

TOUTLE LAKE JR/SR HIGH STUDENT HANDBOOK
2011-2012
(Revised 6/24/2011)

Dear Students and Parents:

This information has been developed to help you become familiar with the facilities, activities, and guidelines concerning your school. Please take some time to read each section so that you become aware of items that pertain to you.

Our challenge and hope for you is that you leave Toutle Lake MS/HS more successful and more prepared for the future than when you arrived. We will help you toward that goal and hope you will strive to be the best you can be. The **Mission** of the Toutle Lake Secondary Schools is to empower all students to be life-long learners and responsible citizens in an ever-changing world.

Our Beliefs:

- Student learning is the chief priority for the school.
- Student learning needs should be the primary focus of all decisions impacting the work of the school.
- A students' self-esteem is enhanced by positive relationships and mutual respect among and between student and staff.
- A safe and physically comfortable environment promotes student learning.
- Teachers, administrators, students, parents, and the community share the responsibility for advancing the school's mission.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.

INTRODUCTION

Toutle Lake High School/Junior High operates on a basic principle of **MUTUAL RESPECT**. Simply stated, every student has the right to learn, and every teacher has the right to teach. More specifically, students at Toutle Lake have the right to expect:

1. Fair and equitable treatment from staff members
2. An atmosphere free of intimidation and harassment
3. A classroom and general school climate conducive to learning.
4. Maximum learning opportunity every period of every day.

In return, staff members (teachers, secretaries, aides and administrators) have the right to expect:

1. Respectful treatment by students
2. Students to do their very best
3. Student cooperation with their efforts to establish a classroom and general school climate conducive to learning.

Health Services

Health services are available at the school, but should be limited to those accidents and illnesses that happen at school. If you become ill during the school day, report to the main office. We will determine what we feel can be done or excuse you from school depending upon the severity of the illness. The office will contact your parents before allowing you to leave. When emergencies develop, we administer first aid and call your parents. **If a student needs to bring medication to school it is important that the following procedures are followed:**

1. There must be a Toutle Lake School district Medication Form on file, stating the type of medication required and signed by the parent and physician.
2. The dosage and time the medication is to be given must be stated.
3. **The medication must be in a properly labeled container with the prescription label attached.** This is a **must** before we can dispense any medicine to a student. **Parents** are to bring **all** medications to the office, including over the counter medications. Medication will only be dispensed from the office. School personnel will not dispense medication, including aspirin type products without the proper school district form on file. (RCW 28A.210.2600)
4. **Students not following these procedures will be subject to disciplinary actions under the Drug/Alcohol Policy.**

Counseling Service

The Toutle Lake School District contracts with Cowlitz County Mental Health to offer students counseling services throughout the year. Counselors are available two days per week (Tuesday and Friday) for middle and high school students. In addition, a drug and alcohol intervention specialist is available one day each week (Thursday).

Library Services

The library will be opened at 8:15 AM and remain open throughout the school day including lunchtime for your convenience. Students are encouraged to use the library as much as possible.

School Insurance

School insurance is available to all students. Packets describing the insurance program are available in the office. Purchase of this program is optional, however, students participating in athletic activities (including cheerleading) must provide signed evidence verifying adequate insurance coverage if they choose not to purchase the school insurance.

ATTENDANCE POLICY AND PROCEDURES

The law requires school attendance through age eighteen unless specific conditions are met as stated in RCW 28A.225.010. School attendance contributes to success both in school and in later life.

School attendance must take precedence over other activities and all visiting, shopping, appointments, trips, and/or other engagements should be arranged for after the school day.

When students are absent from school, state law requires Toutle Lake to file cases with the juvenile court against those students who reach five unexcused absences in a month and/or ten in a year. The following reasons for absences will be considered excused at Toutle Lake MS/HS:

1. Illness or a health condition
2. School approved activities
3. Family emergencies
4. Discipline or suspensions
5. Parent requested religious observances.
6. Occurrences that are excused by the school principal on prior approval, but not including requests for more than two consecutive absences due to a vacation trip.
7. Situations mutually agreed upon by principal and parent.

Absences that do not meet these requirements are considered unexcused and discipline will result. The principal or designee, through a note or phone call from the parent/legal guardian, will make the determination of excused or unexcused.

Absences

By law, all middle and high school students are required to attend school.

