

1. Driver completes a written referral.
2. The student is removed from the bus for up to two weeks by the administrator.

Sixth Incident

Student is removed from the bus for the remainder of the school year.

Apendix F

F: PROHIBITED STUDENT CONDUCT & EXCEPTIONAL MISCONDUCT DEFINITIONS

Any conduct which interferes with teaching and learning is not allowed. The following acts are specifically not al-lowed on school property, on school transportation such as busses, or at school-sponsored events such as field trips. There will be consequences for doing these things. This list is not inclusive. Behaviors marked with a dot (*) have been determined to be a serious disruption. Students may be suspended from school for doing these things even if it is the first time that they are involved. Behaviors marked with two dots (**) will result in contacting the police as well.

GUIDELINES FOR CELLULAR PHONE USE

Cellular phones are not to be in use during school hours. All cellular phones must be turned off and out of sight from the first bell in the morning until the last bell in the afternoon. Violation of this rule will result in phone confiscation through the end of the day.

DEFINITIONS OF STUDENT MISCONDUCT

**Alcohol or Other Drug Possession or Use: A student shall not possess, use, be under the influence of any narcotic drug(s), anabolic steroids, hallucinogenic drug(s), amphetamine, barbiturates, marijuana, or any other substance purported to be one of the above described substances. The use of medication, prescribed for the individual stu-dent and used in accordance with the specific directions of the student's licensed medical practitioner, shall not be considered a violation of this policy.

**Alcohol or Other Drug Sale or Delivery: Students shall not distribute and/or sell alcoholic beverages, unlawful drugs, legend drugs, controlled substances, hallucinogens, caffeine pills, diet pills, sleeping pills, or any substance, legal or illegal, used to induce mood or behavior changes (i.e. glue sniffing), or other drugs, medications (or items that purport to be any of the preceding), during school time, on school premises, or during school-sponsored activities.

**Arson: Setting fire to a building or property.

**Assault or Threat of Assault: The excessive use of physical force or threatening the use of physical force against another person, including the use of a weapon or other instrument for the purpose of inflicting injury.

*Attendance: Failing to comply with building, district, and state guidelines setting forth class and school attendance.

As part of the 1995 "Becca Bill" (C 312 l 95), the Legislature enacted provisions that require schools to file a petition in juvenile court when a student accumulates at least five unexcused absences in a month, or ten unexcused ab-sences in a year. If the allegations in the truancy petition are established by a preponderance of the evidence, the court must assume jurisdiction to intervene for the remainder of the school year. The court may order the student to attend school, or be referred to a community truancy board. If the student fails to comply with the court's order, the court can impose a variety of sanctions, including detention, fines, or community service.

Attendance Philosophy: School attendance is the responsibility of the student and his/her parents. It is the responsi-bility of the school to provide the instruction and to inform parents of absences. Additionally, state law not only re-quires students to be in school, it also requires the school to take action with students and parents when students do not attend. The action may begin with a simple contact made by either the school or the parent to verify mutual knowledge of an absence. In the case of a student with identified attendance problems, further action may be required. Typical actions which may be taken include the following: further contact between school official and parents; conferences with teachers and counselors; attendance contracts; disciplinary action; and filing for truancy with Juvenile Court.

Attendance Truancy Reporting: When a student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, the school will file a truancy petition with Juvenile Court. The court may then schedule a hearing with the student and his/her parents/guardians. (RCW 28A.225.030; ESSB 5439) Following are typical examples:

Excused
Illness
Health condition (dr., dental appt.)
Religious observation
Family emergency (funeral, serious injury to immediate family member)
Emergency situations authorized by school officials
Approved conferences (school, police, DSHS)

Unexcused
Overslept/parent overslept
Alarm did not ring
Babysitting, shopping
Haircut
Needed at home
Missed the bus/car trouble
Trip to the beach
Personal reasons (unless cleared by school)
No reason given for absence

**Bomb Threat: Threats to bomb or damage to any public school building, facility, or property.

*Closed Campus Violation: Leaving the school grounds during the school day prior to dismissal without permission by school personnel.

*Damage or Destruction of Property: Intentional or careless damage to school property or private property.

*Defiance: Open disregard or contempt for school authority.

