

COLLEGE PLACE HIGH SCHOOL



Student – Parent Handbook

2022-2023

Principal	Mr. Robert Aguilar
Assistant Principal	Ms. Ambra Bryant
Main Office	509-522-3312
Athletic Director	Mr. Kenneth James
Counselor; A-La (<i>last name</i>)	Ms. Rita Silva-Ponds
Counselor; Le-Z (<i>last name</i>)	Mr. Sam Derting
Website	https://www.cpps.org/o/high-school
Connectivity	Search Instagram: @cphs_

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College Place High School 2022-2023 Bell Schedules

REGULAR SCHEDULE: <u>MON, TUES</u> <i>All Periods 1-6 Schedule</i> 1st Period 8:00-9:00am (60) 2nd Period 9:05-10:00am (55) Hawk Time 10:00-10:25am (25) 3rd Period 10:30-11:25am (55) 4th Period 11:30-12:25pm (55) Lunch/Break 12:25-1:05pm (40) 5th Period 1:05-2:00pm (55) 6th Period 2:05-3:00pm (55)	REGULAR SCHEDULE: <u>WED, THURS</u> <i>Block Schedule</i> <u>Wednesday</u> 1 st Period 8:00-10:00am (120) Break 10:00-10:10 (10) 3 rd Period 10:10-12:00pm (110) Lunch/Break 12:00-12:40pm (40) 5 th Period 12:40-2:30pm (110) Hawk Time 2:30-3:00pm (30) <u>Thursday</u> 2 nd Period 8:00-10:00am (120) Break 10:00-10:10 (10) 4 th Period 10:10-12:00pm (110) Lunch/Break 12:00-12:40pm (40) 6 th Period 12:40-2:30pm (110) Hawk Time 2:30-3:00pm (30)	REGULAR SCHEDULE: <u>FRIDAY</u> Teacher Collaboration 8:00-9:15am 1 st Period 9:20-10:05am (45) 2 nd Period 10:10-10:55am (45) 2 nd Period/Ext 10:55-11:05am (10) 3 rd Period 11:10-11:55pm (45) 4 th Period 12:00-12:45pm (45) Lunch/Break 12:45-1:25pm (40) 5 th Period 1:25-2:10pm (45) 6 th Period 2:15-3:00pm (45)
J TERM SCHEDULE: 1/17-1/27 <u>Monday-Thursday:</u> AM Session 9:00-11:40am (160) Lunch/Break 11:40-12:20pm (40) PM Session 12:20-3:00pm (160) <u>Friday:</u> AM Session 9:20-11:52am (152) Lunch/Break 11:52-12:30pm (38) PM Session 12:30-3:00pm (150)	2-HOUR DELAY LATE START 1 st Period 10:00-10:40am (40) 2 nd Period 10:45-11:25am (40) 3 rd Period 11:30-12:10pm (40) Lunch/Break 12:25-12:45pm (30) 4 th Period 12:50-1:30pm (40) 5 th Period 1:35-2:15pm (40) 6 th Period 2:20-3:00pm (40)	HALF-DAY EARLY RELEASE 1 st Period 8:00-8:36am (36) 2 nd Period 8:41-9:17am (36) 3 rd Period 9:22-9:58am (36) 4 th Period 10:03-10:39am (36) 5 th Period 10:44-11:20am (36) 6 th Period 11:25-12:00pm (25) Grab & Go Lunch/Dismissal
PM ASSEMBLY (M-Th) SCHEDULE 1 st Period 8:05-8:55am (50) 2 nd Period 9:00-9:45am (45) 3 rd Period 9:50-10:35am (45) 4 th Period 10:40-11:25am (45) 5 th Period 11:30-12:15pm (45) Lunch/Beak 12:15-12:55pm (40) 6 th Period 12:55-1:45pm (50) Assembly 1:50-3:00pm (70)	AM FRIDAY PEP ASSEMBLY 1 st Period 9:20-10:00am (40) ASSEMBLY 10:05-11:05am (60) 2 nd Period 11:10-11:45am (35) 3 rd Period 11:50-12:25pm (35) Lunch/Break 12:30-1:00pm (30) 4 th Period 1:05-1:40pm (35) 5 th Period 1:45-2:20pm (35) 6 th Period 2:25-3:00pm (35)	AM ASSEMBLY (M-Th) SCHEDULE 1 st Period 8:05-8:55am (50) ASSEMBLY 9:00-10:05am (65) 2 nd Period 10:10-10:55am (45) 3 rd Period 11:00-11:45am (45) 4 th Period 11:50-12:35pm (45) Lunch/Break 12:35-1:15pm (40) 5 th Period 1:15-2:05pm (45) 6 th Period 2:10-3:00pm (50)

DIRECTORY

People who can help you

Administration:

Robert Aguilar, Principal

raguilar@cpps.org

Ambra Bryant, Assistant Principal

abryant@cpps.org

Kenneth James, Athletic Director

kjames@cpps.org

Counselors:

Rita Silva-Ponds, A-La

rsilva-ponds@cpps.org

Sam Derting, Le-Z

sderting@cpps.org

Pathways:

Heidi Shumate

hshumate@cpps.org

Edith Martinez

emartinez@cpps.org

Front Office:

Lori Bartlow, Office Manager/Registrar/Treasurer

lbartlow@cpps.org

Olivia Cerda, Attendance/Discipline

ocerda@cpps.org

se habla espanol

Lisa Esparza Athletics/Activities Secretary

lesparza@cpps.org

Email Formula: When trying to reach an adult on campus use the following formula

First letter of first name + last name @cpps.org

Example: Ambra Bryant = abryant@cpps.org

CPHS Vision: Focusing on kids and their learning.

