

COLLEGE PLACE HIGH SCHOOL



Student – Parent Handbook 2018-2019

ACTIVITIES

ASB

- ASB (Associated Student Body) = all College Place High School students.
- ASB cards are identification cards if purchased with the CPHS endorsement/stamp may also act as a pass to gain entry to all athletic events, with the exception of post-season play.
- ASB cards can be purchased throughout the year.
- All students participating in extracurricular school sponsored Activities/Athletics must purchase an ASB card.

ASB GOVERNMENT

- ASB Government = students who are elected into office by their peers who attend CPHS, and who assume great responsibility in the organizing of their high school activities
- ASB Officers and Leadership class students act as a link between the student body and administration. They speak on behalf of the student body where problems or questions arising from either the students or the administration/staff can be presented for discussion and consideration
- All elected ASB officials are required to take a full year of ASB/Student Government class

BULLETINS AND ANNOUNCEMENTS

A weekly activity bulletin is published every Friday morning for the upcoming week. All items to be included are taken from the Activity Calendar. Announcements will be broadcasted by the ASB/Leadership/Media Communication class during end of the first block. Announcements made regarding school activities must be approved, in writing, by the responsible teacher and/or advisor.

SCHOOL DANCES/OTHER

Dances sponsored by College Place High School are intended for the enjoyment of CPHS students only and are considered a privilege. A student wishing to bring a non-CPHS student must have their guest pre-approved by the school's administrator or designee at least three (3) days prior to the dance. Non-CPHS students must be under the age of 21. No pre-high students will be allowed to attend CPHS dances. Students will not be permitted to enter the dance one hour before the dance ends. Once a student leaves the facility they will not be readmitted to the event. School approved attire, behavior, and dancing is required at all times.

STUDENT PARTICIPATION AND ELIGIBILITY IN CO-CURRICULAR ACTIVITIES

- Students on suspension or who have an unexcused absence from school for one or more classes the day of a school activity and who are involved in a co-curricular activity in which they are scheduled to take part, will not be allowed to participate in that activity. This policy affects all co-curricular practices and activities and students involved in them, i.e. sports, drama, music, debate, cheerleading, etc.
 - Exceptions will be made for verified medical appointments or school-related absences or other cases pre-arranged through a building administrator.
- An athlete must be earning at least a "C-" in all subjects during the current season in order to be eligible to participate in athletic competition. Ineligible students must attend after school Academic Lab, Monday-Thursday, until all grades are restored to a "C-" or above.
- To participate in co-curricular activities, students must be a member of the ASB and pay the ASB fee as well as any applicable fees related to activities. For additional information, refer to College Place School District Athletic Policy Manual.
- Grade Checks will occur bi-weekly by the Activities Coordinator on Thursday morning. The students will receive a letter explaining why they are on academic probation and how they can correct the matter in an

efficient process. Student Athletes finding themselves on Academic Probation MUST report to the Academic Lab M-Th until eligibility is restored, plus Student Athletes have one week to become eligible before Academic Lab becomes a mandatory daily event from 3 PM – 4 PM. At 4PM, the student athlete can attend practice, but they may not compete in athletic contests, dress in the school sponsored uniform, and/or travel with the team during off campus events.

- CPHS administration reserves the right to suspend a CPHS student from participation in any extracurricular activity sponsored by College Place Public Schools. Parent notification will occur as soon as reasonably possible.

GUIDANCE & COUNSELING

ACADEMIC ASSISTANCE

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions by arranging a conference with the teacher before or after school or at a time convenient to both during the day. Students may also take advantage of the following for academic assistance:

Teacher Contact Time, 7:30-7:55 a.m. (Monday - Thursday) 8:50 – 9:15 a.m. on Fridays, is a time teachers are available for students to come to their classroom to receive additional help. Teachers can require students who need extra support or those who are failing or near failing a class to attend Contact Time on a specific day and time subject to teacher discretion.

Academic Lab:

7:30 – 8:00	(Monday - Thursday)
12:20 – 12:50	(Monday–Thursday)
3:00 – 4:00	(Monday–Thursday)

Students will meet in Room 236 and will be staffed with GEAR UP and/or Pathway tutors.

**These times may change according to the building needs.

Summer School – The College Place School District may offer a summer school program for high school students in core subject areas. Classes begin in mid-June and run through July.

GUIDANCE TEAM

The Guidance Team at CPHS consists of one School Counselor and Pathway Specialist support for each grade level. Together the Guidance Team provides 5th Year Plan/Pathway guidance via the CPHS advisory program and through individual academic support. The School Counselor coordinates services for students on social and emotional levels. Guidance Team offices are located in Hawk Haven where students can visit at any time. Guardians wishing to seek support from the Guidance Team can email or call the main office to get in touch with the School Counselor or a Pathway Specialist.

