

# Student Handbook 2016-2017



7600 – 272<sup>nd</sup> Street, N.W.  
Stanwood, WA 98292  
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## **Lincoln Hill High School Staff**

<b>Ryan Ovenell</b>	<i>Principal</i>
<b>Christy Thompson</b>	<i>Guidance Counselor</i>
<b>Cindy Cutforth</b>	<i>Office Manager</i>
<b>Debbie Norman</b>	<i>Secretary/Attendance</i>
<b>Megan Amundson</b>	<i>Physical Education</i>
<b>Brett Baugh</b>	<i>Math</i>
<b>Nate Christensen</b>	<i>Lincoln Academy &amp; Lincoln Hill HS/Leadership/ Language Arts</i>
<b>Sean Cunningham</b>	<i>Lincoln Academy &amp; Lincoln Hill HS/History</i>
<b>Linda Miller</b>	<i>Lincoln Academy &amp; Lincoln Hill HS Teacher/Independent Study</i>
<b>Jim Nash</b>	<i>Lincoln Academy Art &amp; Lincoln Hill HS Learning Support/Online/Art</i>
<b>Jeremiah O'Hagan</b>	<i>Language Arts</i>
<b>Rita Peterson</b>	<i>Resource Support</i>
<b>Doug Smith</b>	<i>Science/Independent Study Math/Science/ Health</i>
<b>Cheryl Schuman</b>	<i>Drug &amp; Alcohol Intervention and Prevention Counselor</i>

### **Stanwood High School**

#### **Administrative Staff**

<b>Christine Del Pozo</b>	<i>Principal</i>
<b>Carolyn Coombs</b>	<i>Assistant Principal</i>
<b>Kevin Plambeck</b>	<i>Career &amp; Technical Education Director</i>
<b>Tom Wilfong</b>	<i>Assistant Principal/Athletic Director</i>

### **Stanwood High School**

#### **Support Staff**

<b>Billie Griffeth</b>	<i>Nurse/Church Creek Campus &amp; Stanwood High School Campus</i>
<b>Sonia Kline</b>	<i>Health Room Assistant /Stanwood High School Main Campus</i>

E-mail contact is first initial and last name @stanwood.wednet.edu

Web site address: [www.stanwood.wednet.edu](http://www.stanwood.wednet.edu)

## Bell Schedules

<b>Classes</b>	<b>Regular Schedule</b>	<b>Wednesday Schedule</b>	<b>Advisory/Assembly Schedule</b>
1st period	7:40-8:33	9:00-9:40	7:40-8:27
2 <sup>nd</sup> period	8:40-9:37	9:47-10:30	8:34-9:24
			Assembly/Advisory: 9:31-10:01
3 <sup>rd</sup> period	9:45-10:38	10:37-11:17	10:11-10:58
1 <sup>st</sup> lunch	10:38-11:08	11:17-11:47	10:58-11:28
4 <sup>th</sup> class	11:17-12:10	11:56-12:36	11:35-12:22
4 <sup>th</sup> class	10:45-11:38	11:24-12:04	11:05-11:52
2 <sup>nd</sup> lunch	11:38-12:08	12:04-12:34	11:52-12:22
5 <sup>th</sup> period	12:17-1:10	12:43-1:23	12:29-1:16
6 <sup>th</sup> period	1:17-2:10	1:30-2:10	1:23-2:10

Buses arrive around 7:35 a.m. and start leaving at 2:15 p.m. On Wednesday mornings buses arrive around 8:55 a.m.

All visitors should report to the Lincoln Hill Office or the Main Office to check-in.

## MISSION STATEMENT

**Lincoln Hill High School offers a flexible learning environment providing students with opportunities to realize educational success.**

### OVERVIEW

The Stanwood-Camano School District offers an invitational learning environment at Lincoln Hill High School. The purpose of LHHS is to help each individual student reach their full potential intellectually, emotionally, socially, academically and vocationally. Lincoln Hill High School reaches out to students who may struggle in their current educational setting or who require increased flexibility in their academic day.

Students interested in enrolling at Lincoln Hill High School must be eligible to attend schools in the Stanwood-Camano School District. In addition, candidates should follow the enrollment process, consult with their high school counselor, and meet with the LHHS administrator. The parent/guardian is encouraged to be involved during the enrollment process and to remain involved by supporting their student's academic efforts.

At present, Lincoln Hill High School offers four options. We offer a "Remote" program, where students work independently at home with regular guidance of a teacher. The Remote Program is best suited for students who have a record of taking personal initiative and are highly motivated to learn and earn their credits toward their diploma. Students are required to attend classes a minimum of 1 hour per week every week. Students must maintain adequate progress in classes. Not making adequate progress will result in an Individualized Improvement Plan. Students who have not passed the High School Proficiency Exam in Reading and Writing must take a daily English class.

We also have a "Classroom" model that offers a more traditional schedule, where students attend classes Monday through Friday. Class sizes are generally smaller, and teachers strive to personalize each student's education as much as possible.

Additionally, we offer an on-line learning option that allows students the opportunity to complete high school courses via the Internet. Students are required to meet face to face with their LHHS teacher daily. Not making adequate progress on on-line education will ultimately result in removal from the on-line program.

The fourth option is a combination of any of the Remote, Classroom, or On-Line learning options.

All Lincoln Hill High School students are held to the same general academic standards as other high school students throughout the state. Students need to prepare for and pass the state exit exam or a state approved alternative in order to earn a high school diploma. Students are also expected to maintain proper attendance as detailed in this manual.