*Disobedience: Refusal to obey the instructions of all district personnel.

*Disruptive Conduct: Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission process, or func-tion of the school.

*Disruptive Dress & Appearance: Dress or appearance which is disruptive to the educational process and/or which threatens the health and safety of the student or others.

*Extortion: The wrongful taking of a person's money or property without his/her consent but by using a threat or violence.

*False Accusations: Untrue charges or wrongdoing.

*False Alarm: Activating a fire alarm for other than the intended purpose of the alarm.

*Falsification/Forgery of Documents: Altering or falsifying time, names, dates, grades, addresses.

*Fighting: Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that could reasonably cause physical injury to another person.

**Gang/Gang Activity: The Board of Directors is aware of the public existence of gangs which are involved in ille-gal, intimidating, and harassing conduct, and the Board hereby determines that such gangs and the expression of such gang membership cause, or are likely to cause, disruption in the school environment and present a threat to the health and safety of students and school personnel. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, no student on or about the school property, or in any place involving a school-related activity:

- Shall wear, possess, distribute, or display any clothing, jewelry, sign, or any other thing which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in any such gang;
- Shall commit any act or omission, use any speech or gesture, any personal "grooming" style, or conduct evi-dencing membership or affiliation in such a gang;
- Shall use any speech, gesture, conduct, or commit any act or omission in furtherance of the interests of such gang or such gang activity, including, but not limited to: a) soliciting others for membership in any such gang; b) pressuring, intimidating, threatening, or harassing any person individually, or creating an atmosphere or en-vironment of undue pressure which can reasonably be expected to interfere with the physical or mental well-being of others; c) committing any other illegal act or other violation of school district policies; d) inciting, provoking, or actively seeking other students to act with physical force, violence, or mental harassment of others.

*Harassment: To persistently disturb, torment, or pester.

*Inappropriate Language/Verbal Abuse: The use of vulgar or profane language by students on school property whether spoken, written, or gestured.

*Intentional Misuse of School Equipment/Supplies/Facilities: Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas

*Intimidation: To force into or deter from some action by inducing fear.

*Lewd Behavior/Sexual Misconduct: Indecent or obscene acts or expressions of or involving sex.

*Obscene or Disruptive Material: Publishing or distributing on school grounds libelous, tasteless, obscene, or disrup-tive material.

*Occupation of School Property: A student shall not occupy a school building or school grounds in order to deprive others of its use, or block normal pedestrian or vehicular traffic.

*Occupying Unauthorized Areas: A student shall not be present in an unauthorized area without permission of school authorities

*Possession or use of Explosives: Anything tending or serving to explode such as firecrackers or bullets.

*Possession or use of Tobacco: A student shall not carry, smoke or utilize cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals, devices that produce the same flavor or physical effect of nicotine substances, or any other tobacco innovation at school or school-sponsored events/activities, or while a passenger in district vehicles, or on school property.

*Racial Harassment or Discrimination: Harassment or discrimination of an individual(s) on the basis of age, disability, national origin, race, marital status, religion, sex, or socioeconomic status by words, in writing, by gestures or actions.

*Robbery: The taking of the property of another by violence or intimidation.

*Sexual Harassment: Sexual Harassment does not refer to casual conversations or compliments of a socially ac-ceptable nature. It refers to behavior which is unwelcome, offensive, interfering with effectiveness or creating un-easiness in the educational and work environment.

For the purpose of this definition, sexual harassment may include conduct or communications that involve adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

Sexual harassment consists of unwelcome sexual advances; and/or requests for sexual favors; and/or sexually moti-vated physical contact; and/or verbal or physical conduct or communication of a sexual nature if:

1. submission to such conduct or communication is made a term or condition either explicitly or implicitly of ob-taining an education or employment; and/or
2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; and/or
3. such conduct or communication has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational work environment.

