

South Bend Jr/Sr High Student Handbook

Principal: Jason Nelson
Assistant Principal: Jon Schray
South Bend High School
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Daily Bell Schedule

1 st period	8:30 - 9:20
2 nd period	9:24 – 10:14
3 rd period	10:18 – 11:08
4 th period	11:12 – 12:02
Lunch	12:02 – 12:32
5 th period	12:36 – 1:26
6 th period	1:30 – 2:20
7 th period	2:24 – 3:14

South Bend Fight Song

Fight, Fight, Fight for old South Bend High
We must win this game, fighters fight
For the Maroon and the Gold
Best in the West so we'll do our best.
So on-on-on-on-on to the end
Honor & Glory – We must win, We must win!
So Fight, Fight, Fight
For old South Bend High and VIC-TOR-Y!!!

South Bend School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX Officer, and/or Section 504/ADA Coordinator, and/or Civil Rights Compliance Coordinator, 304 Adams Street South, PO Box 437, South Bend, WA

Graduation Requirements

*****PE Waiver** – Students are eligible to have up to 1.0 PE credit waived for participation in sports. Students will receive a waiver of 0.5 per sports season based on the following conditions: 1. The student athlete has completed that sports season, and 2. The student athlete has filled out the waiver paperwork through the office **by the end of that sports season**.

Graduation Ceremonies

Students who have met South Bend School District's credit requirements, as well as the requirements for community service, and High School And Beyond Plan are eligible to participate in both Class Day and Graduation ceremonies. Students who have yet to meet state graduation pathway requirements can still participate in Graduation ceremonies if they have met all other requirements. However, students failing to meet all state graduation requirements will not receive a diploma until they have done so. (For more information on Graduation Alternatives, please contact your school counselor or look on the OSPI web site at www.k12.wa.us.)

Running Start, Online Courses - In order for a student to participate in South Bend's Class Day and Graduation ceremonies, that student must be enrolled exclusively with the South Bend School District.

Running Start students are South Bend School District students, according to the law, and are therefore allowed to participate. **NEW: Due to the fact that Spring Quarter at GHC ends after South Bend's Graduation ceremonies, South Bend Running Start students must be passing any classes required for graduation on the "last day for seniors."** Running Start students will be asked to get documentation for each required class by this date.

Online Courses - Students enrolled in online and/or home school courses through programs outside of the South Bend School District (for example, Pacific Virtual Learning – PVL, K-12 Insight, or Graduation Alliance - GA), regardless of their home address, are **not** permitted to participate in any South Bend Graduation activities, including the Senior Trip, Class Day, and the Commencement/Graduation ceremony.

Transferring from online and/or home school courses and participation in Graduation ceremonies – Students choosing to transfer from online and/or home school to the South Bend School District full-time must do so on or before the first day of second semester of their senior year in order to be considered eligible to participate in Graduation and Class Day ceremonies, and the Senior Trip.

Consideration for awards, medals, etc. – All consideration for graduation/commencement-related awards, medals, etc. (including Valedictorian, Salutatorian, High Honors, and Honors) ends after South Bend High School's 1st Semester. Any grades coming in after that date (for example, Running Start Winter Quarter) will not be considered.

Credit Requirements for the Class of 2025 and Beyond

The state board of education mandated changes to graduation requirements for South Bend students in the Class of 2021 and beyond. The following requirements have been taken directly from the state board of education web site (sbe.wa.gov).

Total number of credits: 24

English	4	
Math	3	Algebra 1 or Integrated Math 1 Geometry or Integrated Math 2 A 3 rd credit of math*
Science	3	At least two lab science courses A 3 rd credit of science*
Social Studies	3	U.S. History and Government Contemporary World History, Geography, and Problems .5 credits of Civics (civics content may be embedded in another social studies course) .5 credits of Social Studies Elective
Arts	2	Performing or visual arts 1 credit may be a Personalized Pathway Requirements**
World Language	2	Both credits may be a Personalized Pathway Requirements**
Health and Fitness	2	.5 credits of Health 1.5 credits of Fitness Students must earn credit for physical education unless excused per RCW 28A.230.050
Career and Technical Education	1	May be an Occupational Education course that meets the definition of an exploratory course as described in the CTE program standards
Electives	4	

*The 3rd credit of science and the 3rd credit of math are chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal ([WAC 180-51-068](http://wac.wa.gov/180-51-068)).

**Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

Required/Recommended Courses by grade level:

9 th	10 th	11 th	12 th
English	English	English	English
Algebra I or Geometry	Geometry or Algebra II	Alg. II, Pre-Calculus, or 3 rd year Math	Math <i>(recommended but not required)</i>
Computer Applications	World History	U.S. History	CWP
Integrated Science I	Integrated Science II	3 rd year Science credit (multiple options available)	Science <i>(recommended but not required)</i>
Health			
PE			

Community Service

The South Bend School District has updated the community service requirements for our students. Students are expected to complete an average of 10 hours of community service each year. The following implementation schedule was approved by the South Bend School Board in June of 2017 and has been adjusted for the effects of the COVID-19 pandemic.

Graduation Year	Number of Community Service Hours Required for Graduation
Class of 2025 and beyond	40

What qualifies as community service?

- * You cannot be paid for your service
- * Your service must benefit someone outside your immediate or extended family
- * The service may not be a part of a criminal justice sanction
- * The organization you serve cannot be for profit

When can students begin?

Students can start accumulating community service hours the

Pre-Approval:

Students will have access to a list of pre-approved organizations/activities for community service through the HS Office. Any organization or activity not on the list must be pre-approved by the principal or designee in order to count toward your hours.

Required Form:

You must obtain a community service form and have that form signed by the principal/designee BEFORE doing any community service not on the pre-approved list (also available in the HS Office)

PROHIBITION OF DISCRIMINATION, SEXUAL HARASSMENT

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB

https://drive.google.com/file/d/1iLcxHGma3_A8SHltZGhYBRKOEfOcCe-E/view but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Jon Tienhaara, jtienhaa@southbendschools.org, 360-875-6041, that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

For more information about the HIB complaint process, including important timelines, please see the district’s <https://www.southbendschools.org/schools-1/harassment-intimidation-bullying> or the district’s *HIB Policy #3207 and Procedure #3207P*.

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district’s Nondiscrimination Policy #3210 and Procedure #3210P, visit <https://www.southbendschools.org/our-district/legal-notice/non-discrimination>.

What is sexual harassment?

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

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

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy see #3205 and Procedure #3205P.1 and #3205P.2.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

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

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

Concerns about discrimination:

Civil Rights Coordinator: Barbara Cenci, Business Manager, POB 437, 304 S. Adams Street, South Bend, WA 98586, bcenci@southbendschools.org, 360-875-6041.

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Barbara Cenci, Business Manager, POB 437, 304 S. Adams Street, South Bend, WA 98586, bcenci@southbendschools.org, 360-875-6041.

Concerns about disability discrimination:

Section 504 Coordinator: Jon Tienhaara, Superintendent, POB 437, 304 S. Adams Street, South Bend, WA 98586, jtienhaa@southbendschools.org, 360-875-6041.

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jon Tienhaara, Superintendent, POB 437, 304 S. Adams Street, South Bend, WA 98586, jtienhaa@southbendschools.org, 360-875-6041.

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

What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy see [#3211](#) and Procedure [#3211P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Jon Tienhaara, Superintendent, POB 437, 304 S. Adams Street, South Bend, WA 98586,
jtienhaa@southbendschools.org, 360-875-6041.

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

Code of Student Conduct

Rights and Responsibilities

Student Rights

Equal educational opportunity

Students have the right to equal educational opportunity without interference from other students and people who do not belong on campus.

