

CLARKSTON HIGH SCHOOL STUDENT HANDBOOK

2024-2025





MEET OUR ADMINISTRATIVE TEAM



MR. LAMUNYAN
PRINCIPAL



MR. WILSON
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR



MRS. MEYER
DEAN OF STUDENTS



CHS FIGHT SONG



CLARKSTON HIGH SCHOOL CLARKSTON HIGH SCHOOL

'TIS FOR YOU WE PLAY.

IN OUR HEART, CLARKSTON HIGH SCHOOL GROWS DEARER

EVERY DAY RAH! RAH! RAH!

CLARKSTON HIGH SCHOOL

CLARKSTON HIGH SCHOOL

FIGHT ON

FOR YOUR FAME

FIGHT BANTAMS, FIGHT, FIGHT, FIGHT

TO WIN THIS GAME

C-L-A-R-K-S-T-O-N!

General Information

ADDING/DROPPING A CLASS

Class schedules may only be changed in the case of academic misplacement or computer error. Students can request such changes within the first 10 days of the semester. Class withdrawals after 10 days will result in an F for the semester in the class the student is attempting to attend and a W on the transcript for the class the student is attempting to drop unless the student has a failing grade in the class to be dropped, then it will be an F on the transcript as well. Any schedule change will require a student/parent meeting with a counselor and administrative approval. These guidelines do not pertain to administrative initiated changes.

ADDRESS/TELEPHONE NUMBER CHANGES

Parents/guardians are asked to immediately report any change of address and /or telephone numbers to the school office. Also, please notify the office if there is a change in custody or guardianship of your child.

ASSEMBLIES

Students are required to attend all assemblies unless the administration announces otherwise prior to the event.

ATTENDANCE

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school, on the job, and in life. In the state of Washington, parents/guardians are legally responsible to make sure their children between the ages of 8 and 18 attend school regularly (RCW 28A.225.010).

We realize some absences are unavoidable. But, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically, socially, and emotionally. Missing 18 or more days over the course of an entire school year is considered chronic absenteeism and can have a drastic effect on your child's success. Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.
- Attendance is an important life skill that will help your child succeed in college or workforce opportunities after high school graduation.

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are some tips that you can do to help support regular attendance:

- Contact the office everyday your student is absent.
- Make school attendance a priority in your home.

- Talk about the importance of showing up to school every day, on time, and make that the expectation.
- Help your child maintain daily routines, such as a consistent homework time and establishing a healthy bedtime (yes, even at the high school level).
 - Gaming and even participating in social media up until bedtime may affect the ability to fall asleep. If your child struggles to fall asleep, establish boundaries on when phones and computers should be shut off before bedtime. Our brains need a break too!
- As much as possible, try not to schedule vacations, dental, and medical appointments when school is in session.
- Don't let your child stay home unless truly sick. Continual complaints of headaches or stomachaches may be a sign of anxiety. The school is set up for Multi-tiered Systems of Support (MTSS) to help provide students and families with interventions, accommodations, counseling, and outreach services. Please contact the school if you start to have concerns about your child's physical and/or social emotional well-being. Keeping open and honest communication between the home and school is of utmost importance in your child's success.

ATTENDANCE AND TRUANCY – according to the Washington state Compulsory School Attendance Law (RCW 28A.225.010) and the Clarkston School District Board Policy 3121 Compulsory Attendance:

Excused and Unexcused Absences – Students are expected to attend all assigned classes each day.

Excused Absences: Assignments and/or activities not completed because of an excused absence or tardy, may be made up in the manner provided by the teacher. The following are valid reasons for excused absences (for a complete list and extended definitions, please refer to WAC 392-401-020):

- A. Absences due to a school-approved activity; an approved activity that is consistent with district policy. To be excused, this absence must be authorized by a staff member and/or mutually agreed upon by the principal or designee and a parent/guardian. The affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. Absences due to physical health or mental health symptoms; illness, health condition or medical appointment, counseling, mental health wellness, dental, optometry, pregnancy, behavioral health treatment; family emergency; religious or cultural purpose; court, judicial proceeding, court-ordered activity, or jury service; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; state-recognized search and rescue activities consistent with RCW 28A.225.055; directly related to the student's homeless or foster care/dependency status; due to student safety concerns, including absences related to threats, assaults, or bullying; related to deployment of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010; due to a student's migrant status. The parent/guardian is responsible of notifying the school prior to, or the morning of the absence by phone, email, in person, or written notice and provide the explanation for the absence. If the school has not been notified with the reason of the absence within 48 hours, it will be considered an unexcused absence.
- C. Absences due to disciplinary actions, short term suspension, or emergency expulsion. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension or emergency expulsion shall have the right to make up assignments or exams missed during the time they were denied entry. Students on long-term suspension or expulsion shall be given access to alternative

educational services and will not be considered absent while participating in the program as designed.

- D. Absence due to extended illness or health condition. If a student is confined to home or hospital for an extended period, the school shall arrange for the completion of assignments at the place of confinement whenever practical.
- E. Absence due to chronic health condition. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and parent shall apply to the principal or counselor for these services.
- F. In the event of emergency school facility closure due to COV-ID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons will be excused: the student's lack of necessary instructional tools, including internet access or connectivity; the student's illness, health condition, or medical appointments; caring for a family member who has an illness, health condition; family obligations during regularly scheduled school hours that are temporarily necessary be-
- G. cause of school facility closures, until other arrangements can be made; the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.
- H. Districts may define additional categories or criteria for excused absences. A school principal or designee has the authority to determine if an absence meets the criteria in subsections (1) and (2) of this section and school district policy for an excused absence.
- I. Student cannot participate in extra-curricular activities without documentation from doctor or dental appointment. Contact admin incase of family emergency.

