

# **REPUBLIC MIDDLE SCHOOL/HIGH SCHOOL STUDENT HANDBOOK**

## **WELCOME**

Welcome to Republic Middle School and High School! The faculty, staff and administration hope the time you spend here will be educational and rewarding. This handbook is for you. It will help you understand the operation of the school, as well as your rights and responsibilities as a student.

## **OUR MISSION**

“The Republic School District will cultivate a safe, challenging environment for achieving maximum potential and students success”

### **GUIDING PRINCIPLES**

- TREAT OTHERS WITH RESPECT AND DIGNITY
- APPRECIATE DIVERSITY
- DILLIGENTLY PURSUE EDUCATION AND RESPECT THE RIGHTS OF OTHERS TO PURSUE THEIR EDUCATION
- OBEY THE RULES OF THIS SCHOOL

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **PHILOSOPHY**

One of the major goals of Republic School District is to promote in each student a sense of one’s civic rights and responsibilities. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of one’s rights and responsibilities as a participant in the democratic process.

### **STUDENT RIGHTS**

All students have the right to a safe environment and the right to an equal educational opportunity, regardless of national origin (including language), race, color, religion, economic status, sexual orientation, creed, age, disability, or gender, including being free from sexual harassment.

Students have the right of freedom of speech, freedom of the press, and the right to peaceably assemble unless such freedoms substantially effect the learning environment or safety of other students or staff. Students have the right to be secure in person, paper and effects against unreasonable searches and seizures. All students have the right to due process.

Any pupil, who is aggrieved for any causes, has the rights to request an informal conference with the appropriate administrator for the purpose of resolving the matter.

## STUDENT RESPONSIBILITIES

All students who attend school in this district shall comply with the written policies, rules and regulations established; shall pursue the required course of studies; and shall submit to the authority of the teachers of the school, subject to such disciplinary and other action as the school officials shall determine.

## STAFF RIGHTS AND RESPONSIBILITIES

All staff and administrators shall, in accordance with due process rights of the students, have the authority and professional responsibility to discipline any student for any disruptive or disorderly conduct, while that student is under his/her supervision and jurisdiction, and may exclude a student from participation in his/her class or any school related function in order to maintain an orderly environment.

## HARASSMENT/INTIMIDATION/BULLYING POLICY

Republic Middle School and High School is committed to a safe and civil educational environment free for all students from **H**arassment, **I**ntimidation and/or **B**ullying (HIB). HIB means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by characteristics in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

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

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically submitted messages or images. **“Intentional acts” refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).**

Many behaviors that do not rise to the level of HIB may still be prohibited by other building or classroom policies. This policy is a component of the building's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. Some HIB acts may fall under the category of criminal behavior and as such subject to possible prosecution to the full extent of the law.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim

and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate and support for victims and others impacted by the violation. . False reports or retaliation for HIB also constitute violations of this policy.

Students will be notified when threats of harm or violence are made against them.

### **Prohibition of Harassment, Intimidation, & Bullying**

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation, and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, intimidation, or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation, or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.

C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation, or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.

D. When the investigation is completed, the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:

1. That the district intends to take corrective action; or
2. That the investigation is incomplete to date and will be continuing; or
3. That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.

F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students, and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation, or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation, or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials, on the recognition and prevention of harassment, intimidation, and bullying including electronically transmitted messages or images.

## **DISCIPLINARY ACTION AND DUE PROCESS**

Students are expected to use self-discipline and must assume responsibility for their behavior. The school disciplinary code operates under the guiding principle that all behavior is a matter of choice and that some choices have consequences. When student behavior is not acceptable, necessary action will be taken and appropriate consequences will result from that choice of behavior. Students have the right to a meeting with the principal and will be informed of their Due Process Rights.

All Republic School District (RSD) staff, teachers and administrators have full authority and professional responsibility to control, intervene or discipline a student during the time any registered student is in attendance, in transit to or from school, or attending any school sponsored function. Actions to be taken by the RSD staff member or administrator include, but are not limited to the following:

**Detention** – The middle school or high school student is assigned to report after school for a 1-hour detention on Tuesday, Wednesday, and/or Thursday to the staff member in their building assigned supervision for the week. A student is assigned detention the week before the time is to be served so that he/she can arrange transportation. Date and time of detention may be assigned at the discretion of the building administrator and teachers. Parents shall be notified by the staff member who assigns the detention before the student serves any time. Detention consequences may be served prior to the assigned date and time if approved by the building administrator, his/her designee or the classroom teacher.