Exercise free expression

Students are entitled to express their personal opinions. These opinions must meet standards prohibiting libel, obscenity, pornography, personal attacks, and reckless disregard of facts.

NOTE: No form of expression shall interfere with the right of others to express themselves or with the conduct of school and classroom activities.

Freedom of assembly

Students are entitled to hold meetings at a time, place and in a manner which does not disrupt or disturb classroom instruction.

Due process

Students facing major disciplinary action are entitled to fair procedures to determine if they are at fault.

Students are entitled to appeal decisions resulting in major disciplinary action such as suspension, expulsion, or exclusion.

School Staff Rights and Duties

School staff members also have rights and duties. They are required by law to maintain a suitable environment for learning for the benefit of all students.

Every teacher and school administrator has the authority to discipline any pupil for any disruptive or disorderly conduct when that student is in school or in attendance at any school function.

Student Responsibilities

- Protect the rights of others to study and learn
- Attend school daily unless ill or legally excused
- Be on time for all classes
- Obey school rules
- Show respect for persons in responsible positions
- Complete all in-class and homework assignments and meet deadlines
- Respect public property, materials, and equipment
- Come to class with necessary books and materials

Parent Responsibilities

- Parents have a responsibility to assist, encourage, and participate in their child's education.
- Parents should reinforce the established rules of behavior in regard to discipline, attendance, and homework in a positive manner.
- Parents have the responsibility to demand of their children the best our schools can provide.

Violations, Consequences, and Definitions

South Bend School District Policy 3241:

Student Discipline

“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of this policy and accompanying procedure include:

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for district employees

The Superintendent shall establish and make available rules of student conduct, designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of the district’s rules of student conduct, including behavior standards that respect the rights, person, and property of others. Students and staff are expected to work together to develop a positive climate for learning.

Minimizing exclusion, engaging with families, and supporting students

Unless a student’s presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035. The accompanying procedure will identify a list of other forms of discipline for staff use. However, staff members are not restricted to that list and may use any other form of discipline compliant with WAC 392-400-025(9).

School personnel must make every reasonable attempt to involve parents and students to resolve behavioral violations. The district must ensure that associated notices, hearings, conferences, meetings, plans, proceedings, agreements, petitions, and decisions are in a language the student and parents understand; this may require language assistance. Language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The district’s use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning.

As described in the procedures, the district will offer educational services to students during suspension or expulsion. When the district administers a long-term suspension or expulsion, the district will timely hold a reengagement meeting and collaborate with parents and students to develop a reengagement plan that is tailored

to the student's individual circumstances, in order to return the student to school successfully. Additionally, any student who has been suspended or expelled may apply for readmission at any time.

Staff authority

District staff members are responsible for supervising students during the school day, during school activities, whether on or off campus, and on the school bus. Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. The Superintendent will identify other staff members to whom the Superintendent has designated disciplinary authority. After attempting at least one other form of discipline, teachers have statutory authority to impose classroom exclusion for behaviors that disrupt the educational process. Because perceptions of subjective behaviors vary and include implicit or unconscious bias, the accompanying procedures will seek to identify the types of behaviors for which the identified district staff may administer discipline.

Ensuring fairness, providing notice, and an opportunity for a hearing

When administering discipline, the district will observe all of the student's constitutional rights. The district will notify parents as soon as reasonably possible about classroom exclusion and before administering any suspension or expulsion. The district will provide opportunities for parent participation during an initial hearing with the student. The district will provide parents with written notice, consistent with WAC 392-400-455, of a suspension or expulsion no later than one school business day following the initial hearing. As stated above, language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The district has established procedures for review and appeal of suspensions, expulsions, and emergency expulsions, consistent with WAC 392-400-430 through 392-400-530.

The district has also established procedures to address grievances of parents or students related to other forms of discipline, classroom exclusion, and exclusion from transportation or extra-curricular activity. The grievance procedures include an opportunity for the student to share his or her perspective and explanation regarding the behavioral violation.