STUDENT LED CONFERENCES

Students will prepare to share progress toward their 5th Year/Pathway goals during Student Led Conferences. Student preparation will occur during the CPHS advisory program. Student Led Conferences will take place twice per year and 100% guardian participation is strongly encouraged.

SCHEDULE CHANGES

The Guidance Team works hard to ensure schedules best meet student needs and reflect their progress toward graduation and 5th Year Plan/Pathway. Due to master schedule constraints, some course combinations are not feasible. To discuss scheduling questions, students and guardians can visit the School Counselor or can make an appointment by emailing a member of the Guidance Team.

STUDENT EXPECTATIONS

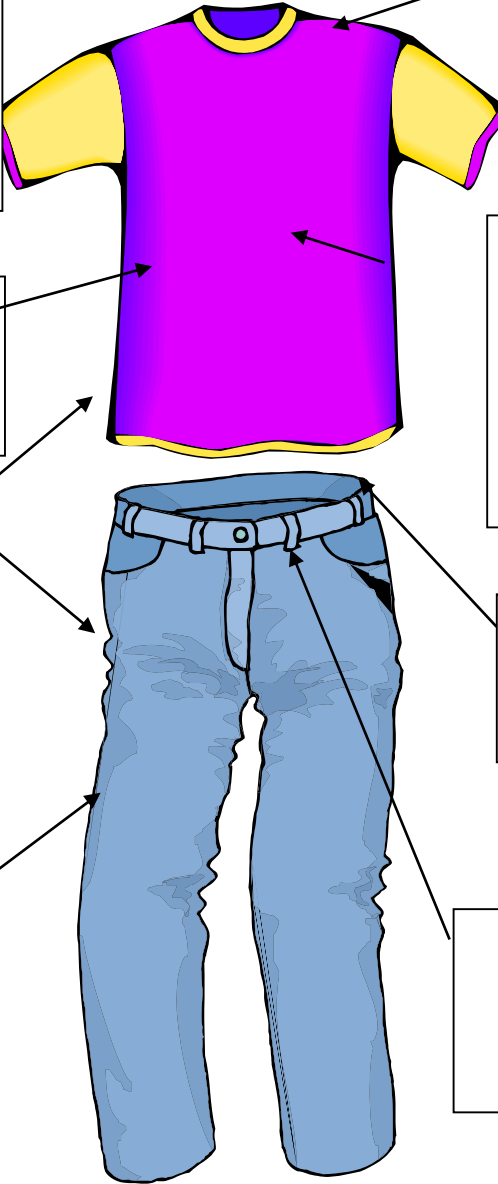
DRESS CODE (Board Policy 3224) **

Clothing should not be a distraction. Students should come to school well-groomed and appropriately dressed. Students will be sent to the office for dress code issues.

1. Student clothing must not advertise or relate to gangs (gang related clothing and jewelry), alcohol, tobacco, drugs, profanity, or sex.
2. Sunglasses, hats and hoods are not to be worn inside of the building.
3. Pants must stay at waist line without having to be held and not be excessively long, undergarments must be covered.
4. Shirts must be long enough to tuck in (undergarments and midriffs must be covered).
5. Necklines should be modest with no exposed cleavage.
6. Belts should be in the belt loops with no hanging straps.
7. Chains are not allowed.
8. Even when hot, mesh or see through fabric, thin straps, halter tops or crop tops are inappropriate school attire. Straps must be a minimum of two (2) inches in width.
9. Shorts and skirts must be at least as long as one's arms to fingertips when standing.
10. No pajamas.
11. Clothes can be neither too loose nor too tight.
12. Shoes must be worn at all times.
13. Students dressed inappropriately will be sent to the office to locate appropriate clothing or will be allowed to call home for replacement attire. Parents will be contacted by administration.
14. High school only: No jerseys other than CPHS clothing. Exception: Administration approval.
15. High school: Failure to adhere to any portion of this dress code, will result in progressive discipline.

**Subject to the Principal's discretion.

Dress Code



Hats/Hoods: Off when inside the buildings
Sunglasses: Off when inside. No bandanas (rags) are permitted.

Advertisements/Art: No gang, alcohol, tobacco, drugs, profanity, tasteless, or sexually suggestive graphics allowed.

Clothing: Clothing that is too tight or too loose is not allowed. Exposure of undergarments is not permitted. No excessive torn or ripped clothing or holes that reveal skin.

Pants: Worn at the waist. No sagging or bagging. No pajamas. No excessive length
Shorts and Skirts: Nothing shorter than fingertip length.

Shoes: Shoes must be worn at all times

Shirt Necklines: Shirt necklines must be modest. No low cut necklines that inappropriately expose the cleavage.

Shirts: Shirts must have sleeves. No thin straps, halter tops, or crop tops. Sleeveless shirts are allowed. Tank top strap width must be 2 inches wide. Mesh fabric is not permitted.

Shirt Length: Shirts must be "tuckable". Midriff must not be seen.

Belts: Belts must be worn in loops. No hanging straps.
Chains: Chains or hanging web belts are not allowed.