All detention time for middle school and high school students that is not served during the week assigned will double the following week up to 180 minutes for accumulated infractions. Detention time that has accumulated beyond 180 minutes will result in a 1-day suspension for the first occurrence, a 3-day suspension for the second occurrence, and a 5-day suspension for the third occurrence. The fourth occurrence will result in a long-term suspension (up to 10 days).

**Exclusion** – A student may be excluded from class if the teacher is unable to maintain a suitable environment for learning, and due process has been followed.

## **SHORT-TERM SUSPENSION**

### **In-School Suspensions**

Students serving an In School suspension will receive credit for assignments completed during the time of Suspension.

### **Out-of-School Suspensions**

Shall mean a denial of attendance, or suspension for any portion of a calendar day up to and not exceeding ten consecutive days. Students may only be short-term suspended for a total of 15 days per semester. Short Term Suspensions (up to 10 days) are not subject to petition for review.

## **LONG-TERM SUSPENSION**

Shall mean a suspension, which exceeds a short-term suspension up to the remainder of the semester. Long term Suspensions (11 days or more) are subject to petition and shall be reviewed by the Superintendent for final determination.

Any Student receiving a Short or Long Term (Out of School) Suspension will be allowed to make up assignments. Their grades may, however, be impacted by the lack of classroom participation.

Any student currently on Out of School Suspension (Short or Long Term) will not be allowed on school property or to participate in any school related functions at any time (weekends included) during the term of their Suspension.

## **EXPULSION**

Shall mean denial of attendance at any single subject or class or at any full schedule or school related function for an indefinite period of time.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

District Policy and Procedures 3240, 3241PR and 3241B outline that a student shall not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one-year expulsion, unless modified by the superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of this rule.

The requirements for an expulsion for possession of a weapon stem from state and federal law. School personnel have some discretion when the offense involves a dangerous weapon other than a firearm. Districts must comply with restrictions on discipline for disabled students, and may provide alternative education services for expelled students, if that is part of district policy.

## **EXCEPTIONAL MISCONDUCT**

### Corrective Actions or Punishment

The following guidelines are in the effect for students to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct. An ad hoc committee has met to define the areas of misconduct and the range of action to be taken. *In addition to the exceptional misconduct listed below, the District will use an alcohol analyzer from the Confirming Products List generated by the National Highway Safety Administration to test for alcohol. This will occur any time there is a question about an individual student's possible use. Only trained and certified personnel will administer the test.* The appeal process for short and long-term suspensions shall remain in effect for short and long-term suspensions imposed as a result of this procedure.

<u>Exceptional Misconduct</u>	<u>Range of Corrective Action</u>	<u>Action that may be taken</u>
Possessing and/ or using alcohol, illegal chemical substances	Minimum	Short-term suspension, notification to law enforcement
	Maximum	Expulsion (90 day), notification to law enforcement
Threatening or verbal abuse, fighting or fighting words	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 day)
Setting fire or damaging school property devices	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 day)
Possessing and/or using weapons or explosive devices	Minimum	Expulsion for one calendar year, notification to law enforcement
	Maximum	Indefinite expulsion notification to law Enforcement

### Long-Term Suspensions or Expulsions

In the event a hearing is requested, the superintendent shall appoint the hearing officer, who may be any certificated staff member who is not involved in the incident giving rise to the hearing. The hearing officer shall:

- A. Schedule the hearing for a specified date, time, and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties;
- B. Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
- C. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;
- D. Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit questioning that is unproductive or irrelevant. (The hearing officer may not provide testimony.);
- E. Write findings of fact and disposition of the case; and

F. Transmit the written findings and disposition to the superintendent, the principal, and the parent and student within 5 school days after the hearing.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent, and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent and/or counsel. In an open hearing only those persons designated as witnesses shall have the right to speak.

At least 2 days before the hearing the principal shall make available in his/her office any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the principal. These may be examined and copied by the parent and student or counsel. If the principal later receives any further information that shall be employed at the hearing, he/she shall notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent and student or counsel.

Upon the request of the hearing officer, the parent and student or counsel, the principal shall submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records shall be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer shall reach a disposition of the case. The disposition need not be the action recommended by the principal but shall not exceed the penalty he/she recommends. The disposition should explain the reason for the particular decision. The decision shall be provided to the parent and student or counsel.

If the student is under an emergency expulsion, the hearing officer shall render his/her decision within 1 school business day of the conclusion of the hearing.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A. A single hearing shall not likely result in confusion, and
- B. No student shall have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests shall be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

## **EMERGENCY ACTION**

A student will be removed immediately from a class, subject, or activity by a RSD staff member, teacher or administrator provided that the staff member, teacher, or administrator has good and sufficient reasons to believe that the student's presence poses an immediate and continuing danger to the student, or 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 school is legally responsible for students while in school, or in transit to or from school. All students shall comply with school rules and regulations and submit to reasonable directions of school authorities. Refusal (insubordination) shall constitute cause for discipline, suspension, or expulsion.