Attendance Responsibilities

Responsibility of the Teacher

- The teacher must personally take daily class attendance (this is mandatory within the first 10 minutes) for the grade level keeping a record of both absences and tardies daily.
- A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:
 - The student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course (WAC 180-40-235).
 - The teacher informs students of the attendance policy/procedure of his/her classroom if it is an exception to building procedures. These exceptions must be approved by the principal before to each semester and cannot differ from District policy and procedure.
- Whenever a student is released from a teacher's class by request of another teacher, prior permission shall be obtained from a teacher only. NO student will be allowed to ask to miss class for another teacher. Exceptions shall be determined by the principal/designee.

Responsibility of the Principal

- The principal/designee will have primary responsibility for building attendance procedures and will indicate to all staff, during annual preschool staff meetings, their role in student attendance monitoring and staff procedure compliance.
- District and building attendance/tardy policies/early departure procedures will be

made available to parents, teachers, and students on an annual basis.

- If a student is absent in more than of 15% of the days of attendance, the principal or designee may require a doctor's note for future absences. Parent notification of the additional stipulation must be made in writing.
- Official grade reporting shall include an accounting of student's attendance by class.
- The principal/designee may establish procedures by which students with outstanding attendance records will be recognized for this achievement.
- The principal/designee will be the final authority for the standards regarding the implementation of the definitions for excused and unexcused absences.

Responsibility of the Parent/Guardian

- It is the responsibility of all parents/guardians of children of school age to see that their children regularly attend school on time.

LEAVING CAMPUS: All students must sign out in the office when leaving campus regardless of the reason. Even if parents call in for the student to leave, the student MUST sign out in the office. Exceptions are running start and leaving for lunch. Failure to comply will result in disciplinary action.

Unexcused Absences – the following are the categories that unexcused absences may fall into:

- A. Submitting a signed excuse which does not align with an excused absence as defined above
- B. Failure to submit any type of statement to excuse the absence by a parent or student 18 years or older, whether by phone, email, in writing, or in person. The school requires this to be done within 48 hours of the absence.
- C. Any absence from class for the majority of time the class is in session, unless it meets one of the criteria for an excused absence.

Tardy – Every student is expected to be in class on time. If a student is tardy to class, they may be asked to make up the time they missed before or after school, or during the student's lunch time. Other disciplinary measures may be given if tardiness becomes habitual. One of the common concerns we are hearing from community employers is their employees are not prompt to work. By emphasizing the importance of being prompt in high school, we hope to better prepare our students for college and career readiness.

Truancy – For the purpose of understanding, we will define truancy as the accumulation of unexcused absences. Washington State's Compulsory School Attendance Law includes requirements when a student has accumulated numerous unexcused absences. The school will continue to attempt open lines of communication between the home and school and utilize Multi-tiered Systems of Support to alleviate barriers for the student to attend school. However, if these efforts are unsuccessful, the school will proceed with the following truancy protocol:

- A. Clarkston High School has an automated attendance system that notifies parents/guardians on any absence during the school day that has not already been communicated with the school attendance officer. It is imperative that parents provided the school with the most current phone number and contact information.
- B. Between 3 and 7 unexcused absences, the school will schedule a conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance, discuss supports and resources that may be made available to the family, and

enter an agreement to the steps that will be taken to support the student and ensure school attendance. During this time, the WARNS (Washington Assessment of Risks and Needs of Students) or other assessment will be administered as a requirement of the state truancy law (RCW 28A.225.20). If the student has an IEP or 504, the team must convene to consider the reasons for the absences and adjust the IEP or 504 Plan as necessary. This is required and is in addition to the requirement of the initial parent conference.

- C. If unexcused absences continue after the agreement was established, then between 7 and 15 unexcused absences, a truancy petition will be filed with Juvenile Court. The petition will be a stay petition and will refer the parent and child to a Community Engagement Board (CEB) to help determine why the initial attendance plan has not been successful. Additional supports will be discussed and a new attendance plan will be created and entered into court.
- D. If unexcused absences persist after attending the CEB, the student and parent will be summonsed to Asotin County Superior Court for a truancy hearing. Action will then be determined by a judge.

Eighteen-Year-Old Students

All 18-year-old students will follow the regular attendance policies even if they have an attendance contract signed by a parent and an administrator allowing them to excuse their absences. Attendance Contracts for 18-year-old students can be picked up in the Attendance Office and turned in to the Main Office.

Fee Schedule 2024-2025

All fees are paid at registration through the Business Office.

\$5	Science Lab
\$5	Digital Photography
\$10	AG Floral Design Lab Fee
\$20	DECA Dues
\$20	FFA Dues
\$20	FCCLA Dues
\$40	Associated Student Body Card, "ASB card"
\$65	Yearbook During Registration (**Price goes up to \$75 at the end of year)
\$15	National Honors Society
\$16	Skills USA
\$20	TSA (Tech Students Association)
\$100	Marching Band

**Notice – All outstanding fees/fines must be paid in full before current year fees.

***Due to COVID may be subject to change

Athletic Admission Prices 2024-2025

\$97	Single GSL Pass are available for all Bantam fans. For all games home and away
\$15	Single GSL Pass for Free and Reduced Lunch families
\$50	Single GSL Employee Pass
\$190	Family GSL Pass
\$7	Adult
\$5	Student (Free Child Preschool and younger)
\$5	Senior Citizen

Why get an ASB card?

- Admits students to all regular season home sport events and Away GNL games for FREE!
- Student ID or ASB card is necessary for dances.

Who needs an ASB card?

- All students participating in ASB groups (sport, club, or activity) are required to purchase an ASB card.
- Optional for all other students.

Fees and Fines

For parent convenience, the district offers online payment services for student lunches, registration costs and various other fees related to student involvement. The service offering allows for both debit and credit card usage with no user fees. The link for this service is on our school webpages and the link is as follows: <https://wa-clarkston.intouchreceipting.com/>. The building office staff continue to accept cash or checks as well.

