

# STUDENT HANDBOOK 2007-2008

## FORKS HIGH SCHOOL *Home of the Spartans*

261 S. Spartan Ave  
Forks, WA 98331  
360-374-6262

**Kevin Rupprecht, Principal**  
**Mark Brandmire, Asst. Principal**

**Quillayute Valley School District No. 402**  
**Electronic Information System (Networks)**  
**Individual User Access Informed Consent Form**

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release the Quillayute Valley School District, Washington School Information Processing Cooperative, other intermediary providers, if any, and any institutions with which they are affiliated, from any and all claims and damages of nature arising from my or my child's use, or inability to use, the WedNet including, without limitation, the type of damages identified in the Quillayute Valley School District's Acceptable Use Guidelines. Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand.

_____ Signature of User	_____ Name of User (Printed)	_____ Grade of User
_____ Address	_____ City/State/Zip	
_____ Phone	_____ Date Signed	
_____ Signature of Parent/Guardian*	_____ Parent/Guardian (Printed)	
_____ Address	_____ City/State/Zip	
_____ Phone	_____ Date Signed	

**TYPES OF VIOLATION S**

Accessing/Searching for pornography  
Stealing passwords  
Allowing use of one's own password  
Use of any illegal software  
Games  
Shockwave games  
MP3 files  
Leaving a computer without logging off  
Unknowingly allowing use of one's password  
Misuse of email, ICQ, or chat

**CONSEQUENCES FOR ABUSE**

Minimum restrictions (time of usage, available options, etc.)  
Restricted access by computer  
Restricted access by programs  
Removal from network  
\*MISUSE THAT RESULTS IN DOWN TIME/TECHNICIAN TIME MAY RESULT IN THE IMMEDIATE DENIAL OF ACCESS FOR THE BALANCE OF THE YEAR AND/OR CRIMINAL PROSECUTION.

\*Students over 18 do not need a parent's signature

**INTERNET USE PASS**

**Student Name:** \_\_\_\_\_  
**Grade** \_\_\_\_\_

**HAS PERMISSION TO USE THE INTERNET**

\_\_\_\_\_

**Parent's Signature**

## TABLE OF CONTENTS

<b>3</b>	<b>Equal Opportunity</b>
<b>3</b>	<b>Graduation Requirements</b>
<b>4</b>	<b>FHS Schedules and Hours of Operation</b>
<b>4</b>	<b>Emergency School Closure/Delayed Opening</b>
<b>5</b>	<b>Campus Access</b>
<b>5</b>	<b>Registration and Withdrawal</b>
<b>5</b>	<b>Student Services</b>
<b>6</b>	<b>General Information</b>
<b>7</b>	<b>Expectations</b>
<b>7</b>	<b>Parking Policy</b>
<b>7</b>	<b>Tardy Policy</b>
<b>8</b>	<b>Activities Information</b>
<b>9</b>	<b>Student Rights and Responsibilities</b>
<b>10</b>	<b>Student Discipline</b>
<b>11</b>	<b>Discipline Matrix</b>
<b>12</b>	<b>Drug and Alcohol Policy</b>
<b>13</b>	<b>Attendance Policy (Board Policy)</b>
<b>14</b>	<b>Acknowledgement of Student Responsibilities</b>

### EQUAL OPPORTUNITY

The school district does not discriminate on the basis of age, race, creed, color, national origin, sex, marital status, veteran status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Inquiries or complaints regarding compliance with these laws should be directed to the districts Affirmative Action Officer. Complaint forms for concerns in regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973) are available on request.

### GRADUATION REQUIREMENTS

The following specific course requirements are expected for completion of the Forks High School diploma:

<b>Subject Areas</b>	<b>No. Of Credits</b>
English (one each year) .....	4
• English 9	
• English 10	
• Communications	
• English 11-12	
Social Studies .....	4
• U. S. History I	
• World History/Geography	
• U. S. History II	
• Contemporary World Problems (includes Senior Project)	
Mathematics.....	2
Science .....	2
• Integrated Science 9/Principles of Technology	
• Integrated Science 10	
Physical Education .....	2
Digitools .....	1
Family & Consumer Science .....	1
Fine, Visual, or Performing Arts .....	1
Electives .....	13
<b>TOTAL.....</b>	<b>30</b>

## FHS SCHEDULES AND HOURS OF OPERATION

### SCHOOL DAY AND HOURS

Students are welcome on campus between 7:50 a.m. and 3:50 p.m. and during regularly scheduled activities. To coincide with office hours, the exterior doors in the main building will be locked at 4:30 p.m. daily. Students (athletes, club members, committee members, etc.) will have necessary access after hours through their coaches, advisors, teachers, etc.