- Parents are requested to call and report ill students between 7:30-8:30 AM on the day of the absence.
- A parent note stating the **reason for absence** must be sent by the third day following all student absences and tardies for them to be considered excused.
- A student **must** check out with an adult office staff member before leaving school for any reason. A note or call from a parent is necessary if students are to be released early.
- More than twelve (12th) absences in one semester will disqualify a student from receiving class credit, subject to appeal. An unexcused tardy of ten (10) minutes or more will be counted as being absent for the class period. Following the sixth (6th) absence in a semester a student/parent meeting will be held with the building principal. After the ninth (9th) absence in a semester there will be parent notification and Saturday School will be assigned. After twelve (12) absences in a semester the student will have the option to make an appeal to the Attendance Appeal Committee to receive credit for that semester. The Attendance Appeal Committee will include the building principal, counselor, and a teacher
- Students who miss class due to school-related activities will have the opportunity to make up missed work. It is the student's responsibility to make arrangements with each teacher for the time schedule and deadlines. However, some lab classes do not lend themselves to make up. In this instance, if an opportunity is lost due to absence, the student will be given an alternative assignment, or the assignment will be waived (excused). Each student is to make his/her own arrangements.

Becca Bill

The Washington Legislature enacted truancy legislation in 1995. The law was named for a Tacoma student, Rebecca Hedman, who was murdered in Spokane in 1993. The legislation is often referred to as the "Becca Bill" or "Becca Law" and requires schools to file petitions with the Juvenile Court.

RCW 28A.225.010 – Compulsory School Attendance. Parents of any child eight years of age and under eighteen years of age in the State of Washington shall cause such child to attend school, and such child shall have the responsibility to and therefore shall attend for the full school session.

RCW 28A.225.030 – School districts are required to file a petition with the juvenile court for attendance violations by a parent or child.

The legislators, school districts, and courts share the common goal of requiring students to attend school on a regular, full-time basis without acquiring unexcused absences.

Toutle Lake School District policy and regulations require a student's parent/ guardian to send a note explaining the reason for a student's absence. The principal determines whether the absence is excused or unexcused. Parents cannot excuse a child's absence under the regulation of defining unexcused absences.

Improving school attendance increases the likelihood that students will be successful in school. Also, improved attendance decreases problems related to inappropriate social behavior.

Checking Out Of School

Students are not to leave school before 3:00 PM without first checking out through the office unless they are leaving on a school-sponsored activity. If it becomes necessary for a student to leave during the school day, written or verbal permission of the parent or guardian is required.

Contracted Absence

A student who knows in advance that he/she will be absent from school (whether for a single day or an extended period of time) should bring a note to the office requesting homework at least one day prior to the anticipated absence.

Early Dismissal

A student needing to leave school during the school day must bring a signed request from his/her parent or guardian specifying the dismissal time and expected time of return when applicable. This early dismissal request **must be submitted to the office before school begins** so teachers can be informed and the absence recorded as excused. When the time for the early dismissal arrives, the student is expected to officially check out of school through the office before leaving.

Following an Absence

Upon returning to school following an absence, the student is required to report to the office window (with an excuse) **before** school begins. The student is responsible to complete this business without being late to first period.

Late Arrival

If a student arrives at school after 8:30, he/she must report to the office and sign in **before** going to class. A written excuse will be expected, either on the day of the late arrival or the following day.

CLASS LOAD

All students will register for, **and regularly attend**, six (6) class periods and an advisory during each semester of attendance. The six-class requirement may include off-campus courses if taken in accordance with district policy and approved by the principal.

Schedule Changes

Students will be required to attend classes as registered. However, if circumstances dictate schedule changes, they should be made within the first three days of the semester in order to minimize disruption of the student's education. All such changes must be made through the counselor or principal and approved by the teachers involved.

If a student or teacher believes a schedule change is necessary after the first three days of a semester, the counselor will schedule a conference to include the student, the parent/guardian, affected teachers and principal. Based upon the input at the conference, the principal will approve or disapprove the proposed schedule change.

Running Start Students

Some of our students choose to take Running Start classes at one of the local community colleges. When choosing to take such classes, students must understand that it is their responsibility to stay connected with the school and all

ongoing activities. The school schedules, ect. are set up to ensure the efficient operation of the students who attend school on campus. We suggest that you view the bulletin on a daily basis, and call the school anytime you have questions or concerns.

Grading

The evaluation of student achievement is one of the important functions of the teacher. The district adopted marking system is as follows:

A = 4.0	100-94%	D+	= 1.3	69-67%
A- = 3.7	93-90%	D	= 1.0	66-60%
B+ = 3.3	89-87%	F	= 0.0	Below 60% Failure (No credit)
B = 3.0	86-84%	I	* Incomplete	
B- = 2.7	83-80%	P	* Pass	
C+ = 2.3	79-77%	S	* Satisfactory	
C = 2.0	76-74%	U	*Unsatisfactory (No credit)	
C- = 1.7	73-70%	NC	*No Credit	

Note: * denotes grades not used to calculate grade point averages.

An incomplete is given only in those cases where illness, emergency or by pre-arrangement the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" two weeks after it is issued if the requirements for the passing grade have not been completed. Make-up work is the responsibility of the student.