CAFETERIA/COMMONS

Student behavior in the cafeteria is based on courtesy and cleanliness. Students are responsible for taking care of the cleanliness of the cafeteria. The lunchroom expectations are:

- Respect others while standing in the lunch line.
- Clean up tables and any mess you make! Take Pride in CHS!
- Sit on the benches rather than the tables.
- NO throwing food or any other object.

Clarkston High School is an open campus. Students may leave school grounds for lunch. Any student leaving campus for any reason other than Running Start must check out with the office.

COMPUTER LABS and INTERNET

Our school has computer labs and computers for individual use. All computers are connected to the Internet. Before any student may utilize this privilege, they must have on file a permission form signed by their parent/guardian. Your child will receive a form that MUST be signed for your child to have access to the Internet.

Classes of 2022 and Beyond

One half credit per semester is provided for a "D" or better. 27 total credits are required for graduation.

	<u>CHS Diploma</u>
English	4.0 credits
Mathematics (Alg 1, Geo, 3 rd yr Math)	3.0 credits
Science (2 lab credits, 3 rd yr. Science)	3.0 credits
Social Studies (US History, Gov, Civics, CWP or alt)	3.0 credits
Arts (1 credit Personal Pathway possible)	2.0 credits
World Language (2.0 credits may be Personal Pathways)	2.0 credits
Health & Fitness (0.5 Health, 1.5 Fitness w/CPR-AED)	2.0 credits
Career & Technical Ed (occupational)	1.0 credits
<u>Electives</u>	<u>4.0 credits</u>
	24.0 total

GRADUATING COLLEGE, CAREER, AND LIFE READY

CREDIT REQUIREMENTS - Each student graduating from Clarkston School District shall have completed the following credits and subject areas of study. Each semester class equals .5 credits.

Career and Technical includes but is not limited to Industrial Arts, Family and Consumer Sciences, Business, and Applied Technology. Cross credit information is available in the Registration and Planning Guide.

In addition to the credit requirements, students must complete the following:

1. Senior Portfolio and Presentation
2. Five Year Plan for High School and Beyond
3. Complete graduation pathways (CTE Sequence, ASVAB, College Admissions (ACT/SAT), College in High School or Running Start courses, Dual credit exams, State-level assessments, Transition courses)
4. All students in grade 9-11 must complete a High School and Beyond Plan

***For more information see Policy 2410

GRADUATION/COMMENCEMENT

The Clarkston School District considers participation in commencement exercises and related activities a privilege and not a right. *Therefore, any student who is withdrawn from school and placed on suspension for exceptional misconduct per District policy during the 4th quarter of the senior year will not be allowed to participate in school commencement exercises. This applies to exceptional misconduct on school district property or at a school-sponsored event. Seniors must be enrolled in 7 of 8 possible classes in order to participate. Running Start classes must be completed by winter*

quarter to participate. Credits to meet graduation requirements must be completed by graduation for seniors to participate in the commencement ceremony. All fines must be paid in full for seniors to participate in commencement activities. Payment plans may be worked out with the principal before commencement activities.

GRADING, PROGRESS REPORTS, AND REPORT CARDS

Progress Reports will be issued to students by teachers as needed or as requested. Report cards will be posted on Skyward at the end of each quarter. If a Progress Report fails to reach home, parents may call for a copy to be mailed home.

Report Cards will be posted on Skyward at the end of each semester.

VALEDICTORIAN and SALUTATORIAN

The Valedictorian and Salutatorian will be the person(s) with the highest-grade point average, based on a 4.0 scale, and must meet the following criteria, in addition to the standard graduation requirements:

- 2 years World Language
- 1 year of Math higher than Algebra II (Pre-Calculus or Statistics)
- 2 years of Dual Credit Courses
- At least one activity per year, four total. This includes any sport, activity, or club
- Must be full time student and a majority of the classes taken at CHS

See Registration Guide for more information.

*Home school transfer students are not eligible to be Valedictorian or Salutatorian.

HALL PASSES

Students who leave the classroom for any reason must have a hall pass. Students in the halls without a hall pass will be returned to class. It is the student's responsibility to get a hall pass before leaving the classroom.

HOMEWORK REQUESTS

Students are responsible for contacting teachers for make-up homework. The main office will collect homework assignments for any absences over three days or suspensions over five days in length. Homework is not optional. All work assigned is expected to be completed or it may be defined as defiance.

IDENTIFICATION

All persons must, upon request, identify themselves by name to any school district personnel while on the grounds or at school-sponsored events. School ID cards are required for admittance to all school activities and must be carried at all times.

LIBRARY

The library is available from 7:55am – 11:00am and 11:45– 2:00pm; Monday - Friday

*Times may change due to testing and afternoon meeting schedules. Changes will be posted.

Library standards that we expect students to maintain are as follows:

- Respect the rights of others to work in a quiet atmosphere.
- Water is the only food or drink allowed in the library.
- Be respectful of all library materials and equipment.
- The use of cell phones, for calls or text messages, is not allowed.

- Lost or damaged books must be replaced or paid for. Replacement requires approval of the Library Media Specialist.
- Unless you are here with a class or it is lunchtime, you must have a pass from your teacher to use the library. Please leave your pass at the circulation desk.

LOCKERS

Locks and lockers are the property of the Clarkston School District and are made available as a convenience to students. Students who use lockers agree to the following conditions:

- Only students who are assigned lockers by the main office are permitted to use the lockers.
- School authorities reserve the right to open and search all lockers of the school without the need for individualized suspicion in accordance with State Law. A school principal, assistant principal, or principal's designee may conduct a reasonable and appropriate search a student, the student's possessions, and the student's locker, if the principal, assistant principal, or principal's designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW [9.41.280](#).
- Students using assigned lockers assume responsibility for the care and condition of lockers. Student's damaging lockers will be responsible for paying for repair.
- The school is not responsible for locker theft either in the locker rooms or the school proper.