### BELL SCHEDULES

#### Regular Schedule

Warning Bell	8:13
Period 1	8:15-9:45
1A	8:15-8:58
1B	9:02-9:45
Warning Bell	9:53
Period 2	9:55-11:25
2A	9:55-10:38
2B	10:42-11:25
Advisory	11:29-11:36
Period 3	11:40-1:10
3A	11:40-12:23
3B	12:27-1:10
Lunch	1:10-1:40
Warning Bell	1:43
Period 4	1:45-3:15
4A	1:45-2:28
4B	2:32-3:15

#### Assembly Schedule

Warning Bell	8:13
Period 1	8:15-9:35
1A	8:15-8:53
1B	8:57-9:35
Warning Bell	9:43
Period 2	9:45-11:05
2A	9:45-10:23
2B	10:27-11:05
Warning Bell	11:13
Period 3	11:15-12:35
3A	11:15-11:53
3B	11:57-12:35
Lunch	12:35-1:05
Warning Bell	1:08
Period 4	1:10-2:30
4A	1:10-1:48
4B	1:52-2:30
Assembly	2:35-3:15

#### Advisory Schedule

Warning Bell	8:13
Period 1	8:15-9:35
1A	8:15-8:53
1B	8:57-9:35
Warning Bell	9:43
Period 2	9:45-11:05
2A	9:45-10:23
2B	10:27-11:05
Advisory	11:09-11:49
Period 3	11:53-1:10
3A	11:53-12:31
3B	12:35-1:10
Lunch	1:10-1:40
Warning Bell	1:43
Period 4	1:45-3:15
4A	1:45-2:28
4B	2:32-3:15

#### Early Release A or B Day

Warning Bell	8:13
Period 1	8:15-9:16
Period 2	9:20-10:21
Advisory	10:25-10:32
Period 3	10:36-11:37
Period 4	11:41-12:40
Lunch	12:40-1:15

#### Half Day A or B Day

Warning Bell	8:13
Period 1	8:15-8:58
Period 2	9:02-9:45
Advisory	9:49-9:56
Period 3	10:00-10:43
Period 4	10:47-11:30
Lunch	11:30-12:00

#### 2 Hour Late Arrival A or B Day

Warning Bell	10:13
Period 1	10:15-11:16
Period 2	11:20-12:21
Advisory	12:25-12:32
Lunch	12:32--1:03
Warning Bell	1:05
Period 3	1:07—2:08
Period 4	2:12—3:15

### EMERGENCY SCHOOL CLOSURE/DELAYED OPENING

In the event of severely inclement weather or mechanical breakdown, school may be closed, the starting time delayed or dismissed early. Any decision of this nature will be announced over KVAC 1490am, KLLM 104.3fm radio. You may also call 374-2354 to reach our emergency closure information line. Please do not call the school, as our telephone lines must be kept open for emergencies.

## **CAMPUS ACCESS**

High school students may leave campus during their scheduled lunch period.

1. Students leaving the campus during the school day, other than at lunchtime, are to check out with the attendance office. Exceptions are:
    - Students who are serving internships through the School-to-Work program or a vocational program.
    - Students who are on work release.
    - Students traveling to another district facility.
  2. Students who arrive to school late must check in with the attendance office.
  3. Students who leave campus without checking out will be considered **truant. No note or excuse will be accepted later.**
- Violations:
- 1<sup>st</sup> – Spartan Service
  - 2<sup>nd</sup> – Lunch Detention
  - 3<sup>rd</sup> – ISS

### **VISITORS**

1. All visitors to the school must check in at the main office upon arrival.
2. Students that wish to bring a student visitor to school must complete a Pre-arranged Visitor Form, available in the main office, at least one day prior to the student visiting the school.
3. Parents are encouraged to take an active role in their children's education and are welcome. They must make an appointment to visit a teacher or to visit classes while they are in session.

## **REGISTRATION AND WITHDRAWAL**

### **REGISTRATION**

For information about school and registration, call 374-6262 extension 248, Monday through Friday, 7:30 a.m. to 4:30 p.m. during the regular school year. Those students who are new to the district during the summer may register before June 30 or in late August from 9:00 a.m. to 3:00 p.m.