CPHS Mission: As a College Place graduate, I will distinguish myself by communicating, leading, learning and serving with integrity. I am driven by a lifelong commitment of respect of others, the community, and myself.

CPHS Staff Equity Statement: We affirm the uniqueness of each individual and commit to equitable access to school's programs and practices through (committing to) inclusive teaching and learning, *practicing* self-reflection and exploration, and (valuing) personal expression and experience.

CPHS Student Equity Statement: As students at College Place High School, we pledge to make our campus a place where we can ALL thrive and get equal access to the unique opportunities we each deserve to reach success. To do this, we will commit to call in our peers to help them learn the value of the uniqueness of individuals and to be aware of the impact of our actions and choices on campus and beyond.

COUNSELING DEPARTMENT

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 during the scheduled office hours. 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 Support Day-- Students can work with counseling staff and administration to spend a day with an academic support staff member to work on a targeted approach to improving academics.

Academic Lab-- Offered Monday-Thursday 3:00-4:00 p.m. in room 236 with two staff members to support student study time.

Hawk Time--A daily intervention time part of our daily bell schedule for students to work directly with teachers in the classes they are struggling with.

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 for credit recovery.

COUNSELING TEAM

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

COUNSELING TEAM STUDENT EXPECTATIONS

In order to serve the student population more effectively and have less loss of class time, the following procedures/rules will be followed:

- For non-emergency situations, students are to reach out to the counselor via email or before/after school to indicate a need to meet. The counselor will then utilize the green sheet process to request the student.
- Students must check in at the front office with their green sheet prior to meeting with counselor or pathway specialist.
- Failure to follow the above procedures will result in an unexcused absence/tardy.

NAVIANCE

Students in grades 9-12 will be introduced to our High School and Beyond Platform called "Naviance." This college and career exploration service will be taught by our counseling and pathway team periodically in English classes.

Naviance gives an array of opportunities for exploration for students ranging from strengths, goals and leaning inventories their 9th grade year to FAFSA, scholarship searches, resume building and game planning for post high school by the end of their final year as a student at CPHS.

SCHEDULE CHANGES

The Counseling 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. Please note, that once classes have been in session for two weeks, all schedule requests must be submitted to the principal.

ACADEMIC OPPORTUNITIES

College in the High School

Central Washington University & Eastern Washington University

Through the college in the high school program, high school students can complete college courses — and earn college credit — in their own classrooms with their own teachers. Students and teachers use college curriculum, activities, texts, tests, and grading scales. Students earn a final grade over time; a grade does not depend on one exam. Students receive recognition for their college work at most public institutions and many private ones.

SeaTech

The SeaTech Skill Center located on the Walla Walla Community College campus offers junior and senior students access to advanced-level Career and Technical Education programs based on rigorous academic and industry standards, preparing students for post-secondary education and successful entry into high-skill, high-demand careers and employment. Opportunities are in: Advanced manufacturing and welding, audio and visual production, construction technology, criminal justice, health science careers and career pathways.

SeaTech students recognize a responsibility to stay connected to the high school for social and extracurricular events as well as important information about programs, graduation and more.

Students who attend SeaTech must have their own transportation. Please talk to a pathway or counselor for more information.

Running Start

Juniors and Seniors from CPHS may participate in the Running Start Program through Walla Walla Community College. To participate in the program students must meet the prospective college's Running Start entrance requirements. CPHS students who wish to apply to the Running Start program are required to have an advising meeting with both schools.

Running Start students recognize a responsibility to stay connected to the high school for social and extracurricular events as well as important information about programs, graduation and more. [this includes regularly checking school issues email]

Students who attend Running Start must have their own transportation. Please talk to Mr. Aguilar for more information.