Only semester grades are used to compute grade averages and become part of the permanent records. First and third quarter grades are considered official progress reports.

Graduation Requirements

Graduation from Toutle Lake High School requires a total of 22 credits in the areas listed:

English	4.0 Credits	Fine Arts	1.0 Credit
Health	0.5 Credit	WA History	0.5 Credits
Math	2.0 Credits	Lab Science	1.0 Credit
PE	2.0 Credits	Other Science	1.0 Credit
US History	1.0 Credit	Occupations	1.0 Credit
CWP	1.0 Credit	Electives	7.0 Credits

All students must also complete: A Culminating Project, a 12+ Plan, and meet standard on the reading, writing and math sections of the HSPE (Science will be added for the class of 2015 and beyond)

Grade Level Status

Students will be placed in the grade level depending on their total credits passed. Grade levels will be determined by:

- Freshman – Successful completion of the Eighth Grade
- Sophomores – Successful completion of 4.0 credits or more
- Juniors – Successful completion of 10.0 credits or more
- Seniors – Successful completion of 16.0 credits or more

Report Cards

Report cards will be issued four (4) times during the school year. Each grading period is approximately nine (9) weeks long. All report cards will be mailed, as well as, carried home by the student.

Withdrawal From School

Students who plan to withdraw from school are asked to notify the office as soon as possible. Before withdrawing from school, students will be expected to:

- Turn in all books, equipment, etc.
- Pay all fines and fees owed
- Turn in a student withdrawal form, which has been signed by all of their teachers, the parent, librarian, counselor, principal, lunchroom and school secretary.

Transcripts and student records will be mailed when the withdrawal process has been completed and the new school has requested them. Students who have not enrolled in another school within five (5) days of withdrawal will be considered truant.

Progress Reports

Parents can access student grades from home at any time as the student management system is fully implemented this year. Progress reports will be sent home at the end of the fifth week of each grading period to notify the parents of any student whose achievement is substantially below his/her ability, who is failing, or who is in danger of failing. These reports may be mailed or e-mailed to parents as requested. Progress reports may require the parent to sign and return to the issuing teacher as soon as possible.

Honor Roll

Honor roll lists will be published at the end of each grading period. Students whose GPA is 3.00 to 3.49 are on the honor roll, 3.50 to 4.00 are on the Principal's List.

BASIC SCHOOL RULES

The student will:

- Follow reasonable requests from all staff personnel the first time they are given
- Be in class on time or have a pass to class
- Bring all books, materials, and supplies at the beginning of the period
- Keep hands, feet, and objects to yourself
- No food or drink in the halls or gym, and in classrooms by teacher permission only
- Have primary responsibility for yourself and your property
- Be a productive, participating member of the class

PUPIL CONDUCT CODE

As with any system, our school runs more effectively when the educational process is protected by a clearly understood code of conduct. The rules found here are not intended to inhibit student enterprise, but rather to protect each student's right to a superior educational experience. For students who seriously desire an education, clearly defined parameters of acceptable conduct provide more freedom to achieve than restriction of behavior.

Clearly, no list of rules can either foresee or anticipate every possible infraction; however, the following regulations are presented as a guide for student conduct and are as complete as they can be within reasonable space limitations. In general, behavior that is unacceptable in polite, law-abiding society is unacceptable at Toutle Lake Jr./Sr. High School also. Obviously, good taste and common sense remain the best guides for conduct here and elsewhere.

Violation of one or more of these regulations will result in disciplinary action being taken, up to and including possible suspension, expulsion or legal action depending upon the severity of the offense.

Alcohol/Drugs/Tobacco

No pupil shall possess, use, sell, conceal or be under the influence of alcohol, tobacco or illegal drugs on school property at any time or during a school activity, function or event off school property.

Backpacks

The purpose of a book bag is to transport books to and from school not from class to class. For safety reasons, students are asked to leave backpacks in their lockers during the school day. Backpacks present a safety hazard, and will not be allowed in the classrooms.

Reminder: book bags/back packs must be small enough to fit inside a locker, as they may not be left in hallways or entrances to the classrooms. Bags left unattended in the hallways will be removed and turned into the office.

Cheating, Plagiarism and Academic Dishonesty

Any student caught cheating or improperly assisting another student is subject to disciplinary action both within the classroom and the school as a whole.

Examples of academic dishonesty include:

- Copying someone's assignment or allowing someone to copy an assignment
- Handing in another individual's work as the student's own
- Taking answers from a classmate's quiz or test paper, using a "cheat sheet" or sharing answers during a testing situation
- Dividing questions on an individual assignment so that two or three friends answer a few questions each, permitting each other to copy answers. Although group work and cooperative learning are often encouraged, individual assignments should remain the work of the individual student

- Copying sentences, phrases, paragraphs, or pages from books or other sources without providing documentation (plagiarism)
- Writing should be either original or the author should receive credit
- Using plots, characters, theories, opinions, concepts, designs, and even ideas from other sources (people, books, films, records, TV, or any other media) and presenting them as original work without properly giving credit is plagiarism.