**CHANGING CLASSES:** Student initiated changes may be made within the first week (5 days) of the start of the semester.

### **WITHDRAWAL**

To withdraw a student from school, the parent should notify the school office in writing. A withdrawal form must be completed before leaving school. The school office will furnish records upon request by the new school. All fines must be paid prior to records being sent.

### **CHANGE OF STUDENT INFORMATION**

Please inform the main office if you change your address, telephone number, emergency contact(s), or any other important directory information.

## **STUDENT SERVICES**

### **COUNSELING CENTER SERVICES**

Forks High School Guidance Center offers services to help each student in educational, social and personal development. The Counselor is available, 8:00 a.m. to 3:30 p.m., Monday-Friday. Students are encouraged to make pre-arranged appointments. Students may request a pass from a teacher to go to the counselor or the counselor may send a pass requesting to see the student.

### **HEALTH SERVICES**

Students becoming ill during the school day should report to the main office. School nurse services are available on a limited basis.

All students are expected to comply with state health and immunization requirements. Students are encouraged to inform the school of any special health/medical considerations that may affect their success at school or jeopardize their safety.

Medication that must be taken during regular school hours should be brought directly to the main office with accompanying directions from the parent and/or physician. NO MEDICATION CAN BE PROVIDED TO STUDENTS BY SCHOOL DISTRICT EMPLOYEES (e.g. aspirin, Midol, Tylenol, etc.)

#### **LIBRARY SERVICES**

The school library is open from 7:45 a.m. to 3:30 p.m. daily. Students are encouraged to use the library. They are responsible for all materials checked out to them. All lost materials are the responsibility of the student and must be paid in full prior to report cards being issued.

#### **LUNCH SERVICES**

A Class "A" lunch service is available to all students during the scheduled lunchtime. Students who are eligible for free or reduced lunches may secure forms at the main office. There are also limited snacks and beverages available before/after school and during breaks.

## **GENERAL INFORMATION**

#### **ACCIDENTS**

Any accident occurring during regularly scheduled school hours, on school property, and during scheduled school activities/events sponsored by the school (whether on or off school property), must be reported to the person in charge and to the school office.

#### **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced through the daily school bulletin. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office by 3:30 the day preceding the notice. Special notices may be posted on the bulletin boards outside the main office, in the library, or guidance office. All posters must advertise school sponsored activities or events and must be approved by the Activities Director.

#### **ELECTRONICS**

Personal electronic devices such as cell phones, I-pods, CD players, etc. are not to be used in the classroom unless directed by the teacher and should remain turned off and put away during instructional time.

#### **FEES**

Fees are required for some classes including but not limited to shop and drivers' education.

#### **FIRE DRILLS/EARTHQUAKE DRILLS/LOCKDOWN DRILLS**

Fire drills, earthquake drills, and lockdown drills are scheduled at regular intervals as required by law and are an important safety precaution. Classroom procedures will be reviewed and posted by individual teachers in their rooms.

#### **INSURANCE**

Student insurance is available at a nominal cost and is optional. (Insurance is required for athletic participation) Applications and claim forms are distributed at the main office. This is a facilitative service provided by the district and the district therefore assumes no responsibility or liability for student injuries and subsequent services provided by the insurance carrier.

#### **LOCKERS**

Lockers are school property and are subject to search and removal and seizure of inappropriate materials and/or decorations at any time. Combinations should not be shared.

#### **LOST AND FOUND**

All lost and found articles should be taken to the main office. Unclaimed articles will be given to a charitable organization one week after each semester ends.

#### **TELEPHONE**

**Office**/school phones are for business use and/or emergencies only. Permission to use an office phone/cell phone or other school phone must be granted by a staff member.

#### **TEXTBOOKS**

Textbooks are provided by the district and are issued at the beginning of each semester. Lost and/or damaged books and equipment are the responsibility of the student. Resulting fines/costs must be paid in full prior to the release of report cards and/or transcripts. Some classes allow students to purchase their own textbooks.

**STUDENT PROPERTY**

The District assumes no responsibility for loss of a student’s personal property. Radios, headphones, tape recorders, cameras, skateboards and other distracting items are discouraged in the school setting and are the student’s responsibility. Large sums of money and valuables should also be left at home. Articles of value that are brought to school for class display should be locked in a teacher’s cabinet or checked in at the Main Office.