## **LHHS Program Summary**

The school's main objective is to assist students make the most out of their education. Since we offer some contracted credits, some students choose to "catch up" on their credits at Lincoln Hill High School and return to Stanwood High School. Others may choose to complete their required course work at LHHS.

LHHS offers a supportive environment for academic progress. We are a community of learners reflecting a broad range of academic levels, lifestyle choices, and personality types. Teachers are concerned not only with academics but the development of the whole student. There is flexibility in time management and materials used, but the quality of learning and stress on academic success is not compromised. There is a multidisciplinary approach to much of the curriculum. Continual assessment of the individual student's academic and social progress is emphasized.

The school year is divided into eight sessions. Progress is measured at the end of each session. In order to meet academic goals, it is important that every student attend class regularly with the desire and capability to participate.

Successful students are those that are willing to become involved with the school and take responsibility for their own education. They must be willing to follow the rules and guidelines as well as work with the teachers in defining and achieving their own academic success. The following pages detail each of the four LHHS programs.

### **Classroom Program Description**

The LHHS program offers a six period day, Monday through Friday. In addition to traditional classes, students may also take learning support classes where, with the help of a teacher, students work, study, and track their academic progress. They are held accountable for any contracted independent classes such as English, history, math, and science. Students may also complete independent elective classes.

#### **CREDIT:**

Students will have the opportunity to earn credit as course requirements are completed. Credits may be awarded by session or by semester. This will vary by teacher.

#### **PRODUCTIVITY:**

Students are required to maintain an acceptable level of productivity in class. Students will be reminded and prompted to focus on schoolwork during class. Students who refuse to attempt to complete work may be removed from class and sent to the principal's office. Students removed from class will be marked absent for the period. The absence will be designated as "other/school related".

Students maintaining satisfactory performance in less than 60% of their courses for a session will be placed on academic probation. Students on probation maintaining satisfactory performance in less than 60% of their courses the following session may be removed from classes and given the opportunity to earn their way back into classes by completing take home assignments and meeting weekly with the designated teacher or principal. Students failing to take advantage of this opportunity may be withdrawn from LHHS.

Satisfactory performance is defined as earning session credit or by completing a minimum of 17 hours towards the completion of a contract-learning course during a session.

**LATE WORK:**

Late work is accepted at the discretion of the individual classroom teacher. Deadlines to finish incomplete work are arranged by the individual teachers and students.

**LAP CLASSES:**

In these classes, students may earn an elective credit. LAP classes also may be used as an opportunity to retrieve credit. The option to retrieve credit is only available if satisfactory progress is being made in classes students are currently taking.

Students must follow classroom procedures for maintaining records of their completed assignments.

**REMOTE STUDY DESCRIPTION**

Students participating in the Lincoln Hill High School Remote program fall under the Washington State guidelines for Alternative Learning Experiences. Students and teachers are required to have a written student learning plan, and to have a signed “Statement of Understanding” in their file. To be a successful student in the LHHS contract based or independent program, a student must be self-disciplined and focused on academics, have a minimum of 12 credits, and have met standard on the reading and writing HSPE and passed the End of Course Exams. The independent student must be able to dedicate at least 25 hours to studies at home each week to be successful. Students who have not passed the required state exams may be required to also take daily classes.

**HOURS:**

Students must complete a minimum of 25 hours a week of work in order to maintain “Satisfactory Progress”.

**APPOINTMENTS:**

Students are required to meet weekly with their teacher. Once established, weekly appointments must be attended by the student.

**PRODUCTIVITY GUIDELINES:**

Each month, students in the Independent Program will be considered “Satisfactory” if they make their appointments and complete the work agreed upon with their teacher. A student performing at an “Unsatisfactory” level for a session will be placed on an Individual Improvement Plan. If the student is unsuccessful for a second session he/she may be withdrawn from the program.

**HOLIDAYS:**

Students are not required to work during the two weeks of Winter break and the week of Spring break. Students are required to complete a full 25 hours of work all other weeks of the school year. If the appointment falls on the day of the holiday, the student is required to drop off work the first day after the break unless previously arranged with the instructor.

**SUBJECTS:**

Out of the 25 required hours, at least 15 must be completed in “Academic” subjects, such as English, history, health, math, and science. The remainder may be done in electives.

**ELECTIVES:**

Many electives are possible and we encourage students to advance learning in areas of interest. Topics range from art and mechanics to volunteerism and fiction. Teachers will work with you to outline the requirements of a particular topic and you are encouraged to provide suggestions. The instructor can provide alternate electives. At the discretion of your teacher, some electives may be required to be signed, upon completion, by a parent, guardian, or mentor before they will be accepted for credit.

**WEEKLY SHEETS:**

Students will record their hours on weekly records prior to their arrival unless the number of hours for a particular project is unclear or negotiable. For each subject, students will record the number of hours spent each day. Depending on the subject, hours may be based on time spent or earned in set increments based on tasks. Either way, students record these and provide a week-end tally for each subject, and a total for all subjects where provided. LHHS requires that students document 25 hours weekly to be a full-time student. Those students enrolled in Running Start or dually with SHS have a reduced hour requirement depending on the number of classes in which you are enrolled. Students must follow the terms of your independent contract.

**GRADES & LATE WORK:**

Grades will be earned and assigned as described on the course syllabi, or as arranged between the student and teacher. Incomplete coursework can be carried over into the next year, provided the student and teacher make arrangements to file their work, log sheets and/or contract in the "Incomplete Files".

