Hayes Freedom High School is a community of learning with high expectations, caring and hope. The educational culture supports learning and growth, is intentional, connects with the community, and is reflective. The curriculum and instruction gives opportunity, direction for a new beginning and hope to every student.

WE BELIEVE:

- Students thrive in a small caring community
- The student/teacher relationship promotes the unique success of all students
- Students receive more personal attention in a smaller environment when directed and supported by adults who know them well
- Guidance and learning occurs best within a respectful and nurturing relationship
- Intellectual development is essential to academic success and personal fulfillment
- Curriculum and instruction should engage the talents and abilities of each student
- Hayes Freedom will provide avenues to empower students to make change
- There are many ways to learn and demonstrate academic skills
- The curriculum and instruction are responsive, flexible, and creative
- Students demonstrate responsibility by contributing to their community
- Student commitment is essential to their own success and learning

Students will be successful at Hayes Freedom if they:

- Attend classes daily
- Participate in their education
- Ask questions
- Are responsible for their actions
- Reflect on their learning and behavior
- Participate in community service and community building activities
Hayes Freedom

Hayes Freedom High School is a school that provides student-centered curriculum, varied instructional methods, a flexible environment that can respond to the needs of student, and an educational choice different from traditional education in the local community. Attending Hayes Freedom is a privilege, not a right. We believe every student has the potential to learn and hope to assist them to rise to that potential regardless of their background or current situation.

Curriculum
• Encourages dialogue with individual students to design an educational program meeting district requirements, state guidelines, and the specific needs of the student.
• Discuss curriculum with the student body to determine how their educational programs will fit their needs and the state guidelines.
• Develop a flexible curriculum to allow the individual needs of the student and/or family.

Instruction
• Provide best practices in teaching that can include, but are not restricted to: experiential learning, inquiry, exploration, simulation, team building, lecture and independent study.
• Respect the individual student’s learning and behavior style.
• Work to help students understand themselves, their strengths, their limits, and their responsibilities.

Environment
• Provide an environment which changes to meet the needs of the group at a given time, extending beyond the classroom whenever possible.
• Develop a system whereby each student feels that a staff member understands the student’s needs.
• Stress positive interactions and validation of the student’s strengths to build his or her self-esteem.
• Work with small enough groups that adequate attention can be given to the learning of each student in the group.

Advocacy
• is the heart of the HAYES program.
• is a class in personal and social development and is required of all students attending HAYES.
• teaches students skills essential to a rewarding, responsible life such as communicating effectively with others, setting goals and participating in their community.
• Students remain with the same Advocacy during their entire educational career.

Congress:
• Congress is the HAYES student leadership group that meets a minimum of one period a week. Students who are eligible to be representatives must have demonstrated the following:
  (a) Enrolled at HAYES for a minimum of one year
  (b) Consistently meets the standard for attendance and academic progress
  (c) Selected by their Advocacy class

Each Advocacy is required to elect two representatives. The purpose of this leadership group is to help facilitate communication between students and staff. Student representatives work together as a governing body that participates in creating school policy and procedures and modifying and enforcing school rules. Congress also manages the ASB budget and helps plan and lead all-school meetings and enrichment activities. Elected Congress members will be randomly assessed by peers concerning the effectiveness of their representation.

**Attendance**

It is our belief that high school students are old enough to take responsibility for their own attendance. If a student is going to be absent because of an illness or an emergency, the student or student’s parent or guardian is expected to call the student’s advisor to communicate the nature of the absence. RCW28A.225 requires parents/guardians to excuse an absence within three days of the absence, either by phone or a written note.

As part of the 1995 “Becca Bill” (C 312 l 95), the Legislature enacted provisions that require schools to file a petition in juvenile court when a student accumulates at least five unexcused absences in a month, or ten unexcused absences in a year. If the allegations in the truancy petition are established by a preponderance of the evidence, the court must assume jurisdiction to intervene for the remainder of the school year. The court may order the student to attend school, or be referred to a community truancy board. If the student fails to comply with the court’s order, the court can impose a variety of sanctions, including detention, fines, or community service.

Attendance Philosophy: School attendance is the responsibility of the student and his/her parent(s)/guardians. It is the responsibility of the school to provide the instruction and to inform parents of absences. Additionally, state law not only requires students to be in school, it also requires the school to take action with students and parents when students do not attend. The action may begin with a simple contact made by either the school or the parent to verify mutual knowledge of an absence. In the case of a student with identified attendance problems, further action may be required. Typical actions, which may be taken, include the following: further contact between school official and parents; conferences with teachers and counselors; attendance contracts; disciplinary action; and filing for truancy with Juvenile Court.

Attendance Truancy Reporting: When a student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, the school will file a truancy petition with Juvenile Court. The court may then schedule a hearing with the student and his/her parents/guardians. (RCW 28A.225.030; ESSB 5439)

Following are typical examples of excused and unexcused absences:

<table>
<thead>
<tr>
<th>Excused</th>
<th>Unexcused</th>
</tr>
</thead>
</table>

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Absences and the Necessity to Call the Attendance Office
If a student is ill or an emergency arises, the student or the student’s parent or guardian is expected to call the attendance office as soon as possible. If a student becomes ill or an emergency arises during the school day, the student is expected to check out at the attendance office before leaving school. If the student makes the call, the parent or guardian should also follow-up by contacting the attendance office at the first possible opportunity. If a phone call or in-school contact is not made or the absence is not timely communicated the absence will be considered unexcused and the student will not be allowed to make up the time or assignments missed.

Make-ups and Tardies
Students are not permitted to make up unexcused absences or tardies. A student is given a late grace period called a tardy to a class. A tardy is defined as fifteen minutes or less late to a class. Every third tardy is marked as one absence. If a student is late to a class beyond fifteen minutes, they are considered absent.

Loss of Credit
Students who are absent (excused or unexcused) six or more times in one quarter may lose credit for that class, earning an F or NC grade. Absences associated with school-related activities or discipline or absences excused with a note from a doctor do not count toward that total. Should the student be recommended for loss of credit, he/she may have an opportunity to appeal.

Policy and procedures for Loss of Credit
Students and parents will be notified by the teacher after the 4th absence from the class. After the 6th absence students will be placed on probation. The student will be responsible for completing an Hour Verification Form, to make up the hours for the time they missed in class. Time can only be made up for excused absences. Students will continue to attend classes and complete the work in an effort to earn credit for the course. If at the end of the quarter the student is passing, but has not met the attendance requirement they will be required to contract with the teacher for the following quarter. At the end of the contract the NC will be changed to the grade the student earned or to an F if the contract was not completed.
ACADEMICS

GRADE DEFINITIONS
The following describes criteria for scholastic marks:
A = Excellent: The “A” student does top quality work. The student is self-directed and contributes greatly to the class through ideas.
B = Above Average: Uses time wisely and constructively. Adds to the class.
C = Average: Work meets basic, minimum requirements. Participation is limited.
D & F = Failing: Minimum requirements are not met. A lack of competence is demonstrated. **Student must repeat failed required classes.**
P = Pass: Student has obtained at least a 70% in the course and has opted for a pass grade. Pass grades are not computed in the student’s grade point average.
I = Incomplete: This indicates a failure to complete requirements in a class even though a passing percentage may have been earned. The I will be changed to an F if the required work is not complete within the time limits extended by the teacher of the course.
NC = No Credit: This indicates a loss of credit because of failure to meet attendance requirements in a class even though a passing percentage may have been earned.
W = Withdrawn: This indicates that the student withdrew from the class without earning credit or a grade. Seriously extenuating circumstances must exist which make continuing a course unreasonable. The teacher will indicate whether or not the student is passing at the time of withdrawal and the administrator will determine if sufficient extenuating circumstances exist.
Credits and grades previously earned by transfer students shall be matched to the high school grades and graduation requirements as fairly as possible. The administration will make the decision when a question arises regarding grades or credits.

GRADING SCALE
Hayes Freedom High School teachers use the standardized grading scale below in classes. Letter grades are assigned based on the percentage grade earned in a course. Students must earn at least 70% to pass any class at Hayes Freedom.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0 - 69</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>B</td>
<td>77 - 79</td>
</tr>
<tr>
<td>B+</td>
<td>83 - 86</td>
</tr>
<tr>
<td>A-</td>
<td>87 - 89</td>
</tr>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>A+</td>
<td>93 - 100</td>
</tr>
</tbody>
</table>

REQUIRED CLASSES AND CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>2 credits</td>
</tr>
<tr>
<td>Math</td>
<td>3 credits</td>
</tr>
<tr>
<td>PE &amp; Health</td>
<td>2 credits</td>
</tr>
<tr>
<td>Occupational</td>
<td>1 credit</td>
</tr>
<tr>
<td>United States History</td>
<td>1 credit</td>
</tr>
<tr>
<td>Contemporary World Issues</td>
<td>1 credit</td>
</tr>
<tr>
<td>World History</td>
<td>1 credit</td>
</tr>
<tr>
<td>Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>Social Studies Elective</td>
<td>.50 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>5.5 credits</td>
</tr>
</tbody>
</table>

REPORT CARDS
Report cards, which reflect cumulative grading, are distributed eight times a year. Hayes uses the quarter grading system, which means the grades earned at the end of the first, second, third and fourth quarters are final grades. They represent the quality of work done by the student from the beginning to the end of the quarter.