Classroom Conduct

Teachers have the right, and indeed are legally responsible, to maintain "good order and discipline" in their classrooms. Students are required to follow established guidelines and obey teacher instructions. See RCW 28A.14.120, 28A.58.101 and WAC 180-44-020.

Compliance with Directions

Students will comply with all reasonable directions and requests of all school district personnel during any period of time when they are under the proper authority of school personnel.

Dangerous Weapons or Objects

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or area of other facilities being used exclusively for school activities.

Students who violate this policy are subject to district policies, including the due process provisions regarding notification of parents. Students who violate firearm provisions are subject to a minimum one calendar year expulsion.

No pupil shall possess, handle, transmit, or conceal on school property or at a school activity, function or event any potentially dangerous weapons or objects such as knives, hunting equipment, weapons, irritating gases (mace), pepper sprays, cigarette lighters, or laser pointers. Any such objects will be confiscated and may be turned over to the county sheriff. The student will then be subject to possible criminal prosecution.

Opportunity to Attend After School Activities

Participation in school-sponsored activities and athletic events is a privilege. Students involved in repeated behavioral detentions, in school suspension and/or out of school suspension due to poor behavioral choices may be placed on a list of students ineligible for participation in school sponsored promotions, dances, class or club activities and/or athletic events. The high school will maintain this list so as to have it available upon request and said list will be given with the cash box to all activity sponsors.

Public Displays of Affection

Public displays of affection offend others and are inappropriate at school and school events. Intimate contact beyond handholding is not appropriate.

Fighting

Fighting will not be tolerated on school grounds or at any school function off school grounds.

Intimidation/Harassment/Threats/Bullying

Students and staff members will not be subject to verbal, physical intimidation or harassment. Threats of physical harm or property damage will prompt serious disciplinary action including possible legal action.

Interruption of School

No student may interrupt the normal operation of school by false alarm, threat or major disturbance.

Profanity/Vulgarity

The use of profane, obscene or vulgar language or gestures on school property or during school-sponsored events is prohibited.

Property damage/Vandalism/Malicious Mischief

Destruction, damage or theft of school property or the property of others, defacing or writing on school or private property under school jurisdiction is prohibited. Students, who destroy, injure or damage school property will be required to pay for losses or damages. Grades, diplomas and transcripts may be withheld until the student or the student's parent or guardian has paid damage charges. Further, students may face suspension or other disciplinary action.

Electronic Devices

Since all such devices are not to be played or used at any time during the school day, they should be left at home. Students seen with an electronic device during the school day (8:30 a.m. until 3:00 p.m.) will have the device confiscated. A second offense of this policy will result in the device being held until it is picked-up by a parent, and a third offense would lead to suspension.

Skating/Skateboarding/Bicycling

Skating, skateboarding or bicycling is not permitted on school property from 7:30 AM to 3:30 PM on school days, anytime during the school day, or after school on days with school events. It is not allowed at anytime where posted.

Snowballs

Snowballing is permitted on the baseball field **only**.

Water toys

"Toys" such as water balloons and squirt guns on school grounds or at school-sponsored events are not permitted.

GENERAL POLICY STATEMENT – DISCIPLINE

Two student behavior rules are absolute at Toutle Lake: No student has the right to interfere with other students' rights to learn, or the teacher's right to teach; and disrespect and/or abuse of others will not be tolerated.

There are certain offenses that will cause specific consequences to be invoked; however, students should be aware that because a certain misbehavior may not be listed in the procedure book, does not excuse the student from specific consequences.

The **cumulative** effect of a series of unrelated violations by the same student shall be cause for invoking disciplinary measures, which may include suspension or expulsion. Generally out of school suspensions will start at one (1) day, three (3) days, five (5) days and continue until long term suspension or expulsion takes place. The severity of the offense may make the consequence more severe.

Students who have been removed from class for disruptive behavior more than two times will jump to the cumulative discipline plan.

DISCIPLINARY DEFINITIONS

Cumulative Suspension Plan

Students who are suspended out of school more than one time will fall under the Cumulative Suspension Plan. This means that students, who choose to continue to violate school rules, no matter if they are unrelated violations, will receive cumulative suspensions. Generally, this will start with three (3) days, five (5) days, seven (7) days, nine (9) days and then long term. Continued violations could also lead to expulsion.

Detention

Teachers and administrators may require students to serve detention before school or after school. Students and parents must be given 24 hours notice if the detention is to be served after school in order to arrange special transportation, but that condition may be waived by the parents. Conflict with jobs or other activities will **not** excuse students from serving detention unless the teacher or administrator agrees. Students will be required to study and/or do custodial work during detention time.