**COMBINATION OF INDEPENDENT STUDY, CLASSROOM PROGRAM, OR ONLINE OPTION:**

Students in the classroom or Independent program may elect to take an online course. Students enrolled in Independent Study who have not met standard in any one of the state required exams will need to attend school daily to take a direct instruction course in the area lacking proficiency.

**GENERAL INFORMATION FOR ALL STUDENTS:****ENROLLMENT PROCEDURES:**

Students are required to submit an application and meet with the LHHS principal prior to enrollment. Students transferring from SHS must also have recommendation from their SHS counselor. Students will typically begin classes at LHHS at the beginning of one of the eight sessions.

**GRADUATION CEREMONY:**

LHHS offers graduation ceremony in June of each year. All students who meet the graduation requirements by the specified deadlines are entitled to participate in this memorable celebration of student achievement.

**EXTRA-CURRICULAR ACTIVITIES:**

LHHS students are eligible to participate in SHS athletics and activities. In addition, LHHS students may attend events at Stanwood High School. LHHS students are under the same eligibility guidelines as SHS students for Extra-Curricular participation.

**ASB CARDS - \$40**

Most student activities such as athletics, dances, and assemblies are financed by student funds. The greatest single source of revenue comes for the ASB card. This card provides free admittance to all home regular season sporting events, reduced price at away sporting events, and reduced prices at regular dances. All students participating in parking permit privileges, or an activity/sport sanctioned by the Associated Student Body of SHS must purchase an ASB card to be eligible to participate. Cards may be purchased in the SHS Main Office.

### **ASSEMBLIES:**

Assemblies are a regularly scheduled part of the day to promote a sense of community within the school, as well as to provide alternative educational and enrichment experiences. It is expected that all students will attend. Any exceptions will be announced ahead of time. Discipline may be administered for loitering in hallways, leaving campus or for disrespectful and/or disruptive behavior during the assembly.

### **BEHAVIOR:**

Students are expected to behave in a way while on campus that protects the safety and well being of others and does not disrupt the educational process.

### **CAFETERIA/COMMONS:**

The commons is the designated place to eat lunch. Students are responsible to clean up after themselves. Food and/or beverage consumption in the classroom has separate guidelines. Students are not to leave classrooms to purchase beverages or food.

### **CLOSED CAMPUS:**

Consistent with School Board Policy 3240P, LHHS is a closed campus. Students are to remain on campus from time of arrival until the close of the school day. Violation of this policy will result in discipline.

### **DANCES:**

LHHS students are permitted to attend SHS under the same guidelines as SHS students. Those attending dances are expected to follow the school dress code and to dance appropriately. No inappropriate dancing, including **but not limited to** grinding, is allowed. Students unclear of the definition of “grinding” are responsible to ask for clarification prior to entering a dance. Anyone in violation of these expectations will be removed from the dance without warning or refund.

Permission may be obtained for guests to attend designated dances. Announcements will be placed in the bulletin when guest passes are available for a dance. The appropriate paperwork must be completed and submitted by the announced deadline in order for an administrator to review and approve or deny requests for guest passes. Students are not permitted to bring guests 21 year of age or older. Any alcohol/drug related involvement or other infractions of school rules at dances will result in school discipline and police notification. Remember that guests will be held to the same expectations as SHS students.

The following rules apply to Stanwood and Lincoln Hill High School students and guests attending school-sponsored dances:

1. Only face to face dancing
2. No obscene dancing (including, but not limited to: simulated sexual acts, freak dancing, sandwiching, lap dancing, mosh pits and no hands holding any part of another person’s body that a swim suite would cover).

### **DIRECTORY INFORMATION & RECORDS:**

The following information may not be released by the school district unless a student’s parent (or legal guardian) requests, in writing **on the Family Educational Right to Privacy Act (FERPA) form**, that such information not be released: The student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photographs and other similar information.



Stanwood-Camano School District has a policy to safeguard student records from unauthorized use and disposition. Copies are available upon request. For more information regarding student records or transcripts, call Lincoln Hill High School at 629-1340.

**EMERGENCY DRILLS:**

LHHS will practice emergency drills at least once a month. In the event of an evacuation due to fire, earthquake, or other emergency, students are required to stay with their assigned teacher at the start of the drill. In the event of an emergency during lunch, or transition students are to find the teacher from the last class they attended at the evacuation destination. In the event of a drill or emergency before the students’ first class, students should check in with their first teacher. Students and staff are expected to stay calm and quiet so that everyone can hear instructions from the person in charge of the emergency.

**FINES/DAMAGE FINES:**

RCW 28A.230.120 allows schools to hold grades, diplomas and transcripts of students who lose, deface or otherwise injure school property. Fines are to be paid as soon as possible. In the case of financial hardship, arrangements can be made by contacting one of the administrators.

Fines will be assessed at any time for the loss or willful cutting, defacing, or destruction of school materials or property. The student will be accountable for damages and required to pay restitution. A student’s grades, transcripts, diploma, or records will be withheld until restitution is made.

**GAMBLING:**

Any form of gambling is prohibited. Playing cards, dice or games of chance for money or other things of value is prohibited at Lincoln Hill High School at any time during the school day – this includes passing times and lunch.

**GRADES, CREDIT, AND GPA:**

Session reports serve as a continuous evaluation of the student’s performance. Session reports will be available at the end of each session (approximately every 4 and a half weeks). Official grades will be mailed home at the end of each semester.