Such rules shall apply:

- A. On the school grounds during and immediately before or immediately after school hours.
- B. On the school grounds at any other time when school is being used by a school group, or off the school grounds at a school activity, function or event.
- C. Off the school grounds when prohibited behavior is a consequence of, or directly related to, causes or events, which occurred or originated on school grounds.
- D. Off school grounds when the student is enroute between home and school, including bus stops.

### **PROGRESSIVE DISCIPLINE MODEL**

Republic staff and administration care about each student and want to provide a safe, wholesome, and positive atmosphere for learning and activities. To accomplish this we will not tolerate nor allow abusive or disruptive behavior. So that each student understands, the following are examples of the possible consequences, which will occur for the listed infractions. Depending on severity or frequency of other violations, the administration reserves the right to determine the level at which the violations will be handled. Progressive discipline is defined as increasingly more severe corrective action for continuous similar infractions.

### **CATEGORY I VIOLATIONS**

1. Classroom disruptions including violation of classroom rules as set by individual teachers
2. Lunch and breakfast in the hallways or classrooms without permission.
3. Being in the parking lot without permission and parking violations. Students should not park in front of the elementary school.
4. Skateboards, scooters skates and skate shoes are not allowed on school property at any time due to potentially harmful effects inherent to operating such items.

5. School rule violations – littering, hallway disturbances such as loud yelling, beverages in gym, inappropriate language, etc.

NOTE: Music on all electronic devices are permissible before and after regular school hours and during lunch period, however, they must be used with personal headphones (ear plugs). They are not allowed for personal use during regular class periods unless the classroom teacher grants permission.

### **CORRECTIVE ACTION**

1. Conference with student and confiscation of inappropriate item.
2. Parent notified
3. Detention assigned
4. Short-term suspension
5. Long-term suspension
6. Expulsion

### **CATEGORY II VIOLATIONS**

1. Vulgar, disrespectful, abusive language, profane drawings.  
Use of profanity, vulgarity, cursing, or disrespect, which may appear in electronic format, verbally, in writing, or as gestures either in person, on electronic media, or in school photographs, or on clothing.
2. Reckless Driving – Including reckless driving on school grounds.
3. Cheating – The conscious effort to improve grades by using notes, text messages, IM, any computer technology, looking at another student's paper etc.
4. Misconduct at assemblies, athletic contests, any student extra curricular activity, etc. – Inappropriate behavior including disruptive behavior, use of profanity, throwing objects, inappropriate yells or any behavior deemed disrespectful by the RSD Administration or its' designees which may be considered potentially disparaging to the good name and positive reputation of RSD its staff and or students and the community of Republic at large.
5. Property damage, vandalism, malicious mischief – Destruction or defacing school or personal property of others. This infraction may be a higher category and potentially involve law enforcement if determined appropriate by administration.
6. Lack of compliance, insubordination, defiance, interference with, or intimidation of staff – Failure to act as instructed by any staff member. Use of vulgar or abusive language toward staff.
7. Forgery or misrepresentation – Impersonating parent on computer, phone device, signing for a parent, teacher, etc.
8. Classroom disruptions-major – An immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.
9. Unsafe conduct – Punching, kicking, chasing, horseplay, throwing objects.
10. Public displays of affection – Physical displays of affection that involve physical contact between students beyond the holding of hands.

11. Refusal to identify self – All persons must, upon request, identify themselves. The persons will also answer questions relating to their purpose for being on school grounds, and if requested, go with the staff member to the office.
12. Initiation activities and Senior Prank activities, which involve entering the school or classrooms with out permission or supervision.

### **CORRECTIVE ACTION**

1. Conference with student/detention and contact with parents or guardians.
2. Parent conference with possible suspension
3. Short-term suspension
4. Long-term suspension
5. Expulsion

