

WELCOME TO PROSSER HIGH SCHOOL

Students and staff have a right to be in a school environment where they are SAFE, RESPECTED and PRODUCTIVE. We encourage all students to do what's right, do their best and to treat other people with respect.

Mustang students, athletes, and staff have managed to set high standards both in the classroom and on the field. As a Mustang there are some common expectations that go along with the title. If you are a true Mustang, you will demonstrate PRIDE even when others are not looking.

Perseverance – Maintain a course of action in spite of difficulties or obstacles.

Resilience – Ability to recover readily from adverse or uncomfortable situations.

Integrity – Honest, strong moral character.

Dedication- Strong commitment or devotion to everything you do.

Excellence – Striving for quality, superior performance in all areas.

Show your Mustang PRIDE every minute of every day and you will be assured a successful high school experience.

Sincerely,

Mustang Administration

SCHOOL INFORMATION

DIRECTORY: PROSSER HIGH SCHOOL
1203 Prosser Avenue, Prosser WA 99350
(509) 786-1224 Fax: (509) 786-4227
Attendance Office - (509) 786-2092

Principal:	Kevin Lusk
Asst. Principal:	David Funk
Athletic Director/Asst. Prin:	Bryan Bailey
Vocational Director:	Travis Devore
Counselors:	Kody Hayes Nanette Stark Melanie Cushing
Security Officer:	Duane Clarke
Principal's Secretary:	Anika Schroeder
Building Secretary:	Leticia Campos
Attendance Secretary:	Connie Flores
ASB Secretary:	Laura Bachofner
Counseling Secretary:	Linda Ledesma

Regular Bell Schedule

Zero Hour	7:00	-	7:55
1st Period	8:00	-	9:00
2nd Period	9:05	-	10:03
3rd Period	10:08	-	11:06
Lunch	11:06	-	11:41
4th Period	11:46	-	12:44
5th Period	12:49	-	1:47
6th Period	1:52	-	2:50

Wednesday Bell Schedule

Zero Hour	7:00	-	7:55
1st Period	8:00	-	8:50
2nd Period	8:55	-	9:43
3rd Period	9:48	-	10:36
4th Period	10:41	-	11:29
Lunch	11:29	-	12:04
5th Period	12:09	-	12:57
6th Period	1:02	-	1:50

Mustang Period Bell Schedule

Zero Hour	7:00	-	7:55
1st Period	8:00	-	8:55
2nd Period	9:00	-	9:52
3rd Period	9:57	-	10:49
Mustang Period	10:54	-	11:24
Lunch	11:24	-	11:59
4th Period	12:04	-	12:56
5th Period	1:01	-	1:53
6th Period	1:58	-	2:50

SECTION 1:

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

The goal of Prosser High School is to guide students through a maze of State and local requirements that will allow them to earn their high school diploma and prepare for college education or vocational/technical training of their choice after high school. This process is intended to be completed in four years, but may take longer depending on the student's academic performance.

Seniors will graduate if:

1. They have earned 23 or more credits in the following areas:

English	4 credits
Social Studies	3.5 credits
Mathematics	3 credits
Science	2 credits
Physical Education	1.5 credits
Health	.5 credits
Fine/Performing Arts	1 credit
Vocational/Occupational Education	1 credit
Electives	6.5 credits
2. They meet the following state assessment requirements.

Class of 2015 & 2016	Class of 2017 & 2018	Class of 2019
Pass Reading & Writing HSPE OR new ELA exit exam OR career and college ready ELA test OR pass state approved alternative OR assessments for students in special education.	Pass new ELA exit exam OR career and college ready ELA test. OR pass state approved alternative OR assessments for students in special education.	Pass career and college ready ELA test OR pass state approved alternative.
Pass Biology EOC OR pass state approved alternative OR assessments for students in special education.	Pass Biology EOC OR pass state approved alternative OR assessments for students in special education.	Pass Biology EOC OR pass state approved alternative.
Pass Algebra EOC OR Geometry EOC OR Pass one of the new Math EOC exit exams based on CCSS OR pass career and college ready Math test OR pass state approved alternative OR assessments for students in special education.	Pass Algebra EOC OR Geometry EOC OR Pass one of the new Math EOC exit exams based on CCSS OR pass career and college ready Math test OR pass state approved alternative OR assessments for students in special education.	Pass career and college ready Math test OR pass state approved alternative.

3. Other requirements: Pass Mustang Period, Complete High School and Beyond Plan, Pass Washington State History

HOMWORK PHILOSOPHY

Homework is designed to be meaningful and purposeful, to develop time management skills, and to enhance and support the regular classroom learning with the ultimate goal of obtaining knowledge and skills to fulfill graduation requirements as set by the State and Prosser School Board. Students need to plan and coordinate class work and extracurricular activities to organize their time to their best advantage.

PHS teachers have outlined homework requirements in their individual classroom expectations. Parents are encouraged to familiarize themselves with these documents.

It is also understood that varying levels of class curriculum may include higher expectations and amounts of homework. For example, Advanced Placement and College Prep classes usually require an average of five hours per class per week.

In addition, activity classes such as Agriculture, Horticulture, Band, Choir, and Drama may have requirements or expectations involving time commitments outside the classroom. The staff at PHS encourages students to take advantage of programs available at PHS. Our staff has established academic support for students during school and after school hours as listed below:

1. Science Insurance (daily) — contact your science teacher
2. Math Support (Lunch and After School) — contact your math teacher.
3. After School Academy (library) — contact a counselor
4. Writing Lab (library) — contact English teacher

SECTION 2:

GENERAL STUDENT INFORMATION

ACCIDENTS

If you are injured during school hours, be certain that the teacher in charge of the activity fills out an accident form. If you are injured during lunch or on your way to or from school, notify the office. If a student carries school insurance, he/she must request a claim form for any accident in which a doctor or hospital service was necessary. Insurance claim forms may be obtained in the office.

A.S.B. CARDS

Any student enrolled in Prosser High School who chooses to purchase an A.S.B. card shall receive reduction in admission to A.S.B. activities. All sports and activities receiving A.S.B. funds require the student to have an A.S.B. card to be a member of those particular organizations.

ASSEMBLIES

Assemblies are part of the school day and attendance is required. Students may choose to attend a study hall in room 128 instead of attending the assembly. If that choice is made by the student, he/she will not be considered truant. Skipping assemblies will be treated as a truancy. A "freeze room" is provided for students who have lost their assembly privileges. Students must self-report to Rm. 128 or wait in the office for an escort to Rm. 128.

CANE ETIQUETTE

When you see someone with a white cane say hello or continue with your group conversation so that the person can hear that you are there. If you do this then usually they will be able to go around you without coming into contact with you.

- If someone's cane is coming towards you do not attempt to step or jump over it; just stop and let it contact your leg so that the person knows you are there and can walk around you.
- If you are going to hold a door open for someone who is blind or has a visual impairment let them know that you are holding the door.
- If you are going to stop to talk to someone who is blind or has a visual impairment it is polite to tell them who you are first so that they do not have to guess who they are talking to.
- When you are finished with a conversation with someone who is blind or who has a visual impairment let them know you are leaving so that they know to stop talking.