All letter grades except for F earn credit towards graduation. G.P.A. points will be assigned as follows:

<b>Grade</b>	<b>G.P.A.</b>	<b>Grade</b>	<b>G.P.A.</b>	<b>Grade</b>	<b>G.P.A.</b>	<b>Grade</b>	<b>G.P.A.</b>
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	F	0.0
B+	3.3	C+	2.3	D+	1.3		

The following grades earn credit, but do not impact the GPA: P, S

The following grades do not earn credit and do not impact the G.P.A.: NC, U, I

**GUESTS:**

Student guests are not allowed on campus during the school day. Guest speakers for classes must check in at either the Attendance Office or Main Office before proceeding to the classroom.

**HALL PASSES/TA PASSES:**

Students who have teacher permission to leave the classroom for any reason, including restroom, library, and nurse’s clinic, are to have a visible and identifiable hall pass. TA’s are expected to display a TA badge while out of the classroom on an assigned task.

**HARASSMENT/ANTI-BULLYING STATEMENT:**

It is the policy of the Stanwood-Camano School District to maintain a safe, respectful and secure learning environment that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited.

It shall be a violation of this policy and the District’s student discipline policy for any student of the District to harass, intimidate or bully another student through electronic, written, verbal, nonverbal, or physical conduct on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a counselor, administrator, or other staff member without fear of retaliation. Refer to the school district policies on the website at [www.stanwood.wednet.edu](http://www.stanwood.wednet.edu) (policy 3207/3207P) for more information.

**THIRD-PARTY HARASSMENT:**

Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file a harassment complaint as a third party victim.

**IMMUNIZATION:**

For the protection of every student, a Washington school immunization law requires that each student be properly immunized in order to register for school. This must be done on or before the first day of school. School attendance will be denied to all students not in compliance with the immunization law.

**INSURANCE:**

It is recommended that all students in school be covered by the school insurance program or have equal insurance coverage. Lincoln Hill High School and the Stanwood-Camano School District will not be responsible for personal claims and/or liability thereof. Insurance application forms are available in the Main Office or the Athletic Office.

**INTERNET ACCESS:**

Students must complete the Internet Access Release Form per school board policy to be eligible for Internet access. Violation of the Internet Access Agreement will result in loss of Internet privileges and possible disciplinary action. Violations include, but are not limited to, using a login and password other than your own and access inappropriate sites.

**LATE ARRIVAL/EARLY DISMISSAL:**

Students with late arrival may come to campus no sooner than 10 minutes prior to their first class. Students with Early Dismissal must leave within 10 minutes of the end of their last class. Students may see their administrator if extenuating circumstances exist.

**LIBRARY:**

A school identification card is required for any student wanting to check out library materials. Identification cards are issued in the Main Office. Copies of printed materials cost 10 cents per page in the library only. Students are not allowed to use office copy machines for personal use.

**TEXTBOOK CHECKOUT: Located in the LHHS office**

- *Students are required to have their student ID card to check out textbooks.*
- *Students should write their names in textbooks and keep them covered*
- *Students are expected to treat their textbooks respectfully. Fines may be assessed for damages to books and/or bar codes.*
- *Books should be returned to the book room when you and your class are finished using them (i.e. end of assignment, end of semester, end of year).*

**MAKE-UP WORK POLICY:**

Check with your individual teachers after you have been absent. Students who have been suspended for 10 or more days may fall under a different makeup policy. The administrator will explain the policy to the student when the suspension starts. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. Students may not make up work missed from unexcused absences.

**PHONES/PERSONAL ELECTRONIC DEVICES (I-PODS AND SUCH):**

The use of cell phones and other electronic devices is prohibited during class time. Any noise from these devices is considered disruptive to the school environment. Teachers will expect such devices to be put away during class time. Failure to comply with this will result in the device being confiscated and may result in disciplinary action. Security officers or administration will confiscate the cell phone and a parent may pick it up at the end of the day.

Office phones are available for student use when needed. Except in an emergency, students are not permitted to leave class to use the phone.

Other electronic devices such as I-Pods, MP3 players and CD players may be used at the discretion of the teacher and under the guidelines set in an individual classroom. If use violates parameters set by the classroom teacher, the item will be confiscated by security or administration and will be available for pick up at the end of the day.

**SCHOOL BUSES & PASSES:**

Students who ride the school bus to and from school are expected to follow all rules and directions of the bus driver. Students are issued rules for riding school buses. Student misconduct on a district vehicle may be sufficient reason to discontinue district-sponsored transportation to those students involved.

Each student is responsible to catch the bus at the designated location and time. Students must get off the bus in the morning at LHHS/SHS and must board the bus in the afternoon at LHHS/SHS. Students who ride the bus to school and then do not attend classes will be reported as truant and bus privileges will be questioned.

Students who need to ride a different bus or get off at a different stop must bring a note signed by a parent to the Attendance Office by lunch of the date the bus pass is needed. Bus passes will not be issued at the end of the school day.

**SEARCHES OF STUDENT AND PERSONAL PROPERTY:**

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student may be subject to search by school officials if reasonable suspicion exists to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Two (2) adults must be present for all personal searches.

### **SKATEBOARDS/SKATES:**

Wheeled vehicles (such as skateboards, skates, and hee-lies) are not allowed on school grounds at any time, including after school and evening events or on any school bus or other vehicle unless properly stored in an appropriate skateboard carrying case.