Graduation Plan

Student Name: _____

English (4.0 credits)

- ☐ ☐ English 9
- ☐ ☐ English 10
- ☐ ☐ English 11
- ☐ ☐ English 12

Mathematics (3.0 credits)

- ☐ ☐ Algebra 1
- ☐ ☐ Geometry
- ☐ ☐ Algebra 2

Science (3.0 credits)

- ☐ ☐ Ag Science / Bio-Med Science /Physical Sci
- ☐ ☐ Ag Plant Bio / Human Body Systems Bio
- ☐ ☐ Forensics / Chemistry/ Physics

Social Studies (3.0 credits)

- ☐ ☐ World History
- ☐ ☐ U.S. History
- ☐ ☐ U.S. Government/Current World Events

Career and Technical Education (1.0 credit)

- ☐ ☐ _____

CPPS District (0.5 credits)

- ☐ CPHS Personal Finance

Health and Fitness (1.5 credits fitness & 0.5 credits health)

- ☐ _____
- ☐ _____
- ☐ _____

- ☐ Health

Arts (2.0 credits)

*1.0 art credit may be replaced by 1.0 Personal Pathway credit

- ☐ ☐ _____

- ☐ ☐ _____

Personal Pathways (2.0 Credits)

- ☐ ☐ _____

- ☐ ☐ _____

Electives (3.5 credits)

- ☐ ☐ _____

- ☐ ☐ _____

- ☐ ☐ _____

- ☐ _____

State Exam Requirements

- ☐ Graduation Pathway

Additional Requirements

- ☐ 5th Year Plan (HSBP)
- ☐ 20 Community Service Hours
- ☐ WA State History

24 Credit Requirement

Total Credits Earned: _____

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 semester, current grades for each class are available on-line within a 10 day window. 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 as necessary.

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 semester grades. Parents/guardians of students not meeting grade standards will be notified by teachers through confirmed two-way communication.

Students in jeopardy of receiving an F grade:

- Parents will be contacted by the teacher via phone conversation or email to alert them to their student's status within our grade check time frame.
- Following phone conversation/email alerting parents of failing grade teachers will collaborate with support staff to create action plans for student success.

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 requested to take a full year of ASB/Student Government class

ANNOUNCEMENTS

Plan to check the website, your google classrooms as well as your grade level google classrooms run by your pathways specialist regularly to keep yourself up to date on the announcements. Additionally, ASB will broadcast announcements daily via the intercom system from the main office at the start of each day.

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. Please refer to the athletic eligibility guidance in the parent-student athletics handbook. **REMINDER that the work that you are completing now will count towards eligibility once the modified WIAA athletic season begins.**
 - all of the aforementioned expectations apply to all club and activity involvement as well
- 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.

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.

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.

PHILOSOPHY

We believe the relationship between student and teacher is crucial when implementing classroom management and discipline throughout the school. In addition, we also believe this relationship can be lost when a student is sent to the office to deal with normal classroom occurrences instead of working through a situation with the teacher. Depending on the situation, administrative disciplinary consequences are designed to come into effect after classroom interventions have been implemented. The administration is here to support the teacher and the learning of each student. *"Rules don't teach responsible and ethical behavior. People do."*

The expectations shall be enforced by school administrators/staff:

1. On the school grounds at any time including the digital classroom
2. Off-campus school 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 electronic communication

DRESS CODE (Board Policy 3224)

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress that presents a health or safety hazard, damages school property, or dress that will result in a material and substantial disruption of the educational process is prohibited. Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe could disrupt or interfere with the school environment, activities and /or the educational process.

1. Student clothing must not advertise or relate to gangs (gang related clothing and jewelry), alcohol, tobacco, drugs, profanity, or sex.
2. Sunglasses are not to be worn inside of the building.
3. Pants must stay at the waist line without having to be held and not be excessively long, undergarments must be covered.
4. Shirts which include tank tops must touch your pants without raising your arms and tank tops must be the width of your ASB/Credit card at the top and the tank top must be sewn and not cut with scissors.
5. Only school jerseys and uniforms may be worn on school property. School administration may allow specific sports jerseys on designated spirit days; which will be announced prior.
6. Belts should be in the belt loops with no hanging straps.
7. Chains are not allowed connected to wallets/belt loops.
8. Skirt and short lengths must be longer than undergarments, pockets and should not expose any (1/2 way) upper thigh, upper hamstring, or buttock area. Students should dress as if this is a professional environment
9. Clothes cannot be so loose that they pose a safety issue.
10. Shoes must be worn at all times (this is state law).

Dress Code



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

Shirts: Tank tops must be the width of your ASB/Credit card at the top and it must be sewn and not cut with scissors.

Shirt Length: Shirts must touch the top of pants without raising your arms.

Clothing: Clothing that is too loose is not allowed. Exposure of undergarments is not permitted.



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

Pants: Worn at the waist. No sagging or bagging. No pajamas. No excessive length

Shoes: Shoes must be worn at all times

Shorts and Skirts: must be longer than undergarments, pockets should not expose above $\frac{1}{2}$ of the upper thigh.

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.

High school: Failure to adhere to any portion of this dress code, will result in progressive discipline.

STUDENT EXPECTATIONS

HALL PASS

Any student out of class must have a valid hall pass provided by the teacher, students will be sent back for one if found without a pass. There are two types of passes; a 'green sheet' is issued by an adult to go to a specific location while a 'hall pass' or 'bathroom pass' warrants bathroom and drink use only. If a student is found with a bathroom pass, but is in Hawk Haven, for example, they will be asked to go back to class immediately.