Failure to serve detention time as assigned will result in additional disciplinary action being taken.

Saturday School

Any student who is assigned three (3) hours or more detention within a given quarter will move one step down the major offense referral steps causing a Saturday School to be assigned. Saturday school students report to the school on the assigned day at 8:30 AM and finish at 12:30 PM. Students come prepared to work on schoolwork and/or custodial activities. Students may be assigned Saturday School for other offenses also. Failure to complete a Saturday School assignment will result in three days of in-school suspension and an additional Saturday School will be assigned.

In-School Suspension - Educational Assistance Center (EAC)

Students who have been sent out of class may be directed to the EAC **by the office**. Students in EAC must bring work to do as well as meet all behavior requirements. Students assigned to in-school suspension will report to the EAC first thing in the morning and will spend all day there. Students must have work to do during time they are assigned in the EAC. Students who are removed from the EAC will be disciplined using the cumulative suspension plan or sent home.

Suspension

Suspension means "a denial of attendance at any single subject or class, or at any full schedule of subjects or classes for a stated period of time (WAC 180-40-205)." Suspended students are also precluded from participation in school activities and are denied access to school property during the period of their suspension.

Short term - A suspension of ten (10) consecutive school days or less.

Long term - A suspension of longer than ten (10) consecutive school days.

Expulsion

Expulsion means "a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time (WAC 180-40-205)." Expelled students are also precluded from participation in any school activities and are denied access to school property during the period of their expulsion.

DISCIPLINE CODE--MAJOR AND MINOR OFFENSES

Minor Offenses

Our discipline policy is divided into minor and major offenses. Minor offenses are to be handled by the school staff in the classrooms, halls, etc. These types of offenses will require the student to attend before school, lunch or after school detention on the assigned day with the teacher assigning the detention. If the student misses the assigned detention without permission, additional detentions may be added to the assigned time. If the student misses the next detention, the student will be referred to the principal for further disciplinary action as seen fit by the principal. Each detention assigned by a teacher will be recorded on the student's discipline log. After-school detentions require at least 24 hours notice so that appropriate transportation can be arranged.

If minor offenses continue, they can become a major offense and will be handled as a willful disobedience. A teacher should refer students to the principal when detentions are not effective in changing behavior. Detentions should be used only for disruptive or behavior problems, **and not academic concerns**.

Major Offenses

All staff handles major offenses with the assistance of the administration. Any major offense will generate a discipline referral to the principal or appropriate administrator. These offenses and their consequences are listed and defined below:

Academic dishonesty

1. Conference with student, parental notification, student receives a "zero" grade for work and one hour detention, with a notation in the student file.
2. Conference with student, parent, teacher, and principal, student receives "zero" grade for work, 1 day of ISS or Saturday School, with a notation in the student file.
3. Conference with student, parent, teacher, and principal, student receives "zero" grade for work, cumulative suspension, notation in student file, possible loss of credit for the course.

Assault/Fighting/Contributing to a conflict

There will be a Conference with student, parental notification and cumulative suspension for each offense.

Harassment (verbal, physical, sexual) / Bullying

There will be a Conference with student, parental notification and cumulative suspension for each offense.

Leaving campus without permission

1. Conference with student, parental notification, student assigned detention time.
2. Conference with student, parental notification, 1 day of ISS or Saturday school.
3. There will be a Conference with student, parental notification and cumulative suspension for each offense.

Major vandalism, theft, and public indecent exposure of self or others

There will be a Conference with student, parental notification and cumulative suspension for each offense.

Possession/use of alcohol or drugs

All drug and alcohol offenses will lead to a 90-day suspension. This may be reduced to a 5-10 day suspension if the student agrees to have a substance assessment and abide by any recommended program. If the student does not carry out his/her obligation to the program, the 90-day suspension will be placed back into effect. A second drug/alcohol offense may lead to expulsion.

Tobacco-possession and/or use of tobacco products

There will be a Conference with student, parental notification and three (3) days out of school suspension. Each additional offense will be suspended according to the cumulative suspension program.

Truancy

1. Conference with student, parental notification, student makes up missed time.
2. Conference with student, parental notification, student makes up missed time plus one (1) day ISS or Saturday School.
3. Conference with student, conference with parents, student makes up missed time, plus three (3) days of suspension (ISS or out of school) and possible referral to Cowlitz County Juvenile authorities.

Use/possession of dangerous weapons or objects

This major offense will carry a **one (1) calendar year expulsion** and a report to the county sheriff's office.