### **STUDENT DRESS:**

Student's appearance should be neat and clean. Dress and appearance that causes a disruption to the educational process or presents health and safety problems or is gang related shall not be permitted; otherwise, dress and appearance are the responsibility of the student and parents. Students need to be aware of the following dress standards:

1. Clothing that is revealing in nature.
  - a. Extreme sagging pants are not permitted.
  - b. No underwear can be visible at any time.
  - c. Skirts must have a minimum length that is halfway between the hipbone and the knee.
  - d. Shorts must have a minimum inseam of 3 inches.
  - e. No midriff can show at any time (shirt bottom and waistband of pants/skirts must be touching).
  - f. Shirts/blouses must be no lower than 3 inches from the collarbone and show no cleavage.
  - g. Students may choose to wear spaghetti straps (less than 1" straps) or go strapless or wear halters but they must be covered by a shirt or blouse made of non-transparent fabric.
2. Clothing or buttons that promote hate or are racist, sexist or in some manner denigrates other students; or advertising alcohol or other controlled substances, including tobacco, are not permitted at school.
3. Spiked jewelry or clothing is not allowed.
4. Shoes must be worn at all times.
5. No trench coats or chains unattached to clothing are allowed.
6. Shop and lab areas may have additional standards for their students.

### **STUDENT IDENTIFICATION (ID) CARDS/BADGES:**

All students will be issued an I.D. card in the fall. Students are to carry the card at all times while on campus or at school sponsored events. The card will be used for identification in the library, cafeteria, to get into a school dance or around campus. Students will not be admitted into a dance or able to check out a library book without it.

### **STUDENT PARKING/AUTOMOBILE SAFETY:**

Student automobiles are for transportation to and from school. They will not be driven during school hours without permission of a parent/guardian. The parking lot is closed during the school day. Students are not to be in the parking lot for any reason without permission of a school official.

1. Parking permits cost \$20 for classroom students and \$5 for independent study students.
2. Permits will be issued starting the last week of August.
3. When applying for their permit, the student must show proof of license, insurance, and register their car(s) to the permit.
4. Students must have their permit placed inside vehicle on driver's side front window (lower left corner) while parked on campus. If the student has a permit and it is not in the proper location, they will receive a ticket and risk possible loss of their parking privileges.
5. Students cannot sell or give their permit to another student. Students that do sell or give away their permit will be found in violation of school rules and that will have an impact on receiving permits in the future.
6. If a student loses their pass, they will be issued a temporary pass for 5 days. When the 5 days are

complete, the student must purchase a new \$20 permit.

7. Common parking violations:
  - a. Not parking in a designated parking spot provided for student use (fire lane, Handicap spot, staff parking area, Church Creek Parking areas).
  - b. Parking in more than one spot, selling or giving away your permit, no permit.

**PARKING VIOLATIONS:**

<i>1<sup>st</sup> thru 5<sup>th</sup> ticket:</i>	\$20 parking ticket (Students will not be issued a warning ticket)
<i>Beginning with 6<sup>th</sup> ticket:</i>	Referral to administrator for willful disobedience

All parking tickets must be paid before seniors will be allowed to participate in high school graduation his/her senior year.

All tickets can be paid in the main office of Stanwood High School.

**TARDIES:**

Tardies are defined as arriving to class up to 5 minutes after the second bell rings. Arriving after 5 minutes constitutes an unexcused absence.

**TOBACCO:**

Smoking or possession of cigarettes, electronic cigarette (e-cig, or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system, or chewing tobacco in school or on school grounds or in view of the school is prohibited.

**TRAFFIC SAFETY EDUCATION:**

Traffic Safety Education is offered in four different sessions (before or after school, Summer Session) at Stanwood High School. Students must be 15 years old to enroll. Stop by the SHS Main Office to fill out an application and pay the fee.

## **ATTENDANCE GUIDELINES**

### **ATTENDANCE:**

Regular attendance is vital to student success at LHHS. Excessive absences will make it difficult for students to learn, grow and attain credit.

### **CLASSROOM PROGRAM STUDENTS:**

Six or more absences from a class in one session, or twelve absences in a semester may result in removal from LHHS for the duration of the semester along with the Attendance Officer filing a court petition. Students withdrawn for attendance issues will be eligible to reapply for admission the following semester. Re-enrollment decisions will be made by the faculty and administration of LHHS and will be based on the student's commitment to improved attendance along with the behavior and productivity of the student while in school. Attendance letters will be sent home after 2, 5 and 10 unexcused absences. Additionally, five unexcused tardies will count as one absence for the purposes of this policy.

### **INDEPENDENT STUDY STUDENTS:**

Independent study students missing 2 appointments in a 4-week span or 4 appointments in one semester may be withdrawn from the program. Students may be given the opportunity to make up missed weekly appointments at the discretion of their teacher and in accordance with Washington State guidelines for ALE schools/programs. Students withdrawn for attendance issues will be eligible to reapply for admission the following semester. Readmission to the program will be determined by the student's instructor and the school principal.

## LHHS Graduation Requirements

**Credits for Graduation** \_\_\_\_\_ 22.5 credits

**English** \_\_\_\_\_ 4 credits

**Mathematics-Class of 2013 and beyond** \_\_\_\_\_ 3 credits

**Science (1 lab science)** \_\_\_\_\_ 2 credits

**Social Studies-Class of 2013 and beyond** \_\_\_\_\_ 3 credits

- **World History** \_\_\_\_\_ 1 credit
- **U.S. History** \_\_\_\_\_ 1 credit
- **Contemporary World Problems** \_\_\_\_\_ .5 credit
- **Civics** \_\_\_\_\_ .5 credit
- **PNW History 2007-2009** \_\_\_\_\_ .5 credit
  - May be satisfied with 7<sup>th</sup> grade PNW, 2010 competency required
  - Class of 2010-2012, an additional .5 credit will be required in Foundation of Western Civilization.