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

Plagiarism is the use of another person's work (this could be their 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 as follows and applies for the entirety of the student's academic career at CPHS :

1. Contact parents
2. Sit down with the student to inform him/her you are aware and next steps
3. The student will receive a 0 until a reassessment is completed and a meeting with the administrator and guardian can be held
4. A reassessment of equal rigor but different will be given after reflection activity is completed
5. Further cheating will be subject to further progressive disciplinary action such as no reassessment offered and ISS+

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.

- College Place High School reserves the right to revoke a student parking privileges 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

For the 2022-2023 school year there will be an open campus for licensed drivers only unless the student violates school policies. The open campus privilege can be revoked based on violation of school policy.

CELL PHONE/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 inform the office who will document the offense

2nd Offense: The phone will be stored safely in the office until the end of the day

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

Office will log each offense into Skyward.

DISCIPLINE

PROGRESSIVE DISCIPLINE BY DEFINITION:

CLASSROOM EXCLUSION: When teacher or other school personnel excludes a student from a classroom or instructional or activity area in response to a behavioral violation. A classroom exclusion is within school, also known as an office referral.

ISS: In school suspension or support. This is offered in the building. It is a self-directed time where students are not interacting with their peers during the day. They have academic services offered to them that they are responsible for taking and utilizing.

SUSPENSION: An out of school suspension means that the student is removed from the building and all activities. A long-term suspension is anything over five days. A short-term suspension is five or fewer days. This offense requires a reentry meeting with parents and administration.

EXPULSION: Takes place in an emergency and indicates the student is removed from the building and all activities for the length of a semester at minimum. This offense requires a reentry meeting with parents and administration.

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. They are, however, required to communicate with teachers to make up for learning lost.

Prior to any of the aforementioned disciplinary actions, CPHS staff and administrators will implement student-centered approaches to behavior management such as:

- *behavioral health*
- *behavioral monitoring*
- *mentoring*
- *peer mediation*
- *restorative justice*
- *social skills instruction*

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

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

1. Physically harms a student or damages the student's property;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. 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.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website:

www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx. And are also located in the CPHS front office. CPPS School Board Procedure 3207P

Our school is committed to ensuring students from all backgrounds feel safe and connected at school and are able to achieve their best. The use of slurs, comments or 'jokes' that relate to culture/race/background/identity are disruptive to the safe learning environment for students and will be addressed as indicated in the HIB policy above and subject to progressive discipline by the classroom teacher and administration.

Safe Schools Reporting

If you are concerned about something taking place in our schools or that impacts our schools there are several ways to share those concerns. Our Safe Schools Reporting tool allows you to call, text, email or use the web to share. Thank you in advance for submitting your tip and doing your part to help make our school community an even safer place to work and learn.

Text: 509.956.4647

Web: <https://cpps-wa.safeschoolsalert.com/>

Email: 1655@alert1.us

Call: 509.956.4647

STUDENT TOBACCO/NICOTINE VAPE 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 vapes 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 with alternative disciplinary measures taken with the goal of recovery and support. Students are prohibited from tobacco use at all school related activities.

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.

DRUGS/ALCOHOL/VAPE

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, dab, 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. This includes use of a vape pen or similar device.

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

1st Offense per year:

The building administrator will notify parents/guardians that their student has been suspended from school for **10 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. 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. The parent/guardian will incur all costs of medical tests.

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 with all requirements of the diversion program will result in suspension for the balance of the original 10 day suspension.

2nd Offense: **The original suspension days held in abeyance will be applied;** if the student participates in the academic services a reintegration meeting can occur sooner than the 10 days subject to administration approval.

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, pepper spray 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 expectations and regulations shall be cause for disciplinary action, which may include: exceptional misconduct, suspension, or expulsion.
8. Gang activity or gang intimidation

ABSENCES

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school, on the job, and in life. 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 their truancy. This includes tardiness, and students are defined as tardy to class once the bell rings and students are 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 guardian contacting the front office within 10 days of the absence.

Excused Absences:

1. Each time three (3) or more absences are accumulated in one 30-day period, one of the following 2 conditions must be met or the absences will be considered unexcused. A letter will also be sent home notifying parent/guardian.
 - a. A doctor's note verifies the student's illness for those days which the student was absent
 - b. The parent/guardian has a prearranged trip form completed with the school and has all appropriate signatures
2. After five (5) excused absences, a letter from the school will be sent home requesting a conference to address barriers and establish an attendance contract.
3. After fifteen (15) excused absences a letter from the school will be sent home. In addition, a conference with the principal or designee will be held. Furthermore, a doctor's note will be required for any additional absences. Failure to provide a doctor's note will result in unexcused absences.
4. At 10% of the school year, eighteen (18) days, any combination of excused and unexcused, the student is considered chronically absent and will be referred to the community truancy board.

Unexcused Absences:

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. **The clearance must take place within ten (10) school days of the absence.** All unexcused absences will result in the student receiving disciplinary consequences as defined in this section. Missing a class is considered truant or lack of compliance.