COUNSELING

Counseling services (i.e. academic, college planning, personal wellness) are available for students at Prosser High School. See counseling secretary outside of class time to schedule an appointment.

DANCES

General guidelines for admittance to PHS Dances.

Guest passes are required for all non-PHS students. Request for guest passes **must** be conducted prior to the dance and within the time frames outlined in the school bulletin. **No one below 9th grade will be allowed to attend school dances. No one the age of 21 or over will be allowed to attend school dances.**

Prosser High School Dance Expectations

All Prosser High School and Prosser Falls High School Students are allowed to attend school sponsored dances. Attendance is a privilege, not a right. A team of PHS staff and students has developed the following dance policy to help assure a safe, healthy and respectful environment for everyone in attendance.

- **Dress Code:** The PHS dress code as outlined in the student handbook will be in effect at all dances. In particular, student dress shall not display inappropriate content or allow for indecent exposure of ones body or undergarments. The following exception to the dress code will be granted: formal dresses are allowed to be strapless or supported by spaghetti strings provided they are secure and not exceptionally revealing.
- **Dancing:** Any form of front to back dancing, grinding, freaking, slamming, moshing or other unsafe and sexually suggestive dancing will not be tolerated.
- **Behavior:** PHS school policy on behavior is in effect at all dances. Examples of unacceptable behavior includes: public display of affection, sitting on laps, possession or under the influence of drugs or alcohol, fighting, etc. In

accordance with District policy, school administration reserve the right to conduct searches and breathalyzer students based on reasonable suspicion.

- **Leaving the dance:** Students leaving the dance more than 1 hour prior to the scheduled end of the dance will be required to call home with a supervisor and notify parents of their departure. Students will not be allowed to leave the facility and return unless accompanied by an administrator.

Consequences for dance code violations: Students violating the PHS dance policy and expectations will be subject to normal school corrective action at the discretion of the administrator in charge and in accordance with the PHS student handbook.

Specific consequences for inappropriate dancing: Upon entering a dance, students will be required to wear a wristband. Students dancing inappropriately will be given one warning by a chaperone and the wristband will be removed. Upon a student's second offense, he/she will be asked to leave the dance, the parents will be contacted and a letter outlining the dance code violation will be sent home.

Guest Passes: All guests to PHS dances must be on the guest pass list. Guests must be preapproved by school administration. Guests are subject to the same dance policy and expectations as PHS students.

EARLY DISMISSALS / LATE ARRIVALS AND OFF CAMPUS CLASSES

Early dismissals/late arrivals are reserved for seniors, and will only be granted in exceptional situations related to education or employment. The principal must approve all requests. Early dismissal/late arrival students must be off campus, or in the library (with approval), when their PHS classes are not in session. This also applies to Running Start, Beauty School, Grandview Auto, Careers in Education, Tri-Tech, YV-Tech, etc.

SKYWARD

Parent online access to their student's academic progress in classes is conducted through SKYWARD. Account access information can be obtained in the PHS office.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of our school curriculum. As such, they are an extension of the school day and school discipline will apply.

FINES & FEES OR LOST TEXT BOOKS

Student fines are expected to be paid at the end of each semester. Academic records will not be transferred, nor will diplomas be issued if fines are owed. Students may not walk at graduation if they owe a fine.

Athletes and activities members must pay all fines in order to be eligible to participate in activities, practices, performance or games.

HALLWAY EXPECTATIONS

The halls at PHS are intended for movement of students throughout the building and access to student lockers. During class changes, the halls become very crowded. Students are expected to keep moving and refrain from gathering at lockers, near the water fountains or at intersections. Students needing to talk with someone should find a place out of the main traffic areas. Hallways are not a place for eating. Proper language and behavior is expected at all times.

INSURANCE

A bulletin covering the cost and coverage on the school insurance policies is available for your information. Read the information and instructions very carefully to make sure you and your parents understand the different facets of the insurance before you make a determination of the type of insurance for you.

The school **does not** make claims for insurance companies. The student must secure a claim form provided by the office and contact the company directly or through the doctor being consulted.

LOCKS/LOCKERS

Students supply their own locks for their lockers. Students are responsible for **keeping their lockers locked at all times**. Students are not required to have a locker; sign-ups are voluntary at registration or at any time at the attendance office. If a student does sign up for a locker, he/she is responsible for the locker's condition and contents.

MEDICATION

Parents are encouraged to work with their doctor to arrange for students to take medication during non-school hours when possible. If students need to take medication at school, an Oral Medication Form must be on file along with the

medication in the office. This includes over the counter medication. Only authorized staff may give students medication.

REGISTRATION AND SCHEDULE CHANGES

When enrolling, the student will register for both first and second semester classes. All schedule change requests are to be made within the first ten (10) days of the semester with the counseling office.

Adding or dropping a class: Students who wish to add or drop a class must have an interview with a counselor. For classes which are dropped after ten (10) school days from the beginning of the term, the student must have the teachers' signatures, and exit interview with a counselor and shall receive a grade of "WF" (withdraw F) on their transcript.

TRAFFIC SAFETY EDUCATION

Traffic Safety Education class is offered two times each semester. Sign-up begins two weeks prior to each class. Check the daily bulletin for exact dates. Any further questions, please contact the **main office**.

WINTER DELAY / CLOSURE NOTIFICATION

1. Listen to KZXR, KARY, KONA, or KREW or watch the local Tri Cities TV stations for school closure bulletins.
2. You may also check the District website: <http://www.prosserschools.org/>
3. Sign up for flash alert notification via text and email. (Contact the school for information on this process)
4. Please allow extra time for travel to and from school.
5. If you are absent, please have a parent call.

PLEASE DO NOT CALL THE BUS GARAGE FOR SCHOOL CLOSURE INFORMATION!!!

VISITORS

All visitors must be cleared by administration and must wear a visitor pass. Students are not to bring visitors to school. In general, student visitors will only be allowed if there is an educational purpose to their visit.

Section 3:

SCHOOL RULES

STUDENT CONDUCT GUIDELINES

The staff of Prosser High School cares about our students and wants to provide a wholesome and productive school environment for learning and school activities. To accomplish this, we cannot allow abusive or disruptive behavior. The following are guidelines for consequences that will occur for the listed infractions. The administration reserves the right, based on the seriousness of the violation, to determine the severity of the consequence to be imposed. **This policy is in effect on all school district property at all times: at any off-campus location during the school day, including lunch; in any school district vehicle, and during all school-sponsored activities.**

PROSSER HIGH SCHOOL IS A VIOLENCE FREE, WEAPONS FREE, AND DRUG FREE ZONE. ANY VIOLATION WILL RESULT IN SERIOUS CONSEQUENCES. THE ENVIRONMENT AT PROSSER HIGH SCHOOL MUST BE SAFE FOR ALL STUDENTS AND STAFF.