As is required by district and state policy, at the beginning of the quarter each teacher shall prepare in writing and distribute his/her grading policy. The policy shall include use of participation points and the impact that tardies, absences, participation, and behavior have on grades.

RETAILING A CLASS
A student may attempt to improve the grade of a course previously passed or failed by retaking the course at Hayes Freedom High School. Students may take the course at another facility provided they receive prior approval through the administrator.

STUDENT RECORDS
The Family Rights and Privacy Act states that parents/guardians have “the right to inspect and review educational records of their children.” If you wish to see your child’s records, please see the administrator.

SCHEDULE CHANGES
Every effort is made through proper forecasting to eliminate the need for students to change their schedules. We do recognize, however, that there may be situations that necessitate changes. All schedule changes must be made within the first 3 days of the class. The process is as follows:

1. Students meet with their advocate to discuss the change with a well-prepared outline of why the change needs to be made. The advocate must sign that they support the change. (This does not insure that a change can be made.)
2. Students must make an appointment with Mrs. Ross to process the change. (Class size will be considered in placement of students.)

COUNSELING SERVICES
Counseling is provided on site for a variety of reasons. Supporting students with personal concerns as well as with career, college and vocational information is important to our mission. Students are encouraged to seek support and information from our counseling center through signing up to meet with one of the counselors in the counseling center. Parents and guardians are also encouraged to seek support for their student by contacting our counseling center.

SCHEDULES AND FEES

<table>
<thead>
<tr>
<th>Regular Daily Schedule</th>
<th>Student Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 - 10:00 1st period</td>
<td>ASB Card</td>
</tr>
<tr>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>10:05 - 11:40 2nd period</td>
<td>C.A.R.S.</td>
</tr>
<tr>
<td>5.00</td>
<td>$</td>
</tr>
<tr>
<td>11:40 - 12:10 Lunch</td>
<td>Art Fee (Yearly)</td>
</tr>
<tr>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>12:10 - 12:45 3rd period/Advocacy</td>
<td>Science Lab Fee (Yearly)</td>
</tr>
<tr>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>12:50 - 2:30 4th period</td>
<td></td>
</tr>
</tbody>
</table>

STUDENT CONDUCT EXPECTATIONS
Student attention and order in the classroom are necessary for teaching and learning to take place. Students are reminded that they must adhere to standards of good behavior, not only for their own benefit, but also for the benefit of others. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook, the Camas School Board’s policies concerning student conduct, and other rules set forth by Hayes Freedom High School Administration, and Washington State law. It is also noted, that a student who violates the law while at school, at a school...
related activity, or during the day while under the school’s jurisdiction, is also violating a school rule. Students who are disruptive, disrespectful, and who do not adhere to established policies will be subject to discipline, suspension, and/or expulsion. When a student is suspended out of school, the student will not be permitted to participate in extracurricular activities, either practice or competition.

**GENERAL SCHOOL BEHAVIOR**
All students are expected to display proper respect for fellow classmates, adults, and the school faculty. Respecting the school building and equipment is also important. If problems with people or the faculty come to your attention, please try to be part of the solution and help the right people figure out a way to deal with the situation.

**BASIC RULES FOR STUDENT SUCCESS IN THE CLASSROOM:**
1. Students will be prepared for class with all necessary items.
2. Students must be on time for all classes.
3. Students must obey all reasonable requests from school district employees.
4. Students must treat others with respect. Treat people the way you want to be treated.

**ACADEMIC DISHONESTY**
Cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school’s computer network, cannot be tolerated in the school environment. The teacher will confiscate all evidence, document the situation, and report it to the administration. The student will be subject to grade loss and/or disciplinary action.

**ACCUMULATED OFFENSES**
Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Conduct even though any one of those offenses may not warrant such serious corrective action.

**AUTOMOBILE USE/PARKING**
Student parking is permitted in the Hayes Freedom parking lot for students who purchase a C.A.R.S. pass. These passes can be obtained in the main office with a completed application and $5.00 fee. Students can also park on Ione Street during the school day. Hayes Freedom students are not allowed to loiter in their cars, around the building, parking lots or adjacent areas at any time during the school day. For the sake of safety and supervision, it is not appropriate for pedestrians to gather on the sidewalks in front of school property or to gather around cars in or near the street area.

**VEHICLES ON SCHOOL PROPERTY ARE SUBJECT TO SEARCH**

**Parking/Driving Violations**
Students who are found to be parking in the District lot without a parking pass may be subject to one or more of the following:
1. Subject cars being impounded at the owners expense without prior notice
2. Citation of at least $10.00 for each incident

Examples of parking/driving violations include but are not limited to the following: Parking in emergency vehicle access areas, blocking fire lanes, emergency exits, delivery areas, bus zones, handicap zones, parking in a staff parking lot, moving violations (reckless driving, misuse of vehicle, speeding, failing to stop at exit of parking lot), falsification, misrepresentation.

**BULLYING**
Actions that cause the physical, verbal or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors.

**BUS CONDUCT**
Students being transported in vehicles provided by the District are under the authority of the bus driver. Bus conduct in violation of guidelines given to students can result in the forfeiture of a student’s right to ride the bus, as well as other disciplinary action.

**Bystanders**
Students who, by their presence and/or actions, encourage disruption, fights, or other violations of the Code of Conduct are subject to corrective action. This includes, but is not limited to, bystanders who refuse to move or to follow other directions of school staff during disruptions, fights, etc.

**Communication Devices (wireless)**
Students may possess wireless communication devices (cell phones etc.) on school grounds provided they are not seen, not heard, and are not activated to ring during class time and passing periods. Students may use these devices during lunch provided they are not being disruptive and are following school rules. Parents are encouraged to contact our office at 360-833-5602 to get messages to their students. Violation of this rule will result in phone confiscation through the end of the day.

**Cheating/Lying/Forging**
Any fraudulent action done by students will result in disciplinary action. In relation to class to a class assignment, quiz, test, etc., cheating/copying will result in a score of zero for the assignment, and may result in further discipline. Forging any signature, making of any false entry, and/or alteration of any document used or intended to be used in connection with the operation of the school falls within this definition.

**Criminal Acts**
Crimes shall not be committed by students while at school or at school sponsored activities. Law enforcement agencies will be contacted upon the commission of any criminal act on school property.

**Disruption**
No student while on school property, at a school-sponsored activity, or on school buses, shall behave in a disorderly manner or in any other way interrupt or disturb the orderly operation of the school. Items that may disrupt the education process, e.g. boom boxes, pagers, cell phones, MP3 players, squirt guns, water balloons, firecrackers, skateboards, skates, electronic devices, etc., are not permitted to be used at school. All disruptive devices will be confiscated and appropriate disciplinary action will be taken. The use of skateboards and skates on school property and on sidewalks bordering school property is prohibited at all times. Conduct occurring off school grounds which causes disruption to the school, the educational process, or the rights of the students or staff may also result in corrective action at school.

**Distribution of Materials**
Publications and other materials may be distributed on school premises by students provided that school administrators have given prior approval, and such materials and/or their distribution are not likely to be disruptive or libelous, and are not obscene.
DRESS AND APPEARANCE
Dress and appearance at Hayes Freedom High School or at school-sponsored activities will not present health or safety problems or be disruptive. Students will be asked to change clothes if dressed inappropriately. In terms of body coverage, student attire shall comply with the published “No Bare Zone” whether they are standing or sitting. Skirts or shorts must be longer than mid-thigh even when sitting, and midriffs must also be covered when sitting. Underwear must be covered. Trousers cannot be sagging below the hip or have holes in the “No Bare Zone”. Shirts must cover the “No Bare Zone” front and back. No bra straps or cleavage can be showing. Clothing which carries a vulgar or offensive message, or references the use of hate, violence, alcohol, drugs, tobacco, profanity, sex, or gang affiliation will not be permitted. Wearing chains and metal spike jewelry is a safety concern and is unacceptable. Tattoos that represent gang affiliation are unacceptable. State law requires shoes. House shoes or bedroom slippers are not acceptable footwear. Dress clothes, slacks, shirts and jeans are generally permitted and encouraged. All the do’s and don’ts are not listed in this handbook, nor do we intend to draw up such a list, if you have a question, please ask.