Such conduct, whether committed in the educational environment or district workplace by employees, students, volunteers, parents or guardians, is specifically prohibited. This may include, but is not limited to:

1. Making sexually suggestive remarks, gestures, jokes, or teasing;
2. Pressure for unwanted companionship, contact, dates, or sexual activity;
3. Disparaging remarks about one's gender or sexually demeaning terms for females and males;
4. Hazing, pranks, or other intimidating behavior toward others because of gender;
5. Deliberate and/or unwelcome touching such as impeding or blocking movement, cornering, pinching, pulling on clothing, kissing, or fondling;
6. Displaying or distributing printed, pictorial, derogatory and/or offensive sexual materials such as posters, cards, pictures, cartoons, graffiti, drawings, or clothing;
7. Using media for unwanted communications such as letters, phone calls, e-mail, texting, or other technology;
8. Spreading rumors about a person's private sex life;
9. Unwanted communications about personal sexual experiences;
10. Requests for sexual favors in exchange for rewards such as grades, promotions, money, and/or personal gain.

*Simple Assault: Unconsented touching or application of undue force to another person.

*Theft: A student shall not carry away the personal goods or property of another person, or that of the school district.

*Trespass: A student shall not gain unauthorized entry upon the property of the school district.

*Unauthorized Gatherings: The assembly or meeting of students and/or non-students on school property without permission of school authorities.

*Unauthorized Use of Technology: Tampering with electronic hardware, data files, or software, or unauthorized ac-cess to our use of such technology.

**Weapons: The possession, use, transmission, or transporting of any object that could reasonably be considered a firearm or a dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property, or disruption of the educational process.

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with noti-fication to parents and law enforcement.

DEFINITION OF CONSEQUENCES

Discipline means all forms of corrective action other than suspension or expulsion and includes the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period. Discipline also includes the exclusion of a student from any other type of activity conducted by or on behalf of the school district, including district transportation.

- **Detention** means being held in school for additional time before, after, or during school hours.
- **Loss of recess** includes any or all of the recesses during school hours.
- **Time Out Room** means spending part or all of the school day in the time out room.
- **Exceptional misconduct** means behavior judged to be so serious in nature and/or so serious in terms of the disruptive effect on the operation of the school that students may be subject to a suspension for a first-time offense.
- **Expulsion** means a denial of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite period of time. An expulsion 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. It also means the expelled student could be denied the opportunity to participate in particular school-related activities.
- **Emergency expulsion** means the immediate denial of school attendance due to 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.

- **Emergency removal** means the immediate removal of a student from a class, subject or activity by a teacher or administrator when 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 class, subject, activity, or educational process of the student's school.
- **Suspension** means denial of attendance, other than for the balance of the immediate class period for "discipline" purposes, in any single subject or class or at any full schedule of subjects or classes for a stated period of time. A 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. It also means the suspended student will not be able to participate in school-related activities while suspended.
- **Short-term suspension** means suspension for any portion of a calendar day up to and not exceeding 10 consecutive school days.
- **Long-term suspension** means a suspension which exceeds a "short-term suspension."

DISCIPLINARY STEPS

Step 1: Conference and/or
Step 2: Loss of recess (up to and including lunch recess)/lunch work crew/timeout in a different classroom
Step 3: Lunch recess class/social skills group
Step 4: Detention before or after school
Step 5: Time out room
Step 6: Suspension (in and/or out of school)
Step 7: Expulsion
Note: Parent may be called at each step

Appendix G

G: CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

1) "Expulsion" is the exclusion from school or individual classes for an indefinite period.
2) "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
   a. A suspension is "short term" if it is for a period of ten (10) consecutive school days or less. Separate short-term suspensions shall not total more than ten (10) school days in a semester for any student in grades K-4. Separate short-term suspensions shall not totalmore than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.
   b. Suspensions which exceed ten (10) consecutive school days are long-term suspensions.
3) "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship be-tween the disability and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed. Special education students may be suspended up to ten (10) days without consideration of their status as special education students, and up to 45 days provided special education services are provided, including possible placement in an alternative learning environment for the amount of time a student without a disability would be removed from the educational setting due to misconduct.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

The superintendent shall have the authority to discipline, suspend or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student from his or her class and shall also designate which staffs have the authority to initiate or to impose discipline, suspensions or expulsions.

Parents and students shall be given notice of the standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

A disciplinary appeal council is established. The board shall appoint three (3) members to the council to serve one, two and three year terms, respectively. All future appointments to the council shall be for two year terms and shall be made by the board. The disciplinary appeal council is charged with hearing and deciding discipline grievances and appeals of long-term suspensions and expulsions.