STUDENT RIGHTS AND RESPONSIBILITIES

An important goal of the Toutle Lake School District is the development in students of an appreciation for our democratic, republican form of government. The appreciation of this form of government must include the study of our national heritage and opportunities for student to exercise their rights and to assume full responsibility of citizenship. With these thoughts in mind, the Toutle Lake School District has adopted these policies and guidelines.

The effective implementation of these policy guidelines will require the good faith and cooperation of all students, parents, guardians, teachers, administrators, and other patrons of the district.

Recent court decisions have greatly altered the manner in which the public schools are to be administered. The Toutle Lake School District stands ready to administer the educational processes in our schools in a way that will provide an optimum learning environment and, at the same time, protect the citizenship rights and responsibilities of all those involved in the process. All those involved, and especially the students, would fully realize that the acquisition of rights inherently carries with it additional personal responsibility.

Search and Seizure: State Board of Education WAC 180-40-215 provides in part: "Pupils shall have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures." A reasonable search and seizure will be interpreted by this school district to mean a search and/or seizure conducted when the health and safety of students are concerned. Students' lockers and desks are the property of the Toutle Lake School District and made available for student use. Students' lockers and desks will be subject to inspection for the purpose of school safety and cleanliness. Individual student lockers may be searched at any time; the presence of the student may be requested.

Freedom of Speech and Assembly: Students are entitled to express verbally their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with freedom of others to express themselves. The use of obscenities or personal attacks is prohibited. All students meeting on school district property may function only as scheduled and regulated by school authorities as to time, place, and manner.

Security related information

Students are encouraged to report to the office incidents or conditions that could lead to injury or damage to property. The District has a Safety Committee that meets quarterly that will look into the information presented by students or staff.

Student Roles in Security Issues

In the event of a serious security problem, students are asked to report immediately to the nearest office or adult staff member. In the event of a fire they are to pull the nearest fire alarm. If there is an intruder they should get to the nearest office immediately and report it. Students are not to attempt to stop a potential violent situation, but should make every effort to report to the nearest staff adult.

DRESS AND GROOMING

Although the primary responsibility for school dress and grooming rests with the parents of our students, the school's responsibility is to prohibit dress and grooming practices which disrupt the educational process, pose a health or safety threat, or offend standards of propriety. The principal will determine if questionable attire is acceptable.

Specific dress requirements:

- Shoes must be worn at all times.
- Students are to be fully clothed shoulder to mid-thigh with no exposure of undergarments. Tank tops are allowed with no exposure of midriff, undergarments, or overexposure of underarms (2" minimum strap width). Skin tight clothing such as spandex, leotards, cycling shorts and tops with inappropriate exposure are not adequate clothing. Pajamas, slippers and like items are also prohibited.
- Clothing that portrays profanity, explicit graphics, illegal or inappropriate innuendo acts, or substances (drugs/paraphernalia, alcohol, tobacco), is gang-related (altered clothing, bandannas, excessively long wallet chains, sagging or excessively baggy clothing) **will not** be allowed.
- Shorts will be allowed with certain restrictions.
 - a. No spandex or other skin-tight materials
 - b. As a general guideline, shorts must have an inseam of 6" or more. Dresses or skirts that go to the mid-thigh are considered appropriate. Mid-thigh is defined as half the distance from the inseam to the knee.
 - c. Cut-off jeans and sweats used as shorts must be hemmed.
 - d. Male undergarments such as non-sleeved t-shirts are not allowed to be worn at school. Open sided shirts are also prohibited.
- **Hats, hoods, stocking caps, bandanas, headbands, or any other type of headgear will not be allowed to be worn in any of the school buildings. Hats, hoods, etc. may be worn outside on the school grounds, as long as the bills of the caps are facing forward.**
- Dress or appearance that is vulgar, obscene, profane or otherwise creates an impression of disrespect for religion, sex, or ethnic background is prohibited.
- Clothing with excessive holes or holes in inappropriate areas are not allowed.
- The display of excessive cleavage will not be allowed.
- Specialized clothing may be required for specific classes such as physical education and vocational classes.
- Activity supervisors may have special dress requirements such as a traveling team, band/choral performances, or field trip dress code. Students in violation of the dress code will be held out of class and/or sent home to make the necessary changes in attire. Tardiness or absence due to dress code violations will be considered unexcused.