It is understood that individual teachers, in consultation with a school administrator, may require specific appearance and attire with special consideration for safety, cleanliness, and to reinforce course curriculum.

DRUGS AND ALCOHOL
Illicit drugs and unlawful use or possession of these substances is illegal and harmful. Students shall not possess, use sell, or show evidence of having used any illegal/dangerous drug, alcoholic beverage, and/or intoxicant of any kind on or near school district property or at school district sponsored events. Student shall not use, sell, or possess drug–related paraphernalia on or near school district property or at school district sponsored events activities. With reasonable grounds, physical use test may be applied at any time.

ELECTRONIC ENTERTAINMENT DEVICES
Students shall not use radios, MP3s, tablets, laptops, computer games, audio or video recording devices, or other electronic devices on school property without express consent of administration.

The exception is that an individual teacher may allow such devices in his/her particular classrooms during scheduled periods of the day.

ENDANGERING OTHERS
Student conduct which may put others in danger will not be permitted. This includes but is not limited to violation of fire regulation; making false fire reports; lighting matches; lighting any flame not an approved part of classroom instruction; use of incendiary or explosive materials; and threats or attempts to bomb, to burn, or to destroy, in any manner, school property or the property of school personnel or students.

EXTORTION, ASSAULT, OR CAUSING PHYSICAL INJURY
A student shall not extort anything of value, threaten injury, attempt to or cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person:

1. On or about the school grounds at any time.

2. Off the school grounds at a school activity, function, or event.
3. Off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events which occurred or originated on school grounds.

**FAILURE TO REPORT VIOLATIONS**

In order to maintain safety and security in our school, students are responsible for reporting serious violation of the Code of Conduct to teachers, administrators, or other appropriate staff. Serious violations include conduct or behavior which results, or may result, in injury to the person, health, or welfare of students or staff, or damage to property. Failure to report may result in corrective action.

**GAMBLING**

Gambling on school property is strictly prohibited.

**GANG ACTIVITY OR ASSOCIATION**

Hayes Freedom High School has a zero tolerance policy toward gang activity or association. Groups of students that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds, or disrupt the school environment are prohibited. Such groups are referred to as “gangs”.

The type of dress, apparel, activities, acts, behaviors, or manner of grooming displayed, reflected, or participated in by the students shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related, and would disrupt or interfere with the school environment or activity, and/or educational objectives;
2. Present a safety hazard to self, students, staff, and other employees;
3. Create an atmosphere in which a student, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gestures, or threat of violence;
4. Imply gang membership/affiliation by written communication, marks, drawings, design, and emblem upon any school or personal property on one’s person.

**HALL PASSES**

All students in the halls during class time must have an appropriate VISIBLE WRITTEN OFFICIAL SCHOOL PASS from a member of the staff.

**HARASSMENT/INTIMIDATION**

Intentional use of violence, force, coercion, and/or threat to harass or cause physical injury to another person is prohibited. The school district has a policy for assisting students who are being harassed. Words, gestures, symbols, or physical contact which offend, intimidate, threaten or persecute others will not be tolerated, regardless of whether the behavior takes place face to face, online, via cell phone, on or off school grounds. This includes such behavior as non-physical intimidation, posturing or “stare downs”. Disagreements among students will occur, but these conflicts must be solved without using violence, coercion or encouraging others to become involved. Students who support, encourage, or watch bullying, intimidation, and/or harassment are accomplices to the behavior and may receive the same consequences.

The school district has a policy for assisting students who are being harassed. The first step is to let the person who is doing the harassing know that his/her action is unwanted. Students should also let an adult know what is happening. If the harassment continues then the second step is to let an administrator or counselor know the situation. An informal hearing may be held to gather more information and talk with the people involved. Students may also request a peer mediation. If the person or persons continue to harass, then a formal mediation can be requested with a school district representative to investigate the
alleged harassment and make a decision regarding the next step. If the harassment continues, there are further legal steps that can be taken to protect a student’s right to feel safe and comfortable at school.

HAZING
Students shall not engage in behavior that recklessly or intentionally endangers the health or safety of others or inflicts bodily injury on a student in connection with initiation, affiliation or admission into a club, group organization or student body.

IDENTIFICATION
Students must correctly identify themselves upon request to any staff member who asks. Refusal to do so is a safety concern and is also considered defiant and disrespectful and a referable offense.

IMAGE CAPTURE
Students must seek permission of administration to take pictures or video of students, staff, or activities at Hayes Freedom High School.

INDECENT MATERIAL
No student shall possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials including clothing, posters, written/printed materials, audio tapes, video tapes, trading cards, and computer-based materials.

INTERNET/NETWORK USE
Internet use benefits students’ education in the form of access to educational resources otherwise unavailable. General school and district rules for behavior and communication apply. Users should have no expectation of privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched. The Camas School District intends to provide internet access as a tool for educational activities and does NOT intend to create a forum for discussion of ‘any topic at any time’. Students using the district network are not permitted to do the following: Access offensive messages or pictures, Use obscene or defamatory language, harass, insult, defame, or attack others, damage computers, alter computer systems or networks, Violate copyright laws, Use another’s password, Give out his/her name, address, or phone number, Trespass in another’s folders, work, or files, Intentionally waste limited resources, or Employ the network for commercial purposes. Violation may result in loss of access as well as other disciplinary or legal action. Internet access in the Camas School District is a privilege, not a right.

LANGUAGE
The words you use, the tone of your voice, and the way you treat people reflect on you and your reputation. Students are expected to treat everyone with respect and use language that demonstrates this. Foul language is not appropriate in the school environment. Additionally, ethnic, racial, sexist, or homophobic remarks are not acceptable at HFHS.

LASER POINTERS
Students shall not have laser pointers or other laser devices at school, on school buses, or at school-related activities without the permission of a school administrator.

LITTERING
Students shall help maintain a clean school environment by properly disposing of trash while in the cafeteria, classrooms, hallways, and elsewhere in the school and on school grounds, buses, bus stops, and at school-related activities.
LOITERING
School students and visitors are not to loiter in their cars around the High School building, parking lots or adjacent areas at any time during the school day. For the sake of safety and supervision, it is not appropriate for pedestrians to gather on the sidewalks in front of school property or to gather around cars in or near the street area.

OFFENSES OFF SCHOOL GROUNDS
Actions outside of school which have a negative impact on the school building, programs, students or staff will not be tolerated. Students are subject to disciplinary action at school for offenses which occur in the community or at other locations off school grounds if those offenses result in disruption to the operation of the school, the educational process, or impact the rights, safety, or welfare of students, staff, or school property.

PUBLIC DISPLAY OF AFFECTION (PDA)
School is a place of learning. A student who chooses to engage in inappropriate public displays of affection at school is subject to school discipline.

RESPONSIBILITY FOR SCHOOL PROPERTY
Each student is assigned books, materials, etc., during the school year for which the student is responsible. Students with damaged or lost items are subject to fines. Failure to pay fines or return school property may result in records being withheld, loss of athletic eligibility, etc. Please act responsibly. If you notice property in need of repair, bring it to the attention of your advisor, your teacher, or the school office.

SEARCH AND SEIZURE
With reasonable grounds, clothing, cell phones, electronic devices and other possessions may be searched. If illegal items are found, they will be confiscated, the police notified, and school discipline will be imposed.

SEXUAL HARASSMENT
Sexual Harassment does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior which is unwelcome, offensive, interfering with effectiveness or creating uneasiness in the educational and work environment.

For the purpose of this definition, sexual harassment may include conduct or communications that involve adult to student, student to adult, student-to-student, adult-to-adult, male to female, female to male, male-to-male, and female-to-female.

Sexual harassment consists of unwelcome sexual advances; and/or requests for sexual favors; and/or sexually motivated physical contact; and/or verbal or physical conduct or communication of a sexual nature if:

1) submission to such conduct or communication is made a term or condition either explicitly or implicitly of obtaining an education or employment, and/or
2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual’s education or employment, and/or
3) such conduct or communication has the purpose or effect of unreasonably interfering with an individual’s educational or work performance or creating an intimidating, hostile, or offensive educational work environment.
Such conduct, whether committed in the educational environment or district workplace by employees, students, volunteers, parents or guardians, is specifically prohibited. This may include, but is not limited to:

A) Making sexually suggestive remarks, gestures, jokes, or teasing;
B) Pressure for unwanted companionship, contact, dates, or sexual activity;
C) Disparaging remarks about one’s gender or sexually demeaning terms for females and males;
D) Hazing, pranks, or other intimidating behavior toward others because of gender;
E) Deliberate and/or unwelcome touching such as impeding or blocking movement, cornering, pinching, pulling on clothing, kissing, or fondling;
F) Displaying or distributing printed, pictorial, derogatory and/or offensive sexual materials such as posters, cards, pictures, cartoons, graffiti, drawings, or clothing;
G) Using the media for unwanted communications such as letters, phone calls, E-mail, FAX, or other technology;
H) Spreading rumors about a person’s private sex life;
I) Unwanted communications about personal sexual experiences;
J) Requests for sexual favors in exchange for rewards such as grades, promotions, money, and/or personal gain.