SECTION 1-RIGHTS, RESPONSIBILITIES, AND AUTHORITY OF CERTIFICATED STAFF

Certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established. Certificated staff shall have the right to:

1. Expect students to comply with school rules.
2. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
3. Exclude a student from class for all or any portion of the period or for the balance of the school day, or up to the following two (2) days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period or up to the following two (2) days without the consent of the teacher.
4. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certificated staff shall have the responsibility to:

5. Principals shall distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.
6. Observe the rights of students.
7. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher.
8. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses (field trip).
9. Maintain accurate attendance records and report all cases of truancy.
10. Principals shall notify parents when students are suspended or expelled.
11. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally of-fensive to any student or group of students.
12. Meet with a parent(s) within five school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that is being employed in the classroom.
13. Certificated staff shall have the authority to:
14. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury.
15. Remove a student from a class session for sufficient cause.
16. Detain a student after school for up to 60 minutes with due consideration for bus transportation.
17. Principals shall impose suspension or expulsion when appropriate.

SECTION 2-STUDENT DISCIPLINE

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

1. Consistent from day to day and student to student,
2. Balanced against the severity of the misconduct,
3. Appropriate to the student's nature and prior behavior,
4. Fair to the student, parent, and others, and
5. Effective.

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal proce-dures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

A teacher shall have the authority to exclude a student from his/her classroom pursuant to the provisions of Section 1.C of this policy.

SECTION 3-DETENTION

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than 60 minutes on any given day. Secondary students may be assigned up to 240 minutes on a Saturday.

Detention shall not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action. In most cases, detention will be assigned within the week of the infraction unless the parent requests a same-day detention.

Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff.

The principal shall be responsible for seeing that the time which the student spends for corrective action shall be used constructively

SECTION 4-IN-SCHOOL SUSPENSION/TIME OUT ROOM

The board of directors supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of each individual student.

The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules not only deprive themselves of the opportunity to learn but they interfere with the progress of others.

The district strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. Corrective actions including suspension and expulsion are reserved to those students who actively threaten other students, staff or the overall school environment.

The district, therefore, has created an in-school suspension or time-out program which temporarily

removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students who are assigned to in-school suspension or time-out are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The superintendent shall establish guidelines for the operation of the in-school suspension program.

SECTION 5-APPEAL PROCESS FOR DISCIPLINARY ACTION

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

SECTION 6-SUSPENSIONS OR EXPULSIONS

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended for a short or long term unless other forms of corrective action reasonably cal-culated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122.

SECTION 7- SHORT-TERM SUSPENSION

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for three (3) to ten (10) school days or full schedule of classes for one (1) and to ten (10) school days, a conference shall first be conducted with the student as follows:

1. An oral or written notice of the charges shall be provided to the student;
2. An oral or written explanation of the evidence in support of the charges shall be provided to the student;
3. An oral or written explanation of the suspension which may be imposed shall be provided to the student; and
4. The student shall be provided the opportunity to present his/her explanation.

The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

5. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
6. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses

SECTION 8-APPEAL PROCESS FOR SHORT-TERM SUSPENSION

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right to request a hearing in writing. Such request for a hearing must be received by the school district hearing officer, or by his/her office, on or before two school business day after receipt of the notice of opportunity for a hearing. The written request must be in the form of an original letter with a signature affixed. E-mail requests for hearings are unacceptable. If a request for a hearing is received pursuant to WAC 180-40-265 within the required two school business days, the school district shall schedule a hearing to commence within two school business days after the date upon which the request for a hearing was received. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

SECTION 9-LONG-TERM SUSPENSIONS

As a general rule, no student shall be suspended for a long term unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. A long term suspension may be imposed in the following instances:

1. The behavior is of such frequent occurrence, notwithstanding past attempts of district personnel to control such mis-conduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long-term suspension, and/or
2. Be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to long-term suspension (for example, misconduct judged by a school district to be the same or of the same nature as a violation of the state's drug or controlled substances laws).

Written notice of the suspension shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within three (3) school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within three (3) school business days of such request.