****It is not a good idea to store valuables in lockers or desks. The school assumes no responsibility for the safeguard of articles left in lockers or desks. At the end of the school year, students are expected to clean out their lockers. Any items left over the summer will be donated.*

VIDEO CAMERAS

For safety purposes, video equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review video recordings routinely; video may be used as evidence to document student misconduct.

VISITORS

All adults must check in the main office to obtain a guest pass. Students from other schools are not allowed on campus during the school day.

Student Safety, Behavior and Discipline

CLARKSTON HIGH SCHOOL PHILOSOPHY

The goal of the CHS discipline policy is to provide all students the opportunity to develop self-control, successful interpersonal skills, self-direction, self-understanding, and the self-worth that comes with achieving their academic goals while maturing as an individual. The policy will be communicated and consistently enforced. Conduct that is counterproductive to an individual's learning and that is detrimental or unsafe to persons or property; that violates the laws, policies, or commonly accepted standards will not be tolerated. All students have the right to due process. CHS will not tolerate violence, harassment, or disruptive related activity. All students are expected to comply with the school regulations and to respect the authority of the school staff. All

staff members are expected to enforce school and district policies in a fair, firm, and consistent manner. It is our goal as a school community to encourage students to exercise self-discipline and for students to share the responsibility for creating an atmosphere that is conducive to learning.

STUDENT EXPECTATIONS

It is the responsibility of the student to attend school regularly, to show conscientious effort in the classroom work, and to conform to school rules and regulations. Most of all, the student shares with the administration and staff the responsibility to develop a climate within the school that is conducive to effective learning.

No student has the right to interfere with the education of other students.

To fulfill this, each student should:

- Respect the rights of everyone in the educational process.
- Practice academic honesty.
- Express ideas and opinions in a respectful manner that does not slander others.
- Be aware of the rules and expectations for student behavior and abide by them.
- Dress and groom to meet the standards established by the CHS Dress Code.
- Assist the school staff in running a safe school for all students.
- Protect and take care of school property.
- Attend school daily and be on time for all classes and other school functions.
- Makeup work when absent or suspended from school following established guidelines.
- Pursue and attempt to satisfactorily complete the courses of study.

CLASSROOM BEHAVIOR MANAGEMENT

Teachers will establish classroom regulations at the beginning of each semester, including in-class interventions for misbehaviors. Students who choose not to follow classroom expectations will be referred to the progressive discipline system.

CELL PHONES

Cell Phones or MP3 Players or any Electronic Devices

Students BRING ALL ELECTRONIC DEVICES AT THEIR OWN RISK! CHS is NOT responsible for lost or stolen electronic devices.

Teachers will inform students about the class cell phone policy and enforce the policy.

The administration will give a blanket warning the first few days.

DANCE CONDUCT

To create an enjoyable and safe environment at ASB sponsored dances, the following expectations apply:

- All students attending the dance must have a current CHS ASB or student identification card and be currently enrolled
- All students attending the dance must be passing 5 of 8 classes and have attended school regularly with less than 15% missed days. Students will be informed if they are not able to attend due to either reason
- Once a student leaves a dance, they will not be allowed to reenter
- Dancing that creates potential harm or injury to self or others or is sexually provocative will not be allowed

- Students may not loiter in school parking lots or on campus during dances
- Dance Guest forms for visitors attending a CHS dance are available in the office.
- Visitors must be current students of a high school or Clarkston Alumni from previous year
- Students and guests will not be allowed to enter one hour after the dance has begun.

Students who violate these expectations will be asked to leave the dance and risk forfeiting their privilege to attend future dances.

DRESS CODE

- Visible undergarments are not acceptable
- All tops and shirts must completely cover the midriff, belly button, chest, and back
- All shorts must cover the top and bottom of the buttocks
- Sunglasses are not to be worn indoors
- Clothing or jewelry promoting alcohol, tobacco, drugs, or obscene and vulgar message is not permitted
- Gang-related apparel of any kind is not permitted

Students referred to the office for dress issues will be asked to change into appropriate clothing or cover the offensive clothing or message. A second or repeated offense of this policy will result in disciplinary action in accordance with school policy and procedure.

GANG RELATED ACTIVITY

Groups that initiate, advocate, or promote activities that threaten the safety or well-being of person or property on school grounds or at school activities, or which disrupt the educational environment, are harmful to the educational process. The use of signals, graffiti, or the presence of any apparel, jewelry, accessory, (including electronic devices) or manner of grooming which by the virtue of its color, arrangement, altered symbol, or any other attribute, may indicate membership or affiliation with a gang. Hand signals or any of these behaviors which in the judgment of staff presents a clear and present danger to students, staff, and patrons are prohibited.

PROGRESSIVE DISCIPLINE

The sequence of disciplinary consequences follows the “progressive discipline” model and begins with minimal actions, which can be taken, and ends with the maximum action, which can be administered. This listing does not imply that a “step by step” progression of increasing severity needs to be used by the school staff in dealing with the violation. Parents will be contacted by a teacher for incidents occurring within their supervision. Office Administrators will contact parents for all other major incidents. Consequences are based on circumstances unique to each incident of inappropriate behavior and will be dependent on such factors as:

- The severity of the incident
- The student’s attitude, which includes the student’s sense of ownership of the behavior and willingness to change.
- The student’s discipline record.
- Consideration of the unique circumstances which may include cultural considerations and a student’s special needs.

Corrective Disciplinary Consequences

- Teacher-Student Conference: Clarify expectations and let student know what consequences will be recommended or assigned if inappropriate behavior continues.
- Detention: Teacher assigned opportunity with the teacher or lunch opportunity, outside of the regular instructional time.

- Parent Conference: Parent informed by phone, email, or in person with conference documented, incident explained, and future consequences reviewed.
- Student removal from class for up to the remainder of the school day.