CLOTHING AT SCHOOL: Students should come to school well-groomed and appropriately dressed. Student clothing must not advertise or relate to gangs (gang related clothing and jewelry), alcohol, tobacco, drugs, profanity, or sex. Sunglasses, hats and hoods are for wearing outside. Pants must stay up without having to be held and not be excessively long. Shirts must be long enough to tuck in and at least reach the top of pants (undergarments and midriffs are covered). Necklines should cover a person's cleavage. Belts should be in the belt loops with no hanging straps. Chains are not allowed. Even when hot, mesh fabric, thin straps, halter tops or crop tops are inappropriate school attire. Shorts and skirts must be at least as long as one's arms to fingertips when standing. No pajamas. Clothes can be neither too loose nor too tight. Shoes must be worn at all times. Students dressed inappropriately will be sent to the office to locate appropriate clothing or allowed to call home for replacement attire.

HALL PASS

Any student out of class must have a valid hall pass provided by the teacher.

SPORT LOCKERS

Each student athlete and physical education participant may be, upon student request, issued a locker. Students are expected to keep belongings in their own lockers and report locker problems to the office. It is a student's responsibility to keep the locker combination secret. To avoid the potential for loss of property, only lockers assigned by the teacher/coach are to be used. All lockers are to be cleaned and emptied at the designated time the last week of a trimester. CPHS will not be responsible for items abandoned in lockers. As school property, lockers may be searched at any time with or without notice.

STUDENT DRIVERS

College Place High School recognizes the right for students 16 years of age or older to obtain a Washington state driver's license. College Place High School reserves the right to determine the guidelines for which a CPHS student with a valid Washington state driver's license can park a vehicle on College Place High School campus. In order to park a vehicle a student must:

1. Remain in good academic standing at CPHS, "hold a C- or better average in all classes enrolled in". This is consistent with our athletic policy. This includes any off campus educational opportunities.
2. All fines and fees are paid in full or progress towards completing full payment has been approved by administration.
3. All students must park in their designated parking space; parking in any other spot without authorization may result in vehicle being towed at owner's expense or loss of parking privilege for a duration determined by administration, or both.
4. Must provide valid Washington drivers license, current registration, and proof of insurance. Any out of state documentation must be approved by administration.

College Place High School reserves the right to revoke a student parking permits for any of but not limited to the following:

- Discipline issues deemed serious by administration
- Reckless or inappropriate driving on campus
- Sticker, decals, emblems, or wording of any type displayed on the vehicle that is determined offensive by the administration.

Violators may be towed at the expense of the owner of the vehicle and loss of parking privileges.

OPEN CAMPUS

Student who are a junior or senior cohort will be allowed off campus for academic opportunities and during the student's lunch period only. For off campus opportunities students must sign in and out of the office. For a junior/senior to be eligible to park a vehicle at CPHS they must comply with the same eligibility status of a C- as for extracurricular events. Students are not allowed to loiter in the parking lot during the school day with the exception of arriving and leaving school. No freshman or sophomore may leave campus or accompany any eligible junior/senior off campus during lunch; violators may lose their parking privilege at CPHS and all parties subject to progressive discipline.

TELEPHONE/ELECTRONIC DEVICE

A phone is available in the main office and classrooms for student use.

Any Electronic devices may be turned on and operated during the following times only: before and after regular school day, breaks between class periods, and during the student's lunch break. No student use of electronic devices may be permitted on campus during class time unless authorized by the teacher and be directly related to the curriculum. Students in violation of this shall be subject to the following discipline

1st Offense: Teacher will take the phone for the remainder of the period.

2nd Offense: Teacher will take the phone to be stored in the office until the end of the school day.

3rd Offense: Teacher will take the phone to be stored in the office until a parent/guardian comes to retrieve the phone.

Teacher will log each discipline event into Skyward.

STUDENT GRADES

ACADEMIC PROGRESS/SKYWARD

The College Place High School staff believes it is important to keep open lines of communication with parents regarding student grades. Our goal is to provide accurate, up-to-date academic information to parents. At any time during the trimester, current grades for each class are available on-line. Family Access will be provided to all approved parents/guardians to facilitate access to the online grade information. Parents and students are encouraged to contact their assigned teachers and/or counselors regarding academic progress at any time. Teachers will contact parents of students with failing grades.

GRADE REPORTING PROCEDURES

Final grades are issued at the end of each trimester. Parents/guardians may request a printout of current grades at any time. Grade reports may be sent out at various intervals. Grading policies for each course will be discussed with students and be based on mastery of curriculum standards. Credits are granted only for final trimester grades. Parents/guardians of students not meeting grade standards will be notified by teachers through confirmed two way communication.

Parents of any students with an (F):

- Parents will be contacted by the teacher via phone conversation to alert them to their student's status within our grade check time frame.
- Following phone conversation alerting parents of failing grade teachers will contact pathway specialists to assist in remediation.