**EXPECTATIONS**

**ACTIVITY PARTICIPATION**

Students are urged to participate in extra-curricular activities. You must be in school all day the day of your extra-curricular activity in order to participate, except in the case of doctor or dentist appointment. Students must bring a note from the doctor/dentist office to be excused. This includes, but is not limited to, athletic and activity practices, DANCES, AND SPORTS EVENTS.

**ATHLETIC & ACTIVITY CODE**

Any student participating in an activity sponsored by the school must follow the *Athletic & Activity Code*. Copies are available in the main office.

**FOOD/DRINK**

Food and/or drinks are allowed in the hallways during breaks. They are not allowed in the classrooms (exception: FACS and Rm. 206).

**COURTESY AT ASSEMBLIES AND PROGRAMS**

Assemblies scheduled during the school day have an educational value. Therefore, attendance at assemblies is required. Students are expected to conduct themselves in a way that will reflect respect for those speaking or performing. Students are expected to extend all common courtesies to those who have put forth the effort to plan, prepare, and perform in assemblies.

**GRADING POLICIES**

Grading policies are established by individual teachers and are in compliance with district and state guidelines. Each teacher will provide students with specific grading criteria and related classroom information at the beginning of the term. Makeup work as a result of excused absences (excluding long-term suspension) must be completed; otherwise the student’s grade(s) and/or credit may be adversely affected.

Plagiarism and /or cheating (giving or receiving information) on class work WILL result in a ZERO grade for the assignment and additional disciplinary action may be taken.

**HALL PASSES/PLANNERS**

Students are not permitted in the halls during class periods without teacher authorization. A hall pass is required anytime a student is not in class.

**PARKING**

For the safety of staff and students, all vehicles parked on school district property during the school day must be registered in the school office. A parking decal will be provided which is to be posted visibly on the windshield. Non-registered vehicles will be towed at the owner’s expense.

Students need to park in the designated student parking lot. Parking illegally or in the staff parking lot may result in the following:

- 1<sup>st</sup> offense: Warning
- 2<sup>nd</sup> offense: Suspension of parking privileges
- 3<sup>rd</sup> offense: Vehicle will be towed at student’s expense

**SCHOOL BUS ROUTES AND BUS RULES OF CONDUCT**

Appropriate and safe conduct is expected from all students using bus transportation provided by the district. If you have questions or need a copy of bus rules and regulations, call the Transportation Supervisor at 374-6262, ext. 151.

**TARDY POLICY**

Students will be considered tardy to class if they are not in the classroom when the tardy bell ends. Violations: (this will repeat from steps #3 to #5 indefinitely)

- 1<sup>st</sup> – Warning
- 2<sup>nd</sup> – Parent Contact
- 3<sup>rd</sup> – Spartan Service
- 4<sup>th</sup> – Lunch Detention
- 5<sup>th</sup> – In-School Suspension

### **SENIOR TRIP**

The annual senior trip is a privilege extended to seniors who will be graduating from Forks High School. The trip is scheduled during the seniors' last week of school. Any senior who is not passing all current classes, is not "on track" to graduate, who has outstanding Spartan Service time, or who has a fine will not be permitted to attend the trip. A performance check will provide the documentation.

### **GROUP SKIP DAYS**

Group skips will be treated according to school district guidelines for skipping/truancy.

## **ACTIVITIES INFORMATION**

### **ATHLETIC/ACTIVITIES BUS REGULATIONS**

The following regulations are established for the safety and well being of chaperones, coaches, advisors, and students:

1. The driver has absolute authority on the bus.
2. There will be no loud talking while on the bus.
3. Head count will be taken by the coach/advisor before the bus leaves each location.
4. Coach/advisor will determine the volume of the stereos. If it bothers the driver, that concern should be expressed to the coach/advisor.
5. There are to be no athletic shoes (cleats, spikes) worn on the bus.
6. Windows should be lowered not more than three notches while bus is moving.
7. Coach/advisor is responsible for the cleanliness of the bus on the return to the school.
8. Pillows, blankets, sleeping bags, are acceptable as long nothing is in or on them to constitute a hazard.
9. Eating on the bus is acceptable as long as it is orderly. Glass bottles should not be brought onto the bus.
10. Stops for rest or food should be determined by the coach/advisor, and length should be reasonable.
11. Students may not sleep on bus floor or place anything in the back window.
12. Failure to adhere to these rules may jeopardize the right to ride the bus.

### **CLASS AND ORGANIZATION FUNDS**

The high school main office handles all student funds. Checks are only accepted for amount of purchase.