Development and review

Accurate and complete reporting of all disciplinary actions, including the behavioral violations that led to them, is essential for effective review of this policy; therefore, the district will ensure such reporting.

The district will periodically collect and review data on disciplinary actions taken against students in each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042, including students who qualify for special education or Section 504. The data review will include classroom exclusion, in-school and short-term suspensions, and long-term suspensions and expulsions. The district will invite school personnel, students, parents, families, and the community to participate in the data review. The purpose of the data review is to determine if disproportionality exists; if disproportionality is found the district will take action to ensure that it is not the result of discrimination and may update this policy and procedure to improve fairness and equity regarding discipline.

Distribution of policies and procedures

The school district will make its discipline policies and procedures available to families and the community. The district will annually provide its discipline policies and procedures to all district personnel, students, and parents, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. The school district will ensure district employees and contractors are knowledgeable of the discipline policies and procedures.

Discipline Definitions/Disciplinary Steps

Discipline:

All forms of corrective punishment other than suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator.

Exceptional Misconduct:

As directed in policy/procedure #3240, exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate resort to short-term or long-term or expulsion.

After-School Detention:

A student will be required to spend one hour after school in a location designated by the principal or designee. The student will be supervised by a staff member during this time.

Saturday School:

A student will be required to serve detention at school on a Saturday, under supervision of a district employee. The number of hours spent in Saturday School will be determined by the principal or designee.

Emergency Removal:

Immediate removal of a student from class or activity because, in the opinion of the teacher or administrator, that student poses either an immediate and continuing danger to him/herself, other students, or school personnel, or poses a threat of substantial disruption to the educational process.

Suspension:

The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for a stated period of time.

Short-term suspension:

A temporary removal for any portion of a calendar day up to and not exceeding 10 consecutive days. No student in grades five (5) and above shall receive short-term suspensions for more than a total of fifteen (15) school days in a single semester, or ten (10) days in any trimester. Any student so suspended may make up assignments and tests if they have a substantial effect upon his/her grades or if failure to make up the work would cause him/her to fail the course. Prior to the suspension, a conference with the student shall be held in which an oral or written notice of the alleged misconduct and violations, the evidence in support of the charge, and the corrective action to be taken shall be provided. The student shall then be given the opportunity to present his/her explanation. If the suspension exceeds one (1) calendar day, the parent shall be notified of the reasons and the right to a conference to discuss the length of the suspension and to resolve any other grievance relative to the suspension.

Grievance Procedure for Discipline and Short-Term Suspension:

Any student, parent, or guardian who is aggrieved by the imposition of discipline and/or short-term suspension has the right to an informal conference with the principal and staff members involved for the purpose of resolving the grievance. If, after the conference, the student, parent, or guardian is still aggrieved, he/she may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the board at its next regular meeting. A closed meeting will be held for the purpose of considering the grievance. Notification of the decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance process unless the principal decides to postpone such action.

Long-term suspension:

A removal from school which exceeds 10 consecutive days. No student in grades five (5) and above shall receive a long-term suspension that causes him/her to lose academic grades or credit for in excess of one semester, or equivalent, during the same school year. No long-term suspension shall be imposed until written notice has been delivered by certified mail or in person to the student and parent. The notice shall specify the violation; notify the student of his/her rights to a hearing and indicate that a request for a hearing must be received by the school authority by the end of the third day after the suspension letter was received. If a reply is not received within this three (3) day period, the right to a hearing shall have been considered waived and the suspension may be imposed.

In-school suspension:

A detention in which the student attends school, but does not attend his/her classes. The student is isolated from other students.

Expulsion:

The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for an indefinite period of time.