TAMPERING
Students shall not tamper in any way with the belongings of others, especially not food or drink.

THREAT
Any expression of intent to cause to harm, injury, or damage to school property or to other persons on school property, at a school-sponsored activity, or on school buses, will not be tolerated, including threats made off school grounds. This includes all oral, written, or electronic forms of threats to bomb, utilize weapons, or cause bodily injury and/or property damage. Students may be recommended or required to participate in a formal threat assessment if the threats are deemed substantive or very serious.

TOBACCO
Washington State law prohibits tobacco use by staff, students, and all visitors on school grounds, or in reasonable proximity (400 ft. of school grounds), at all times. Student use or possession of tobacco will not be allowed on school property including all district parking lots or during school sponsored events. The holding of a tobacco product will be considered the same as using. Additionally, use or possession of tobacco by persons under the age of eighteen is illegal, and the police will be notified. Tobacco look alike products are also prohibited.

VANDALISM
The willful or malicious destruction or defacement of school or private property on school premises is prohibited. Restitution, in addition to disciplinary action, will be required. Students unintentionally/accidentally causing destruction or defacement of property will be subject to restitution.

WEAPONS
For the personal safety of all students, school district employees, and school patrons, no materials which are normally viewed as weapons, or are used for the purpose of a weapon, are permitted at school. Weapons include, but are not limited to: guns of all types including look-alikes, knives of any size, stabbing devices, throwing stars, numchuckas, explosives, mace/pepper-spray, or any weapon or device considered unsafe and dangerous according to federal and state law. Students who handle, carry, or possess such devices on or about school property subject themselves to immediate emergency expulsion. Students who handle or carry unsafe and dangerous weapons will likely be expelled with no chance of
return per Washington State law and our concern about the safety of students, staff, and other school patrons.

PROHIBITED STUDENT CONDUCT, EXCEPTIONAL MISCONDUCT DEFINITIONS AND CONSEQUENCES

RULES AND REGULATIONS
In the Camas School District, any conduct which interferes with teaching and learning is not allowed. These rules and regulations apply during regular school hours, on school transportation such as buses, at school district sponsored activities either at home or away, while a student is on school district property and while a student is under school jurisdiction, even if the student is truant. Because some of the following problem areas violate state law, school officials may need to notify law enforcement authorities. If this occurs, school officials will contact parents either by telephone or certified letter mail.
Any action the police authorities might take will be in addition to the action taken by the school. Unlawful acts will be cumulative in nature throughout each student’s education in the Camas School District. Violations include but are not limited to the examples that follow. This list is not inclusive.

**Level One (Exceptional Student Misconduct) Offenses**

WAC 180-40-260 provides that conduct labeled “exceptional misconduct” does not have to follow the progressive discipline portion of state law. Therefore, upon consideration of all circumstances, the following behaviors can result in long-term suspension. School Board Policy also supports emergency removal or expulsion provided that the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student’s school.

**Alcohol and/or Illegal/Dangerous Drugs and/or Paraphernalia**

*Possession and/or Use:* A student shall not possess, use, be under the influence of any narcotic drug(s), anabolic steroids, hallucinogenic drug(s), amphetamine, barbiturates, marijuana, or any other substance purported to be one of the above described substances. The use of medication, prescribed for the individual student and used in accordance with the specific directions of the student’s licensed medical practitioner, shall not be considered a violation of this policy. Offenses are cumulative in grades 9-12.

**Notification of Police**

FIRST OFFENSE: 45 day suspension, which may be reduced to 5 days when the student and parent agree that the student will attend, at the parent’s expense, a drug/alcohol assessment, will follow the recommendations resulting from the assessment and will make school officials confidentially aware of the recommendations.

SECOND OFFENSE: Long-term suspension and or recommendation for expulsion.

**Sale or Delivery or Purchase:** A student shall not distribute and/or sell alcoholic beverages, unlawful drugs, legend drugs, controlled substances, hallucinogens, caffeine pills, diet pills, sleeping pills, or any substance, legal or illegal, used to induce mood or behavior changes (i.e. glue sniffing), or other drugs, medications (or items that purport to be any of the preceding), during school time, on school premises, or during school-sponsored activities. Offenses are cumulative in grades 9-12.

**Notification of Police**

FIRST OFFENSE: Long-term suspension and or recommendation for expulsion

**Arson, False Alarms, Tampering with Firefighting Systems, Equipment, or Alarms:** A student shall not set fire to a building or property, or activate a fire alarm for other than the intended purpose of the alarm. Offenses are cumulative in grades 9-12.

**Notification of Police**

FIRST OFFENSE: Long-term suspension and or recommendation for expulsion and restitution.

**Assault or Threat of Assault, Fighting:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury to another person. This includes the excessive use of physical force or threatening the use of physical force against another person, including the use of a weapon or other instrument for the purpose of inflicting injury, on or about school district property at any time, or off the school grounds when the prohibited
behavior is a consequence of, or directly related to causes or events which occurred or originated on school grounds. Offenses are cumulative in grades 9-12.

**Notification of Police**
- FIRST OFFENSE: Short term suspension, with immediate removal from school and required parent conference.
- SECOND OFFENSE: Long-term Suspension possibly for the remainder of the semester.
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion.

**Bomb Threat:** A student shall not threaten to bomb or damage any public school building, facility, or property. Offenses are cumulative in grades 9-12.

**Notification of Police**
- FIRST OFFENSE: Long-term suspension with the recommendation for expulsion.

**Defiance of Authority, Disobedience or Disrespect to School Authorities:** A student shall not act in open disregard or contempt for school authority. A student shall not refuse to obey the instructions of all district personnel. Offenses are cumulative in grades 9-12.

**Notification of Police**
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension

**Disruptive Conduct:** A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission process, or function of the school. Offenses are cumulative in grades 9-12.

**Notification of Police**
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension

**Extortion:** A student shall not take or threaten to take a person’s money or property without his/her consent by using a threat or violence, on or about school district property at any time, or off the school grounds when the prohibited behavior is a consequence of, or directly related to causes or events which occurred or originated on school grounds. Offenses are cumulative in grades 9-12.

**Notification of Police**
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion.

**Falsification/Forgery of Documents:** A Student shall not alter or falsify time, names, dates, grades, addresses. Students shall not forge any signature or make any false entry or alter any document used or intended to be used in connection with the operation of school.

- FIRST OFFENSE: 1-3 day suspension
- SECOND OFFENSE: 3-10 day suspension
- REPEATED OFFENSES: Long-term suspension

**Failure to Report:** Failure to report drugs, alcohol, weapons, or any other illegal activity.

- FIRST OFFENSE: 1-3 day suspension
- SECOND OFFENSE: 3-10 day suspension
- REPEATED OFFENSES: Long-term suspension
**Gang/Gang Activity:** Hayes Freedom has a zero tolerance policy toward gang activity or association. Groups of students that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds, or disrupt the school environment are prohibited. Such groups are referred to as “gangs”. The type of dress, apparel, activities, acts, behaviors, or manners of grooming displayed, reflected, or participated in by the students shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related, and would disrupt or interfere with the school environment or activity, and/or educational objectives;
2. Present a safety hazard to self, students, staff, and other employees;
3. Create an atmosphere in which a student’s, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gestures, or threat of violence.
4. Imply gang membership/affiliation by written communication, marks, drawings, design, or emblem upon any school or personal property on one’s person.

Offenses are cumulative in grades 9-12.

**Notification of Police**
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion.

**Harassment (Major; Including Sexual) or Threats:** A student shall not persistently disturb, torment, or pester another individual. Offenses are cumulative in grades 9-12.

**Notification of Police**
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion.

**Inciting a Fight:** A student shall not incite a fight and/or encourage others to participate in a fight and/or be a bystander of a fight.

- FIRST OFFENSE: 1-3 days suspension
- SECOND OFFENSE: 3-10 suspension
- THIRD OFFENSE: Long-term suspension

**Profanity, Pornography, Lewd Behavior/Sexual Misconduct; Obscene or Disruptive Material** Profane, obscene, abusive language or actions directed toward others, including intimidation or harassment, Mooning or other inappropriate displays. Possession and/or distribution of pornographic materials. Offenses are cumulative grades 9-12.: A student shall not commit indecent or obscene acts or expressions of or involving sex. This includes publishing or distributing on school grounds libelous, tasteless, obscene, or disruptive material.

**Notification of Police**
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion.

**Possession or use of Explosives:** A student shall not possess anything tending or serving to explode such as firecrackers or bullets.