### **DANCES**

All school policies apply at a school-sponsored dance as if it were a normal school day. The doors to the dance will be closed one hour after the start of the dance. Employed students must make prior arrangements with the administration to enter a dance after the doors are closed. Students leaving a dance will not be re-admitted.

Middle school students and adults 21 or older will not be allowed to attend high school dances, and high school students will not be allowed to attend middle school dances. (Adults 21 or older are welcome to attend the Homecoming Dance.) **ASB cards, when REQUIRED, will allow students to enter dances at a reduced rate.** Students from other high schools must be on a pre-approved guest list, and must present ID when entering a dance.

### **PEP BUS**

A special bus may be provided to transport students to cheer at away games. A permission slip and a fee will be collected in advance for tickets to the activity and to cover the cost of transportation. The following regulations must be followed:

1. All school district bus rules are in effect. Any undesirable behavior will result in loss of privilege to ride and further disciplinary action.
2. Only enrolled students are permitted to take the pep bus.

### **SOCIAL ACTIVITIES**

All arrangements for an activity must be made through and with the approval of your class or club advisor and the Activities Director.

1. Obtain proper form from the advisor or Activities Director.
2. Secure faculty chaperones at least a week before the activity is held.
3. A clean up committee is required.
4. Financial arrangements must be handled through the Activities Director.

### **TRAVEL - ACTIVITIES/ATHLETICS**

All participants must travel to and from events in transportation provided by the school district. Permission to travel **home** from an event with parents or another adult **may be** granted by the Athletic Director/Activities Director and Head Coach. However, a note signed by parent/guardian requesting approved alternate transportation must be given to the Coach/Activities Director.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students enjoying the rights of participation are also expected to accept the responsibilities of citizenship. It is the responsibility of all enjoying rights of citizenship to respect the duly considered and established laws governing that school.

The community is entitled to expect good citizenship from its students. It is, therefore, our purpose not only to encourage students to learn how to properly exercise their rights, but also to encourage them to meet their responsibilities by living up to the reasonable restrictions and appropriate standards of behavior described herein.

### **STUDENT RESPONSIBILITIES**

Students have the responsibility to:

1. Pursue their course of studies.
2. Attend school daily and be on time to all classes.
3. Be aware of all school rules governing student behavior and conduct themselves accordingly.
4. Express their opinions and ideas in a respectful manner as not to libel or slander others.
5. Dress in a manner that is not disruptive to the educational process nor threatens the health and safety of themselves or others. (see dress code on page 12 for specifics.)
6. Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
7. Respect the rights of others and to exercise the highest degree of self-discipline in observing and adhering to established rules and regulations.
8. Follow established procedures in seeking changes in those policies, rules, or regulations which affect them and with which they disagree.
9. Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.
10. Comply with requests of school employees in the performance of their duties.

### **STUDENT RIGHTS**

A student at Forks High School has the right to:

1. Expect the maintenance of high educational standards in a safe and sanitary building.
2. A relevant education consistent with the stated district goals.
3. Equal educational opportunity and freedom from discrimination in all phases of the educational process.
4. View their own cumulative academic folder at reasonable time upon request.
5. Expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse.
6. Be free from unlawful interference in their pursuit of an education while in the custody of the Quillayute Valley School District.
7. Be secure in their persons, papers and effects against unreasonable searches and seizures.
8. Practice expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, etc.
9. Advise in the development of rules and regulations to which they are subject and to be instructed on rules and regulations as they relate to their rights and responsibilities.
10. Use established channels to voice their opinions in the development of curriculum.
11. Have representation on committees affecting students and student rights.
12. Present petitions, complaints or grievances to school authorities and the right to prompt replies.
13. Consult with teachers, counselors and administrators and other school personnel at reasonable times.
14. Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organization.
15. Participate in free election of their peers in student government. All students have the right to seek and hold office.
16. Know the requirements of the course of study and know on what basis the grade will be determined.
17. Practice citizenship as delineated in the United States Constitution and its amendments.

### **BULLYING/HARASSMENT POLICY**

It is the policy of this School District to maintain learning and working environment that is free from bullying based on a person's race, color, sex, national origin, disability, sexual orientation and economic status. The School District prohibits any and all forms of bullying because it violates the basic right of students and staff to be in a safe, orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community.