### **CATEGORY III VIOLATIONS**

1. Sexual harassment, indecent liberties, sexual assault – Sexual conduct not asked for, not welcomed, not returned and as defined by law.
2. Possession of any dangerous weapon or “look alike” – Possession (on person, clothing, or property of students) of weapons such as (but not limited to) knives, guns, or other martial arts weapons, or other illegal weapons, self defense spray, fireworks, ordinance or potentially explosive materials. (Any student having a firearm on school premises, transportation, or facilities shall be expelled from school for not less than one year under RCW 28A.600.420)
3. Criminal acts – Arson, assault, larceny, vandalism, robbery, trespass, unlawful intimidation of school authorities, etc.
4. Theft/possession of stolen property – Taking or in possession of school or other’s property without owner’s permission.
5. Any Use/possession of any tobacco product – includes using or having tobacco in any form at any time on school property or at any school related events.
6. Gang related activities – Activities that create an atmosphere in which a student, staff, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gestures, or threat of violence; or implication of gang membership or affiliation by written communication marks, hand signs, drawing, painting design, emblem upon any school or personal property or one’s person.
7. Assault/fight/threats/intimidation/harassment/bullying – Threats or actual acting out of physical abuse, harassment as defined in previous HIB section, altercations between students.
8. Possession/inappropriate use of laser pointers.
9. Leaving school without permission.
10. Misuse of the Internet – As outlined in the signed Internet user agreement.
11. Tampering with school records.

### **CORRECTIVE ACTION**

Depending on the circumstances, short or long-term suspension, expulsion, parent and police notification.

1. Parent notified/possible suspension
2. Short term suspension 1-5 days
3. Short term suspension 5-10 days
4. Long term suspension
5. Emergency Action/Expulsion

### **CATEGORY IV VIOLATIONS**

1. Use/possession/under the influence of drugs, alcohol, inhalants, illegally obtained prescription or over the counter medicine – Includes showing evidence of being under the influence. Also includes the possession of drug paraphernalia or alcohol.\*
2. Sale or transfer of illegal drugs –Includes using school property as a base to conduct sales and transfers of controlled substances.
3. Firearms/weapons violation.

### **CORRECTIVE ACTION**

1. Parents or guardians and local law enforcement will be notified immediately.
2. Student will be long-term suspended losing one semester of credit. This may be reduced to a short-term suspension if the student has a chemical dependency/mental health evaluation (expenses incurred are the responsibility of the parent/guardian) and follows the recommended action and/or plan. If the student drops out of the health evaluation program, the long-term suspension will be enforced.
3. Long-term suspension (or expulsion)
4. Expulsion

Any student suspected of using alcohol (odor, inebriated behavior, etc.) at school event may be required to take the preliminary breath test (PBT).

Seniors violating the disciplinary code in the last quarter of their senior year may be excluded from participating in the graduation ceremony. Suspension may likely result in loss of academic credit necessary for classes required to graduate.

**The discipline guidelines were updated with parent, staff members, administrators, and are reviewed annually by parents and staff. They represent the thinking of the community for fair and appropriate discipline. The guidelines are consistent with district and state guidelines for student responsibilities and rights in Washington.**

### **ATTENDANCE**

Good attendance patterns play a vital role in a student's success in school as well as in the world of employment. If students develop good attendance patterns now, there will be many benefits from these habits in the future. All students are expected to be regular and punctual in attendance to derive the most benefit from their educational opportunities.

The following absences shall be excused:

- Personal illness

- Family emergencies, i.e. funeral, death, hospitalization
- School sponsored activities
- Appearances in court when required by law
- Disciplinary action – short-term suspension
- Absences pre-arranged by parents with notice to school one or more days in advance; if approved.

Students returning to school following any absences (except school activity) must either present a written excuse to the attendance office or their parent/guardian may call the High School office with a verbal excuse. It must state the date(s) and reason for the absence. An excused admit slip will be issued if the requirements of Excused Absences are met. Absences must be excused within 2 school days of return or they will automatically become unexcused.

It is the student’s responsibility to complete all work missed due to an excused absence at the teacher’s convenience, and turn it in at a reasonable time identified by the teacher in his/her classroom expectations.

### **UNEXCUSED ABSENCES**

Any absence not listed as excusable will be considered unexcused regardless of parent note or call. The student’s grade may be affected since work missed during an unexcused absence may not be made up. After an enrolled student has been absent for five/seven days in a calendar month, or ten days in a school year, the school must fill out: **PETITION FOR COURT ORDER REQUIRING STUDENT TO ATTEND SCHOOL** and **MOTION AND ORDER TO SET HEARING DATE ON TRUANCY PROCEEDING OR FOR OTHER COURT INTERVENTION.** (RCW 28A.225.030)

### **EXCESSIVE ABSENCES/LOSS OF CREDIT**

Employers cite “workplace behaviors” as factors most critical to success on the job. These include the ability to work with others to solve problems, work ethics, and dependable and punctual attendance.

All absences, whether pre-excused, excused, or unexcused, will count toward 15 absences allowed in each class. School related absences, i.e., athletics, field trips, class activities, etc., will not count toward the 15 absences allowed each semester.

Any student with more than 15 absences (10 absences for 1<sup>st</sup> period), may be denied credit for their courses(s). Truancy petitions will be filed with the court for excessive unexcused absences, and may also be filed for excessive excused absences.