**Notification of Police**
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion.
Possession or use of Tobacco: A student shall not carry or smoke any kind of pipe, cigar, cigarette, or any other lighted smoking equipment or material, nor shall students chew or sniff tobacco products at school or school-sponsored events/activities, or while a passenger in district vehicles, or on school property.

Notification of Police
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension

Racial Harassment or Discrimination: A student shall not harass or discriminate any individual on the basis of age, disability, national origin, race, marital status, religion, sex, or socioeconomic status by words, in writing, by gestures or actions.

Notification of Police
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion.

Robbery, Theft, Property Damage, or Unlawful Entry: A student shall not carry away the personal goods or property of another person, or that of the school district, take of the property of another by violence or intimidation. A student must not use or distribute school keys.

Notification of Police
- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension and restitution
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion

Simple Assault, Pushing and Shoving: A student shall not touch or apply undue force to another person.

- FIRST OFFENSE: Short-term suspension
- SECOND OFFENSE: Long-term suspension
- THIRD OFFENSE: Long-term suspension with the recommendation for expulsion unless student will agree to attend, at the parent’s expense, an anger management assessment, will follow the recommendations resulting from the assessment and will make school officials confidentially aware of the recommendations.

Weapons: A student shall not be in possession of, use, transmit, or transport any object that could reasonably be considered a firearm or a dangerous weapon; or possess any exploding item or device that would be capable of producing bodily harm, damage to property, or disruption of the educational process.

Notification of Police
- FIRST OFFENSE: Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

LEVEL TWO OFFENSES

The following is a list and definitions of examples of level two offenses. These offenses are subject to progressive discipline.
**Attendance**: Failing to comply with building, district, and state guidelines setting forth class and school attendance.

**Closed Campus Violation**: Leaving the school grounds, during the school day prior to dismissal without permission by school personnel.

**Damage or Destruction of Property**: Intentional or careless damage to school property or private property.

**Disruptive Dress & Appearance**: Dress or appearance which is disruptive to the educational process and/or which threatens the health and safety of the student or others.

**False Accusations**: Untrue charges or wrongdoing.

**Gambling**: Gambling on school property is strictly prohibited.

**Inappropriate Language/Verbal Abuse**: The use of vulgar or profane language by students on school property whether spoken, written, or gestured.

**Intentional Misuse of School Equipment/Supplies/Facilities**: Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.

**Intimidation**: To force into or deter from some action by inducing fear.

**Occupation of School Property**: A student shall not occupy a school building or school grounds in order to deprive others of its use, or block normal pedestrian or vehicular traffic.

**Occupying Unauthorized Areas**: A student shall not be present in an unauthorized area without permission of school authorities.

**Possession or use of Electronic Pagers**: A student shall not use or be in possession of electronic pagers at school or school-sponsored activities or events, or while a passenger in district vehicles.

**Trespass**: A student shall not gain unauthorized entry upon the property of the school district.

**Unauthorized Gatherings**: The assembly or meeting of students and/or non-students on school property without permission of school authorities.

**Unauthorized Use of Technology**: Tampering with electronic hardware, data files, or software, or unauthorized access to our use of such technology.

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**LEVEL TWO DISCIPLINARY STEPS**

Step 1: Teacher or administrator conference with student, possibly resulting in a behavior contract

Step 2: Notification of parent, conference with student and parent (phone conference is permissible). Written notification will be sent home if disciplinary actions are taken. The student may be assigned to in-school suspension until a conference is held.

Step 3: Loss of off-campus privileges, behavior contract

Step 4: Suspension (in and/or out of school)

Step 5: Short term suspension

Step 6: Long term suspension

Step 7: Expulsion
TEACHER ASSIGNED DISCIPLINE

Teachers have the initial responsibility for disciplining students in the classroom. The following procedures for handing discipline will be used by teachers to assign consequences for student failure to obey classroom rules:

1) Teacher will conference with the student, The teacher will explain to the student what the inappropriate behavior is and what the student needs to do to correct the misbehavior.

2) The teacher will contact the parent/guardian

3) The teacher may take disciplinary action, such as room cleaning, short term suspension from the class for the balance of the period (provided the teacher shall have first attempted one or more alternative forms of corrective action, State law and school policy require that the teacher contact the parent and school administration in such a case, contact should be attempted that day and occur in no more than 24 hours. In the case of leaving a message or e-mail, the teacher must receive confirmation that parents received the information.)

4) The teacher may consult with and/or refer the student to a counselor

5) The teacher may refer the student to the administrator with a recommendation for discipline.

6) In cases of severe misbehavior the student will be immediately referred to the administration.

DEFINITION OF CONSEQUENCES

Discipline means all forms of corrective action other than suspension or expulsion and includes the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period. Discipline also includes the exclusion of a student from any other type of activity conducted by or on behalf of the school district, including district transportation.

Detention means being held in school for additional time before, after, or during school hours.

In School Suspension means spending part or all of the school day separated from the general student population.

Exceptional misconduct means behavior judged to be so serious in nature and/or so serious in terms of the disruptive effect on the operation of the school that students may be subject to a suspension for a first-time offense.

Expulsion means a denial of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. It also means the expelled student could be denied the opportunity to participate in particular school-related activities.

Emergency expulsion means the immediate denial of school attendance due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

Emergency removal means the immediate removal of a student from a class, subject or activity by a teacher or administrator when the student’s presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student’s school.

Suspension means denial of attendance, other than for the balance of the immediate class period for “discipline” purposes, in any single subject or class or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and
personal property that is owned, leased, rented, or controlled by the school district. It also means the suspended student will not be able to participate in school-related activities while suspended.

Short-term suspension means suspension for any portion of a calendar day up to and not exceeding 10 consecutive school days.

Long-term suspension means a suspension that exceeds a “short-term suspension.”

**ACTIVITIES AND ATHLETICS**

Students who actively participate in school programs generally do better academically, feel more connected to the school, and often earn special recognition, honors, and scholarships. Being involved is a great way to meet people, learn something new, and have something fun to do. If you want to know how to get into an activity, ask a friend, counselor, or other staff member. Get involved!

**ATTENDANCE AND PARTICIPATION IN AFTERSCHOOL ACTIVITIES**

Students participating in after-school events must be in attendance all day to qualify for participation in that day’s activity. Students who miss school during the day because of illness, suspension of any kind, parent request, or unexcused absences are not allowed to participate in after-school activities. Exceptions may be made for family bereavement, or true emergencies, medical/dental appointments, legal appointments, and school-related activities.

**ACTIVITY/ATHLETIC TRANSPORTATION TO EVENTS**

Participants must travel to and from events via school-provided transportation. Students who ride school-provided buses to away events as spectators must return on the buses. The exception would be those participants/ students who have permission from the coach/advisor to return with their own parents. Head coaches/advisors need to make personal contact with parent when a participant/spectator requests to ride to or from an event with the parent. The only time a participant/spectator would be allowed to ride with a parent other than his/her own would be if there was explicit written permission given by a building administrator.

**STUDENT GOVERNMENT**

The ASB Student Congress consists of the ASB officers, advocacy representatives, and club representatives. Mrs. Winkley acts as the ASB advisor. The Congress handles matters pertinent to school activities. The Congress meets monthly during the school year. Meeting times rotate throughout the day. The student government officers and class officers are elected in the spring for the following year.

**CLUBS AND GROUPS**

A variety of clubs and groups are active at Hayes Freedom High School. Students should check the daily and weekly bulletins for meeting times and places. All students are encouraged to participate. All students who choose to participate in extracurricular activities must sign and abide by the Athletics/Activities Code of Conduct. A process exists for forming a new club; for details see the administrator.

**ATHLETICS**

Sports give the participant an opportunity to exercise his or her personal athletic ability, to promote team spirit, and to build a competitive attitude. All students choosing to participate in athletic activities must purchase an ASB card for CHS and must sign and abide by the Athletics/Activities Code of Conduct.
Use of, or possession of, alcoholic beverages, tobacco, or illicit drugs during the sports season shall result in suspension from the team as outlined in the Athletics/Activities Code of Conduct. Athletes involved in an unlawful act or incident that reflects negatively on the school will be subject to suspension from the team.

**Academic Standards for Interscholastic Athletic Eligibility:**

A student shall have passed 80% of the classes in which the student is enrolled with a 2.0 GPA in the immediately preceding grading period in order to be eligible for competition during the quarter.

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**ATHLETICS/ACTIVITIES CODE OF CONDUCT**

**CAMAS SCHOOL DISTRICT**

Extra-curricular activities require a great commitment from students, advisors, coaches and parents. Programs in the Camas School District stress personal dedication, drive, and determination while teaching the participants to accept obligations to the group, teammates, advisors, coaches, the student body and the community.