Tardies:

Just as attendance is critical to learning, so is being on time. As a team, we believe that being on time shows both a respect for the learning of themselves and others as well as building an important life skill. As a result, teachers will implement progressive disciplinary measures within their classrooms for tardiness. As needed, administrative implications will be enforced including but not limited to detention, ISS and parent meetings.

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.cpps.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 3224	Student Dress
Policy 2145/P	Suicide Prevention
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

<u>Policy 2421P</u>	Promotion and Retention and Acceleration of Pupils
<u>Policy 3122</u>	Excused and Unexcused Absences
<u>Policy 3122P</u>	Excused and Unexcused Absences
<u>Policy 3110</u>	Qualification of Attendance Placement
<u>Policy 3241</u>	Classroom Management, Corrective Actions and Punishment
<u>Policy 3205</u>	Sexual Harassment of Students Prohibited
<u>Policy 3207</u>	Prohibition of Harassment, Intimidation and Bullying
<u>Policy 3413</u>	Student Immunizations and Life-Threatening Health Conditions
<u>Policy 3416</u>	Medications at School
<u>Policy 2161</u>	Special Education and Related Policies for Eligible Students
<u>Policy 2110</u>	Transitional Bilingual Instruction
<u>Policy 2190</u>	Highly Capable Programs
<u>Policy 2170</u>	Career and Technical Education
<u>Policy 2108</u>	Remediation Programs
<u>Policy 4130</u>	Title I Parent Involvement
<u>Policy 3242</u>	Closed Campus
<u>Policy 6700</u>	Nutrition, Health, and Physical Fitness
<u>Policy 3520</u>	Student Fines, Fee, and Charges
<u>Policy 3240</u>	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.or

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

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.

Suicide Prevention ([Policy 2145 and 2145P](#)) Suicide is a leading cause of death among youth and that suicidal indicators such as substance abuse and violence are complex issues that should be taken seriously. While district staff may recognize potentially suicidal youth and the district can make an initial risk assessment, the district cannot provide in-depth mental health counseling. Instead, the board directs district staff to refer students who exhibit suicidal behaviors to an appropriate service for further assessment and counseling.

District staff who have knowledge of a suicide threat must take the proper steps to support the student and to report this information to the building principal or designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

Resources

The district will utilize school counselors, the crisis telephone hotline, physician/health care providers, mental health specialists, coaches and youth leaders, parents and clergy as resources for prevention and intervention. The district will also develop partnerships with community organizations and agencies and a memorandum of understanding with at least one of these programs for referral of students to support services. Community resources include:

Prevention Resources:

- Washington Youth Suicide Prevention Program, 206-297-5922
- Washington State Department of Health, www.doh.wa.gov/preventsuicide; 360-236-2800; Teen Link- 866-833-6546
- ESD 123 Prevention/Intervention Specialist: Amy Smith; asmith@esd123.org
- 211 System – This is an information referral service, it assists with providing resources in your community.
- Crisis Response Resources:
- Emergency Response: 911
- Local Crisis Hotline 509-524-2999 or Text "Reach Out!" to 741741);
- National Life Line: 1-800-273- 8255 (TALK)
- Comprehensive Mental Health 509-524-2920 (Local Community Mental Health Center)

Rights and Responsibilities ([Policy 3200](#))

All students who attend the district's schools will comply with the written policies, expectations 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 3205, 3207, and 3210](#))

The district is committed to providing 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. College Place Public Schools does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. Persons needing accommodation in the application process or need this announcement in an alternative format may contact the College Place Public Schools Administration Office. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX: Marissa Waddell, mwaddell@cpps.org. Civil Rights, and Section 504 Coordinator: Jim Fry, (509) 525-4827, jfry@cpps.org, 1755 South College Avenue, College Place, Washington, 99324. You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination, Harassment, Intimidation and Bullying policies and procedures, contact your school or district office or view it online here: www.cpps.org

Sexual Harassment Policy (3205, 3205P) Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

www.cpps.org

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who is listed above. This is often the fastest way to resolve your concerns.

Complaint Process to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX : Marissa Waddell, mwaddell@cpps.org; Civil Rights and Section 504 Coordinator: James Fry, jfry@cpps.org; (509) 525-4827, 1755 South College Avenue, College Place, Washington, 99324

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff needs a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Inclusive Schools ([Policy 3211](#))

The board believes in fostering an educational environment that is safe and free of discrimination for all students. To that end, the board recognizes the need to support students as outlined in board Policy [3211 & 3211P](#).

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 ([Policy 2410 and 2410P](#))

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, infuses 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 (physical and mental)
- 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.

COVID-19 Protocols: If a teacher suspects that a student may have COVID-19 symptoms, he/she will contact the office staff and arrange for the student to be assessed. Staff will follow the most current guidelines to determine if the symptoms require the student being sent home. Parents may be contacted to pick up their child and should seek a medical evaluation as necessary. Isolation rooms will be utilized for students presenting with COVID-19 symptoms or running a fever. Students may return to school once they have met the current requirements (subject to change) as outlined by the CDC, DOH, and local public health. Registered Nurses are available to consult with families regarding their individual student's health.