ATTENDANCE POLICY

Students are expected to attend all assigned classes each day. Excessive absences may impact class/grade level placement and/or secondary credit bearing classes. Teachers will keep a record of absence and tardiness.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles will govern the development and administration of attendance procedures within the district:

1. The following are valid excuses for absences as outlined by WAC 392-400-325:
 1. Participation in a District or school approved activity or instructional program;

- To be excused this absence must have administrative approval and the affected teachers(s) must be notified prior to the absence, unless it is clearly impossible to do so.
- 2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for who the student is legally responsible;
- 3. Family emergency, including, but not limited to, a death or illness in the family;
- 4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction for up to two days;
- 5. Court, judicial proceeding or serving on a jury;
- 6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- 7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- 8. Absence directly related to the student's homeless status;
- 9. Absences related to the deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.101;
 - In order for above items 2-9 to be excused, the parent/guardian is expected to notify the school office on the morning of the absence by phone, email or other written note, and provide the reason for the absence. If no reason is provided with the notification, or if no notification is provided, the parent/guardian will submit a reason via phone, e-mail, doctor's note or other written note upon the student's return to school. Emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absence in the same manner as outlined by parents/guardians above. (In the event of extreme weather conditions, a student's absence due to parent/guardian discretion will be considered and may be excused on a case-by-case basis, following the procedures outlined above.)

Special Note Regarding Medical Confinement or Chronic Conditions:

Students with numerous/repetitive medical absences may be required to provide documentation from a medical professional. For an extended illness or health condition which confines a student to home or the hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her coursework, or if there are major requirements which cannot be accomplished outside of the classroom, the student may be required to take an incomplete, withdraw from the class. For a chronic health condition which interrupts regular attendance, the student may qualify for placement in a limited attendance participation program. The student and his/her parent/guardian will apply to the principal or counselor (or designee) and a limited program will be written following the advice and recommendations of the student's medical advisor and with the approval of the principal (or designee). Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

- 10. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion);
 - As required by law, students who are removed from class(es) as a disciplinary measure or who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom(s).
- 11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon activity, provided that the absence is deemed not to cause a serious adverse effect upon the student's educational process.
 - **To be approved, this type of absence will require a Pre-Arranged Absence form to be completed prior to the absence.**

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

- 2. It is the student's responsibility to request and deliver the makeup work when there is an excused absence. The student must request makeup from the teacher within the guidelines of that teacher's classroom expectations upon his/her return to school. This work must be submitted within a time period which meets that teacher's classroom expectations. **Unexcused absences or truancies cannot** be made up for credit; however, the work shall be given upon student request.

Procedures

- 1. When a student is absent it is the responsibility of the parent and/or student to provide an approved excuse.
 - A. We urge parents to **call** the attendance office (786-2092) **the morning of the absence.** This will relieve office congestion and help students avoid being late to first period classes upon their return to school from an absence. **OR**
 - B. A student shall bring a parent note, explaining the absence, to the attendance office before school on the morning of his/her return. The student shall drop off note in the attendance office and attendance secretary will update attendance information on computer.
 - C. Failing to submit any type of written excuse statement or phone call by the parent/guardian within 48 hours will result in a truancy/unexcused absence.

2. In an effort to keep parents informed, an automated phone call will be made in the evening when a student is marked absent for one or more classes and important attendance related information will be included in grade reports. In addition, parents may expect to receive attendance letters and/or personal contact from teachers, counselors and/or administrators if their student's attendance becomes problematic.

Early Dismissal

Notes for early dismissal for appointments should be presented to the attendance office **before** 7:55 in the morning the day the student plans to leave early. The attendance secretary will give the student an early dismissal slip in order that he/she may be released from class at the appointed time. **The student must sign out through the attendance office before leaving** (see Signing In/Signing Out procedures below).

Illness at School

The office will utilize school emergency form to assist the student. If contact is unsuccessful, the administration will determine course of action. Students **must** check in with the school nurse and **must** check out at the attendance office.

Late Bus

Students arriving to school on a late bus are to report promptly to the attendance office for a late bus pass. Students who present a late bus pass will not be considered tardy.

Signing in/ signing out

No student is to leave school grounds while classes are in session without parental **and** administrative approval. During the school day, any student wishing to leave campus must sign out through the attendance office prior to leaving, and sign in upon returning. **If a student fails to follow proper signing in/out procedures, he/she will be considered truant.**

Prearranged Absence

Students who are planning an absence of more than 3 days must complete a Planned Absence Form at least 3 days prior to their scheduled absence. This form does not assure that the absence is excused, however, completing this form does allow a student to make up missed work even if the absence is deemed unexcused by administration for not meeting the State's guidelines for excused absences.

Unexcused Absences

The following are reasons why absences or tardiness may be unexcused:

1. The parent, guardian or adult/emancipated student submits an excuse that does not meet the definition of an excused absence as defined above;
2. The parent, guardian, or adult/emancipated student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence within 48 hours; or
3. The parent, guardian or adult/emancipated student fails to comply with a more restrictive Attendance Contract.

Truancy

1. A truancy is defined as an absence from all or part of a class or classes without approval.
2. Students who **leave at lunch or during the day and do not return** to classes will be considered **TRUANT, unless** the student follows proper signing out procedures.
3. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence will be subject to the same corrective action that would have occurred had the false excuse not been used. Additional discipline may be imposed for misrepresentation of information to school officials.
4. Students will receive **no credit** for class periods when they have a truancy or an unexcused absence.

Consequences - When students are truant/unexcused, parents will be contacted personally, by an automated phone dialer and/or in writing. Five (5) truancy/unexcused days in one month or 10 truancy/unexcused days throughout the school year could result in a referral to the juvenile truancy court as outlined by compulsory school attendance laws. The natural consequence of absences, of course, is lessened academic performance, possibly resulting in loss of credit in the affected class(s). A student's graduation status could be jeopardized by excessive absences.

Additional Truancy Disciplinary Action Steps:

- | | |
|-----|---|
| 1st | Lunch Detention (one or more) |
| 2nd | Wednesday School/Work Detention (one or more) |
| 3rd | Wednesday School/Work Detention (one or more) |
| 4+ | Administrative determined individualized discipline |

Tardy Guidelines

Entering class after the bell rings is a disruption to the educational process. There are a variety of reasons a student may arrive to class late both excused and unexcused. Regardless, when the bell rings, the teacher's first priority is to get class started without interruption. In order to support timeliness to class and minimize unexcused tardies, **the following consequences will be imposed for the total number of tardies a student has in all classes during a semester.**

Consequences –

Tardy Step 1 = 5 tardies – 2 lunch detentions

Tardy Step 2 = 10 tardies – 3 lunch detentions

Tardy Step 3 = 15 tardies – 5 lunch detentions or 1 Wednesday school detention

Tardy Step 4 = 20 tardies – 5 lunch detentions or 1 Wednesday school detention

Tardy Step 5 = 25+ tardies – Wednesday school detention assigned for remainder of the semester (Failure to show for a Wednesday school detention will result in an out of school suspension).