Extra-curricular activity programs in the Camas School District are a privilege and are completely voluntary for students. Students participating in extra-curricular programs are considered to be in positions of leadership. They represent the school and community, and as leaders we expect they will do nothing that reflects negatively on the school or the community.

The Athletics/Activities Code is designed to establish reasonable, high standards for students who aspire to participate in all extra-curricular activities, which include all optional, non-credit, school-approved student activities, which are personal, social, recreational, or athletic in nature. This code is designed to help students choose not to participate in illegal or unhealthy activities. It is also designed to help support parents in their efforts to guide their children towards healthy lifestyles.

Procedures for administering the Athletics/Activities Code and the appeal process are consistent with the Washington Administrative Codes that address student conduct.

**GENERAL RULES**

All students participating in extra-curricular activities or planning to participate in an activity at some point during the school year, shall abide by the following rules at all times including school vacations, weekends, and non-school hours:

1. Participants, parents, guardians, and/or legal custodians will agree in writing to abide by all rules set forth.
2. Athletes will have valid medical and dental insurance prior to being allowed to practice/participate for the first time.
3. Participants will purchase an ASB card as a condition of taking part in extra-curricular activities.
4. Participants will maintain a 2.0 GPA and pass at least five classes in the grading period immediately prior to the activity or season. ASB and Class officers must maintain a 3.0 GPA.
5. Participants will be present the entire school day in order to be eligible for practice or competition. Students who miss school during the day because of illness, suspension or any kind, or unexcused absences are not allowed to participate in after-school activities. Students must be present in school for the full day in order to practice/compete in athletics/activities. Exceptions will be made for family bereavement or true emergencies, medical/dental appointments, legal appointments, and school-related activities. Other excused absences, arranged in advance through
a building administrator, may be accepted. Parent’s requests and/or illness are NOT exceptions to this rule. If an athletic team arrives back to school after midnight athletes may be excused from attending their first period class; they are still responsible for the work in class.

6. Participants shall not possess, use, or transmit tobacco, alcohol, inhalants, or illegal drugs of any kind. Further, participants shall not engage in behavior that enables others to illegally use these substances. Examples include serving as a designated driver for others and attending parties or events where these substances are used.

7. Participants are expected to attend all scheduled practices, meetings, contests, and performances. If it becomes necessary to miss such an activity, prior arrangements must be made with the advisor/coach.

8. School-owned equipment checked out to a participant is his/her responsibility. Loss of equipment or damage resulting from misuse will be the financial responsibility of the participant. Individuals will not be allowed to participate in subsequent activities or receive rewards until this obligation is taken care of. All fines and fees must be paid in order for a student to be eligible to participate in extracurricular activities.

9. An athlete who has been injured and has seen a physician may not return to activity until a signed release from a physician is presented to the head coach.

10. Completion of the activity season is required in order for the participant to be eligible for a letter or team/individual awards. The exception to this is a student whose participation was limited due to an injury.

11. Participants must travel to and from events via school-provided transportation. Exceptions are injury to a participant that would require special transportation and prior arrangement approved by an administrator. Head coaches/advisors need to make personal contact with a parent when a participant requests to ride home from an event with a parent.

12. Coaches/advisors may establish stricter standards for safety, morale, or other reasons; therefore, participants are expected to adhere to any specific rules for each activity not stated in the Code of Conduct.

Satisfactory Academic Progress
Participants will maintain a 2.0 GPA and pass 80% of the classes in which they are enrolled during the grading period immediately prior to the activity or season, i.e. you cannot fail more than one class. Those who do not meet this requirement will be placed on academic probation:

1. Participants will be declared ineligible until a progress report indicates that he/she is meeting the minimum standard. For Fall Semester progress reports will be assessed on the eighth day of school with follow-ups weekly for a period of two weeks.

2. Participants will be expected to attend after-school conference period for a minimum of three weeks.

3. Participants will continue to turn in weekly progress reports until no longer directed to do so.

4. Participants placed on academic probation will not be eligible to participate in at least one regular season athletic event. Participants are allowed to practice during the ineligible period of time. Participants who are put on academic probation for any two consecutive grading periods or more than two grading periods in a school year will be suspended for 20% of the current or upcoming activity season. They will need to meet all the requirements of academic probation during the suspension period.

Alternate Eligibility
The 2.0 GPA/80% passing requirement may be waived by the Principal based on the following criteria:

1. The participant is of average ability and he/she has completed 95% of his/her assignments. If the teacher were to give an effort grade for the participant it would be at least a “B”.
2. The participant may be academically disadvantaged (Special Education or 504 Plan) and may be working near his/her potential. Participants who meet this alternate eligibility standard are required to turn in weekly progress reports for the entire season in which they are competing.

**Tobacco, Alcohol, Inhalants and Illegal Drugs: Violations and Corrective Action**

Participants shall not knowingly possess, use, or transmit tobacco, alcohol, inhalants, or any illegal drug. Participants shall not engage in behavior that enables other students to illegally use tobacco, alcohol, inhalants, or illegal drugs. Examples of this behavior are:

1. Attending an event, for even a short time, where tobacco, alcohol, inhalants, or illegal drugs are present or being used. When attending an event there is reasonable expectation that the student make him/ herself aware of what is happening in the surroundings and that he/she immediately remove him/herself if illegal substances are present or substances are being used illegally.
2. Holding an event where tobacco, alcohol, inhalants, or illegal drugs are being used.
3. Acting as a designated driver for students who are, using tobacco, alcohol, inhalants, or illegal drugs.

If any participant realizes he/she has a problem with the use of tobacco, alcohol, inhalants, or illegal drugs, and of his/her own violation, seeks treatment (prior to his/her first assessment) he/she may not be subject to disciplinary action.

Repeated offenses are cumulative during the participant’s time in school. Upon confirmation that a participant has violated the policy regarding tobacco, alcohol, inhalants, or illegal drugs, the following steps will take place:

1. Parents will be informed of findings by phone and letter home.
2. Law enforcement officials may be notified.
3. Participants will be informed of options for consequences.

At the discretion of the administrator, any and all discipline steps may be skipped depending upon the severity of the violation related to alcohol, inhalants, and illegal drugs.

**NOTE:** Participants are subject to all rules stated in the student handbook while at school or involved in school related activities, and are also subject to the discipline as described in the Student Handbook.

If on any away school sponsored event a student breaks the code of conduct he/she will be fined the costs involved in sending the student to the event i.e. food, room, etc.
STUDENT HEALTH

Student Health Inventory (CSD Policy & Procedure 3414)
A Student Health Inventory form is required annually. Registered nurses will create emergency care plans as necessary with parent/guardian.

Asthma/Anaphylaxis (CSD Policies & Procedures 3419 and 3420)
Students shall be authorized to self-administer asthma/anaphylaxis medication if the parent/legal guardian and licensed health provider complete the Authorization for Administration of Medication form.

Students with Life Threatening Allergies
Camas School District is aware that anaphylactic reactions can be life threatening. Please access The Guidelines for the Management of Students with Life Threatening Allergies for guidelines.

Life-Threatening Health Condition (CSD Policy 3413)
Washington State law (RCW 28A.210.320) directs school districts to require the presentation of a medication or treatment order (Authorization for Administration of Medication) for a child’s life-threatening health condition that may require medical services to be performed at school, prior to the student’s first day of attendance. Please contact the building registered nurse if your child has a life-threatening condition.

Head Lice (CSD Policy & Procedure 3414)
Camas School District supports not having a no-nit policy, and uses head lice guidelines that reflect the best evidence-based management and treatment options. Please review Camas School District Parent Guidelines for Students with Head Lice.

Health Room
There is a health room in each building staffed primarily by health assistants with access to district registered nurses.

Immunizations (CSD Policy & Procedure 3413)
Up to 30 days after enrollment in the district, a student must have proof of vaccinations completed and/or initiated or a signed exemption form from a licensed health care provider. Forms must be from Washington State and can be found at the district website. See Washington State Department of Health “Vaccines Requires for School/Child Attendance” http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements

Keeping Ill Children Home
Please refer to Guidelines for Keeping Ill Children Home from School.

Over The Counter or Prescribed Medication At School (CSD Policy and Procedure 3416)
All medication including prescriptions or over the counter (Tylenol, ibuprofen) requires an Authorization for Medication/Treatment at school form completed by the licensed health provider and the parent/legal guardian if needed during a school day. Do not send the medication with your child, please contact the health room for questions.

Nutrition Guidelines
School Board Policy 6700 stipulates guidelines and advocacy for improved nutrition and fitness practices across our district. The policy can be found on the Camas School District website.
Appendix A
ANNUAL PUBLIC NOTIFICATION

Asbestos Plan
The district engages in a continuous asbestos surveillance program to assure that there are no asbestos problems or danger to students and employees. A copy of the Camas School District asbestos management plan is available for review at the district office.