Administrator – Assigned Disciplinary Consequences

- Lunch detention for minor offenses.
- In School Suspension: Students will serve suspension in the ISD room all day. This includes lunch and after school detention. Students assigned in school suspension will be given an opportunity to work on current assignments and make up work.
- Out of School Suspension (At Home): Student is removed from school due to the serious nature of the inappropriate behavior. Students will have an opportunity to make up work that is missed. The student is not to appear on campus nor attend any school functions (after school or evening) while on home suspension, unless part of the student’s educational supports or program while on disciplinary removal.
- Work Duty: Work duty will also be an option for students to do before school, during lunch, or after school as a community service opportunity to reduce suspension time.

Referral to Law Enforcement

Inappropriate behavior may not only violate school and district policies, but state and local criminal law. If it is determined that criminal laws have been violated by our students, school officials will notify appropriate law enforcement authorities as well as take appropriate action to satisfy Education and Penal Code mandates.

CLARKSTON HIGH SCHOOL STUDENT BEHAVIOR CONSEQUENCES

The Methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- Consistent from day to day and student to student on a semester basis.
- Balanced against the severity of the misconduct.
- Appropriate to the student’s nature and prior behavior.
- Consider other relevant factors as required by State Law.

<i>Consequences: INFRACTION</i>	FIRST OFFENSE
1. Abuse of computer (included internet and email abuse)	STS: 1-5 days
2. *Alcohol, Drugs, Paraphernalia - Possession or use	10-day LTS, reduced to 3 days w/assessment and treatment
3. *Alcohol or Drugs, sale or delivery	STS
4. *Arson	LTS or Exp
5. *Assault / Threat of	STS: 1-5 days
6. *Bomb Threat	LTS or Exp
7. Cellphone / Electronic device	Taken by Teacher
8. Cheating	STS and/or refer to syllabus
9. Leaving Campus without signing out	LD
10. Damage, Destruction of Property (Vandalism)	Depends on extent: School Service or STS: 1-5 days
11. *Dangerous Weapons / Firearms	Exp or LTS
12. *Defiance	Depends on incident. STS or ASD
13. *Disruptive Conduct	Depends on incident. LD/STS
14. Disruptive Dress / Appearance	Conference

15. False Accusations	Depends on incident. School service
16. *False Alarm	STS: 1-3 days
17. *Falsification / Forgery of Documents	STS: 1 day
18. *Fighting	STS: 3-5 days
19. *Gangs/Gang activity	Depends on extent. School service or STS
20. *Harassment: intimidation & Bullying, unlawful discrimination, sexual harassment	Depends on extent. School service or STS or LD
21. Inappropriate displays of affection	Depends on severity. Warning
22. Inappropriate language/verbal abuse	Depends on incident. Conference- Warning
23. *Intimidation	School service or STS: 1-3 days
24. *Lewd behavior / Sexual misconduct	Depends on incident. School service or STS: 1-3 days
25. *Negligent / reckless Driving	Referred to SRO
26. *Obscene or disruptive material	Depends on incident. School service or STS: 1-3 days or ASO
27. 30. Occupying unauthorized area	School Service or ASO
28. *Possession/use of explosive or ignition devices	STS: 1-5 days
29. *Possession or use of tobacco/vape	Referral for counseling. Detention or STS: 1-5 days
30. *Unauthorized use of technology	Conference, parent phone call, school service
31. Tardiness	3 Offenses then LD for each future event

*Exceptional Misconduct: these offenses may be disruptive enough to the educational environment to warrant a short-term suspension upon first offense.

NO TOLERANCE FOR WEAPONS ON CAMPUS: IT'S THE LAW

Students bringing weapons (including items made to "look like" real weapons or toy weapons) can be expelled.

Activities and Athletics

All Students involved in activities and athletics must purchase an ASB card and sign the Code of Conduct

ACTIVITY ADVISORS

- Cheerleading – Alyssa Schenk
- Color Guard / Winter Guard – Sophia Roemer
- Marching Band – Alex Lardie
- DECA - Margie Denton & Andrew Thompson
- FCCLA - Molly Eldred
- FFA - Cami Browne
- JROTC –T Sergeant Doug Lincoln
- Music Programs - Greg Kolar
- National Honor Society – Dawn Brown
- Shop Club- Ryan Newhouse & Brian Frazier
- TSA Club- Kelli Williams
- Student Council – T Sergeant Doug Lincoln

ATHLETICS

CHS is a member of the Great Spokane League that is a 2A/3A/4A league classification in the state of Washington.

A student who plans to participate in athletics and activities must have the following completed prior to the start of the season. All forms are completed online through Skyward Family Access. Sport Physicals are good for 2 years and must be turned in to the office. Online forms include:

- Physical Form (printed, taken to Dr. office, return to main office)
- Safety Form
- Athletic Registration
- Concussion
- Code of Conduct Form

If you need to contact a coach please call the main office at 509-758-5591.

Programs, Services

TITLE I, PART A AND LEARNING ASSISTANCE PROGRAM (LAP)

Title I, Part A

What is Title I? Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state's challenging performance standards in reading mathematics, and writing. Schools qualify for Title I funds through their free/reduced lunch percentage. If a school is a Title I school-wide program, this means every student K-6 is eligible to receive additional support services through Title I, Part A.

Teacher Qualifications Title I schools must meet federal rules related to teacher and paraprofessional qualifications. At the beginning of each school year, any parent who has a child attending any school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his/her qualifications (Section 1111P(6)(A) ESEA).

Parent Involvement Each school in the district receiving Title 1 funds shall jointly develop with parents of students served in the program a School-Level policy outlining how parents, school staff, and student share responsibility for improved student achievement in meeting academic standards (CSD policy 2108P, 4130P, and Section 1118 (c)-(f) ESEA). Each Title I school will develop a School-Parent Compact. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title 1 program to meet the district's academic standards.
2. Indicate how parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and

positive use of extracurricular time.