**Physical Education** \_\_\_\_\_ 1.5 credits

- (A .5 sports credit may be substituted for Physical Education credits by participating in 2 SHS sports during 1 school year)
- Only approved medical waivers will be accepted.

**Health** \_\_\_\_\_ .5 credit

**Visual and Performing Arts** \_\_\_\_\_ 1 credit

- Art, Music, Drama, Advertising Illustration, Multimedia, Web Design, Engineering, Graphics, Photography, Graphic Arts

**Occupational/Career and Technical Education** \_\_\_\_\_ 1 credit

**Computer Technology** \_\_\_\_\_ .5 credit

**Electives** \_\_\_\_\_ Balance

### **Additional Requirements:**

- Demonstrating proficiency on:
  - The Smarter Balanced Assessment
  - End of Course Exams (Algebra, Geometry, Biology)
  - Completing a Certificate of Academic Achievement (CAA)
  - Completing a Certificate of Individual Achievement (CIA)
  - Completing and Washington State approved alternative to CAA

### **Non-Credit Graduation Requirements:**

- Five Year Educational Plan (Included in IEP)
- Certificate of Academic Achievement or Certificate of Individual Achievemen

## Suspensions & Expulsions

**“Suspension”** shall mean a denial of attendance (other than for the balance of the immediate class period for “discipline” purposes) at 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.

**“Short-Term Suspension”** A short-term suspension shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days. A short-term suspension may be imposed upon a student for violation of school district rules adopted pursuant to WAC 392-400-225, subject to the following limitations or conditions, the prior informal conference procedures set forth in WAC 392-400-250, and the grievance procedures set forth in WAC 392-400-255:

1. The nature and circumstances of the violation must be considered and must reasonably warrant a short-term suspension and the length of the suspension imposed. This requirement does not preclude school districts (that is, the boards of directors of school districts) from establishing the nature and extent of the corrective actions and/or punishments, which, as a general rule, must be imposed as a consequence of proscribed misconduct. Such advance notice to students is advisable, and the imposition of such pre-established corrective action and/or punishment is permissible as long as (a) disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, and (b) short-term suspension is not established as the corrective action or punishment for a student’s first time offense other than for offenses involving exceptional misconduct as defined in subsection (2) of this section.

2. As a general rule, no student shall be suspended for a short 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 school district may, however, elect to adopt rules providing for the immediate resort to short-term suspension in cases involving exceptional misconduct as long as disciplinarians and hearing officers may grant exceptions in cases involving extenuating and/or exceptional circumstances, notwithstanding the fact prior alternative corrective action or punishment has not been imposed upon the student(s) involved. For the purpose of this rule, “exceptional misconduct” means misconduct other than absenteeism which a school district has judged following consultation with an ad hoc citizens committee to (a) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to short-term suspension, and/or (b) 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 short-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). The ad hoc citizens committee required by this section shall be composed of three or more persons chosen by the school district or the administrative designee(s) of the district, and shall be constituted with the intent and purpose of representing various socioeconomic, minority and majority populations of the school district to the extent deemed practical.

3. No student subject to compulsory attendance pursuant to chapter 28A.225 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has first imposed an alternative corrective action or punishment reasonably calculated to modify his or her conduct and, in addition:

3.1. Provided notice to the student’s parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

3.2. Scheduled a conference or conferences with the parent(s), guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student’s absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and

3.3. Taken steps to reduce the student’s absence which include, where appropriate in the judgment of local school officials and where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student’s school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the causes(s) for the student’s absence from school.

4. Grade five and above program- No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.



5. Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension if:

5.1. Such assignments or tests have a substantial effect upon the student's semester or trimester grade or grades, or

5.2. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

6. Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules, which provide for such an application for readmission and set forth the procedures to be followed.

7. Prior to the short-term suspension of any student a conference shall be conducted with the student as follows:

7.1. An oral or written notice of the alleged misconduct and violation(s) of school district rules shall be provided to the student,

7.2. An oral or written explanation of the evidence in support of the allegation(s) shall be provided to the student,

7.3. An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student, and

7.4. The student shall be provided the opportunity to present his/her explanation.

8. In the event a short-term suspension is to exceed one calendar day the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the United States mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to WAC 392-400-255 and that the suspension may possibly be reduced as a result of such conference.

9. All short-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the suspension.

**“Long-Term Suspension”** A suspension shall mean a suspension which exceeds a “short-term suspension” as defined above, but not in excess of one semester or trimester, during the same school year. Long-term suspension may be imposed upon a student for violation of district rules subject to the following limitation:

1. The nature and circumstances of the violation must be considered and must reasonably warrant a long-term suspension and the length of the suspension imposed. This requirement does not preclude school districts (that is, the boards of directors of school districts) from establishing the nature and extent of the corrective actions and/or punishments, which, as a general rule, must be imposed as a consequence of proscribed misconduct. Such advance notice to students is advisable, and the imposition of such pre-established corrective action and/or punishment is permissible as long as (a) disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, and (b) long-term suspension is not established as the corrective action or punishment for a student's first time offense other than for offenses involving exceptional misconduct as defined in subsection (2) of this section.

2. As a general rule, no student shall be suspended for a long term unless another form of corrective action or consequence of misconduct of the same nature. A school district may, however, elect to adopt rules providing for the immediate resort to long-term suspension in cases involving exceptional misconduct as long as disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, notwithstanding the fact prior alternative corrective action or punishment has not been imposed upon the student(s) involved. For the purpose of this rule, "exceptional misconduct" means misconduct other than absenteeism which a school district has judged following consultation with an ad hoc citizens committee to (a) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long-term suspension, and/or (b) 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). The ad hoc citizens committee required by this section shall be composed of three or more persons chosen by the school district or the administrative designee(s) of the district, and shall be constituted with the intent and purpose of representing various socioeconomic, minority and majority populations of the school district to the extent deemed practical.