UNEXCUSED ABSENCES

At College Place High School and as a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the natural consequences of his/her truancy. Students are defined as tardy to class once the bell rings and student is not prepared for the learning experience of the classroom. A student who is not present in class will be marked as absent in Skyward by the teacher within the first fifteen minutes of class beginning. An absence may be changed by the student presenting an authentic pass from another teacher or the CPHS's main office.

Examples of an unexcused absence (truancies) or lack of compliance may include:

1. Is absent without the knowledge and consent of a parent; or
2. Falsifies parental notification.
3. Leaves school without checking out in the attendance office.
4. Is absent from class without permission of that class teacher.

5. Obtains a pass to go to a certain place and does not report there.
6. Becomes ill and goes home or stays out of class without reporting to the office.
7. Fails to attend a scheduled school event.
8. Is absent from class after once arriving on campus without the knowledge and consent of the school.

Absences not cleared with a note upon return or pre-notification by parent/guardian via phone will be documented as unexcused and the parent/guardian will be notified. All unexcused absences will result in the student receiving disciplinary consequences as defined in this section. Missing a class is considered to be truant or lack of compliance, the following progressive discipline steps will be applied:

- Tardiness;
- 1st Offense – Lunch detention
- 2nd Offense – Lunch detention
- 3rd Offense – Parent/guardian contact and lunch detention
- 4th Offense and over – Additional administrative action

(The timing of detention will be determined by staff)

DISCIPLINE

Students shall comply with all rules and regulations set forth herein. Failure to do so shall be cause for Disciplinary action as described below. The following rules identify, but do not limit, the types of activities' covered by the school district regulations.

The rules shall be enforced by school administrators/staff:

1. On the school grounds at anytime
2. Off-campus activity, function, or event
3. Off the school grounds if the actions of the student materially and substantially disrupt the educational process; this would include all electronic communication

When a student is on an out-of-school suspension and/or expulsion, **the student is not permitted to be on campus without permission from an administrator**, nor allowed to participate in any co-curricular or other school-related activities.

CHEATING/COPYING/DISHONESTY/ FORGERY OF SCHOOL DOCUMENTS/PLAGIARISM

Plagiarism is the use of another person's work (this could be his or her words, products, or ideas) for personal advantage, without proper acknowledgement of the original work. Most often the phrase is used to denote deliberate intent of passing it off as one's own work. Subject to Progressive Discipline.

DRUGS/ALCOHOL

If College Place High School suspects, based on reasonable suspicion, that a student is under the influence of either drugs or alcohol, CPHS reserves the right to investigate by use of appropriate testing (urinalysis or blood test for illegal drugs, breathalyzer for alcohol). CPHS recognizes that these tests cannot be forced upon students, therefore a student who is found by reasonable suspicion to be under the influence of drugs or alcohol will be given the choice between the appropriate test and a long term suspension.

The use and/or possession of illicit drugs, alcohol, and related paraphernalia are not permitted. No student shall possess, use, transmit, or attempt to possess, use, transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate, or opiate.
2. Alcohol or any alcoholic beverage.
3. Any abuse-able glue, aerosol, paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

“Use” means a student has smoked, ingested, injected, imbibed, absorbed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means any evidence of use, but the student need not be legally intoxicated.

1st Offense per year: 45 to 5

The building administrator will notify parents/guardians that their student has been suspended for **45 days** during a scheduled conference within five days of the incident. At the conference, the student will be given an opportunity for a drug-alcohol assessment as explained by the administrator. The long term suspension may be reduced if the student agrees to enrollment in a school approved drug diversion program, which would lessen the suspension to **five days**. This may include an initial medical test to determine levels of use. Additional medical tests may be required to be sure that there is no more substance use. All costs of medical tests will be incurred by the parent/guardian. This option is not available to students caught selling/transmitting any substances described above.

The administrator and drug/alcohol counselor may propose one or more of the following:

1. Further assessment interviews with a drug/alcohol counselor;
2. Student contract for specific changes in behavior, monitored through regular meetings between the student and a counselor or administrator;
3. Attendance at assigned services for Alcohol/Tobacco/Drug Education;
4. Satisfactory completion of an in-school educational support group;
5. Referral to primary treatment for chemical dependency through a community-based residential facility or an intensive outpatient program;
6. Involvement in other community services

Failure to comply all requirements of the diversion program will result in suspension for the balance of the original 45 day suspension.

2nd Offense: Expulsion

FIGHTING

Mutual physical combat

1st Offense per Year – Immediate short-term suspension up to five days

2nd Offense per Year – Immediate long-term suspension or expulsion (to the end of the grading period)

HARASSMENT, INTIMIDATION AND BULLYING

“Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, including but not limited to, one shown to be motivated by any characteristic in RCW 9A.365.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, including written, verbal, physical acts, and those transmitted electronically. These acts are prohibited and subject to progressive discipline and/or legal action.