### **ILLNESS AT SCHOOL**

When becoming ill at school, a student must report to class first and then to the office. Appropriate arrangement will then be made. Students not following this procedure will be considered truant.

## **OFF CAMPUS PASS**

Students who need to leave campus at any time during the school day must report to the office prior to leaving school so that an off-campus pass can be approved. Students must sign out when leaving and sign in when returning. Students failing to follow this checkout procedure will be considered truant (leaving school without permission). This includes leaving at lunch and not returning for afternoon classes. A parent call is required if you become ill at noon and do not return to class.

## **OPEN CAMPUS RULES**

Only juniors and seniors are eligible for open campus. Students may leave **ONLY** during lunch break.

1. Any student with detention is ineligible for open campus for 4 weeks after receiving detention.
2. If a student is tardy when returning from open campus, they will be given 60 minutes detention. The second tardy will result in loss of open campus for the year.
3. Students may only ride in their own cars. No one is allowed to ride in a car with another student.
4. Any student breaking any open campus rules, risks losing opening campus for everyone.
5. Only students leaving school for open campus are allowed in the parking lot at lunch. Students may not sit in their cars or hang out in the parking lot.
6. A parent permission slip must be on file in the office before a student leaves for open campus.
7. Any student suspended from school will lose eligibility for open campus for the rest of the year.
8. Students are required to return to school following open campus for their afternoon classes. If a student plans to be gone in the afternoon, the absence must be pre-excused.
9. Other rules may be developed as needed.

## **AUTO REGISTRATION/PARKING**

All vehicles driven to school must be registered in the high school office. Auto Registration Forms can be picked up in the high school office. All students must park in the front of the school in the designated student parking. Students shall not park in front of the elementary school.

## **TARDINESS**

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Arriving to class **AFTER** the bell rings and/or being unprepared for class and needing to return to lockers for materials will be considered tardiness. Tardiness without valid permit slip from another teacher, counselor, or principal will be considered unexcused. All

students who are tardy for first period must report to the high school office for an admission slip. The steps for **all** tardiness are:

- 3<sup>rd</sup> tardy to a class – 30 minutes detention and parent/student conference is required
- 4<sup>th</sup> tardy to a class – 60 minutes detention
- 5<sup>th</sup> tardy to a class – 1 day suspension and parent/student conference
- 6<sup>th</sup> tardy to a class – 3 day suspension
- 7<sup>th</sup> tardy to a class – 5 days suspension
- 8<sup>th</sup> tardy to a class – long term suspension

Tardies will start over at the quarter.

### **CUMULATIVE VIOLATIONS POLICY**

Attendance and discipline files will be kept for each student throughout his/her secondary career. These files may be used as a reference in determining which corrective action is necessary. A student who shall repeatedly fail to comply with various school policies, rules and regulations will be subject to suspension and/or expulsion. Repetitive minor violations can result in a rather stringent disciplinary action. The seriousness of the violation is not the only criteria for disciplinary action.

### **PARTICIPATION IN ACTIVITIES**

Students absent from class on the day of an activity are ineligible to participate in any extra-curricular activities that day or that weekend unless first given approval by the principal or his/her designee. Students returning home late from activities will be expected to attend ALL classes the next day unless determined by the principal or athletic director in extreme circumstances.

### **ATTENDANCE AND GRADING CREDIT**

Teachers may consider a student's attendance/class participation in determining the student's overall grade if participation in class is stated in the class syllabus. It is the student's responsibility to make up all missed work during absences from school. If a student has permission by principal to be gone for an extended time, the student must work with the classroom teachers in advance to understand the required work that will need to be completed upon return or within the agreed time.

### **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school must have written permission from a legal parent or guardian. After obtaining a withdrawal form from the office, the student must obtain all the necessary signatures to show that all obligations on books and equipment have been met and then return the form to the office.

## **REPORT CARDS**

Report cards are issued at the end of each quarter, which is every nine weeks, or four times during the year. Each teacher will explain his/her grading system in a syllabus. It is wise to keep up on daily work, homework, and test preparation. Semester grades are used to compute a student's cumulative grade point average in high school and quarter grades are used to compute middle school grade point averages. Letter grades are most often used to designate a pupil's progress. All report cards are mailed to the home.

## **FAMILY INTERNET ACCESS TO GRADES AND ATTENDANCE**

Parents/guardians of students, in grades 6-12, may apply for access through the Internet to view their student's daily progress in all their classes. They also will have access to the attendance data. Please contact the Republic Middle School/High School office for access forms.