It shall be a violation of this policy for any student or staff member to bully another while attending school or school-sponsored events. It shall also be a violation of this policy for any school staff member to tolerate bullying during school or at school sponsored events.

For the purposes of this policy, the term “school staff” includes board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the District.

The School District will promptly and thoroughly investigate reports of bullying, whether of a physical or of a nonphysical form. If it determines that bullying has occurred, it will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying. Hazing and other “rites of passage” are not to be tolerated.

**DEFINITION OF BULLYING**

For the purpose of this policy, bullying consists of \*repeated systematic abuse and harassment of a person or persons by another. Bullying is characterized by 7 elements:

1. An intent to hurt or harm motivates the perpetrator.
2. This desire to hurt or harm results in hurtful or harmful action(s) taken by the perpetrator.
3. A formal or informal power imbalance exists between the perpetrator and the victim.
4. The action(s) taken by the perpetrator are manifestations of the unjust use of power.
5. The perpetrator enjoys carrying out the action(s).
6. The victim has a sense of being oppressed.
7. The perpetrator typically repeats the hurtful or harmful actions against the victim.

\*It is vital to understand that a single incident may meet this definition if it is egregious, violates criminal law or involves unreasonable harm to the victim.

**STUDENT DISCIPLINE**

Students should behave in a manner that will be a credit to our school, to themselves and to their families. Students are expected to follow district, building, and room rules.

**RANGE OF CORRECTIVE DISCIPLINARY ACTIONS**

<b>VIOLATION</b>	<b>WRN</b>	<b>DMZ</b>	<b>SS</b>	<b>S-OSS</b>	<b>L-OSS</b>	<b>EXP</b>
Alcohol/Drugs/Tobacco*				X	X	X
Arson				X	X	X
Assault/Fighting				X	X	X
Criminal Acts				X	X	X
Dangerous Weapons/Devices				X	X	X
Defiance/Willful Disobedience		X	X	X	X	X
Disruptive Behavior	X	X	X	X	X	X
Extortion/Intimidation				X	X	X
Firearms						X
Harassment/Sexual Harassment	X	X	X	X	X	X
Inappropriate Dress/Language/Materials	X	X	X	X	X	
Theft				X	X	X
Vandalism			X	X	X	X

Depending on the severity of offense, steps may be omitted at the discretion of the administrator.

- ◆ **WRN:** Warning
- ◆ **DMZ:** Decision Making Zone
- ◆ **SS:** Spartan Service
- ◆ **S-OSS:** Short-term Suspension (1 to 5 days)
- ◆ **L-OSS:** Long-term Suspension (6 to 10 days)
- ◆ **EXP:** Expulsion

**PROGRESSIVE DISCIPLINE**

**General Guidelines for FHS Progressive Discipline** *(may be subject to change)*

1. Any student with 3 behavior referrals in one day/week will be suspended for one or more days.
2. Any student who refuses to resolve will be choosing to be suspended.
3. DMZ referrals require parent notification and may result in notification to law enforcement and/or a counselor.
4. Administration discretion.

**Cumulative Discipline Referrals**

Number of Referrals	Consequence
1	Resolve
2-3	Lunch Detention (two - five days)
4-7	Spartan Service (two hours)
5-12	Suspension (rest of day plus one day)
13-17	Suspension (rest of day plus three days)

**Individual Discipline Classifications**

<p><b>SKIPPING</b> Referral and one (1) hour Spartan Service</p>
<p><b>TARDY</b> 1st Referral = 1 Hour Spartan Service 2nd Referral = 2 Hours Spartan Service 3rd Referral = 3 Hours Spartan Service 4th Referral = 4 Hours Spartan Service</p>
<p><b>CELL PHONES</b> 1st Referral = 1 Hour Spartan Service 2nd Referral = 2 Hours Spartan Service 3rd Referral = 3 Hours Spartan Service 4th Referral = 4 Hours Spartan Service</p>
<p><b>PARKING VIOLATIONS</b> 1st Referral = Warning 2nd Referral = 1 Hours Spartan Service 3rd Referral = 2 Hours Spartan Service 4th Referral = 3 Hours Spartan Service</p>
<p><b>HARASSMENT/INTIMIDATION/BULLYING: VERBAL, PHYSICAL, SEXUAL, RACIAL</b> 1st Referral = written warning or suspension 2nd Referral = 1day suspension 3rd Referral = 3 day suspension 4th Referral = 5 day suspension</p>
<p><b>ROUGH HOUSE/ENDANGERMENT</b> 1st Referral = written warning 2nd Referral = 1 day suspension 3rd Referral = 3 day suspension 4th Referral = 5 day suspension</p>
<p><b>FIGHTING/ASSAULT/ABUSIVE COMMENTS TOWARD STAFF MEMBERS</b>  1st Referral = 3 day suspension 2nd Referral = 5 day suspension 3rd Referral = 10 day suspension</p>
<p><b>VANDALISM/THEFT</b> 1st Referral = replacement/restitution, possible suspension 2nd Referral = replacement/restitution, suspension 3rd Referral = replacement/restitution, suspension *May include a referral to the police</p>
<p><b>TOBACCO</b> 1st Referral = 1 day suspension 2nd Referral = choice of a 5 day suspension and enrollment into a tobacco cessation program or 20 day suspension 3rd Referral = long term suspension 4th Referral = expulsion</p>