RULES FOR TOUTLE LAKE JR/SR HIGH DANCES

1. The ASB and the principal must approve all dances. The sponsoring organization is responsible to present an activity form to the principal who will forward the form to the ASB for its approval. Allow time if other schools have been invited.
2. All dance dates must be approved and on the calendar **two weeks** before the dance.
3. There must be at least four adult chaperones, at least two faculty members (one must be male) and/or two parents. The faculty chaperones must be arranged at least two weeks prior to all major dances.
4. Students at the dance are expected to dress, dance and behave in a socially approved way.
5. Any student who leaves the dance without permission or who leaves the immediate area in which the dance is being held will not be allowed to re-enter and must leave the school grounds immediately. Violators will be denied the privilege of attending dances in the future.
6. Doors will be closed one hour after the end of the game, (if the dance is after a game) or one hour after the starting time for the dance. No students will be allowed after that time.
7. Most school dances should end by 11:30 (formal dances are no more than 4 hours and may end at 1:00 AM.).
8. A Toutle Lake HS/MS student may invite one guest. Any guest is also expected to dress, dance and behave in a socially approved way. Guests must be **approved in advance** paper work is available in the office upon request. All guest must be under 21 years of age.
9. If a guest is asked to leave the dance for any reason, the student who invited him/her must leave too. In this case the Toutle Lake student will lose the privilege of inviting guests to subsequent school dances. The guest asked to leave will be denied further dance privileges at TLHS.
10. No junior high students may attend high school dances.
11. No high school students may attend junior high dances.

STUDENT PARKING LOT AND DRIVING POLICY

Since the school district provides bus transportation for all students, driving an automobile or other motor vehicle to school must be regarded as a privilege subject to the following conditions:

1. All student vehicles will be parked within the designated parking places in the parking lot adjacent to the gym. **No student parking is allowed in front of the District Office or in the teacher parking on the west side of the HS building.**
2. Drivers and occupants will vacate their cars immediately after arriving at school.
3. Students driving vehicles to school may not be in the parking lot, enter or drive the vehicle again until dismissal time (3:00 PM) unless given permission by the principal or a teacher.
4. **Students are not to be in the parking lot area at any time during the school day without permission.**
5. Reckless driving on or near school property will result in a loss of driving privileges and possible referral to the Cowlitz County Sheriff's office.

CLOSED CAMPUS

Toutle Lake MS/HS has a closed campus that requires that students remain on campus from the time they arrive in the morning until school is dismissed. Any student leaving campus for any reason during that time without administrative permission will be considered truant and dealt with accordingly.

The campus boundaries for this purpose includes the school property north of Spirit Lake Highway **except** the elementary playground area, elementary buildings, and the area behind the dugouts on the baseball field and the area beyond the cyclone fence around the football field. The football stadium, track, and nature trails are all off-limits during the school day unless supervised during class activities.

VISITORS

All visitors to Toutle Lake MS/HS during the school day, whether student or adults, must report to the school office to make arrangements and receive assistance for whatever their business might be. Visitors not on approved business are not permitted to loiter on school property. Students from other schools are not permitted to visit Toutle Lake MS/HS classes. All visitors will need to wear a badge showing them as an approved visitor.

Parents and/or guardians are asked to check in at the office prior to visiting classrooms or their students so they can be properly assisted. Volunteers are asked to check in at the high school office.

LOCKERS

Each student will be held accountable for both the contents and appearance of the hall locker to which he/she is assigned. If, for some reason, your locker does not function properly please inform the office so the maintenance staff can repair it. Do not share lockers and do not provide other students your locker combination.

Student lockers remain the property of the school district, and school officials retain the authority to inspect lockers. School officials may inspect student lockers in the absence of students when:

- It occurs as part of a general inspection of all student lockers for the purpose of recovering school property such as library books.
- They have reasonable cause to believe that items may be concealed in one or more lockers, which violate school rules or the law.
- They have reasonable cause to believe that conditions or circumstances exist that threaten the health or safety of those in the school.

Students taking physical education or participating in interscholastic athletics will also be issued a lock to secure PE and/or athletic equipment. Protection of contents depends on the student **ALWAYS KEEPING IT LOCKED**. Valuables can be secured by teachers or coaches if needed.

EATING FOOD AND DRINKING BEVERAGES

Students may only consume food and beverages outdoors, in the multi-purpose room or in the student center. Students are expected to place all trash in the appropriate garbage or recycling receptacles. Eating and drinking in the student center may be curtailed if students do not use proper receptacles for trash. Eating and drinking in the classroom is not recommended but may be allowed by the individual classroom teacher provided the students and teacher take full responsibility for the cleanup of spills and proper disposal of all wrappers and containers into the waste basket. There is to be **no food or beverages carried on any carpeted areas or in the gymnasiums**. Please take pride in the appearance of our school.

TELEPHONE USE

The telephones throughout the school are to be used for local calls that are for **school** business only. Students will be allowed to use school phones for emergencies only. Bus notes and after school arrangements should be in advance, if possible. Students should limit their calls to before school, between classes, snack break, lunch or after school. Class time is not an acceptable time for non-emergency phone calls.

OFFICE USE

Students are asked not to be in the office. Students are encouraged to use the office window for help before school, during school, during lunchtime, and after school. Office aides, parent volunteers or the secretary will be able to help you at the window. If there is a need for a student to come into the office they will be given permission to do so.