## **PROGRESS REPORTS**

The purpose of this report is to inform parents or guardians of their child's progress in school. Progress reports are sent out midway through each quarterly grading period for students receiving below average grades or grades that do not reflect a student's normal performance. These reports will be mailed to the home. Parents and students can request grade checks at any time from any teacher.

## **COUNSELING**

The Advisor/Counselor is available to schedule, orient, and assist students academically. He is available for NAV 101 and advisory assistance during both 5<sup>th</sup> and 6<sup>th</sup> periods. Parents are encouraged to contact and/or meet with the counselor concerning their children's progress.

## **DRESS APPEARANCE**

Dress and appearance must be neat and clean and must not present health or safety problems or disrupt the educational process. Reasonable standards of dress and appearance may be established consistent with these rights and responsibilities. Students failing to meet these requirements will be asked to change or sent home to dress properly for school attendance. The following will not be allowed: Extremely short skirts and shorts which are above their fingertips; shirts that expose the abdomen or breasts; muscle shirts that expose the sides and stomach; long trench style coats and extremely loose fitting clothing; pajama pants or shirts, and slippers without tread on the bottoms. Spaghetti straps or strapless tops may not be worn. Top straps must be at least two inches and cover the student's bra straps.

Any student wearing, carrying, or displaying gang-related apparel or tattoos or exhibiting behavior or gestures which symbolize gang membership, causing and/or participating in activities which intimidate or affect the attendance of another student will be asked to make appropriate corrections to their attire or asked to leave campus. These will be determined at the discretion of the administration.

Wearing of clothing, i.e. coats, hats, shirts, pins, etc., that “advertise” alcoholic beverages, other drugs, or tobacco products, or that have profane or vulgar words, phrases, or pictures, or that are degrading to another gender, race or culture will not be allowed. Students in violation of this section will be required to remove or change the clothing. Insubordination, flagrant or repeated violation of this section will lead to immediate suspension. The school reserves the right to require a student to change or conceal their apparel.

### **CRIMINAL ACTS**

Any act occurring on school premises or at a school-sponsored event, which is contrary to the laws of the State of Washington or the ordinances of the City of Republic or Ferry County, is prohibited and processing of such violations will be immediately turned over to the appropriate law enforcement agency. School authorities may take appropriate action if the incident is school related regardless of whether or not criminal charges result. While the list of criminal acts in the discipline model is not intended to be exclusive, it illustrates the type of possible infractions.

### **FIRE DRILLS**

Fire drills at regular monthly intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

### **TEXTBOOKS**

Students will be issued numbered textbooks for most classes. You are responsible for care of the books that are checked out to you and for the return of them at the end of the course. Any damage or excess wear and tear may result in a fine. Students must pay for lost books that have been checked out to them. All debts to the RSD must be paid in full prior to release of any school documents. This includes but is not limited to transcripts, report cards and graduation diplomas.

### **ACCIDENTS**

School accidents must be reported immediately to the nearest adult in charge. If additional help is needed, you should contact the office for further arrangements. If you suspect a head or neck injury the student should remain still until help arrives. An accident report must be filled out.

### **THE CAFETERIA**

The school cafeteria is maintained as a vital part of the health program at the school. To encourage good nutrition, a well balanced breakfast and lunch is offered at a reasonable price.

All district students, with the exception of juniors and seniors, who have written permission to travel off campus, will eat breakfast and lunch in the elementary cafeteria. Students are expected to walk quietly from the high school past the elementary office. Grade 6-7 will eat first and should be finished when grade 8-12 enter the lunchroom. Students are expected to eat their school purchased or sack lunch in the cafeteria before leaving the lunchroom. Middle school students will exit the back doors by the elementary principal's office and report outside or to other designated areas. In an effort to improve student safety and staff's ability to more effectively monitor behavior, high school students will have access to the senior hallway, library, library hallway, the high school gym and the front lawn when appropriate. Only students who are not on grade check are allowed in the gym at lunch. The office will be open during lunch but students are not allowed to hang out in front of the office or on the stages.

The lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in wastebaskets
- Returning all trays and utensils to the dishwashing area
- Leaving the table and floor around your place in a clean condition for others
- Promptly following directions of the lunchroom supervisor
- Take three reimbursable food items for lunch

Failure to comply with these lunchroom rules may result in disciplinary action.

## **CELL PHONES**

Students may use the office phone with permission from teacher or office staff for communication with parents about school matters. Use or visual display of a cell phone, cell phone camera or other electronic communication devices is prohibited during the school day unless approved by the classroom teacher. If students abuse classroom electronic rules, staff will confiscate such devices. More severe sanctions will be imposed for multiple infractions. **Cell phones are not allowed in the hallways before school or during lunch.**

The first cell phone violation will result in a 30-minute detention, contact with parents, and the phone confiscated and sent to the office for 24 hours. Any further violations of cell phone usage will result in the phone being confiscated by the teacher or staff member and a 90-minute detention. The cell phone will be given back to the parent after 24 hours and a conference with the teacher or principal. After the second violation students will no longer be allowed to have a cell phone at school. A third offense will result in a short-term suspension.