MAJOR MISCONDUCT

Any act which causes a serious threat to the health, safety, or welfare of the students or staff or causes a serious disruption to the educational process would be considered “exceptional misconduct” and may result in immediate imposition of the long-term suspension, emergency expulsion, or expulsion. These acts may include, **but are not limited to:**

1. Possession and/or use of firearms, explosives, dangerous or illegal weapons such as, but not limited to, knives, martial arts weapons, tear gas or mace, pellet/BB guns, etc.
2. Assault of staff or students in the form of violence, physical threats, verbal abuse or intimidation with any item used as a dangerous weapon
3. Arson
4. Theft or damage of property
5. Sale, use, possession, or being under the influence of drugs, alcohol, or other controlled substance
6. Any other criminal behavior
7. Harassment, intimidation, and bullying on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation, or disability are prohibited. Acts that violate district policies and school rules and regulations shall be cause for disciplinary action, which may include: exceptional misconduct, suspension, or expulsion.

PRESCRIPTION DRUGS

Prescription drugs cannot be brought to school unless they are brought by a parent/guardian to the main office where they will be stored in a safe location with the exception of inhalers/epinephrine devices. Written permission/directions for the administration of such medication must be signed by both the parent/guardian and the prescribing doctor and cleared with health services.

PROGRESSIVE DISCIPLINE

For a number of minor school policy infractions, the normal procedure for progressive discipline will be as follows:

Level I - Warning/In-School Detention

Level II - In-School Detention; Parent/guardian conference

Level III - Additional discipline at administrative discretion based on the number and nature of occurrences

STUDENT TOBACCO USE

Tobacco use of any kind is not allowed and will not be tolerated in the buildings or on the campus of College Place High School or visible from College Place High School. In accordance with state law, the College Place School District (and all school districts) must be tobacco free. Any use or possession of tobacco products or imitation tobacco products on campus of our high school is prohibited. This includes e-cigarettes or any other tobacco substitutes. Additionally, students using nicotine patches need to follow procedures like any other medical prescription. Progressive discipline for the use and/or possession of tobacco products will be administered as outlined below. Students are prohibited from tobacco use at all school related activities.

Use and/or Possession of Tobacco Products

- 1st Offense per Year – 3 day short-term suspension (this can be reduced to one day if the student agrees to attend an approved intervention).
- 2nd Offense per Year – 3 day suspension.
- 3rd Offense per Year – 5 day short-term suspension.
- 4th Offense per Year – Long-term suspension up to 12 weeks of expulsion.

District Addendum

DISTRICT POLICIES AND STATE REGULATIONS

The following Board Policies referenced in the handbook are summaries.

For complete Board Policies visit our Web Page at www.epps.org

Policy 3120	Enrollment.....
Policy 4218	Language Access Plan.....
Policy 3231	Student Records
Policy 4040	Public Disclosure to District
Policy 3126	Child Custody
Policy 3115	Homeless Students: Enrollment Rights and Services
Policy 3116	Students in Out of Home Care
Policy 3224	Student Dress
Policy 3200	Rights and Responsibilities
Policy 3210	Nondiscrimination.....
Policy 3210P	Nondiscrimination Complaint Procedure
Policy 3205	Sexual Harassment of Students Prohibited
Policy 3205P	Sexual Harassment of Students Prohibited Procedure
Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
Policy 3207P	Prohibition of Harassment, Intimidation, and Bullying
Policy 5253	Professional Staff and Student Boundaries
Policy 3126	Child Custody
Policy 3124	Removal of Students during School Hours.....
Policy 4200	Safe and Orderly Learning Environment
Policy 5201	Drug Free Schools, Community, and Workplace
Policy 4215	Use of Tobacco, Nicotine Products, and Delivery Devices
Policy 4210	Regulations of Dangerous Weapons in School.....
Policy 2421	Promotion and Retention and Acceleration of Pupils
Policy 2421P	Promotion and Retention and Acceleration of Pupils.....
Policy 3122	Excused and Unexcused Absences
Policy 3122P	Excused and Unexcused Absences
Policy 3110	Qualification of Attendance Placement
Policy 3241	Classroom Management, Corrective Actions and Punishment.....
Policy 3413	Student Immunizations and Life-Threatening Health Conditions
Policy 3416	Medications at School
Policy 2161	Special Education and Related Policies for Eligible Students
Policy 2110	Transitional Bilingual Instruction
Policy 2190	Highly Capable Programs
Policy 2170	Career and Technical Education
Policy 2108	Remediation Programs.....
Policy 4130	Title I Parent Involvement
Policy 3242	Closed Campus
Policy 3520	Student Fines, Fee, and Charges
Policy 3240	Student Conduct Expectations and Reasonable Sanctions

DISTRICT INFORMATION AND POLICIES

Enrollment (Policy 3120)

A district may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements.