3. Review expectations for students to take responsibility for their learning and actions.
4. Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

For more information regarding Title I parent involvement, please refer to Policy 2108P and 4130P on the CSD website: www.csdk12.org.

Learning Assistance Program (LAP)

Learning Assistance Program (LAP) is Washington's state-funded program that provides supplemental academic support to eligible students. LAP must first focus on addressing the needs of students in K-4 who are deficient in reading or reading readiness skills. However, LAP may also provide supplemental interventions for students K-12 in reading, writing, mathematics, and readiness associated with these content areas. LAP may also support 11th and 12th grade students at risk of not meeting local and state graduation requirements.

Citizen Complaint Procedures for State or Federal Programs

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation, or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form
- There is no need to know the law that governs a federal program to file a complaint.

If you have a complaint against a school, the district, Educational Service District (ESD), or School Service Provider, please follow steps 1 through 5:

1. Use your local complaint process first (board policy 2108P)
2. File a citizen complaint through the Office of Superintendent of Public Instruction (OSPI)
3. Mail or Fax your written citizen complaint to OSPI
4. OSPI will process your complaint
5. OSPI will send a final decision within 60 calendar days of the date they received your complaint.

For a more detailed description of this process, please refer to the Title I link on our website: www.csdk12.org.

SAFE & DRUG-FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students or employees while on Clarkston School District property or as part of a Clarkston School District activity is prohibited. This includes, but is not limited to, the possession or consumption of alcohol by an individual under the age of 21, possession or consumption in areas open to and commonly used by the public on leased buildings or grounds. It is illegal to sell, service, or furnish alcoholic beverages to a person under the age of 21. Compliance with these standards of conduct by both employees and students is mandatory. Any student found in violation of these standards or conduct may be subject to

disciplinary action including, but not limited to, warnings, probation, suspension, expulsion, and special sanctions as appropriate such as required counseling, and/or treatment, and referral for prosecution.

USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

Policy 4215

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from the use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation. Any use of such products and delivery devices by staff, students, visitors, and community members will be prohibited on school district property. Possession by or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds, and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum, or lozenge is permitted. However, students and employees must follow applicable policies regarding the use of medication at school. Notices advising students, district employees, and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

BUS RULES

Students will receive notice if there is to be a change in a route or change in their bus stop. Please have your children at the bus stop five minutes early. Upon being dismissed from school, students are to go directly and in an orderly manner, to their bus and board. If the bus is not ready for boarding, the students will stand in the appropriate line until it is possible to board. Under no circumstances should any student run, push, wrestle about, or throw objects in the bus loading zone. Students are to use the designated crosswalks, stay clear of the buses and walk on the proper side of the road. The State Department of Public Instruction by and with, the advice of the Chief of the Washington State Patrol and Director of Highways prepared the following rules and regulations for the State of Washington.

1. The driver is in full charge of the bus and students.
2. Students shall ride their regularly assigned bus at all times unless the School Authorities have granted permissions. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus, they must obey the driver promptly and willingly.
3. Unless by written permission of School authorities, no student shall be permitted to leave the bus except at his or her regular stop.
4. Each student may be assigned a seat in which he will be seated at all times unless permission to change is given by the School principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating is not allowed.
7. No student will smoke, vape, or light matches on a school bus.
8. No skateboards or scooters allowed.

9. No student shall at any time extend his/her hands or arms out of the windows, whether the school bus is in motion or standing still.
10. No student shall open a window on the school bus without first getting permission from the school bus driver.
11. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, flammables, breakable containers, and any type of firearms, straps, or pins extending from their clothing. Animals of any type are not permitted on the bus, except for "seeing eye" dogs.
12. Each student must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
13. No student shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
14. Students are to remain seated while the bus is in motion and are not to stand up on the bus until it has come to a full stop.
15. Students must board and leave the bus in an orderly manner. They must obey the orders of the school safety patrolman on bus duty. They must not cross the highway until given consent by the bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.
16. Students must cross the highway only in front of the school bus and never behind it.
17. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
18. Students, who have to walk some distance along the highway to the bus-loading zone, where practicable, must walk on the left-hand side facing the oncoming traffic. This also applies to students leaving the bus loading zone in the evenings.
19. Student's misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
20. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
21. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
22. Students are not to run errands between the bus stop and their home.

The following language is mandated by the Office of the Superintendent of Public Instruction (OSPI) in Washington State and must be included in each handbook without modification by local school districts. Clarkston School District and its Board of Directors do not have local control over this section of the handbook. If you have concerns about the content or the requirement to include it in the student handbook, please contact OSPI:

Superintendent Chris Reykdal

Email: superintendent@k12.wa.us

Phone: (360) 742-7825

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property.
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whomever you are most comfortable with!).

You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously if you are uncomfortable revealing your identity, or confidentially if you prefer it not to be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Troy Whittle, email: WhittleT@csdk12.org, phone: (509) 758-2531, who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take action to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days unless you agree to a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's [HIB webpage](#) or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy [3210] and Procedure [3210P], visit [\[Nondiscrimination webpage\]](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

To review the district's Sexual Harassment Policy [3205] and Procedure [3205P], visit [\[Sexual Harassment webpage\]](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at

school, including eliminating the hostile environment and making sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Troy Whittle, Assistant Superintendent

1294 Chestnut Street, Clarkston, WA 99403

Email: WhittleT@csdk2.org

Phone: (509) 758-2531

Fax: (509) 758-3326

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Troy Whittle, Assistant Superintendent

1294 Chestnut Street, Clarkston, WA 99403

Email: WhittleT@csdk2.org

Phone: (509) 758-2531

Fax: (509) 758-3326

Concerns about disability discrimination:

Section 504 Coordinator: Rebecca Lockhart, Executive Director of Student Services

1294 Chestnut Street, Clarkston, WA 99403

Email: LockhartR@csdk12.org

Phone: (509) 758-2531

Fax: (509) 758-3326

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Troy Whittle, Assistant Superintendent