No cell phones or cameras are allowed to be used in school locker rooms at any time. The school is not responsible for lost or stolen cell phones or electronic devices. Cell phone violations will be a Category II violation.

## **LIBRARY**

The library has multi-media for assigned study and recreational use by students. Fines are charged for lost or damaged materials. Personal use of electronic devices may be permitted in the school library with earphones only. The librarian reserves the right to determine appropriate limitations and use of such technology in the library. Eating breakfast and lunch in the library is prohibited.

## **INTERNET**

Students must have a signed parent permission form, which outlines the conditions and regulations regarding Internet usage. This form must be on file with homeroom teacher before accessing the Internet. Any student who uses the Internet in an inappropriate way or who accesses restricted information may lose computer privileges for a specified amount of time. Inappropriate use of the Internet will be considered a Category III violation of the school discipline policy. See RSD Computer Appropriate Use form for specific details. Students must only use their own password for accessing programs or the Internet and shall at no time use a proxy to access blocked sites. If you need access to a site blocked by the filter contact your teacher or the librarian so that a request to unblock the site can be processed.

## **SCHOOL VISITORS**

Students must secure a guest pass from the office at least one day in advance of the visit in order to have a student guest at school. Requests must be approved and signed by all classroom teachers. All visitors are required to check in at the office and obtain a visitor's pass. RSD will not permit the visiting of non-registered students during the first two weeks and the last two weeks of school or during regularly scheduled examination times.

## **LOCKERS**

Students will be assigned a locker when they receive their schedule in the fall. Any problem concerning lockers should be brought to the attention of the office. Students are responsible for the condition and care of their lockers at all times. Pictures and/or stickers are not allowed on the outside of lockers.

Students may obtain a lock to secure their locker by paying a \$5.00 deposit at the office. Only school issued locks may be used. Student lockers are the property of RSD and as such are subject to search and examination at any time.

## **MEDICATIONS AT SCHOOL**

It is a school policy that medications are not to be allowed at school without parent and physician consent. This includes over-the-counter medications. Medications must be administered to students by trained staff. Medications are not to be shared. Even cough drops can cause an allergic reaction in another person. See the office for appropriate forms.

## **BUS CONDUCT**

Following are the rules for behavior while riding the school bus either to or from school or to school related events and activities:

1. The driver is in full charge of the bus and students. You must obey the driver promptly.
2. You may not have anything in your possession that may cause injury to others.
3. Observe same conduct as in the classroom.
4. Profane language will not be permitted.
5. You will be required to help keep the bus clean.
6. Use of tobacco products, drugs and alcohol is strictly forbidden on the school bus.
7. You will be responsible for any destruction you may cause while on the school bus.
8. You must stay in your seat – bus driver may assign seats.
9. You must face forward in your seat.
10. You must not open any windows without the driver’s permission.
11. You must keep your hands to yourself at all times and never extend hands, arms or feet outside the bus.
12. Firearms or weapons of any kind are strictly forbidden.
13. Musical instruments must be able to be held by students.

Infraction of these rules is cause for disciplinary action and/or suspension of bus riding privileges. Violations of these rules will be followed by a Bus Misconduct Report being filed with the principal and sent to parent/guardian. Misconduct Reports will be handled as follows:

- 1<sup>st</sup> Notice - Sent to parent/guardian – Contact parent/guardian
- 2<sup>nd</sup> Notice - Sent to parent/guardian – SUSPENDED from all buses for 2 school days
- 3<sup>rd</sup> Notice - Sent to parent/guardian – SUSPENDED from all buses for 5-10 school days
- 4<sup>th</sup> Notice - Sent to parent/guardian – EXTENDED SUSPENSION from all buses for the remainder of the year.

Gross Misconduct – Even if it is a first offense student will automatically receive a minimum 5-day suspension from all buses. Additional consequences may be imposed at the school building level.

Due to the necessity to maintain a safe environment while transporting students during the school year, bus violations are viewed very seriously. RSD will not tolerate non-compliance to bus safety policies, which place student’s physical safety in jeopardy.