Timeliness reward – A student who has 20 consecutive days without additional tardies will remain at their current step for tardy discipline.

CHEATING

All students at Prosser High School are expected to be responsible for their own work. Cheating includes: copying another student's paper or copying from an author (plagiarism); copying from a computer source; providing test/homework information to another student; or claiming another student's project or work as your own.

Students who are teacher aides bear an extra responsibility for being honest and trustworthy, so any violation of these ethics by a teacher aide will not be tolerated.

Offense/Consequence (are cumulative in all classes):

1. Handled by classroom teacher with report sent to administration and referral sent home.
2. Handled by administration with probable Detention/Wed. School and referral sent home.
3. Handled by administration – **probable** loss of credit for semester in the class in which the third (3rd) offense occurred; discipline up to and including suspension.

*Any student who cheats as a teacher aide will immediately lose course credit, receive an F and face disciplinary action up to and including suspension from school.

**Severe forms of cheating, i.e., stealing and/or reproducing and selling tests, may be considered exceptional misconduct.

1. Wednesday School/Work Detention.
2. Suspension.

DISRUPTIVE COMMUNICATION / DRAWINGS

Written communication or drawings on personal property, self, or clothing, which promotes gangs, alcohol, drugs, tobacco, etc. is not allowed. This also includes anything which is lewd, obscene, or offensive.

Offense/Consequence: Administrative discipline up to long term suspension

DRESS CODE

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.
- C. Violates any school or district rule or policy.

The responsibility to interpret and enforce the Prosser School District's Policy and Procedures rests with each principal's or designee's professional judgment for his/her school. The decision to allow for temporary exemption from certain guidelines shall be left to the discretion of the administration in situations such as Halloween, Spirit Week or other school-related dress-up days, dances, sports events, etc.

THESE GUIDELINES APPLY TO BOTH MALE & FEMALE STUDENTS

THE FOLLOWING APPLIES TO ALL CATEGORIES: Clothing which may be considered gang-related/violent or which displays inappropriate language, sexual innuendo, or advertisements for drugs/alcohol or tobacco is prohibited. Clothing shall not be revealing or distracting. Undergarments shall not be visible. (This includes, but is not limited to, see-through clothing, any part of a bra, boxer shorts or the elastic waistband of underwear.

TOPS: All students shall wear tops that have sleeves and completely cover the torso (Stomach, chest, shoulders and lower back) at all times. Sheer or see through tops may be worn only when the under clothing layers meet the guidelines for all tops.

PANTS: Dress pants, jeans and athletic pants are acceptable. Sagging, holes/rips/tears (that expose skin above the knee) are not acceptable. No pajama attire is to be worn at school.

SKIRTS & SHORTS: Skirts and shorts shall have no part that is more than 3 inches above the top of the knee cap.

DRESSES: The guidelines for tops and skirts shall also apply to dresses.

SHOES: As a health and safety precaution, students must wear shoes. During recess and/or sports activities students, should wear closed-toe shoes to protect their feet. All appropriate street shoes are allowed including tennis shoes, sandals and other hard-soled shoes. Slippers are prohibited except for medical reasons or for specific short-term foot-related injuries with administrative approval.

ACCESSORIES: As stated in policy 3224 and as procedure: For safety and security reasons, hats of any kind are not permitted to be worn at Prosser High School except during authorized events or activities as approved by administration. All special requests of hats for reasons which are health related should be addressed to the school administration. Spiked jewelry and chains are prohibited.

If the student's dress or grooming is objectionable under these provisions, the principal or designee will work with the student and/or parent to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Violation/Consequence

- 1. Warning
- 2. 1 lunch detention
- 3. 3 lunch detentions

DRUGS / ALCOHOL

The use and possession of alcohol and illicit drugs is illegal, wrong and harmful. While on school property or at any school-sponsored activity, student shall not possess alcohol or drugs, or any substance purported to be such, or drug paraphernalia. Nor shall students consume/use or be under the influence of alcohol or drugs while on school property or at any school sponsored activity. Students may lose lunch privileges for issues including, but not limited to, off campus use of tobacco, drugs, alcohol, or other inappropriate behavior deemed appropriate by the administration.

First Offense

In all cases parents and law enforcement will be contacted.

1. Suspension from all school activities provided by the Associated Student Body (ASB) for three school calendar weeks or 15 days, whichever is greater. The punishment will follow into the next school year if not completed during the current school year. Exemptions to this would be classes that require participation in school activities as part of the goals and expectations of that class. The student's ASB card will be surrendered and held throughout the suspension duration. Students governed by the Student Activities Code will be allowed to participate in practice but will be a spectator at events. The Student Activities Code will be enforced.

AND....

2. Forty-five (45) day out-of-school suspension. Thirty-five(35) days of suspension will be held in abeyance if the student agrees to an assessment by an approved chemical dependency professional and follows the treatment recommendation of that professional. All expenses for the assessment and treatment will be the responsibility of the parent or student.

Second Offense

In all cases parents and law enforcement will be contacted.

1. Suspension from all school activities provided by the ASB or twenty calendar weeks or one hundred school days, whichever is greater. The punishment will follow into the next school year if not completed in the current year. The student's ASB card will be surrendered. Exceptions would be for classes that require participation as part of the goals and expectations for the class. The Student Activities Code will be enforced.

AND....

2. Ninety (90) days out of school suspension. Seventy (70) days of the suspension will be held in abeyance if the student agrees to an assessment by an approved chemical dependency professional and follows the treatment recommendation of that professional. All expenses for the assessment and treatment will be the responsibility of the parent or student.

Third Offense

In all cases parents and law enforcement will be contacted.

Suspension from all school activities for one school year or 180 school days. The punishment will follow into the next school year if not completed during the current year. The student's ASB card will be surrendered. Exceptions would be for classes that require participation as part of the goals and expectations for that class. The Student Activities Code will be enforced.

AND....

1. Expulsion for remainder of the school year with no credit.

CONSEQUENCES FOR TRANSFERRING OR SELLING ALCOHOL OR DRUGS OR SUBSTANCES PURPORTED TO BE SUCH ON OR NEAR THE CAMPUS OR AT SCHOOL SPONSORED ACTIVITIES

In all cases parents will be contacted and law enforcement will be called on-site to take appropriate legal actions.

1. Suspension for remainder of semester or up to 90 days and conference with school administration before re-entry.
2. Expulsion.

Appeals

Appeals will be handled through the Board of Review as per the Activities Code or per WACs and RCWs. Following an appeal to a suspension or expulsion where a student is placed back into school, an exception to the student's suspension from school activities might include involvement where participation is required as part of the goals and expectations of a class. An example would be the participation in the pep band at a school event.

ENDANGERING THE SAFETY OF OTHERS

Purposefully committing acts which endanger others (e.g., throwing dangerous objects, including snowballs, misusing equipment or supplies, or running in crowded areas) is forbidden.