1294 Chestnut Street, Clarkston, WA 99403

Email: WhittleT@csdk2.org

Phone: (509) 758-2531

Fax: (509) 758-3326

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Clarkston School District Board of Directors and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted a HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint.**

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

You can review the district's Gender-Inclusive Schools Policy [\[3211\]](#) or Procedure [\[3211P\]](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Troy Whittle, Assistant Superintendent

1294 Chestnut Street, Clarkston, WA 99403

Email: WhittleT@c SDK2.org

Phone: (509) 758-2531

Fax: (509) 758-3326

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Family Educational Rights and Privacy Act (FERPA)

Parent/guardian and eligible students (at least 18 years of age) you have the right to:

- inspect and review education records;
- amend education records;
- *consent to disclose personally identifiable information in education records; and
- file a complaint with the U.S. Department of Education.

*One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.

Protection of Pupil Rights Amendment (PPRA)

We have policies on the district website ([CSD Policy 3232](#)) which deal with parental rights relative to:

- surveys;
- instructional materials;
- physical examinations; and
- personal information used for marketing

Asbestos Hazard Emergency Response Act (AHERA)

The district inspects our buildings for asbestos containing building materials and develop, maintain and update an asbestos management plan. We annually notify parents, teachers and employee organizations in writing of the availability of the management plan and planned or in-progress inspections, re-inspections, response actions and post-response actions, including periodic re-

inspection and activities.

Food Services

Our outstanding Food Services Department serves both breakfasts and lunches that meet state and federal nutrition requirements.

Clarkston School District currently participates in the Community Eligibility Provision for providing our National School Lunch and Breakfast program. The Community Eligibility Provision (CEP) is a four-year program, ensuring that breakfast and lunch for all enrolled students attending in-person classes at CSD will be provided at absolutely no charge until the end of the 2025-2026 school year. This means that every student will have access to nutritious and balanced meals, without any financial burden on families, regardless of income level.

In order to continue offering this excellent program and maintain our current funding levels, we kindly request your cooperation in completing the Family Income Survey during registration or at another time during the school year. The information provided in this survey is vital, as it directly impacts the funding the school receives from the state government to support various educational programs. We encourage each household to fill out only one form and return it promptly to your school. Your assistance in this matter is deeply appreciated, as it allows us to ensure that the Clarkston School District receives the full funding it deserves to continue providing excellent educational opportunities for our students. The Family Income Survey is available online, or in the school office if you need one at any time.

*If your child has special dietary needs, reasonable modifications may be made when a medical authority completes the proper form. Please let your school office know and they will get in touch with the Nurse and Dietitian. The form for meal accommodations is available online or in the school office.

Charging: Extra milk or milk purchased to go along with cold lunch brought by student, Guest meals, and Adult meals cannot be charged and must be paid for with cash. Please remember that milk sold separately does not fall under the program as no charge. If milk is wanted to go along with a cold lunch or for an extra milk, this must be purchased and is not free of charge.

Students owing money on their accounts from previous years still must pay off their outstanding balance. Please contact your school office to pay off a balance, or to request a refund on a balance carried over.

Clarkston School District is an Equal Opportunity Provider.

Breakfast	
Student	CHS: No Charge Extra Milk or Milk only: \$0.50 Elementary/LMS: Same
Adult	\$ 2.75
Lunch	
Student	CHS: No Charge Extra Milk or Milk only: \$0.50 Elementary/LMS: Same
Adult	\$ 5.00

Student Health Services

The Clarkston School District employs Registered Nurses and Health Support staff to address student health concerns that may impact learning. The Health Services Department also works with building and district administrators to assure compliance with requirements pertaining to school health.

Immunizations:

Washington State Legislative Law (RCW 28A.210.160) requires that all children have a completed Certificate of Immunization Status (CIS) on file at the school, preschool, or childcare facility that they attend.

RCW 28A.210.080-090 states that before or on the first day of every child's attendance at any public and private school or licensed daycare center in Washington State there must be proof of either:

- Full immunization,
- The initiation of and compliance with a schedule of immunization as required by rules of the State Board of Health, or
- A signed certificate of exemption. As of July 22, 2011, immunization exemptions must be signed by a healthcare provider. A healthcare provider does not need to sign the form for parents or guardians who demonstrate membership in a church or religious group that does not allow a healthcare provider to provide medical treatment to a child.
- As of July 28, 2019, personal and philosophical exemptions from MMR vaccine are not allowed. The law does not affect medical and religious exemptions.

Students not fully immunized against a vaccine-preventable disease may be excluded from school if an outbreak of disease occurs.

A current schedule of required vaccines can be found on the Washington State Department of Health Immunization website. (<https://doh.wa.gov/sites/default/files/2022-12/348-051-SchoolChart2023-2024.pdf?uid=64ca7ff512e59>)

Potentially Life-Threatening Conditions:

Washington State Legislative Law (RCW 28A.210.320) requires that students with potentially life-threatening conditions have care plans in place prior to the student's first day of school. A "life-threatening condition" means a health condition that will put the child in danger of death during the school day if a medication or treatment order and nursing plan are not in place. Potentially life-threatening conditions may include diabetes, severe allergies, severe asthma, and/or seizure disorders. If you have questions regarding health issues, or if your child has special needs, please contact the school nurse.

Medications at School:

Under normal circumstances, medications should be dispensed before and/or after school hours under the supervision of a parent or guardian. However, there are times when students need to take medication at school to help them be successful in the educational environment. **ALL** medications (whether prescription or Over-the Counter) require a *Medication Authorization* form signed by **BOTH** parent or guardian **AND** medical provider. Forms are available at your child's school.

Examples of prescription medications include behavior medications, inhalers, insulin, and epinephrine.

Examples of OTC medications include pain relievers, cough drops, topical creams, and nasal rinses. Medications must be supplied in their original containers, labeled with the child's name, include proper dosing instructions, and be unexpired.