Student Registration

Before the beginning of each new school year, College Place School District requires the completion of On-line Registration for each student returning to College Place Public Schools. Parents or Guardians must complete the on-line registration process before each student is considered **enrolled** for the current year and is assigned a teacher or schedule. . Please watch for the registration fair -in August of each year. The Fair is open to all grade levels and will assist new parents registering their students for the first time and, returning parents so they may get a jump start on their back-to-school responsibilities.

Language Access (Policy 4218)

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and parents with limited English proficiency (LEP) free of charge. To that end, the Board of Directors requires the District to implement and maintain a language access plan tailored to the District's current LEP parent population. The District will seek to accurately identify LEP parents and where reasonably possible provide them information in a language they can understand. The District will take reasonable steps to provide LEP parents competent oral interpretation of materials or information significant to their student's education

Student Records (Policy 3231)

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students will be treated in a confidential and professional manner. Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible.

Public Disclosure of Public Records (Policy 4040)

To request records contact:

Julie James, Director of Business and Finance.
1755 S College Ave
College Place, WA 99324
jjames@cpps.org

SAFETY

Homeless Students (Policy 3115)

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

Students in Out of Home Care (Policy 3116)

The board recognizes that students in out-of-home or foster care, experience mobility in and out of these care systems and from one home placement to another that disrupts their education, thereby creating barriers to academic success and on-time graduation. Through collaboration with state, local, and/or tribal child welfare agencies, the district will strive to minimize or eliminate educational barriers for students in out-of-home care, particularly with regard to enrollment, transfer of student records, and transportation to their school of origin.

Dress Code (Policy 3224) **

Clothing should not be a distraction. Students should come to school well-groomed and appropriately dressed. Students will be sent to the office for dress code issues.

**Subject to the Principal's discretion.

Rights and Responsibilities (Policy 3200)

All students who attend the district's schools will comply with the written policies, rules and regulations of the schools, will pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine. See Policies 3240 and 3241.

Nondiscrimination, Harassment, Intimidation and Bullying (Policies 3210, 3205 and 3207)

The district is committed to provide equal educational opportunity and treatment for all students in all aspects of the academic and activity programs; Free of discrimination, harassment, sexual harassment, intimidation and bullying. Please see the District website, www.cpps.org, for more information about Board Policy 3210, 3210P, 3205, 3205P 3207 and 3207P.

Professional Staff and Student Boundaries (Policy 5253)

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

Custody/Protection Orders (Policy 3126)

The school board presumes that the person who enrolls a student in school is the residential parent of the student. Further, the Board presumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. In cases involving court-ordered custody or restrictions to access to children, it is the responsibility of the parent/guardian to provide the school office with legal paperwork showing the current restrictions.

Removal of Student During School Hours (Policy 3124)

Students must be signed out of school at the front desk and will be called down to the office by the office staff. A student will be released to the residential parent or the nonresidential parent, unless the residential parent provides the school with a certified copy of a court order restricting and/or prohibiting the student's contact with the nonresidential parent. When in doubt as to who has custodial rights, the school district will rely on enrollment records. Parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information regarding custodial rights.

Safe and Orderly Learning Environment (Policy 4200)

All visitors are required to check into the office upon entering a school building. All entrances must be posted. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office. A visitor's badge should be worn conspicuously. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff about what to do if a non-custodial parent shows up demanding to meet with the teacher of his/her child; visit with his/her child; or remove his/her child from the school premises. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Tobacco, Alcohol, Drugs (Policies 5201 and 4215)

College Place Schools are considered to be Drug Free. Students may not use, possess, or sell tobacco, alcohol, or drugs of any kind on or near the school grounds. This includes coming to or going home from school, as well as while participating in any school activity. In addition, these products may not be found in a student's possession. For substance abuse violations, parents and law enforcement will be notified. If the student's illegal use of addictive substances is confirmed, the school administration may request the assistance of a law enforcement official in investigating the source of the addictive substance. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action.

Weapons on School Premises (Policy 4210)

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school property, school transportation, or other facilities being used exclusively for school activities. Please see the full board policy on the district website for more detailed information and/or exemptions to this policy

Surveillance Cameras

Surveillance cameras are located throughout all College Place school campuses. Locations include, but are not limited to: each entry way, hallways, common spaces, parking lots, and athletic fields.

Volunteers

College Place School District is always in need of parent volunteers who wish to give of their time on an hourly, weekly, or occasional basis. Help is needed in the classrooms, the offices, the health room, as chaperones, and for special projects. If you would like to be involved at any level, please contact the school administrators. Volunteers will be required to provide personal information for a background check.

ACADEMICS**Conferences**

Parent-Teacher-Student conferences are held twice a year; once in the fall and once in the spring. We urge parents/guardians to come and meet students' teachers.

Graduation Requirements

Please see the district website, www.cpps.org, College Place High School page, for more information.

Promotion/Retention (Policy 2421 and 2421P)

College Place School District established a Student Retention and Acceleration Policy and Procedure P. The Policy and Procedure in part, infuse more parent participation and responsibility with school staff in the process to determine student eligibility for retention or acceleration.