Offense/Consequence:

1. Depending on severity – Up to long-term suspension.

EXCEPTIONAL MISCONDUCT

Exceptional misconduct is misconduct pursuant to WAC 180-420-225 and 260, has occurred on such a frequent basis, is **so serious in nature or is so serious in terms of its disruptive effect on the operation of school(s)** that it

warrants immediate long term suspension or expulsion for a first time offense without resort to other forms of corrective action or punishment.

For Example:

1. Possession of a dangerous weapon/explosives.
2. Gang related activity, group or gang related intimidation or fighting, gang graffiti on school or personal property, gang clothing, language, hand signs or paraphernalia.
3. Repeated defiance of authority.
4. Assault or intimidation of school personnel.
5. Serious assault or intimidation of students.
6. Substantial destruction of school property.
7. Bomb threats or similar acts of terrorism.
8. Consumption, possession of, being under the influence of, or delivery of controlled substance or substances purported to be drugs or alcohol.
9. Creating a serious danger on a bus.

*Students are warned that any reference to the use of knives, guns, bombs, etc., or threats to **kill** another human being will be taken seriously under this policy.

The policy applies to exceptional misconduct on the school property, at school activities regardless of the site, and at any other school campus or activity.

Dangerous Weapons

The possession of, including manufacturing, delivery, disposing of, or furtively carrying with an intent to conceal, any firearm or other dangerous weapon, is prohibited on school property, real or personal, that is owned, rented, or controlled by the district, or at any school sponsored activity. **THE POSSESSION OF A FIREARM, AS DEFINED IN RCW 9.41.010, WILL RESULT IN A MANDATORY ONE (1) YEAR EXPULSION FROM ALL PUBLIC SCHOOLS.**

Dangerous weapons include, but are not limited to: firearms, nunchu-ka sticks, throwing stars, air guns, knives, metal knuckles, slingshots, or other dangerous weapons as defined by RCW 9.41.250. (Reference RCW 9.41.0110-280) In like manner, explosives, firecrackers/fireworks, or any other incendiary devices are prohibited on school property, as stated above or at school-sponsored events. (Reference RCW 9.40.120.9A.48) The use of any device or object for the intent of intimidation, inflicting bodily harm, or property damage will be considered the use of a dangerous weapon. Exceptions include only district authorized events and firearm safety training courses.

Any violation of this section constitutes grounds for expulsion. Where federal, state, county, or local law has been broken, referral to the appropriate authority will be made to possible criminal prosecution.

In addition, each school may enact school regulations regarding pupil conduct. A copy of these regulations is available in each school.

FAILURE TO COMPLY WITH DISCIPLINE OR FAILURE TO COMPLETE DETENTION

Students are expected to comply with assigned discipline. Missed Wednesday School, or missed lunch detention will result in extended consequences to be determined by the school administration.

FAILURE TO IDENTIFY SELF

All students upon request must identify themselves to the proper school authorities while at school or school-sponsored events. Students who fail to correctly identify themselves to a school employee will be considered insubordinate.

Offense/Consequence:

1. Lunch Detention
2. Wednesday School

FIGHT / ASSAULT

Fights/assaults include intentionally causing or attempting to cause physical injury to another person, behaving in such a way as could reasonably cause physical injury to another person, or acting in a manner that would lead a person to reasonably believe a fight is taking place (play fighting). Threats of assault are included in this category.

Offense/Consequence:

1. Counseling, up to 5-day suspension, athletic director notification, and police notification. The suspension may be reduced with successful parent conference with school administration.

2. Counseling, parent conference, up to 10-day suspension, athletic director notification, police notification. The suspension may be reduced with successful parent conference with school administration.
3. Long term suspension, police contact.

ANY STUDENT WHO THREATENS OR ASSAULTS A STAFF MEMBER WILL FACE IMMEDIATE EXPULSION. POLICE WILL BE CONTACTED.

Promoting a Fight/Assault

Any student that **helps instigate/promote** a fight between students contributes to the disruption to the school environment. The promoting of a fight will not be tolerated at PHS.

Offense/Consequence:

1. Up to 2-day suspension and athletic director notification.
2. Up to 5-day suspension and athletic director notification.
3. Up to 10-day suspension and athletic director notification.

FIRE ALARMS / FIRE EXTINGUISHERS

Tampering with fire alarms or fire extinguishers is defined as a criminal act under the laws of the state of Washington. In the interest of safety, life, and property, students are to refrain from tampering in any way with fire alarms and extinguishers.

Offense/Consequence:

1. Short or long term suspension. Law enforcement contacted.
2. Long-term suspension/expulsion. Law enforcement contacted.

FOOD / DRINK IN SCHOOL

Students are not allowed to eat and/or drink in school except during lunch. School or sack lunches are not allowed to be eaten in the hallway as it promotes litter, insects, rodents and non sanitary eating conditions. Students may eat in a classroom under the supervision of staff provided they sufficiently clean up after themselves. Exceptions to this policy would be 1) an activity directly related to a classroom activity or learning celebration 2) Drinks in re-sealable containers if allowed by the supervising teacher.

FORGERY / MISREPRESENTATION

Forgery/misrepresentation includes impersonating a parent/guardian on the phone, signing for a parent/guardian, teacher, or counselor, using another student's ID, or misrepresenting facts to school officials.

Offense/Consequence:

1. 3-hour Wednesday School/Work Detention, parent notification.
2. Short-term suspension.
3. Long-term suspension.

HARASSMENT, INTIMIDATION AND BULLYING

A. Introduction

Pursuant to Prosser School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics which can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. Completion of the reporting form is required as defined in this policy.

B. Definitions

Aggressor - is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation or bullying - is an intentional electronic, written, verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators. Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Filing an Incident Reporting Form – Any student who believes he or she has been the target of unresolved, severe or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe or persistent harassment, intimidation or bullying, as defined in this policy, may report incidents to the principal, designee or supervisor.

INSUBORDINATION

Insubordination is the intentional failure or refusal to comply with the requests of teachers, administrators, or other school personnel.

Offense/Consequence:

1. Parent notification, Wednesday School/Work Detention
2. Short Term Suspension
3. Long Term Suspension.

LITTERING

Students are expected to assist in maintaining a positive school environment by properly disposing of their trash.

Offense/Consequence:

1. Lunch detention
2. Parent notification, Wednesday School/Work Detention

MESSAGES / CLASSROOM PHONES

All telephones in the office and classrooms are business phones and should be used by students for emergencies or attendance matters only. If it is necessary to call between class periods, be sure that you have permission from your next teacher. The office staff will not issue excused tardies for this purpose. Telephone messages for students will be accepted from **parents/guardians only**. Parents/guardians are encouraged not to call students at school except in cases of emergency. In order to use a school telephone, a student must ask a staff member permission for every use. Misuse of telephones will result in discipline or suspension. Misuse of telephones will also be addressed in the district-wide technology procedures.

MEDICATION

Students **may not** administer or carry any type of medication, including over the counter medication. Exceptions to this could include inhalers and epi pens as long as necessary district procedures are followed.