No student shall be expelled unless other forms of corrective action or punishment have failed or unless there is a good reason to believe that other methods would fail if employed. Carrying a firearm onto school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools shall result in expulsion. Notice procedure for expulsion shall be the same as for long-term suspension

Emergency Expulsion:

A denial of attendance in which it is believed that the student's presence poses an immediate threat to the student, other students, or school personnel or/and immediate and continuing threat of substantial disruption of the educational process. This sanction may be imposed if the expelling authority has good and sufficient reason to believe that the student poses an immediate and continuing danger to him/herself or others or is a threat of substantial disruption to the educational process. The expulsion shall continue until a hearing is held and a final determination reached or until the danger or disruption has been determined to no longer exist. Notice procedure for emergency expulsion shall be the same as for long-term suspension and expulsion with the following exceptions: The written notice must be delivered or post marked within 24 hours of the expulsion and attempts to telephone the parent or guardian shall be made as soon as reasonably possible; the student or parent shall have ten (10) school business days in which to submit a written request for a hearing.

Hearing Procedure for Long-Term Suspension and Expulsion:

Appeal Procedures to Board of Directors: Notice that the student wishes to appeal the decision from the hearing shall be provided to the superintendent's office within three (3) days of receipt of the hearing decision. The board of directors shall schedule and hold an informal conference to review the matter within ten (10) school business days from the receipt of the appeal. The suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

- *A long-term suspension or non-emergency expulsion may be imposed during the appeal period of no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period;

- *An emergency expulsion may be continued during the appeal period so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school; and

- *Any days that a student is temporarily suspended or expelled before the appeal is decided, shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

Appeal Procedures to Board of Directors:

The hearing shall be provided to the superintendent's office within three (3) days of receipt of the hearing decision. The board of directors shall schedule and hold an informal conference to review the matter within ten (10) school business days from the receipt of the appeal. The suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

*A long-term suspension or non-emergency expulsion may be imposed during the appeal period of no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period;

*An emergency expulsion may be continued during the appeal period so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school; and

*Any days that a student is temporarily suspended or expelled before the appeal is decided, shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

The board shall render a decision within ten (10) school business days or schedule a second meeting to hear further arguments and render its decision within fifteen (15) school business days, or schedule and hold a meeting within ten (10) school business days after the date of the informal conference to hear the case anew. Any further appeal shall be made to the Superior Court within thirty (30) days of the board's decision.

Readmission:

Any student who has been suspended or expelled may apply for readmission at any time by written application to the superintendent. The letter shall include the reasons for readmission, evidence which supports the request, and a statement assuring that the problems will not reoccur. The superintendent shall reply in writing.

Students with Disabilities

Discipline procedures for students with disabilities are consistent with the Individual with Disabilities Education Act (IDEA). These procedures apply when:

The student has an Individualized Education Program (IEP).

The student has been referred to special education (the referral is in process but eligibility has not yet been determined).

The school has knowledge that the student has a disability before the behavior that precipitated the discipline action occurred.

Suspension and Attendance at District Activities

Students who are suspended or expelled are not permitted on campus for the duration of the suspension. This includes attending evening events and any activities taking place during and/or beyond the school day for the duration of the suspension. Students suspended on the last day of the school week (typically Friday) will not be permitted to attend school-sanctioned events occurring both on the South Bend campus and on other campuses during the weekend.

Educational Services

The district will offer educational services to enable a student who is suspended or expelled to:

- Continue to participate in the general education curriculum;
- Meet the educational standards established within the district; and
- Complete subject, grade-level, and graduation requirements.

When providing a student the opportunity to receive educational services during exclusionary discipline, the school must consider:

- Meaningful input from the student, parents, and the student's teachers;
- Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and
- Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.

After considering the factors and input described above, the district will determine a student's educational services on a case-by-case basis.

For students subject to suspension or emergency expulsion up to five (5) days, a school must provide at least the following:

- Course work, including any assigned homework, from all of the student's regular subjects or classes;
- Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes; and
- An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.