ATHLETICS

Please see the web page for the Athletic Handbook. www.cpps.org

ATTENDANCE

Age of Attendance (Policy 3110)

Children entering kindergarten must have reached their fifth birth date before August 31st. If they are entering the first grade for their first year of schooling, they must be six years old before August 31st.

Excused Absences (Policy 3122)

The following absences (with a signed note of explanation) will be considered excused at College Place Public Schools:

- Absences due to illness or a health condition
- Absences due to school-approved activity
- Absences due to family emergencies
- Absences due to discipline or suspension
- Absences excused by the principal on prior approval

Prearranged Absences

Before planning an extended absence (three days or more) of a student, parents should consider the following:

- The student should pick up the Pre-Arranged Absence Form from the Attendance Office one to two weeks prior to the absence.
- The parent/guardian should fill out the form and sign it.
- The student should take the form to all of his/her teachers and notify them that assignments are needed.
- The student and teachers can work out a time when it is convenient for assignments to be picked up.
- The student needs to hand in the completed form to the Attendance Office before he/she leaves school for the prearranged absence

Tardiness

Students are expected to be in class on time. If a student's tardiness becomes frequent or disruptive, he/she may be referred to the principal or counselor. The following tardy excuses are allowed (with a signed note of explanation) and considered excused:

- Tardy due to health condition
- Tardy due to medical, vision, or dental appointment (must have Doctor note)
- Tardy due to family emergency
- Tardy with prior approval from principal

Truancy

The state truancy law requires school districts to take specific action. It also clearly states that the school district shall file a petition with the juvenile court naming the student and/or the parent not later than after the seventh unexcused absence in a month or the tenth unexcused absence in a year, alleging a violation of 28A.225.010 RCW.

Please refer to Board Policy 3122 for more information regarding unexcused absences.

Withdrawals

A parent or guardian wishing to withdraw a student should notify the school by phone or in writing at his/her earliest possible convenience. All books and school materials must be turned in, and the student must clear up any fines or other obligations he/she has incurred before he/she is allowed to check out. Records will not be forwarded until a request is received from the new school in which the student is enrolling.

HEALTH ROOM

The school health room is provided to give preliminary care to students who become ill or injured during the school day. If a student is injured or ill to a degree where medical or home care seems advisable, the parents will be notified. If the parent cannot be contacted, the school will exercise its best judgment in giving the student proper care.

- **Immunizations** (Policy 3413): Washington State Immunization law (RCW 28A.210.080) requires all students to present, on or before the first day of school attendance:
 - Proof of full immunization; or
 - Initiation of a schedule of immunization; or
 - Certificate of Exemption
- **Illness:** Students who are sick should stay home. Parents must call the school to excuse absences. If a student feels ill after coming to school, the office staff will determine if the situation requires a call to the parent for a final decision about the student going home. If a student misses the entire school day, he/she will be unable to participate in any extra-curricular or after-school activities. If a student is hurt while at school, he/she will immediately report the accident to an adult.
- **Medication** (Policy 3416): Students must **bring all medication to the secretary** with the proper medication form signed by the parent/guardian and physician. Any medication, prescription or over-the-counter, taken at school must be dispensed at the office. Non-medicated cough drops are allowed. Prescribed or over-the-counter medication must be properly labeled and contained in the original container. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian must meet with the nurse and make specific arrangements. Any questions regarding medications, please contact the school nurse.
- **Potentially Life Threatening Conditions** (Policy 3413): The WA State Legislature requires schools to have emergency care plans in place for any student with a potentially life-threatening condition. Potentially life-threatening conditions include, but are not limited to, severe allergies, severe asthma, diabetes, seizure disorders, etc. To reach the school nurse, please call your child's school.

STATE AND FEDERAL PROGRAMS

Special Education and Related Services (Policy 2161)

The board recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. The district adopts the state's full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

Transitional Bilingual Instruction (Policy 2110)

The Board has the highest commitment toward ensuring an equal educational opportunity for every student. While English is the basic language of instruction in the District's schools, the District may provide a transitional bilingual program for children whose primary language is not English, and whose English skills are sufficiently deficient or absent to impair learning. The District's transitional bilingual instruction program

is designed to enable students to achieve competency in English. Annually, the Board of directors will approve the District's transitional bilingual instruction program.

Highly Capable Programs (Policy 2190)

In order to develop the abilities of each Highly Capable Program student, the district will offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to basic education program that accelerates learning and enhances instruction

Career and Technical Education (Policy 2170)

The district will provide a program of Career and Technical Education to assist students in making informed and meaningful educational and career choices and to prepare students for post-secondary options.

Remediation Programs (Policies 2108 and 4130)

The District, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students.

Please see the District website, www.cpps.org, Programs tab, for more information about available programs.