New medication orders are required annually. New orders are also required anytime there is a change in medication, dosage, and/or administration time. Please contact the school nurse for assistance if needed.

All campus locations have staff designated and trained to administer medications. For safety, security, and liability purposes, all medications are stored in locking cabinets except as specified by law.

Personal Injuries/Emergencies:

All campus locations have first aid supplies and staff trained to respond to emergencies. In most injury cases, simple first aid is all that is necessary. If staff believe that an injury is more serious, they will contact a parent or guardian using the numbers provided. Please keep your emergency contact information updated.

Staying Home:

Students should be kept home/may be sent home for the following conditions which may signal contagious illness.

- Elevated temperature (usually over 100.4)
- Diarrheal illness
- Vomiting
- Undiagnosed rash (after consultation with Health Services staff)

Please contact the school if your child will be absent to assure accurate attendance keeping.

Meningococcal and Human Papillomavirus Prevention:

Washington State Legislative Law (RCW 28A.210.080) requires schools make information available regarding meningococcal disease and human papillomavirus.

Meningococcal Disease and Prevention

Meningococcal disease is a serious illness. It spreads through close contact by coughing, kissing, or sharing anything by mouth, such as water bottles, eating utensils, lip balm, or toothbrushes. It can cause pneumonia, blood infections, and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs, and death. Fortunately, this life-threatening infection is rare – we usually have only about 20 to 30 reported cases each year in Washington. Adolescents and young adults are more likely to get meningococcal disease, especially if they live in group settings like college dorms.

There are two types of vaccines that protect against several kinds of meningococcal disease.

Meningococcal conjugate vaccine (MCV4)

MCV4 protects your child against the four most common types of bacteria that cause disease. MCV4 is a routine recommendation for all children aged 11 to 12 years, with a booster for teens aged 16 to 18. Teens who did not get their first dose at the right time should get it as soon as possible. Teens with high-risk conditions like weak immune systems may need more doses.

Meningococcal B vaccine (MenB)

MenB protects against most meningococcal B strains. It may be given to teens and adults aged 16 to 23 who have rare health conditions, who are at increased risk during a meningococcal B disease outbreak, or based on shared decision making with your health care provider.

Where can I find the Meningococcal vaccine?

Ask your doctor, nurse, or local health department to find out more about meningococcal vaccine and where you can get it. Washington provides all recommended vaccines at no cost for children through age 18 through the Childhood Vaccine Program. Participating providers may charge an office visit fee and an administration fee to give the vaccine. People who can't afford the administration fee can ask to have it waived. This provider map can be used to find providers in the Childhood Vaccine Program: <https://fortress.wa.gov/doh/vaccinemap/>.

Learn more about meningococcal disease and how to prevent it:

Washington State Department of Health meningococcal information: <https://doh.wa.gov/you-and-your-family/illness-and-disease-z/meningitis-meningococcal-disease>

CDC meningococcal disease and vaccine information:

<https://www.cdc.gov/vaccines/parents/diseases/mening.html>

McKinney Vento Information

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

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, highly capable programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular, and adequate nighttime residence, including those students who are:

- Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings; or
- Migratory children living in conditions described in the previous examples.

For the complete board policy and more information regarding McKinney-Vento, please review CSD Policy 3115 and Procedure 3115P, which can be found on the district website.

If you are experiencing homelessness, please contact your school Homeless Liaison or the District Coordinator for further assistance.

- Dianne Howell, Student Services Administrative Assistant, 1294 Chestnut St., Clarkston, WA 99403 (509) 769-5540 HowellD@csdk12.org
- Melinda Dyer, State Homeless Coordinator, Office of the Superintendent of Public Instruction, (360) 725-6505 melinda.dyer@k12.wa.us

Video Security on School District Grounds or Property

School District grounds, buildings and property, including buses used for district purposes, may be equipped with video and/or sound security cameras (video security cameras). Equipment may be placed to record only in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared or common spaces. Video contents are for the specific purpose of school safety and security and may be used as part of investigations as evidence to document misconduct.

Electronic Resources

The Clarkston School District provides electronic resources (hardware, software, Internet, etc.) as a means for students to learn core subjects and applied skills to help them achieve success in any 21st Century environment. These resources are to be used in a safe and responsible manner for educational purposes only. The Clarkston School District actively monitors student use of these

resources and the District reserves the right to restrict, revoke and/or alter any resources it provides as necessary to support the District's educational environment.

Student Rights and Responsibilities

Students in the Clarkston School District are expected to: respect the rights, person and property of others, create and work in an orderly environment, comply with rules and expectations, and follow directions given by school staff and respond appropriately. Students in the Clarkston School District are required to follow the Student Conduct Expectations as outlined in [CSD Policy 3240](#) and [Procedure 3240P](#). In addition, more specifically, the behavior expectations set out in this handbook specific to this school. Students in violation of these may be subject to school discipline up to and including suspension from school.

Weapons on School Premises - Policy 4210

It is a violation of district policy and state law for any person to carry or possess a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- Persons engaged in military, law enforcement, or school district security activities;
- Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- Persons competing in school authorized firearm or air gun competitions; and
- Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up/dropping off students; and
- Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

Crisis and Emergency Procedures

The safety of the students is of prime concern. Our school has a written crisis and emergency procedures plan. Emergency planning is monitored and revised regularly. We will practice these procedures during the school year. The cooperation of the parents and guardians is essential at the time of emergency.

EMERGENCY DRILLS

Emergency drills will be held during the year. These drills will be conducted according to emergency procedures in the school's emergency plan. Students will be expected to act according to the established rules for the emergency. Students will be informed of these rules and procedures during the year.

Please discuss with your child how important it is to listen carefully to their teacher and other emergency staff during drills or if there are actual events. Students must comply with emergency procedures at once without question. This is for their safety.