For students subject to suspension or emergency expulsion for six (6) to ten (10) consecutive school days, a school must provide at least the following:

- Course work, including any assigned homework, from all of the student's regular subjects or classes;
- An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion; and
- Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes. School personnel will make a reasonable attempt to contact the student or parents within three (3) school business days following the start of the suspension or emergency expulsion and periodically thereafter until the suspension or emergency expulsion ends to:
 - Coordinate the delivery and grading of course work between the student and the student's teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student's regular subjects or classes; and
 - Communicate with the student, parents, and the student's teacher(s) about the student's academic progress.

For students subject to expulsion or suspension for more than ten (10) consecutive school days, a school will make provisions for educational services in accordance with the "Course of Study" provisions of WAC 392-121-107.

Fighting

A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. All students are encouraged to seek the assistance of counselors, teachers, safety officers, and administrators in an effort to work out their differences. **Both students involved in a fight will be subject to corrective action or punishment.** Fighting will not be tolerated under any circumstances. **Students who fight will be subject to suspension.** District policy states (Policy 3240): Fighting, instigating, promoting, or escalating a fight, as well as failure to disperse is prohibited. **Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight or whether it is believed a student is acting in self-defense.** This prohibition includes hitting, pushing, slapping, pulling hair, biting, kicking, scratching or any other acts which a student inflicts or attempts to inflict harm.

Students who either encourage a fight or incite a fight through: teasing, harassing, staring, "dogging," verbal threatening, fight participant recruitment, intimidating another student, **filming with a cell phone**; will be subject to an out-of-school suspension as will those who are physically fighting. Students who are suspended for fighting / fight instigation may be subject to attending peer mediation, an anger management class, and/or counseling.

Detention

Students who choose to not attend an after-school detention which has been assigned by the Principal or designee will be subject to the following consequences:

First offense (first time skipping detention): The amount of detention time will be doubled (for example, if a student owed an hour of detention and skipped detention, that person would now owe two hours.)

Second offense (second time skipping detention): The student will receive a one-day in-house suspension. If no in-house suspension is immediately available, one will be scheduled as soon as possible.

Criminal Acts

The district reserves the right to refer to the non-school agency any act which may constitute a criminal act.

Truancy

Noting that regular school attendance is critical to learning, the high school has instituted a mandatory attendance policy. If a student misses more than twelve days of a class during a semester (excused or unexcused), he/she will be required to make formal application for academic credit for that class. If a student misses more than ten minutes of a class, he/she is considered absent under this policy.

Attendance Policy

Excused Absences: Students are expected to attend all classes each day. Teachers shall keep an accurate record of absences and tardiness. The following are valid excuses for absences and tardiness:

- a. Participation in a school-approved activity
- b. Absence due to requests made by the parent/guardian such as illness, health conditions, family emergencies, religious purposes, or educational opportunities.
- c. Absence resulting from disciplinary actions or suspension.

Unexcused Absences: All absences that are not authorized by the principal or excused from among the above reasons are unexcused absences. Students will not receive credit for a graded activity or assignment due during the time of absence.

Tardiness: Students arriving late for school or class* for any reason not described as an excused absence will be counted as unexcused tardy and subject to the following disciplinary action:

- a. Warning and a letter to parents (2 tardies)
- b. One hour after-school detention (3 tardies)
- c. Two hours in after-school detention (4 tardies)
- d. In-school suspension (5 tardies)
- e. After 5 tardies, principal's discretion

NOTE: Tardies are accumulated from the beginning of each quarter.

*Students who are more than 10 minutes late for class will be counted absent (unexcused).

Verification: Excused absences and tardies must be verified by a note of explanation signed by a parent, guardian, emancipated student or adult student or a phone call to school office staff within two school business days of the absence.

Absence Procedures

- a. Students requesting a partial day absence must check out through the attendance office **before departure**
Contact with the parent/guardian will be necessary if a note from the parent/guardian is not available.
Leaving school without signing out will result in a one hour detention.
- b. Students who become ill at school **must** check out with the office.
- c. Students who become ill during lunch must have a parent excuse the absence **by the end of lunch**.
- d. Procedures outlined in the BECCA Bill will be followed as unexcused absences occur.