Offense/Consequence:

1. Parent contact
2. Possible discipline or suspension

MISCONDUCT AT ASSEMBLIES / SCHOOL ACTIVITIES

Inappropriate behavior includes, but is not limited to, disruptive behavior, use of profanity, and/or throwing objects.

Offense/Consequence:

1. Warning, referred to administration, and/or removal from activity. Possible Wednesday School/Work Detention, parent notification.
2. Parent notification, Wednesday School/Work Detention, Athletic Director notification, exclusion from assemblies/school activities (i.e. dances, homecoming activities), assignment to "freeze room."
3. Repeated offenses and/or serious offenses will be reviewed by administration with consequences up to and including suspension.
4. Appeal to vice-principal for reinstatement of assembly privileges.

NON-EDUCATIONAL POSSESSIONS

Non-Educational Possessions include such things as laser pointers, PED's, Skateboards, bicycles, etc. The district recommends such items be left at home as they are often times high theft items and have the potential to cause a disruption to the educational environment. As well, the use or possession of playthings such as, but not limited to, water balloons, squirt guns, etc., which tend to disrupt the educational environment, are not permitted.

Skateboards, scooters or roller blades are NOT allowed to be ridden on school grounds at any time. (See Prosser School District Policy #3233, Prohibition of Skateboards/Scooters.) Skateboards may be carried on to school grounds and placed on the skateboard rack or in a locker. These are the only places that skateboards belong. Students need to provide their own lock to secure the skateboard. The school is not liable for lost or stolen skateboards. Any violation or abuse of this privilege will result in the loss of the privilege and possible removal of the skateboard rack.

OPEN CAMPUS / LUNCH / CITY PARK RESTRICTIONS

Open campus is a privilege, not a right. This privilege can be revoked at any time for any reason by the administration or a parent. Freshman are not allowed to leave campus during the first semester. **In accordance with a long standing agreement with the City of Prosser, students are not allowed to be anywhere in the city park from 8:00 am to 2:50 pm unless under the direction of a PHS staff member engaging in a class activity or with direct permission from a PHS administrator.**

PARKING / VEHICLE REGULATIONS

All parking on the campus of Prosser High School is non-reserved parking. Parking is a privilege, not a right, and will be handled by grade level, beginning with seniors. It is our expectation that every student parking on campus be courteous, honest, and respectful and demonstrate a positive response toward parking policies, regulations, and requests.

1. Students must follow the rules listed on the **PHS School Parking Policy**. Parking in the senior lot is restricted to the unmarked spaces (those spaces not identified as staff, visitor, administration, security, motorcycle, etc.).

Prosser High School is not responsible for any impound costs.

1. Vehicles parked in fire lanes, staff or visitor parking, on sidewalks, on the lawn, in designated "no parking" areas, or any area other than student designated parking may be subject to a fine or being impounded at the operator's expense.
2. Failure to operate vehicles in a safe lawful manner on school grounds or adjacent property will result in the loss of campus parking privileges.
3. The Prosser School District is not responsible for damage to, or theft from, vehicles parked on school grounds.
4. The student must possess a valid Washington state driver's license, a valid State of Washington registration, and the minimum state required proof of insurance coverage at all times.

Offense/Consequence:

Steps may be repeated or skipped, depending on seriousness of infraction.

1. Referral to administration – Lunch detention assigned
2. Wednesday School/work/fine or loss of parking privileges.
3. Parent and police contacted, and possible suspension or expulsion. Possible loss of driving privileges.

Negligent driving could result in loss of parking privileges, loss of driving privileges, parent and police notification, and/or suspension or expulsion.

PERSONAL ELECTRONIC DEVICES (PEDS)/CELL PHONES

PEDs include but are not limited to: MP3 players, ipods, ipads, cell phones, laptop computers, video and still cameras, and any combination thereof.

The Prosser School District/High School will not be held responsible for damaged, lost, or stolen PEDs under any circumstances. In such cases, please contact the PHS Security Officer for documentation of all thefts and/or damages. Students who choose to bring PEDs to school must use them in a manner that is respectful and appropriate for the educational setting at all times, regardless of location. Any Prosser School District staff member reserves the right to confiscate a student's PED if its misuse is demonstrated by the student at any time. **Students may use PEDs prior to school, at lunch, after school, and during passing time so long as the use is reasonable, responsible, and not disruptive or offensive to others. The use of devices during class time is only allowed with direct permission from a classroom teacher or other staff member.**

Prosser High School, staff and students use the power of technology in a purposeful and meaningful way to help deepen understanding and demonstrate learning and enhance instruction. Prosser High School's Bring Your Own Device initiative allows staff and students to utilize both school-owned and personally owned internet connected devices (such as laptops, netbooks, tablets, smartphones) that will allow access to resources necessary for teaching and learning under the instruction and direction of a teacher.

We embrace the use of personal and school owned devices in a respectful and responsible manner, in keeping with the District's Internet Use Policy, students and parents will read and acknowledge the Internet Use Policy and Digital Social Contract with their signature.

CONSEQUENCES for violating the PED use policy during class time will be at the discretion of the individual teacher but may include confiscation of the PED. Students will be allowed to retrieve a confiscated device from the office at the end of the day only after completing 30 minutes of work detention. Repeat offenders may be assigned additional discipline and parent contact will be made at the discretion of the administration. Major violations of the Network Use Policy will be handled more severely and may include discipline as well as the loss of all network access.

PROPERTY DAMAGE / VANDALISM AND THEFT

Vandalism is the intentional destruction or defacement of public property or property belonging to others.

Offense/Consequence:

1. Parent notification, Wednesday School/Work Detention, restitution, and possible police notification.
2. Short term suspension, restitution, parent conference, and police notification.
3. Short or long term suspension, restitution, parent conference, and police notification.

Grades or diplomas may be held until restitution is made. Depending upon the nature of the vandalism or theft, the student may be expelled and/or face criminal prosecution.

Repeat Offenses

Any student, who has been suspended **two** times for any reason(s) during any given semester, could be suspended for up to **90 days** if he/she commits any other suspendable offense.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are expected to express affection for one another in an appropriate manner.

Examples:

1. Holding hands while walking down the hall is okay; walking with arms around one another's waist is not.
2. NO KISSING AT ALL!
3. A brief hug of greeting is okay; longer involved contact is not.

Offense/Consequence:

1. Referral to school administration and detention
2. Parent contact, referred to counseling and 3 detentions
3. Wednesday School/Work Detention.

SEARCH AND SEIZURE

School officials may search students without a warrant if the search is based on reasonable suspicion that it will discover evidence of violation of either school rules or the law. If the principal or designee believes that sufficient evidence and/or circumstances exist that would cause a reasonable person to believe that the student has or is

violating a school rule, the students and/or his property may be searched. If a student refuses to be searched, it will be considered insubordination, and the student will be suspended. Drug dogs may be used at any time.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors and visible interiors of student automobiles on school property. The interiors of student vehicles may be searched whenever a school official has reasonable cause or grounds for suspecting or believing that the search will turn up evidence that the individual student(s) has violated or is violating either the law or the rules of the school. Such patrols and searches may be conducted without notice, without student consent, and without a search warrant. Police may be called.