3. No student subject to compulsory attendance pursuant to chapter 28A.225

RCW, as now or hereafter amended, shall be suspended by reason, in whole

or part, of one or more unexcused absences unless the school district has first imposed an alternative corrective action or punishment reasonably calculated

to modify his or her conduct and, in addition:

- 3.1. Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
- 3.2. Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and
- 3.3. Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.
4. Kindergarten through grade four -- No student in grades kindergarten through four shall be subject to long-term suspension during any single semester or trimester, as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
5. Grade five and above program -- No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year.
6. Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules, which provide for such an application for readmission and set forth the procedures to be followed.
7. All long-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the suspension.

**“Expulsion”** is defined as follows: Denial of attendance at any single subject, or class or at any full schedule or subjects or classes for an indefinite period of time. It may also include a denial of admission or entry to real and personal property owned, leased, rented or controlled by the school district. A student may be expelled for violation of school district rules subject to the following limitations:

1. The nature and circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No student shall be expelled unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.
3. In addition to the alternative corrective action requirement of subsection (2) of this section, no student subject to compulsory attendance pursuant to chapter 28A.225 RCW, as now or hereafter amended, shall be expelled by reason, in whole or part, of one or more unexcused absences unless the school district has also first:
  - 3.1. Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
  - 3.2. Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and
  - 3.3. Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.
4. Once a student has been expelled in compliance with this chapter the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to chapter 13.04 RCW in order that such authorities may address the student's educational needs.
5. Any student who has been expelled shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules, which provide for such an application for readmission and set forth the procedures to be followed.
6. All expulsions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or

her designee within twenty-four hours after the imposition of the expulsion.

**“Emergency Expulsion”** Notwithstanding any other provision of this chapter, a student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the building principal or a designated school authority: 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, activity, or educational process of the student's school. The removal from classes, subjects, or activities shall continue only until:

1. The danger or threat ceases, or
2. The principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion, pursuant to this chapter. The principal or school authority 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 the commencement of the next school day. Prior to or at the time any such student is returned to the class(es), subject(s), or activity(ies), the principal or school authority shall notify the teacher or administrator who removed the student, of the action, which has been taken or initiated.

### **Appeal Process (Please read section on Due Process)**

Parents and students may find it necessary to appeal discipline. Appeals should be based upon the facts of the case, mitigating circumstances or possible procedural or due process errors. Appealing a discipline finding simply because the party is looking for a reduction in a finding is not considered a basis for appeal. Parents and students may simply want to set up an appointment for clarification of findings and/or how the findings were made. If this is the case, parent and students should set up an appointment or call the administrator that made or processed the original findings.

The following is a procedural guideline for the appeals process.

1. Make contact with the appropriate administrator and set up an appointment for the appeal hearing. If there is a question of who the appropriate person is to hear the appeal, ask the administrator that heard the case and made the findings. A request for an appeal hearing is made within three business days from notification of the original findings.
2. At the appeals hearing, outline the basis for the appeal. Why are you appealing the original findings?
3. Outline and present written evidence that pertains to the facts of the case, any mitigating circumstances that were not presented in the original findings, or evidence to support procedural or due process errors.
4. In cases of mitigating circumstances, or possible procedural errors, written statements should be supplied to the Hearing Officer. In cases of mitigating circumstances, it is helpful to bring a written plan of action for consideration by the Appeals Hearing Officer regarding possible action on discipline measures.
5. Once the facts of the case are heard by the Appeals Hearing Officer and consideration is given to the facts or if further investigation is necessary, the appeals officer will notify the respective parties of the appeal findings. If necessary, the Hearing Officer will refer parties to the next step of the due process procedure. Appeal findings will be made available to all necessary individuals in a reasonable time. This notification time will be outlined in the appeals hearing.

Appeal Process • W.A.C. Reference List•

WAC 392-400-255 WAC 392-400-270 WAC 392-400-285 WAC 392-400-310

WAC 392-400-260 WAC 392-400-275 WAC 392-400-300 WAC 392-400-315

WAC 392-400-265 WAC 392-400-280 WAC 392-400-305 WAC 392-400-317

WAC 392-400-320



## **STUDENT RIGHTS :**

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration or a physical, mental or sensory handicap.
2. All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such right.
3. All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the state of Washington or the rights retained by the people.

## **DUE PROCESS RIGHTS OF STUDENTS:**

### **Grievance Procedure**

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting or to the school district disciplinary appeal council if the board has delegated its responsibility to hear and decide such grievances to the council pursuant to WAC 392-400-317. The board or council shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

### **Right to a Hearing**

A suspended or expelled student and his or her parent or guardian has the right to a hearing before the District Hearing Officer. The request for a hearing shall be directed to the suspending school official within three school business days after receipt of notification. If a hearing is requested the student and his or her parent(s) or legal guardian(s) have the right to:

1. Inspect the evidence.
2. Be represented by counsel.
3. Present evidence including the testimony of witness.
4. Challenge evidence presented by suspending official.
5. A timely written decision from the hearing officer.
6. Appeal the decision of the hearing officer to the Board of Directors within three school business days after the hearing.