Truancy Consequences

Truancy is defined as any instance in which a student is absent from any class without permission from the parent/guardian and the school. In an effort to deter students from the act of truancy, all truancy violations are CUMULATIVE for the semester and will result in disciplinary action.

NOTE: A grade of "F" will be given for any class work missed.

Student dress and appearance

Dress and appearance which causes disruption of the educational process or presents health or safety problems, will not be permitted. A material and substantial disruption of the educational process may be found to exist when a student's conduct or clothing is inconsistent with any part of the educational mission of the school district.

Prohibited conduct includes, but not limited to: The use, drawing or wearing of obscene, sexual, drug or alcohol-related messages/advertisements, or gang-like or gang-related apparel/behavior/symbols. You are required to wear clothing that is appropriate for a school environment. The school reserves the right to request a change.

If a student is wearing clothing which is inappropriate, he/she will be asked to change or turn it inside out. If turning the clothing inside out does not take care of the violation, the student will be asked to change into other articles of clothing. If such clothing is not available, the student will call home and have someone bring more appropriate clothing to the school. The student will not be permitted in class until the dress code violation has been taken care of. Failing to cooperate or continuing to wear these items will be viewed as defiance of school authority and will result in an office referral and possible disciplinary sanctions.

Search and seizure

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct.

Visitors to Campus

All visitors to campus must report to the office, where they will be asked to put on a name tag. Visitors who wish to attend classes must have prior approval from the Principal or designee. Generally, **student visitors wishing to attend classes with their friends will NOT be able to do so**. Parents/guardians are welcome to attend after checking in through the office.

On/off campus activities and events

Students are not to leave the building, athletic fields, or grounds during dances, games, or any school activity and ask for re-admission to these activities.

Riding school buses

Students shall observe all appropriate school rules while riding buses. Bus drivers will report the incident to the Transportation Director. The Transportation Director will recommend a consequence to administration. Consequences will depend upon discipline history as well as the nature of the offense. Consequences are as follows:

- a. Warning
- b. Denial of bus privileges
- c. School discipline
- d. In-school detention
- e. Short-term suspension
- f. Long-term suspension

Out-of-district students

Transfer students accepted in the South Bend School District may be withdrawn for violating the rules listed in this policy.

Electronic devices/Cell Phones

Electronic devices such as cell phones have a disruptive effect on classes and are not allowed to be used during class time, unless they are related to the curriculum of the class or are related to an IEP. Teachers will confiscate them and send them to the office. Students will be able to use electronic devices before and after school, during passing periods, and during lunch. Students will turn off all electronic devices including cell-phones upon entering the classroom. All content and communication on electronic devices must be in accordance with district policy.

1st violation: The electronic device/phone will stay in the office until the end of the day.*

2nd / 3rd violation: The electronic device/phone will stay in the office until it is picked up by a parent/guardian.*

4th violation: The student will receive a discipline referral and move a step up on progressive discipline for each violation beyond that point.

**The school/district is not responsible for the theft or disappearance of electronic devices/phones.*

Discipline Consequences

The following matrix is based on past practice and is not intended to represent a “zero-tolerance” discipline policy. Each discipline situation will be handled in consideration of the specific incident as well as the needs of the specific student.