<p><b>DRUGS/DRUG PARAPHENALIA /ALCOHOL</b>  1st Referral = choice of a 5 day suspension and enrollment in a drug/alcohol program or 20 day suspension.  2nd Referral = long term suspension  3rd Referral = expulsion  * Referral to the police</p>
<p><b>WEAPONS</b>  1st Referral = 5 day suspension  2nd Referral = 10 day suspension  3rd Referral = long term suspension  * May include a referral to the police</p>
<p><b>EXCEPTIONAL MISCONDUCT DANGEROUS WEAPONS, THREATS WITH A WEAPON, DISTRIBUTION OF DRUGS</b>  1st Referral = expulsion  * Referral to the police</p>

**THE DECISION MAKING ZONE**

The following guidelines apply to the management, process and operation of the **Decision-Making Zone (DMZ)**. Although every case is different, there are several important procedures and expectations that need to be considered when operating and interacting with the **DMZ**.

**I. Student Behavior:**

The **DMZ** is a critical process and an important facility--students are expected to behave accordingly.

1. Students need to be quiet, cooperative and not socialize.
2. Students are not allowed to leave the **DMZ** for any reason, unless requested by the office.
3. Students are there for the following three (3) reasons:
  - **review the incident(s)**
  - **accept responsibility**
  - **review consequences**
    - 1<sup>st</sup> – **Warning**
    - 2<sup>nd</sup> – **Parent Notified**
    - 3<sup>rd</sup> – **Lunch Detention**
    - 4<sup>th</sup> – **Lunch Detention/Spartan Service** (Spartan Service is detention done in service to the betterment of the school; including but not limited to picking up garbage, cleaning designated areas and weeding.)
    - 5<sup>th</sup> – **Refer to Assistant Principal**

\* Tobacco Products -- Students shall not use or be in possession of tobacco (OR MINT CHEW) products on or within 250 feet of school property. Items or substances resembling tobacco are also prohibited.

**DRUG/ALCOHOL POLICY**

A student who violates the District’s Drug/Alcohol Policy will be encouraged to enter the school Drug/Alcohol Program. If the student does not become involved in the program, the student will receive a fifteen (15) day out-of-school suspension.

A violation that occurs on school grounds or at a school activity will result in a choice of a 5-day out-of-school suspension and entrance into drug program or a 15-day out-of-school suspension.

A student who enters the school Drug/Alcohol Program will be assessed to determine level of drug/alcohol involvement. This assessment will be done at school by a drug professional provided by ESD 114. Using the results of the assessment, the student will be placed into one of four categories:

- #1 No Problem- The student is not involved or made a poor decision.
- #2 Misuse- The student shows signs of beginning to experiment.
- #3 Abuse- The student shows signs of patterns of dependence starting to form.
- #4 Dependent- The student is totally controlled by the drug/drugs.

Students placed in category #1 or #2 will be assigned to a “support group”. These groups will deal with such topics as decision making, peer pressure and time management.

Students in category #3 or #4 will be encouraged to seek professional help. The school will assist parents in a list of agencies and paper work at the request of the parent.

## **APPEAL PROCESS**

A parent or a student has a right to appeal disciplinary action. If an appeal is desired, a letter must be received by the school district office within 10 school business days (Monday through Friday, 8:00 a.m. to 5:00 p.m.) with an official request for an appeal hearing.