Return to School After COVID-19: An individual who tests positive for COVID-19 with a viral test (Molecular (PCR/NAAT) or antigen, including self-tests) is required to follow isolation guidelines outlined below. A student who tests positive for COVID-19 is required to isolate at home or where they are currently residing, regardless of vaccination status. The individual may return after 5 full days of isolation if they are asymptomatic or their symptoms have improved and they have had no fever for the past 24 hours without the use of fever-reducing medications. Day 0 is the first day of symptoms. For people without symptoms, day 0 is the day of the positive viral test. See Isolation and Quarantine Calculator.

COVID-19 Testing is available for students in each of our schools. Contact our Health Services Staff for information.

CPPS will keep families informed of cases and outbreaks through our online dashboard

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.

fines

STUDENT LIFE

Meal Program ([Policy 6700](#))

All parents/guardians are encouraged to complete a free/reduced meal application. If your child/children qualify for free/reduced meals, your family may be eligible to receive reduced fees or waivers for attendance or participation in extra-curricular school sponsored activities, sports and clubs. Completion of this application maximizes the district's ability to gain critical program funding. Parents/Guardians whose student(s) have charges from past years will still be required to pay those charges. Parents will be notified of any outstanding fees. The schools serve breakfast and lunch daily. Seating is provided for students who prefer to bring sack lunches from home.

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.

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 expectations of conduct and submit to corrective action taken as a result of conduct violations. The expectations of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special expectations 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 expectations 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 expectations on the bus may lose the privilege of riding. Our drivers are carefully trained to provide safe transportation.

*Please see the district website, 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 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 – www.cphawks.org
- John Sager Middle School – www.sagerraiders.org
- Davis Elementary School – www.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.

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.

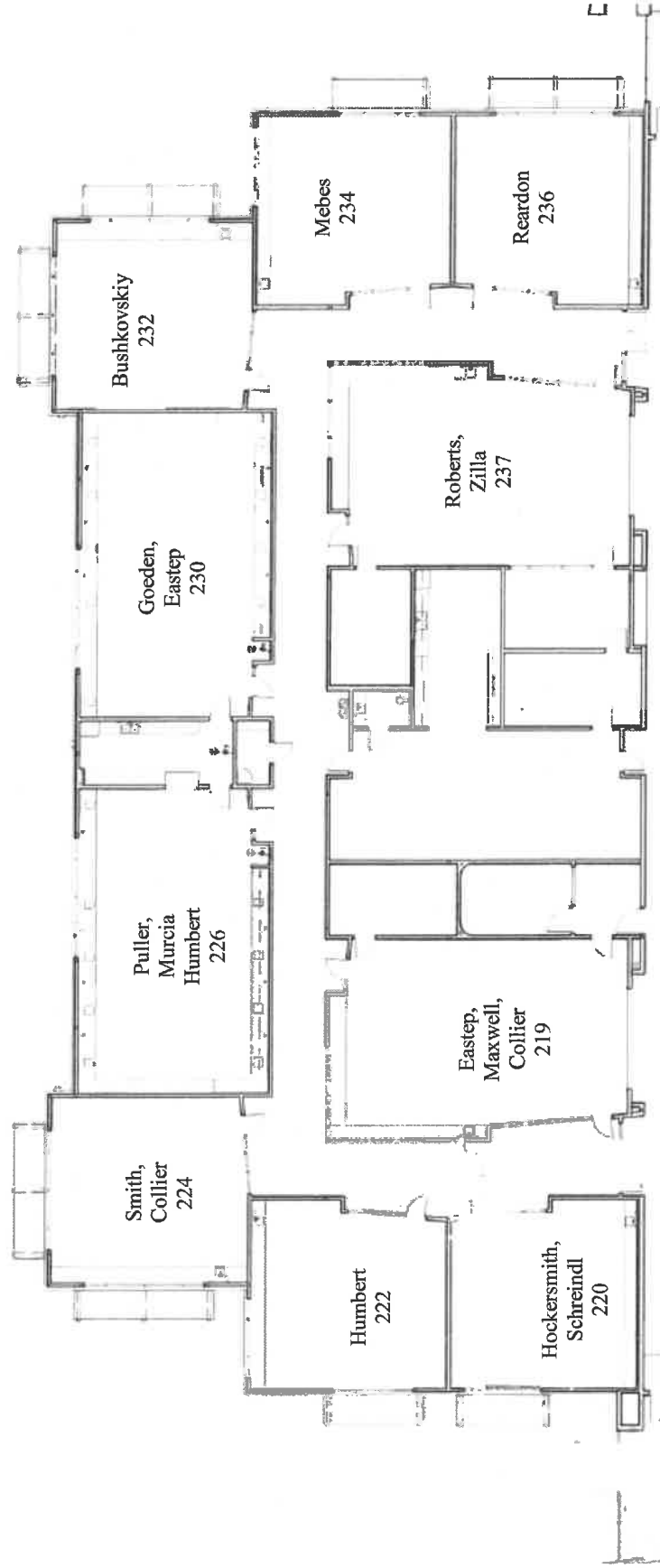
CPPS Phone and Email System:

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.