Locker/Desk Storage Area Searches

Student lockers, desks and other storage areas remain the property of the school district and school officials retain the right to inspect lockers, desks or other storage areas assigned to students. School officials have the authority to maintain order and discipline in schools and to protect students from exposure to illegal drugs, weapons, and contraband. No right nor expectation of privacy exists for any student as to school district property, and the school principal, assistant principal, or principal's designee may search all student lockers, desks, and other storage areas at anytime without prior notice and **without reasonable cause or grounds for suspecting or believing that the search will turn up evidence of any particular student's violation of the law or school rule.**

If, and only if, the school official, as the result of the search, develops reasonable cause or grounds for suspecting or believing that an individual student's personal effects (e.g. book bag, backpack, or duffle bag) in any student locker, desk or storage area contain evidence of a student's violation of the law or school rule, the school official may search personal effects.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

TOBACCO

The use or possession of any tobacco product by ANY STUDENT on or adjacent to school grounds or at any school-sponsored activity is prohibited.

Offense/Consequence:

1. **One-day suspension** and interview by a designated intervention specialist. Police, parent/guardian, and athletic director notification.
2. **Three day out of school suspension.** Police, parent/guardian, and athletic director notification. The student must participate in a student support group or smoking cessation class, if available, whichever is recommended by the intervention specialist.
3. **Five day out of school suspension.** Police, parent/guardian, and athletic director notification. The student agrees to participate in a student support group or smoking cessation class, if available, whichever is recommended by the intervention specialist.
4. **Long-term suspension.** Police, parent/guardian, and athletic director notification.

TECHNOLOGY / INTERNET CODE OF CONDUCT

Network and Internet use is limited to those who have returned the appropriate completed consent form associated with SB Policy 2022 and have received approval from the superintendent or designee.

All use of the network must support education and research and be consistent with the mission of the district. These rules apply to student/staff-owned devices as well.

Acceptable network/device use by district students includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately;
- Participation in blogs, wikis, bulletin boards, the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

- Students may only use student owned mobile devices in class with the teachers expressed permission;
- Only the Internet Gateway, provided by the District, may be accessed while on campus.
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

Unacceptable or Illegal network/device use by district students includes but is not limited to:

- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from the technology coordinator or designee;
- Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network
- Violating any state or federal law or municipal ordinances;

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Offense/Consequence (improper use of technology/computers):

1. Loss of computer privileges for 6 weeks.
2. Loss of computer privileges for 3 semesters.
3. Permanent loss of computer privileges.

Depending on the exact nature of the offense, other appropriate consequences could be imposed up to and including suspension or expulsion from school.

VULGAR / ABUSIVE LANGUAGE OR GESTURES

Vulgarity and profanity is NOT allowed. This includes spoken or written language, as well as gestures.

Offense/Consequence:

1. Parent notification, detention and student conference with Vice-principal
2. 3-lunch detentions
3. Wednesday School/Work Detention

VULGAR / ABUSIVE LANGUAGE OR GESTURES DIRECTED TOWARD A STAFF MEMBER

Respect will be shown to staff members. Blatant disrespect will not be tolerated.

Offense/Consequence:

1. Up to 3-day suspension, Parent notification, and student conference with administration
2. Up to 10-day suspension, Parent notification, and student conference with administration
3. Up to Long-term suspension, Parent notification, and student conference with administration

PROCEDURES WITH REGARD TO DISCIPLINE

In the reasonable exercise of authority, school employees may be required to take disciplinary action. The goal of each action shall be to promote more responsible behavior on the part of the student. Any disciplinary action taken shall be in keeping with the maturity of the individual student involved and shall be progressive in nature.

The teacher, principal, or designee shall make every reasonable attempt at an early time, to involve the parent or guardian and the student in the resolution of student discipline problems, including attempts to improve the student's behavior. Rules shall be interpreted to ensure that the optimum learning atmosphere is maintained and that the highest consideration is given to the judgment of qualified educators regarding the conditions necessary to maintain the

optimum learning atmosphere. All staff shall work cooperatively toward consistent enforcement of proper student behavior throughout each school, as well as within each classroom. The staff shall foster cooperation and understanding on the part of parents on the causes and remedies for student discipline problems. Principals are to confer at least annually with certified educators to develop and/or review building disciplinary standards and uniform enforcement of those standards in conforming to the building policy.

Definitions

For the purpose of district's policies relating to corrective action or punishment:

1. **Expulsion** is the exclusion from school or individual classes for an indefinite period. Expulsion may include denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
2. **Suspension** is the exclusion from school or individual classes for a specific period of time, after which the student has the right to return. Suspension may include denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

A suspension is short-term (ten consecutive school days or less). Separate short-time suspensions shall not total more than 5 school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. A student's grades shall not be affected substantially as a result of a short-term suspension.

Suspensions, which exceed 10 consecutive school days, are **long-term** suspensions.

3. **Discipline** constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including expulsion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements so long as all required work is performed.
4. Persons authorized to impose discipline, suspension, or expulsion or emergency removal of students:

Each certificated employee is authorized to impose verbal exhortation, an extended school day in accordance with state regulations, or the withholding of special privileges except denial of attendance provided; however, any student who creates a disruption of the educational process in violation of the building disciplinary standards while under a teacher's immediate supervision may be excluded by the teacher from his/her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first; PROVIDED that, except in emergency circumstances, the teacher shall have first attempted one or more alternative forms of corrective action; PROVIDED FURTHER that in no event, without the consent of the teacher, shall an excluded student be returned during the balance of the class or activity period.

Each certificated employee may impose such other actions in accordance with law short of suspension or expulsion, as the principal or designee shall deem reasonable and appropriate.

The board herewith delegates to the superintendent and/or designee the authority to impose suspension for violation of the rules of the district set forth above as established in accordance with WAC 180-40-225.

The board hereby authorizes the establishment of a student disciplinary board to be called the Board of Review composed of three coaches and/or activities advisors, not to include the coach or advisor of the team or activity whose member is being disciplined, and appointed by the principal and three students appointed by the president of Prosser High School ASB. The assistant principal shall serve as the non-voting chairman of the Board of Review. The purpose of the Board of Review shall be to hear and decide on any student appeals of discipline assigned for infraction of rules established for athletics, ASB officers, drill team, and cheerleaders only.

Principals are to confer at least annually with certificated educators to develop and/or review building disciplinary standards and uniform enforcement of those standards in conformity with district policy.

Limits on discipline:

1. No discipline shall prevent a student from completing a specific grade, subject, or graduation requirements.
2. A student shall not have his/her grade reduced for an excused absence unless class attendance and/or participation are related to approved instructional goal and class attendance and/or participation has been identified by the teacher as a basis for grading, in whole or in part.