The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

SECTION 10-APPEAL PROCESS FOR LONG-TERM SUSPENSION OR EXPULSION

If a long-term suspension is imposed, the parent and student shall have the right to appeal the suspension by filing a written notice of appeal at the office of the district hearing officer within three (3) school business days after the date of receipt of the decision. The long term suspension or expulsion shall be in effect while the appeal is pending. If a request for a hearing is received pursuant to WAC 180-40-265 within the required three (3) school business days, the school district shall schedule a hearing to commence within three (3) school business days after the date upon which the request for a hearing was received. The school district hearing officer shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.

The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.

Either a tape-recorded or verbatim record of the hearing shall be made.

A written decision setting forth the findings of fact, conclusions, and the nature and duration of the long-term suspension or lesser form or corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel or, if none, to the student and his or her parent(s) or guardian(s).

Within 30 days of receipt of the council's final decision, any parent and student desiring to appeal any action upon the part of the hearing officer regarding the suspension or expulsion may serve a notice of appeal upon the hearing officer and file such notice with the school board. Such notice shall also set forth in a clear and concise manner the errors complained of.

SECTION 11-EMERGENCY EXPULSION

A student may be excluded from school without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to him/her, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to him/her, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

The provisions governing notice and hearing of regular long-term suspensions shall apply except:

1. Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the ex-pulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;

2. The parent and student shall have ten (10) school business days after receipt of the notice during which to request a hearing. A schedule of “school business days” potentially applicable to the exercise of such hearing right should be included with the notice; and
3. The school district shall immediately schedule and give notice of a hearing to commence as soon as reasonably possible and in no case later than the third school business day after receipt of the request for hearing, and
4. The hearing officer shall render the decision within one (1) school business day after the conclusion of the hearing.

SECTION 12-APPEAL OF LONG-TERM SUSPENSION OR EXPULSION TO SCHOOL BOARD

The student and his or her parent(s) or guardian(s) shall have the right to appeal the decision of the hearing officer to the board of directors. Notice indicating that the student or his or her parent(s) or guardian(s) desire to appeal the decision shall be provided to either the office of the school district superintendent or to the office of the person who rendered the decision within three (3) school business days after the date of receipt of the decision. The notice of appeal shall be accepted if in writing in the form of an original letter. E-mail requests for appeal are unacceptable. If an appeal is not taken to the board of directors or disciplinary appeal council within the required three (3) school business day period, the suspension or expulsion decided upon may be imposed as of the calendar day following expiration of the three (3) school business day period.

If a timely appeal is taken to the board of directors, the suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

1. A long-term suspension or non-emergency expulsion may be imposed during the appeal period for no more than ten consecutive school days or until the appeal is decided, whichever is the shortest period;
2. An emergency expulsion may be continued during the appeal period for so long as the student continues to pose 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 of the student’s school;
3. Any days that a student is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the student’s suspension or expulsion and shall not limit or extend the term of the student’s suspension or expulsion.

The board shall schedule and hold an informal conference to review the matter within ten (10) school business days after the date of receipt of such appeal notice. At that time the student or the student’s parent(s) or guardian(s) or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board or council deems reasonable. The designee(s) of the school district assigned to present the district’s case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the student and his or her parent(s) or guardian(s) intend to introduce at the hearing, and either a tape-recorded or verbatim record of the hearing shall be made. The board shall agree to one of the following procedures prior to adjournment or recess:

1. Study the hearing record or other material submitted and render its decision within ten school business days after the date of the informal conference, or
2. Schedule and hold a meeting to hear further arguments based on the record before the board or council and render its decision within fifteen school business days after the date of the informal conference.

An appeal from any decision of a school board to impose or to affirm the imposition of a long-term suspension or an expulsion shall be to the courts. Whether or not the decision of a school board shall be postponed pending an appeal to superior court shall be discretionary with the school board except as ordered otherwise by a court.

SECTION 13-EMERGENCY REMOVAL

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of cor-rective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student’s school. The removal shall continue only until:

1. The danger or threat ceases, or
2. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal shall meet with the student as soon as reasonably possible following the student’s removal and take or initiate appropriate corrective action or punishment. In no case shall the student’s opportunity for such meeting be delayed beyond commencement of the next school day.

The teacher or administrator who removed the student shall be notified of the action which has been taken or initiated.