College Place Public Schools does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX : Marissa Waddell, mwaddell@cpps.org; Civil Rights and Section 504 Coordinator: James Fry, jfry@cpps.org; (509) 525-4827, 1755 South College Avenue, College Place, Washington, 99324

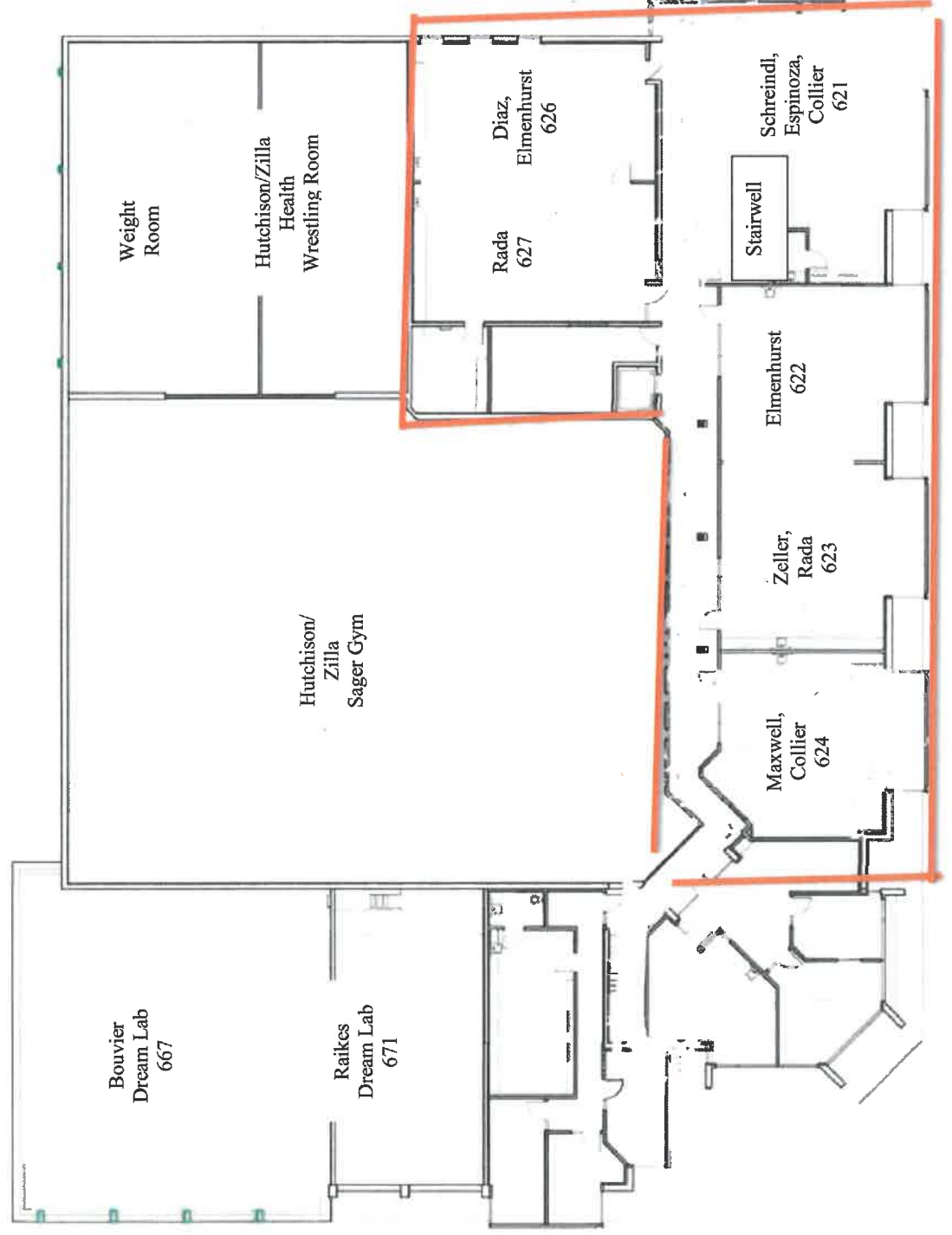
College Place High School Campus Map 2022-2023