GRIEVANCE PROCEDURE

A student or parents/guardian grieving a disciplinary action shall have the right to an informal conference with the principal or designee. The employee whose action is being grieved shall be notified as soon as reasonably possible. School personnel as well as the student or parent/guardian may be questioned at the conference. On two school days notice after that meeting, the student, parent, or guardian can present a grievance to the superintendent or designee. If not resolved in two school days, the grievance may be taken to the board at its next regular meeting.

The board shall notify the grievant of its response within ten days thereafter. Discipline shall continue regardless of pursuit of the grievance procedure unless the principal or designee elects to postpone it.

GENERAL RULES ON SUSPENSION AND EXPULSION

Short-term or long-term suspension may be imposed by the school district as the nature and circumstances of the violation warrant. Disciplinary and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances. Neither short-term nor long-term suspensions shall be established as the punishment for a student's first offense, other than for offenses involving exceptional misconduct, as defined below. The Prosser School District may immediately resort to a short-term or long-term suspension (as the nature and circumstances of the violation warrant) in cases involving exceptional misconduct. Disciplinary and hearing officers may grant exceptions in cases involving extenuating and/or exceptional circumstances, notwithstanding the fact prior punishment has not imposed upon the student(s) involved.

SHORT-TERM SUSPENSION RULES

Short-term suspension is authorized if circumstances reasonably warrant it; however, it is not to be imposed unless other corrective action to modify the student's behavior has previously been imposed upon the student as a consequence of misconduct of the same nature, other than for offenses involving exceptional misconduct, as defined in General Rules on Suspension and Expulsions. Before suspension, conference shall be conducted where the student shall be given notice of the alleged misconduct and the violation with an explanation of the evidence and the corrective action that may be imposed, the student will then be given an opportunity to explain. In the event that a short-term suspension is to exceed one calendar day, the parents or guardians are to be notified of the reasons for, and the duration of, the suspension and that suspension may possibly be reduced as a result of the conference. If suspension is considered in whole or part because of unexcused absence, WAC 180-40-245(3) is to be consulted prior to action.

The suspension reason shall be reported to the superintendent or designee within 24 hours of the suspension. The grievance shall be set out in Grievance Procedure section above. The suspension shall continue regardless of the pursuit of the grievance procedure unless the principal or designee elects to postpone it. The makeup of assignments and tests upon the return shall be allowed if such assignments and tests would prevent the student from receiving credit. No student shall be subjected to short-term suspension for more than five consecutive school days or a total of more than 15 days in a single semester or 10 days during a single trimester.

Any student can apply for readmission at any time by application for readmission to the principal in writing. Should the principal or designee fail to grant the readmission within one school day after receipt of said application for readmission, the student may apply in writing to the superintendent of schools for such re-admission. The superintendent or designee shall pass on said application for readmission as soon as reasonably practicable.

LONG-TERM SUSPENSION RULES

Long-term suspension is authorized, if circumstances reasonably warrant it; however, it is not to be imposed unless other corrective action to modify the student's behavior has previously been imposed upon the student as a consequence of misconduct of the same nature, other than for offenses involving exceptional misconduct, as defined in General Rules on Suspensions and Expulsion. Before suspension, written notice of an opportunity for hearing shall be delivered in accordance with WAC 180-40-265. In the event a request for hearing is received pursuant to WAC 180-40-265 within the three business days, the matter will proceed to a formal hearing in accordance with WAC 180-40-270. The hearing will be conducted by the superintendent or designee. No single suspension shall be imposed in a manner that causes the student to lose grades or credit in excess of one semester or trimester during the same school year. Any student can apply for readmission in the same manner and with the same person, as in the case of short-term suspensions. Suspensions for students K-5 shall be in accordance with WAC 180-40-260(4). All long-term suspensions and reasons shall be reported in writing to the superintendent or designee within 24 hours.

EXPULSION

A student may be expelled for violation of school rules adopted pursuant to WAC 180-40-225 if the nature of the violation reasonably warrants such action. No student shall be expelled unless other forms of corrective action have failed to modify his/her conduct or unless there is good reason to believe such action would fail if imposed. Before expulsion, written notice of an opportunity for hearing shall be delivered in accordance with WAC 180-40-285. In the event a request for hearing is received pursuant to WAC 180-40-280 within the required three days, the matter will proceed to a formal hearing in accordance with WAC 180-40-285. Expelled students will be brought to the attention of the juvenile authorities and Department of Social and Health Services in order that such authorities may address the student's personal needs. Any student may apply for readmission at any time in the manner and to the same persons

as in the case of short-term suspension. All expulsions and the reasons therefore shall be reported in writing to the superintendent/designee within 24 hours.

Attendance in Reference to Short/Long-Term Suspension and Expulsion

No student required to attend school shall be subject to an expulsion by reason, in whole or in part, of one or more unexcused absences unless the school has first imposed alternate punishment designed to modify the student's conduct and follows the requirements as set forth in WAC 180-40-275(3).

Make Up Work

Students will be given one week of work at a time. When that is completed and returned to the school/teacher, then additional work will be prepared.

EMERGENCY REMOVAL

Notwithstanding any other rule of the district, a student can always be removed immediately from a class or activity by a certificated teacher or administrator and sent to the principal or designated school authority if the teacher or administrator has good reasons to believe the student's presence poses an immediate and continuing danger to the student, other students, or school personnel; or, if the student is believed to be an immediate, continuing threat of substantial disruption of the student's class or activity. The removal shall cease when the threat ceases, or when discipline or short-term suspension is imposed, or long-term suspension or expulsion is initiated, or an emergency expulsion is imposed. The principal or school authority shall meet with the student as soon as reasonably possible following removal (in no event beyond the commencement of the next school day) and take appropriate action. Before the student returns, the person who removed the student shall be informed.

EMERGENCY EXPULSION

Notwithstanding any other rule of the district, a student may be expelled immediately by administration in an emergency if that party has good and sufficient reason to believe the student's presence imposes an immediate and present danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption to the educational process. Notice shall be delivered to the student and parent or guardian in accordance with WAC 180-40-300. In the event a request for hearing is received pursuant to WAC 180-40-300 within the required 10 days, the matter shall proceed to formal hearing in accordance with WAC 180-40-305. An emergency expulsion shall continue until rescinded by the superintendent or designee or until modified or reversed upon hearing or appeal.

APPEALS IN LONG-TERM SUSPENSION AND EXPULSION CASES

Appeals from decisions entered in long-term suspension and expulsion cases shall be in accordance with WAC 180-40-310. If a written appeal is not taken to the board within the required 3 school days, the suspension or expulsion decided upon may be imposed as of the calendar day following the 3rd school day.

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

1. A long-term suspension or non-emergency expulsion may be imposed during the appeal period subject to the following conditions and limitations.
2. An emergency expulsion may be continued during the appeal period for so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process of the student's school.

AUTHORITY

The legal authority for this is RCW 28A.305.160 and WAC 180-40. To the extent any provision of the policy is incomplete or conflicting with RCW 28A.305.160 and WAC 180-40, the statutory provisions shall prevail.

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