Child Abuse Prevention
School districts must work with state agencies, including the Office of the Superintendent of Public Instruction to establish a coordinated primary prevention program for child abuse and neglect. All parents shall be given notice of the primary prevention program and may refuse to have their children participate in the program.

Child Identification Procedures (CSD Procedure 2161)
The district conducts Childfind activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Childfind activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child’s health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the district’s special services department at 360-833-5570.

Confidentiality - FERPA
Parents in the Camas School District have rights to confidentiality under the Family Education Rights and Privacy Act (FERPA). The parent or eligible student has a right to:
- Inspect and review the student’s education records;
- Request amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student’s education records;
- File with the US Department of Education a complaint concerning alleged failures by the agency to comply with the requirements of the act;
- Obtain a copy of the policy, which is available on the district website under Parent Corner.

Drug-Free Schools (CSD Policy & Procedure 3240)
Congress has adopted legislation requiring drug-free schools. A study by the National Commission on Drug-Free Schools indicated that drug and alcohol use among our nation’s youth remains widespread. Appreciable numbers of students begin to use alcohol in the elementary grades and increasing numbers begin to use illicit drugs in middle school. Camas School District is committed to drug-free schools. The board has established a policy requiring that each student adhere to all the rules of conduct adopted by the district. Failure to do so shall be cause for corrective action enforced by school officials.

Legislation Regarding Military Recruiters (CSD Policy & Procedure 4260)
Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and other institutes of higher education. However, FERPA protects information about students from being released if parents opt out or require prior consent in writing. Please contact your student’s school office for additional information.

Non-Discrimination Title IX (CSD Policy & Procedure 3210)
Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District #117 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Rita Pakenen, Title IX and Compliance Coordinator, rita.pakenen@camas.wednet.edu; and Dana Jones, dana.jones@camas.wednet.edu. Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

**Releasing Information**
Schools may release specific directory-type information - including names, address, and phone number - without prior parental consent if the school both provides notification that it reserves the right to release such information and defines what kind of information will be considered directory information. However, under FERPA, parents must be given the right to opt out of the directory information for release. Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties. The opt-out form is available online under Parent Corner > Forms.

**Pesticides   (CSD Policy & Procedure 6895)**
Best practices are used in our school district in the utilization of pesticides within our buildings and on our grounds. It is our intent to take steps that promote a healthy environment for our students, staff, and community. We use minimal applications directed at very specific problems. Our staff members use alternatives when possible. Applications are completed in a manner in which the chance of direct or indirect exposure is minimal. All pesticides are applied under the direction of trained, licensed staff members or contractors. If you would like to be directly contacted prior to an application in or around the building where your student(s) attend, please contact your school office and complete a contact form. More information about our pesticide practices can be found through our Board Policies on the school district web site.

**Harassment   (CSD Policy & Procedure 3207)**
Harassment can take many forms and can include bullying, slurs, comments, rumors, put-downs, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other electronic, verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating and intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual’s work performance or education; or (3) otherwise unreasonably affects an individual’s employment or education opportunities.

**Sexual Harassment   (CSD Policy & Procedure 3205)**
Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person.
Staff Intervention  (CSD Policy 3207)
All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action under this procedure may be necessary.

Incident Reporting and Investigative Process  (CSD Procedure 3207)
Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports.

False Report  (CSD Policy & Procedure 3207)
To knowingly report false allegations of harassment is a violation of this policy. Persons found to knowingly report false allegations will be subject to appropriate discipline.

Title I / LAP – Parent Involvement Policy – Elementary Schools  (CSD Policy 2108)
As part of Title I/LAP requirements each elementary school has on file a Parent Involvement Policy that explains various ways that parents can be involved and support the efforts of the school. This policy may be obtained by inquiring at each school office or by asking the Title I/LAP teacher.
Appendix B

CAMAS SCHOOL DISTRICT BUS RULES

The purpose of district transportation is to safely transport students to and from school and/or district sponsored events. Any misconduct by a student, which is detrimental to the safe operation of the bus, will be sufficient cause for the building administrator to suspend the transportation privilege.

Students should be at their designated stop five minutes before the scheduled bus stop time. In the afternoon, students are to exit at their regularly assigned bus stop and go directly home.

1. Students will follow driver and adult directions. The driver is in command of the bus and students. When transporting classes or teams, the teacher or coach is primarily responsible for the students.

2. Students will observe rules of classroom conduct while riding on buses, i.e., quiet talking, hands, feet and objects to self, no teasing or rude/obscene gestures. Students must see that their possessions are kept out of the aisle.

3. Students will sit their bottoms on the seat, face forward and have their back touch the rear of the seat. Students will keep all body parts inside the bus windows at all times.

4. Eating or drinking is not allowed on the bus. This includes gum, candy, food and beverages. Special circumstances may be authorized and supervised by an accompanying teacher or coach. Students are to assist in keeping the bus clean. All trash will be placed in the wastebasket.

5. Each student may be assigned a seat in which they will be seated at all times unless permission to change is given by the school principal and/or driver. If a lap belt is in place, it must be used.

6. Students will leave the windows closed unless given permission by the driver to open them.

7. Students will only ride their assigned bus and stop unless authorized permission is given. A bus pass from the student’s school is required to be a guest on the non-designated route.

8. Students will get on and off the bus in an orderly manner. Students are expected to stand away from the roadway when the bus is approaching or leaving. Once the bus has come to a complete stop and the driver has given a cue, students may board the bus in single file. Students are to find a seat as quickly as possible. Students who must walk for some distance along the roadway where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students may only cross in FRONT of the bus at the driver’s direction. When students are off the bus, they will adhere to rules for pedestrians.

9. Skateboards, scooters, and roller skates will NOT be transported on the bus.

10. Headphones must be used with all electronic equipment such as music devices, gaming devices, etc. The bus driver has the right to take away the equipment and turn it over to the school administrator if the equipment creates a disruption on the bus. If the student chooses to bring electronic equipment on the bus, the driver, school, or district are not responsible for broken or missing equipment. The electronic equipment is not to be visible at school during the school day.
11. Students will refrain from carrying or possessing any items that may cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable or glass containers, weapons or firearms, straps, cords, or pins protruding from clothing or bags, large, bulky items that cannot be held or placed between the legs, etc. Matches, lighters, cigarettes, tobacco, or illegal substances of any kind will not be allowed.

12. Animals, with the exception of service animals (Policy 2030/Procedure2030), are not allowed on the bus.

13. Emergency doors and equipment must be left alone by the students.

14. Parents of students identified, as causing damage to buses will be charged with the cost of repairing or replacing the incurred damage. Students causing the damage may be suspended from bus transportation. Students may be asked to clean the bus after school.

15. Student misconduct will constitute sufficient reason for suspending transportation privileges.

WAC 392-141-010 (1) School Districts–General Authority to Provide Transportation-A school is not required to provide transportation for school students but may do so.

WAC 392-145-015 (6) Transportation of Unsafe Articles-ReQUIRES that teachers or other school district personnel refrain from requesting students to transport on a school bus any form of animal life (except seeing eye dogs), firearms, weapons, breakable containers, flammable and other articles which could adversely affect the safety of the bus or passengers.

WAC 392-145-020 (7) Rules for School Bus Drivers-A student may be permitted to leave the bus at other than his or her regular stop provided that permission is first obtained pursuant to district policy.
Appendix C

Absences & Truancy  (CSD Policy & Procedures 3122 & 3241)
Attendance Truancy Reporting: When a student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, the school will file a truancy petition with Juvenile Court. The court may then schedule a hearing with the student and his/her parents/guardians. (RCW 28A.225.030; ESSB 5439) Following are typical examples of excused and unexcused absences:

<table>
<thead>
<tr>
<th>Excused</th>
<th>Unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness</td>
<td>Overslept/parent overslept</td>
</tr>
<tr>
<td>Health condition (dr., dental appt.)</td>
<td>Alarm did not ring</td>
</tr>
<tr>
<td>Religious observation</td>
<td>Babysitting, shopping</td>
</tr>
<tr>
<td>Family emergency (funeral, serious injury to immediate family member)</td>
<td>Haircut</td>
</tr>
<tr>
<td>Emergency situations authorized by school officials</td>
<td>Needed at home</td>
</tr>
<tr>
<td>Approved conferences (school, police, DSHS)</td>
<td>Missed the bus/car trouble</td>
</tr>
<tr>
<td></td>
<td>Trip to the beach</td>
</tr>
<tr>
<td></td>
<td>Personal reasons (unless cleared by school)</td>
</tr>
<tr>
<td></td>
<td>No reason given for absence</td>
</tr>
</tbody>
</table>

Definitions Of Student Misconduct  (CSD Procedure 3241)

Guidelines For Cellular Phone Use (CSD Policy & Procedure 3245)
Cellular phone use will align with Policy 3245: Students and Telecommunication Devices.