Main Academic Loop



College Place High School Campus Map 2022-2023

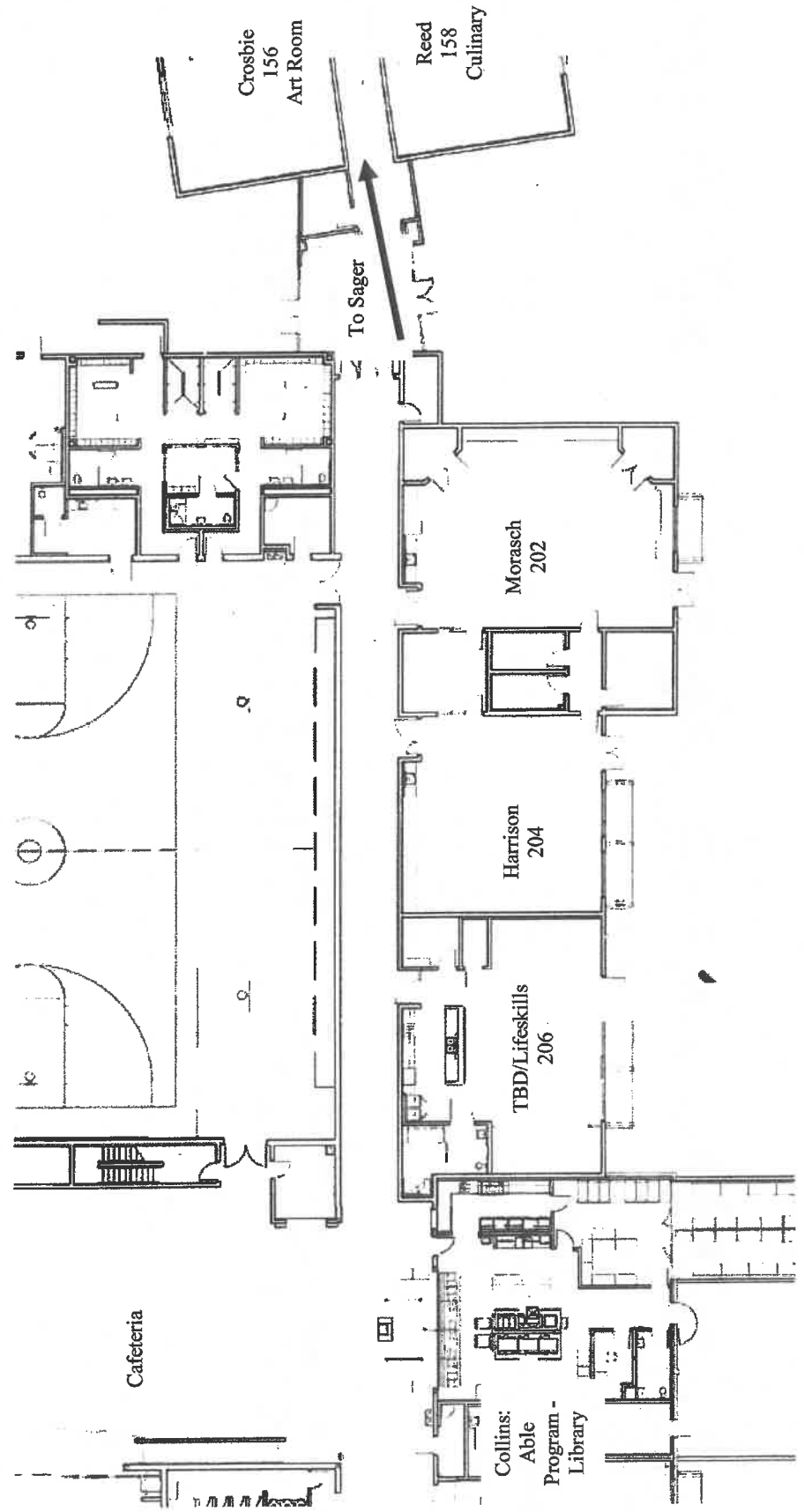
Upstairs and Dream Lab



UPSTAIRS

College Place High School Campus Map 2022-2023

Cafeteria and Music Hallway





2022-2023

COLLEGE PLACE PUBLIC SCHOOLS SCHOOL YEAR CALENDAR

August 2022							September 2022							October 2022							November 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

29 First Day of School

1 Early Dismissal
2 No School
5 Labor Day

17 Records & PD - No School
20-21 Conferences - No School

11 Veteran's Day Observance
23 Early Dismissal
24-25 Thanksgiving Break

December 2022							January 2023							February 2023							March 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31	

16 Early Dismissal
19-30 Christmas Break

2 New Year Observance
16 Martin Luther King Jr. Day

20 President's Day
27 Records & PD - No School

2-3 Conferences-No School

April 2023							May 2023							June 2023							July 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							6							3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	2	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
30																					30						

3-7 Spring Break

12 Snow Makeup Day
29 Memorial Day

5 Early Dismissal-Records
10 CPHS Graduation
14 Sager 8th Grade Promotion
15 Early Dismissal - Last Day

Semester End Dates
CPHS 1st Semester
JSMS 1st Semester
Davis Trimester Dates

School Hours
DAVIS 8:00 am - 2:40 pm
SAGER 8:00 am - 3:00 pm
CPHS 8:00 am - 3:00 pm
DISTRICT OFFICE 7:30 am - 4:00 pm

Late Start Friday
{Every Friday, excluding Dec. 16, 2022} Davis @ 8:55 John Sager @ 9:15 CP High School @ 9:20

Early Dismissal
Davis @ 11:45 John Sager @ 12:00 CP High School @ 12:00

Legend
No School
Conferences
Early Dismissal & Prof. Development/Possible Snow Make-Days

This Calendar is subject to change by legislative action.



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 _____