### **Special Education Students**

The handicapped student is subject to the same treatment under Stanwood Public Schools' Statement of Rights and Responsibilities as the non-handicapped student with the modifications indicated below:

#### **A. Long-Term Suspension/Expulsion**

When considering the imposition of long-term suspension or expulsion for a handicapped student, which would constitute a significant change in placement, a group meeting must be held prior to imposing the action, which complies with the

following criteria:

1. Persons to be present must include members of the district's multidisciplinary team who are:

1.1. Knowledgeable about placement options

1.2. Knowledgeable about the evaluation date

2. The purpose of the meeting will be to:

2.1. Determine whether the behavior is the result of an inappropriate placement

2.2. Determine whether the student's behavior is the result of an inappropriate placement.

2.3. Consider the sanction or action to be taken

3. If the behavior is not an element of, or related to, the handicapping condition, and is not the result of an inappropriate placement, the sanction can be imposed.

4. If the behavior is an element of, or related to, the handicapping condition or is the result of an inappropriate placement, a different placement or revised program must be considered and offered. If necessary, placement for evaluation purposes can be invoked.

5. Following the meeting, written notice will be provided to the parent, which provides inclusive information of the placement decision and the right to a hearing in accordance with state/federal rules and regulations.

#### B. Emergency Expulsion

If a handicapped student's behavior is such that his or her presence creates an immediate and continuing danger to the student, other students, school personnel or an immediate and continuing threat of substantial disruption of the educational process, the student may be sent home.

#### C. Obligations to Student Pending Hearing

The District must continue providing educational services to the handicapped student if they have initiated a request for hearing.

#### D. I.E.P. Discipline Plans

Within the I.E.P. process, which includes a meeting of the parent, teacher and District representative who is qualified to provide or supervise special education services, a plan may be established for the handling of specific behavior in order to reach behavioral goals. This plan may include removal from school for specific amounts of time as part of the I.E.P. A new I.E.P. may be requested if either the parent or school personnel finds the plan is not satisfactory or in need of revisions.

## District and Criminal Offenses

All behaviors listed below are crimes under city, state or federal law. If students commit any of these crimes, or any other crime while in school, on school grounds, in school sponsored transportation or at a school sponsored event, they will be disciplined by the school district, law enforcement officials will be contacted and students may face criminal charges.

**“Discipline”** shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include 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: Provided, that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district.

Absence or tardiness may affect the student grade only if the school has identified, pursuant to policy of the school district, that attendance will be a basis for grading in whole or in part.

Any discipline or punishment of a student must be administered fairly and for a good and just cause. Board Policy 3241 defines the relationship between the schools and local police agencies. In this policy it states that information regarding major violations of the law shall be communicated to the appropriate law enforcement agency. Exceptional misconduct includes the following:

- A. Possession or use of alcohol or any controlled substance not prescribed by a physician for such possessor or user, or purported controlled substance;
- B. Sale or delivery of alcohol or any controlled substance or purported controlled substance to another person;
- C. Possession of drug paraphernalia;
- D. Being under the influence of alcoholic beverages or illegal drugs;

- E. Use of tobacco products including lighters and matches;
- F. Falsely reporting a fire or bomb on school property;
- G. Belonging to a gang and knowingly engaging in gang activity;
- H. Possessing or displaying an instrument that is or appears to be a firearm;
- I. Possession, use of, displaying or transmission of a weapon or an object that can be reasonably considered a weapon;
- J. Commission of any criminal act classified as a felony or misdemeanor under the laws of the State of Washington;
- K. Assault/battery
- L. Fighting
- M. Harassment, intimidation, bullying;
- N. Other acts including:
  - a. Arson;
  - b. Manufacture, purchase, sale, transfer, offer for sale, use, discharge, possession, transport or storage of any pyrotechnics, fireworks, explosives, improvised, devices, or components that are intended to be assembled into an explosive;
  - c. Theft/burglary/robbery; and
  - d. Gang intimidation.
- O. Cheating, alteration of records;
- P. Inappropriate use of technology; or
- Q. Lewd conduct.

The basic booklet outlines student rules or possible offenses on the one hand vs. student rights and possible sanctions on the other. Administrators normally have the flexibility to apply sanctions that vary in type and length, depending on the severity and number of the offense. In the above cases there is a standard minimum sanctioned as listed for occurrences on grounds or school-sponsored events.

### Regulation of Dangerous Weapons on School Premises 4210

It is a violation of the district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. (To read the entire policy please click the following: [Stanwood-Camano School District #401 - 4000 Community Relations](#) )

### **WHAT IS DISCRIMINATION?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin

- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

**What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child’s teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district’s main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

**What if I can’t resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent’s decision.

Corrective measures must occur no later than 30 calendar days of the superintendent’s letter.

**What if I don’t agree with the superintendent’s decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent’s written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent’s response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

**What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

**What if I don’t agree with the School Board’s decision?**

You may appeal the school Board’s decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board’s decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board’s decision. It can be



hand-delivered or mailed to:

OSPI  
Administrative Resource Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

### **SEXUAL HARASSMENT:**

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

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

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

#### ***Examples of Sexual Harassment:***

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

#### ***How do I report sexual harassment?***

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Linda Littlefield, 360-629-1213.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office.

**[<http://districtweb.stanwood.wednet.edu/board-of-directors-mainmenu-25/board-policies-mainmenu-78/81-3000-students.html>]**

The Stanwood-Camano School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression 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 employee(s) has been designated to handle questions and complaints of alleged discrimination: Your school principal and/or Maurene Stanton, Executive Director of Human Resources, 26920 Pioneer Hwy. Stanwood, WA 98292, 360-629-1213.