Names & Numbers

PRINCIPAL
Steven Marshall

MAIN OFFICE SECRETARIES
Beth Filion-Head Secretary
Lisa Myers-Reception Secretary
360-833-5750 FAX 360-833-5751

ASSOCIATE PRINCIPAL
MST MAGNET PROGRAM PRINCIPAL
ACTIVITIES / ASB
11th & 12th GRADES ADMIN
Ellise Anderson

SECRETARY/REGISTRAR
11th & 12th GRADES
Brandy Reed
360-833-5765 FAX 360-833-5754

ASSOCIATE PRINCIPAL
9TH & 10TH GRADES ADMIN
9TH & 10TH GRADES DISCIPLINE
Tom Morris

SECRETARY/REGISTRAR
9TH & 10TH GRADES
Carol Kohler
360-833-5764 FAX 360-833-5753

ASSOCIATE PRINCIPAL
11th & 12th GRADES DISCIPLINE
TBD

CAREER/TECHNICAL EDUCATION DIR.
Ron Wright

CAREER/TECH SECRETARY
TBD
360-833-7258

DEAN OF STUDENTS
SPECIAL EDUCATION & ATTENDANCE
Brian Wilde

ATTENDANCE OFFICE ASST.
11TH/12TH GRADES
Barbara Voogt
360-833-5761
9TH/10TH GRADES
Michelle Brown
360-833-5763

ATHLETIC DIRECTOR
Rory Oster

ATHLETIC OFFICE SECRETARY
Marcia Johnson
360-833-5760

ACTIVITIES COORDINATOR
Bruce Anderson
360-904-1006

COUNSELORS

12TH GRADE
Donna Cooper

9TH/10TH/11TH GRADES
Joshua Gibson
Sherry Keene
Leontina Liebe
Jim McConnell
Elizabeth Rollman

COUNSELING SECRETARY
Susie Keeney

INTERVENTION SPECIALIST
Glenn Hartman

SCHOOL RESOURCE OFFICER
Tim Fellows

SCHOOL SECURITY OFFICERS
Julie Bailey
Kelly Kealoha

SENIOR PROJECT COORDINATOR
Suzie Downs

CAREER EDUCATION SPECIALIST
TBD

SCHOOL CLOSURE/
INCLEMENT WEATHER
360-833-5750

DISTRICT WEB PAGE
www.camas.wednet.edu

Camas School District

2014/2015 School Calendar

2014

July

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2015

January

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First & Last Day of Classes
School Holiday or Other Non-Student Attendance Day

ELEMENTARY EARLY RELEASE DAYS, K-5 @ 1:10 PM
Every Wednesday beginning September 3rd
(excluding late start days due to inclement weather)

Kindergarten Alternate Attendance on Wednesdays as follows:
AM GROUP - Kindergartners
PM GROUP - Kindergartners

First Day of Classes	**Sept 2**
State Inservice Day	Oct 10
Veterans' Day Holiday	Nov 11
Thanksgiving	Nov 26 - 28
Winter Break	Dec 22 - Jan. 2
Martin Luther King Day	Jan 19
Grading Day	Jan 26
Presidents' Day Holiday	Feb 13 & 16
Spring Break	April 6 - 10
Memorial Day Holiday	May 25
Last Day of Classes	**June 15**

Late Start Days for Camas High, Liberty & Skyridge Middle Schools

September	24 & 25
October	22 & 23
November	19 & 20
January	7 & 8
February	11 & 12
March	11 & 12
April	22 & 23

The first makeup day for school closures due to inclement weather that occurs on or before January 15, 2015 will be **February 13, 2015.** All other makeup days due to inclement weather that occur on or after January 16, 2015 will be added to the end of the school year.

Staff Days

August 22	New Teacher Orientation
August 26	Voluntary Inservice Day (Elementary & Secondary) (Excluding Liberty)
August 27	Voluntary Inservice Day (Elementary & Secondary)
August 28	Voluntary Inservice Day (Elementary & Secondary)
January 26	Voluntary Inservice Day (Liberty Only)

State assessment and report card information can be found on your school website, or by contacting the school directly.

2015 Graduation Dates: CHS - June 12 / HFHS - June 13