Network Use and Internet Safety  (CSD Policy & Procedure 2022)
Internet use benefits students’ education in the form of access to educational resources otherwise unavailable. General school and district rules for behavior and communications apply. Users should have no expectation of privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched.

The Camas School District intends to provide internet access as a tool for educational activities and does NOT intend to create a forum for discussion of “any topic at any time.” Students using the district network are not permitted to do the following: Access offensive messages or pictures. Use obscene or defamatory language. Harass, insult, defame, or attack others. Damage computers, alter computer systems or networks, Violate copyright laws, Use another’s password, Give out his/her name, address, or phone number, Trespass in another’s folders, work, or files, Intentionally waste limited resources, or Employ the network for commercial purposes.

Violations may result in loss of access as well as other disciplinary or legal action. All users of the district network are bound by the Network Use and Internet Safety policy 2022. Parents will need to give written notification, with the district opt-out form, if they do not wish for their child to have access to the Internet.

Prohibited Student Conduct & Exceptional Misconduct Definitions  (CSD Policy & Procedure 3240)
Any conduct which interferes with teaching and learning is not allowed. The following acts are specifically not allowed on school property, on school transportation such as buses, or at school-sponsored events such as field trips. There will be consequences for doing these things. This list is not inclusive. Behaviors marked with a dot (*) have been determined to be a serious disruption. Students may
be suspended from school for doing these things even if it is the first time that they are involved. Behaviors marked with two dots (**) will result in contacting the police as well.

**Student Self-Management**

Students are expected to manage their behavior and to understand that the choices they make contribute to their success at school. Students have many opportunities to demonstrate their ability to make responsible choices at school, no matter where they are or what they are doing. Students should strive to do their best to develop a positive reputation for themselves and our school that demonstrates courtesy, cooperation and respect for people and property.

If students need help managing their behavior, they should understand that appropriate actions will be taken. In the event that disciplinary actions are necessary, parents will be notified and consequences may include:

- Intervention/discipline
- Peer mediation
- Conferences
- School or community service
- Social skills classes
- Individual contract(s)
- Short-term suspension
- Long-term suspension
- Expulsion
- Police contact

The consequences given will depend on the severity of the incident(s), number and frequency of offenses of the same or different nature, and previous consequences given. Suspension could eliminate student opportunities to participate in school-sponsored activities or events.

**DEFINITION OF CONSEQUENCES**

Discipline means all forms of corrective action other than suspension or expulsion and includes the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period. Discipline also includes the exclusion of a student from any other type of activity conducted by or on behalf of the school district, including district transportation.

Detention means being held in school for additional time before, after, or during school hours.

Loss of recess includes any or all of the recesses during school hours.

Time Out Room means spending part or all of the school day in the time out room.

Exceptional misconduct means behavior judged to be so serious in nature and/or so serious in terms of the disruptive effect on the operation of the school that students may be subject to a suspension for a first-time offense.

Expulsion means a denial of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. It also means the expelled student could be denied the opportunity to participate in particular school-related activities.

Emergency expulsion means the immediate denial of school attendance due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

Emergency removal means the immediate removal of a student from a class, subject or activity by a teacher or administrator when the student’s presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student’s school.

Suspension means denial of attendance, other than for the balance of the immediate class period for “discipline” purposes, in any single subject or class or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased,
rented, or controlled by the school district. It also means the suspended student will not be able to participate in school-related activities while suspended.

Short-term suspension means suspension for any portion of a calendar day up to and not exceeding 10 consecutive school days.

Long-term suspension means a suspension which exceeds a “short-term suspension.”

DISCIPLINARY STEPS

Step 1: Conference and/or
Step 2: Loss of recess (up to and including lunch recess)/lunch work crew/timeout in a different classroom
Step 3: Lunch recess class/social skills group
Step 4: Detention before or after school
Step 5: Time out room
Step 6: Suspension (in and/or out of school)
Step 7: Expulsion

Note: Parent may be called at each step
Appendix D

POLICY 3241: CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT

All students will follow the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district’s policies relating to corrective action or punishment:

A. “Expulsion” is the exclusion from school or individual classes for an indefinite period.

B. “Suspension” is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
   
a. A suspension is “short term” if it is for a period of 10 consecutive school days or less. Separate short-term suspensions will not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions will not total more than 15 days in a semester (90 days) for a student in any other grade. Students’ grades must not be affected substantially as a result of a short-term suspension.

b. Suspensions which exceed 10 consecutive school days are “long-term” suspensions.

“Discipline” constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the district. Discipline will not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

The principal will notify special education staff of any suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Once a student is expelled in compliance with district policy, the expulsion will be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student’s educational needs.

No student will be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

The superintendent will have the authority to discipline, suspend or expel students. The superintendent will identify the conditions under which a teacher may exclude a student from his or her class and will also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions.

Principals will distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.

Rights and Responsibilities of Certificated Staff

Certificated staff will share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated staff will have the right to:

A. Expect students to comply with school rules;

B. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules will be consistent with district rules relating to student conduct and control;

C. Exclude a student from class for all or any portion of the period or for the balance of the school day, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher will have attempted one or more corrective actions. In no case will an excluded student be
returned for the balance of a period or up to the following 2 days without the consent of the teacher and/or administrator;

D. Receive any complaint or grievance regarding corrective action or punishment of students. Certificated staff will be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged;

E. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury;

F. Remove a student from a class session for sufficient cause.

Certificated staff will have the responsibility to:

A. Observe the rights of students;

B. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions will be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher;

C. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses (field trip);

D. Maintain accurate attendance records and report all cases of truancy;

E. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students; and

F. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that is being employed in the classroom.

Principals will:

A. Impose suspension or expulsion when appropriate; and

B. Notify parents when students are suspended or expelled.

**Student Discipline**

The methods employed in enforcing the rules of the school involve professional judgment.

Such judgment should be:

A. Consistent from day to day and student to student;

B. Balanced against the severity of the misconduct;

C. Appropriate to the student’s nature and prior behavior;

D. Fair to the student, parent, and others; and

E. Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal will confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

A teacher will have the authority to exclude a student from his/her classroom pursuant to the provisions of Section 1.C of this policy.

1. Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than 60 minutes on any given day.
Preceding the assignment of such corrective action, the staff member will inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention will not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

Students detained for corrective action will be under the direct supervision of the staff member or another member of the professional staff.

The principal or designated staff will be responsible for seeing that the time which the student spends for corrective action is used constructively.

2. In-School Suspension

The board supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of each individual student.

The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules not only deprive themselves of the opportunity to learn but they interfere with the progress of others.

The district strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. Corrective actions including suspension and expulsion are reserved to those students who actively threaten other students, staff or the overall school environment.

The district, therefore, has created an in-school suspension program which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The superintendent will establish guidelines for the operation of the in-school suspension program.

3. Appeal Process for Disciplinary Action

Any parent or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy will have the right, upon 2 school business days’ prior notice, to present a written and/or oral grievance to the superintendent or designee. If the grievance is not resolved, the parent and student, upon 2 school business days’ prior notice, have the right to present a written grievance to the board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board will notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

4. Suspensions or Expulsions

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student will be suspended for a short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, will recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted
by an administrator and/or hearing officer when warranted by extenuating circumstances. No student will be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122.

5. Short-Term Suspension

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for 3 to 10 school days or full schedule of classes for 1 to 10 school days, a conference will first be conducted with the student as follows:

A. An oral or written notice of the charges will be provided to the student;
B. An oral or written explanation of the evidence in support of the charges will be provided to the student;
C. An oral or written explanation of the suspension which may be imposed will be provided to the student; and
D. The student will be provided the opportunity to present his/her explanation.

The parent of the student be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension will be provided the opportunity upon return to make up assignments and tests if:

E. Such assignments or tests have a substantial effect upon the student’s semester grade or grades; or
F. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

6. Appeal Process for Short-Term Suspension
Handbook Agreement Sign-Off

I have reviewed the contents of this handbook online at Hayes Freedom website and agree to abide by it in the 2016/17 school year.
Student Signature _______________________________ Date ________________

I have read this handbook online at Hayes Freedom website with my student and agree to support him/her in the 2016/17 school year.

Parent/Guardian Signature _______________________________ Date ________________

Walking Permission Slip

Dear Parents:
As Hayes Freedom High School is in such close proximity to the Camas Public Library and the greater HFHS neighborhood we would like to take advantage of the resources located nearby. This Walking Permission Slip will allow your son or daughter to walk to the library and other school directed locations, such as local businesses and Crown Park from now until the end of this school year. They will be accompanied by an adult and working on requirements for assigned projects or participating in community-based instruction.

Student Name: ________________________________________

Parent/Guardian Signature _______________________________ Date ________________