REGULAR DAILY SCHEDULE

Period 1	8:30 - 9:24	Period 4	11:37 - 12:31
Break	9:24 - 9:34	Lunch	12:31 - 1:01
Period 2	9:39 - 10:33	Period 5	1:07 - 2:01
Period 3	10:38 - 11:32	Period 6	2:06 - 3:00

EIGHTEEN YEAR OLD STUDENTS

When a student reaches the age of eighteen, the rights accorded the parents and/or guardian of a student shall thereafter be accorded to the student **only if** the following conditions are met:

1. He/She must be an **emancipated adult**.
2. An **emancipated adult** is one who has not been claimed as a dependent for income tax purposes by parents or guardians or has been legally declared emancipated by a court of law.
3. Proof of emancipation rests with the parent/guardian and the student. Parents/guardians are required to notify the principal in writing if their student is to be considered an emancipated adult.

SAFETY ISSUES

Emergency school closure

Information regarding emergency closing of schools will be announced over many of the following stations: KBAM 1270 AM, KEDO 1400 AM, KEX 1190 AM, KLOG 1490 AM, KELA 103.0 FM, KUKN 94.5 FM, KZOE 90.3. It will also be on the Toutle Lake web site www.toutlesd.k12.wa.us.

Fire alarm

When the fire alarm sounds, students should walk from the building to their assigned areas outside the building. Each teacher will review and post procedures to be followed in the event of an emergency.

Lock down procedures

There may be a time when Toutle Lake Schools will be required to lock down the buildings; including staff and students. Since each emergency situation is unique, specific instructions will be given by teachers or over the intercom by the administration. Students are expected to follow directions and remain calm during emergency situations.

BUS TRANSPORTATION

The bus driver is, at all times, in full charge of his/her bus. Continued disobedience to his/her commands or bus rules may result in the suspension of your privilege to ride the bus to and from school. Major offenses on buses may also lead to additional school discipline.

INTERNET USER AGREEMENT POLICY 2022

As a condition of a my right to use the Washington Education Network, (K-20), including use of computers on the campus of Toutle Lake High School to access the Internet, I understand and agree with the following:

- my signature to the User Agreement Form is a requirement prior to use and represents my commitment to proper use.

- access is a privilege which may be revoked by Toutle Lake Schools or their representative at any time for abusive conduct or violation of the conditions of use set forth in the User Agreement Policy 8700P.
- abusive conduct is defined in the User Agreement, neither the computer nor the access structure shall not be altered in any manner.
- that Toutle Lake School District staff have the right to filter and review any material stored in files to which students have access and to block access, edit or remove any material believed to be unlawful, obscene, abusive, or otherwise objectionable, and students waive any right of privacy to such material.
- that all information contained on school accessible workstations is placed there for general informational purposes and is, in no way, intended to refer to, or be applicable to, any specific person, case, cause or situation.
- that Toutle Lake School District will not be liable for any direct or indirect incidental or consequential damages due to information gained and/or obtained via access to public networks.
- that student users assume full financial liability up to the sum of \$2500.00 for the cost of repairs to or replacement of the hardware and/or software used by Toutle Lake School District to provide internet access should it be damaged by improper use.
- that Toutle Lake School District does not warrant that the technologies will be error free or uninterrupted; nor shall Toutle Lake School District be liable for any damages sustained or incurred in connection with the use, operation or inability to use these networks.
- to abide by classroom rules of usage as may be promulgated from time to time by Toutle Lake School District staff, without limitation.
- hereby release Toutle Lake School District and its staff from any and all claims and damages of any nature arising from my use, or inability to use, the K-20 network.

The use of Toutle Lake School District's computers is for educational use only. Inappropriate use may lead to disciplinary action up to and including revocation of computer use and/or suspension from school. Accessing websites such as MySpace and similar sites will be cause for an automatic suspension.

SEXUAL HARASSMENT – BOARD POLICY 6590

This district is committed to a positive and productive educational and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Sexual harassment occurs when submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit; submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur 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.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff members are responsible for receiving informal

complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff members are also responsible for directing complaints to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation.

This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross-References:

Board Policy 3210	Nondiscrimination
Board Policy 3240	Student Conduct
Board Policy 3421	Child Abuse . . .
Board Policy 5010	Nondiscrimination
Board Policy 5255	Disciplinary Action and Legal References:
RCW 28A.640.020	Regulations, guidelines
WAC 392-190-056-058	Sexual harassment

NONDISCRIMINATION CLAUSE

The Toutle Lake School District No. 130 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in education programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504 Coordinator:

***Mr. Scott Grabenhorst, Superintendent
Toutle Lake School District
5050 Spirit Lake Highway
Toutle, Washington 98649
(360) 274-6182***