STUDENT LIFE

Closed Campus (Policy 3242)

Students K-10 shall remain on school grounds from time of arrival until close of school unless officially excused. If a student leaves without securing permission, it is considered skipping and will be treated as such.

Fines (Policy 3520)

If all fines are not paid, special privileges (such as detention free activities, honor roll trips) will be lost. Students should check library, music, office, and lunchroom charges to make sure they owe no money. Check our website, www.cpps.org, to pay fines online through InTouch.

Meal Program

The schools serve breakfast and lunch daily. Seating is provided in the cafeteria for students who prefer to bring sack lunches from home.

All parents/guardians are asked to complete a meal application. Maximum participation in application completion from parents/guardians is critical to program funding. Parents/Guardians whose student(s) have charges from past years will still be required to pay those charges. Parents will be notified by phone and text of any outstanding current or past fees.

Student Conduct (Policy 3240)

The board acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Classroom Management (Policy 3241)

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.

Parking

Each school building has parking lots available for staff, visitor, student pickup/drop-off, and at the high school, student parking. These areas should be used by the people they were intended for. Check with the school office if you are not sure what parking area is available to you.

****Student Parking:** See the district website, www.cpps.org, College Place High School's page for detailed information regarding student parking.

School Closures/Emergency Preparedness

The District's emergency procedures were created to protect both students and staff in the event of natural disasters or any other unforeseen emergency. Changes in bus schedules, school closures, or early dismissals due to inclement weather will be broadcast to all families in the district using our School Messenger phone and email system. Emergency messages will also be posted to our district website, www.cpps.org. Local radio & TV stations also announce school closures, delays or emergencies.

Student Accident Insurance

For a **fee**, parents/guardians may obtain insurance, which will not only insure children while they are participating in school activities, but will also "cover" children while they are going directly to and from school. Information will be sent home regarding insurance during the first few weeks of school.

TRANSPORTATION

Students have the privilege of utilizing the transportation services of this school district. Students who do not follow the rules on the bus may lose the privilege of riding. Our drivers are carefully trained to provide safe transportation. .

*Please see the district web site, Transportation page, for more information on behavior expectations. A hard copy of the School Bus Conduct Guidelines is available from the bus driver.

ONLINE PAYMENTS

Online Payment is an easy and convenient way for you to pay your student's meals, class fees, sports fees, fines and more.

Online Payments will be available to all parents and students in each building in the district as well as online. We take payments via cash, check, and credit and debit cards. We are currently accepting VISA, MasterCard and the Discover Card.

To access Online Payments simply go to the school website and click on the Menu Tab on the homepage. Once you click on the tab, you will be then click on the Pay Fees tab, you will be directed to enter a USERNAME and PASSWORD.

We encourage you to use this system for all of your student needs. Once in Online Payments, you can make one payment for all of your students with one transaction no matter what school they attend! The system also tracks each and every transaction no matter who in your family made it. You can print receipts, reports and view all payment history. We hope that you will find Online Payments a helpful tool to provide you with the most convenient way to make payments. Important: If your password is changed you must wait overnight for the new password to be updated in Online Payments

School Web Addresses

- College Place High School – cphawks.org
- John Sager Middle School – sagerraiders.org
- Davis Elementary School – davisdragons.org

COMMUNICATION

Below is a list of ways that we provide information and access to members.

CPPS Website a convenient, accessible source for District information and updates, providing the most comprehensive and up-to-date info. Visit us at <http://www.cpps.org>. Access your school website page by going to the district site and then choosing your school from the drop-down menu.

PPS App –Download the CPPS App for **FREE** at the App Store or Google Play. This is a convenient way to receive notifications, get news, track events, review school menus, and contact our staff and more!

Skyward Family Access System: All families have access to online information about their child(ren) via this system. Sign up only once for your family. As any younger students enroll, they are automatically added to your account. Families can see contact information, lunch accounts, attendance records, and immunization records. You can also add money to lunch accounts online. Secondary families have access to all of the above, plus can track assignments and grades.

CPPS Phone and Email System: All our schools and the District Administrative Office are using email and phone calls to communicate with families about attendance and other issues. Please provide current contact information, including an email address if you have one, to your school. Better communication allows us to provide you with information you need to help your student succeed!

CPPS Weekly News: Each week, a comprehensive e-newsletter is sent to all parents with email addresses in the District. This newsletter's purpose is to inform parents and guardians of upcoming events, special news about the schools, activities, changes to schedules and important dates

CPPS Community School Newsletters: Newsletters are prepared by each of our schools, and then sent home with students and/or posted to their school website page. Special bulletins or letters addressing specific events or concerns are also sent home, as needed.



STUDENT ACKNOWLEDGEMENT

I have read the College Place High School Handbook

I understand my responsibilities as a College Place School District Student or Parent/Guardian of a Student.

I agree to follow the guidelines outlined in the handbook.

If I have any questions, I will ask a staff member for clarification.

Student Signature

Grade _____ Date: _____

Parent/Guardian Signature

Date _____