### **CREDIT REQUIREMENTS**

Each student graduating from the Republic School District shall have completed the following credits and subject of study:

<b>Subject</b>	<b>Credits</b>
English	4.0
Social Studies	3.5
Mathematics	3.0
Science	2.0
Physical Education/Health	2.0
Occupational	2.0
Fine Arts	1.0

Electives	5.5
Nav 101 (.25/year)	1.0
<b>TOTAL MINIMUM CREDITS</b>	<b>24.0</b>

## **Running Start Program**

Community College and Republic High School class Equivalency is based on curriculum equivalence and not credits. The Republic High School class credit system is based on the Carnegie Unit. The Community College credit system is not the same. When a student wishes to participate in the Running Start Program from the Community College they must meet with the RHS Advisor/ Counselor to make sure they will have the necessary RHS credits to receive a high school diploma from Republic High School at the end of their senior year. There are very specific requirements for graduating with a diploma from RHS. It is the student's responsibility to have a thorough understanding of this process. It is an essential first step to a student's successful completion of the credits needed to graduate from RHS while participating in the Running Start Program.

## **COURSE CHANGES**

Students in middle school and high school must submit a course change request form to the office in the first week (5 days) of the semester. Changes after the five days will be by principal or counselor permission only. Change request forms may be picked up in the office and must have the signature of both teachers. In special circumstances parent permission may be requested.

## **ATHLETICS AND STUDENT ACTIVITIES**

### **STUDENT GOVERNMENT**

The Associated Student Bodies of Republic High School are governed by the elected ASB officers, class presidents, class representatives and one elected representative from each club. ASB meetings will be announced in the bulletin for dates and times.

### **STUDENT ACTIVITIES**

Republic students have the opportunity to participate in a wide variety of co-curricular activities throughout the year. Students riding the bus to school events must return on the bus unless their parent is at the event and gives the school supervisor a note to get their child off the bus. There are no exceptions to this policy.

One of the most rewarding and productive things a student can do in high school is to become involved in co-curricular and extra-curricular activities. The fun, experiences, and growth that occur when a student becomes involved can last a lifetime. There is also a direct correlation between students who participate in activities/athletics and a high GPA. Research shows that students who are active in their school generally have a higher GPA than students who do not participate in co-curricular and extra-curricular activities.

Republic schools have outstanding activities and athletic programs that offer something for every student. So pick from the list below and get the most out of your education.....GET INVOLVED!

Students running for Royalty must maintain the same academic standards as athletes with a 2.0 GPA.

During special organized activities, such as prom decorating or preparing for a pep assembly, students must have permission from their classroom teachers to participate during each period. Teachers must sign the permission form in advance of the activity.

### **ATHLETICS - Based Upon Available Funding**

Football	Volleyball	Cross Country	Cheerleading
Basketball	Wrestling	Softball	Baseball
Track			

### **POSSIBLE HIGH SCHOOL ACTIVITIES**

ASB	Debate Club (Forensics)	Technology Club
Letterclub	HS Math Team	FBLA
Music/Pep Band	National Honor Society	Knowledge Bowl Team
Key Club	Yearbook	Drama Club

### **ASSOCIATED STUDENT BODY (ASB)**

The purpose of the Republic ASB is to provide the opportunity for active involvement of students in the organization and management of student affairs, to promote interest and enthusiasm in school activities, to teach and develop leadership within the STUDENT body, and provide opportunity for cooperating in helping our school reflect spirit, pride, and unity.

Meetings are held on a regular basis and student representatives make up the voting delegation at the meetings. There are five elected officers including president, vice president, secretary, treasurer and publicity officer. They presently are elected for one full school year.

Through the sale of ASB cards, students are able to attend all school sponsored activities for a discount price and the money raised through the card sales helps to finance activities, purchases, provide services and equipment for STUDENT needs and use.

## **EXTRA CURRICULAR ACTIVITIES**

Each student is urged to participate in one or more extracurricular activities. Join activities that interest you. There are athletic, music, drama, and subject-oriented clubs, ASB, publications, and interest groups. When you commit yourself to an activity, you owe it your best efforts, not only to benefit the club, but yourself as well.

If you fall behind in your schoolwork, extra help and teacher conferences take precedence over any extracurricular activity. Activities will be scheduled during the day or after school at times convenient to the group and its advisor. No students are to remain after school unless requested or participating in activities supervised by an advisor. Only officially recognized school groups may use the school building or its facilities.

## **ASB CARDS**

Students may purchase the ASB card which allows discounts on school sponsored events and admittance to any varsity athletic event (except for playoffs). Students will have pictures taken for the card shortly after the opening of school.

## **ANIMALS AT SCHOOL**

No animals are allowed in the school, classrooms or on the school grounds before, during, or after school. Certain individuals, particularly those with asthma, are sensitive to animal fur, dander, body fluids and feces and may experience reactions to these allergens. Furthermore, individuals can become more sensitive to these allergens with repeated exposure. Animals can pose a danger to others.