## **DRESS CODE**

1. Clothing with alcohol, drugs, tobacco, or sexual references displayed or advertised will **not** be allowed at school or during school activities (including, but not limited to hats, shirts, pants, coats, “doo-rags” or hairnets, or any attire determined by the administration to be related to a gang).
2. Halter-tops, spaghetti strap tops, bare midriffs, sagging pants, and swimwear are not acceptable. Clothing that reveals underclothing is not acceptable. Sleep attire will not be permitted at school. If you have any questions, please ask.
3. Dresses and shorts, including PE clothes, must be worn at appropriate length. (Appropriate length is defined as: the student’s fingertips will align with the hem edge of the garment when standing with hands at one’s side.)
4. Hats are discouraged in the educational setting. Teachers may ask for hats to be removed in the classroom.

## **PROHIBITED ITEMS**

The school reserves the right to prohibit items that interfere with the educational process such as chains or pocket lasers.

### ▪ **Chains**

Belt/Pocket/Pant Chains are not allowed to be worn and/or carried on district grounds and/or at district-related activities.

First Offense: confiscation for remainder of day.

Second Offense: confiscation for remainder of semester

### • **Pocket Lasers**

Pocket Lasers are not allowed on district grounds and/or at district-related activities.

First Offense: confiscation for remainder of semester

Second Offense: confiscation for remainder of year + suspension from school.

Further Offenses: confiscation for remainder of year + possible expulsion from school.

## **BOARD POLICY 3122 – ATTENDANCE POLICY (Full policy available upon request)**

### Excused and Unexcused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance only when requested by a student’s parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student’s grade may be affected because of the student’s inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent, adult, emancipated or appropriately aged student; or school authority responsible for the absence.
- D. The school shall notify a student’s parent or guardian in writing or by Telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences. A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student’s absences from school. If such action is not successful, the district shall file a petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student upon the fifth unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- E. All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.
- F. For the purpose of clarity and full understanding of this policy, an unexcused absence shall mean any regularly scheduled school day from which a student is absent in excess of 50%.

**FREE APPROPRIATE PUBLIC EDUCATION AND RELATED SERVICES (34 CFR 300.240;300.300-300.308)**

The agency shall provide every student with disabilities, aged 3 through 21, a free appropriate public education consisting of individualized special education and related services, including extended school year services if determined necessary by a student's individualized education program committee.

**NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school office official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Such written notice should be addressed to Kevin Rupprecht, Forks High School, 261 S. Spartan Ave., Forks, WA 98331.

2. The right to request the amendment of a student's education record that the parent or eligible student believes is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff or law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

# **Forks High School**

## **Acknowledgement of Student Responsibilities and Expectations**

Within and without the Forks community, we recognize that all people have dignity and deserve respect. It is our obligation as individuals and as a group to create and foster a tone of decency and respect at Forks High School. Toward that end, I agree to do the following:

- Strive to reach my goals
- Have a positive attitude
- Respect the rights of my peers to learn and my teachers to teach
- Be a leader, not a follower
- Be proud of my school, my community and of myself
- Come prepared to learn
- Treat others in the way I'd like to be treated

The way I dress reflects my attitudes about school and myself. I understand the dress code helps me create a sense of self-respect both internally and externally. I understand that:

- Hats and other inappropriate head attire should not be worn in the classroom and will be placed in my locker during the school day.
- Dress that interferes with learning or that is a safety hazard is prohibited.
- Clothing or jewelry that displays or exploits illegal or immoral actions or items including alcohol, drugs, gangs, sexuality, or violence are not to be worn.
- Outfits which are too revealing or suggestive are not appropriate. Pajamas and sleepwear are not appropriate for school.
- Electronic devices are to be turned off and put away during the school day.

I will respect the rights of others to learn and of teachers to teach. Therefore, I will stay out of the hallways during classtime. I understand that I am to cooperate with staff and administrators. Acts of defiance or behaviors that disrupt the educational process are not acceptable. I realize that I am required to identify myself when asked by an adult and will follow all reasonable directions.

I recognize harassment, hazing, bullying, intimidation, and fighting are completely inappropriate behaviors. I also realize it is my obligation to create a tone of decency and respect within the community. Therefore, I will not harm or judge anyone else because of his or her race, color, age, sex, religion or national origin.

I will respect diversity and I will demonstrate through my actions and words that each of us deserves understanding, respect and common decency. I will work to make Forks High School and my community a better place.

My printed name and signature indicate that I have read and understand the responsibilities, the obligations, and the expectations of being a student at Forks High School as outlined in the student handbook.

Please sign and give this page to your advisor.

Student Name (printed) \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_