South Bend School District #118 South Bend Junior/Senior High School		School Discipline (“other forms of discipline”)	After-School Detention	(Short-term suspension, 1-10 days) – In-school or at-home	Long-Term Suspension (more than 10 days)	Emergency Expulsion and/or Expulsion
Exceptional Misconduct ^ Required Notification to Non-School Agency x						
Offense		Step #	Step #	Step #	Step #	
1	Adherence to Classroom Rules/Defiance/Disrespect: A student is expected to be diligent in carrying out their school obligations. Failure to be diligent in study or in adhering to school regulations means that a student is guilty of misconduct and may lose the privilege of attending school.	1	2	3+		
2	Adherence to District Rules: A student shall obey the lawful instructions of school district personnel in a respectful and responsible manner. RCW 28A.600.020 * The type of disciplinary consequences depends on the nature of the incident	*	*	*	*	
3	Arson: A student shall not intentionally set or attempt to set a fire or cause an explosion. RCW 9A.48.010, RCW 9A.48.060					^ X
4	Assault (All others) or Threats: A student shall not intentionally make contact with another person that would be harmful or offensive to an ordinary person who is not unduly sensitive: or act with unlawful force, with intent to inflict bodily injury or cause fear of such injury, even if no injury is inflicted. *Administration may contact local law enforcement			1*	2*	^ X
5	Assault on Students (Grievous): A student shall not assault a person with intent to inflict substantial or great bodily harm or knowingly inflict substantial or great bodily harm by any means.					^ X
6	Assault Threats or Abuse of District Personnel: A student shall not threaten, intentionally cause or attempt to cause physical injury, or interfere with the discharge of the official duties or district personnel by intimidation, force or violence. *The severity of consequences will be determined by administration based on the severity of the incident. A first-time offense will bring a minimum of 5-10 days suspension.			*	*	* ^
7	Bomb Threat: A student shall not falsely indicate verbally or in writing that a bomb or other incendiary device is on school property. RCW 9.61.160-180					^ X
8	Burglary: A student shall not enter or remain unlawfully in a district building with intent to commit a crime. RCW 9A.52.101, RCW 9A.52.060					^ X
9	Cheating: A student shall not knowingly submit the work of others and represent it as his/her own. S/he shall not aid and abet (conspire) the cheating of others. RCW 28A.635.040		1	2		
10	Dangerous Items/Weapons: A student shall not possess, transmit, or use items determined by school authorities to be weapons, which are capable of causing bodily harm or threat of intimidation, including fake weapons, laser pointers, and knives. All such weapons shall be confiscated and the appropriate non-school agency may be notified. *The severity of consequences will depend upon the type of weapon and the nature of the incident. Consequences will be determined by administration.		*	*	*	*

South Bend School District #118 South Bend Junior/Senior High School Exceptional Misconduct ^ Required Notification to Non-School Agency x Offense		School Discipline (* other forms of discipline)	After-School Detention	(Short-term suspension, 1-10 days) – In-school or at-home	Long-Term Suspension (more than 10 days)	Emergency Expulsion and/or Expulsion
		Step #	Step #	Step #	Step #	
11	Defiance of School Authority/Disrespect Toward Staff: A student shall not be disrespectful or defy (verbally or nonverbally) the lawful instructions of school district personnel, including refusing to submit to a search of his/her personal property, motor vehicle or other means of transportation by school officials with reasonable suspicion. *(Begin discipline at emergency expulsion if incident involves refusal/interference of a search.) (I.D. Violations, Insubordination, Non-Compliance, etc.)	1	2	3+		
12	Display of Affection: A student shall not display sexually oriented behavior and/or displays of affection (e.g. kissing, hugging, etc.) at school, on transportation, or school sponsored activities. After two verbal/written warnings, students will receive a detention.	1, 2	3+			
13	Disruptive Conduct (Inappropriate behavior): A student shall not exhibit conduct which materially and substantially interferes with the educational process. RCW 28A.635.030	1*	2*	3*	4*	
14	Distribution of a Controlled/Illegal Substance: A student shall not sell or distribute alcoholic beverages, marijuana, controlled substances, or alleged controlled substances, non-prescription and/or over the counter medications or any look alike substance of the above. Students will initially be suspended for 45 days for distribution, but the suspension can be reduced to 10 days if the student agrees to cooperate with all administrative requests, including meeting with a student assistance counselor. Law enforcement will be contacted in each instance.				*	*
15	Dress/Apparel: As student's dress and appearance may be regulated when, in the judgment of school administrators, there is reasonable expectation that a (1) health or safety hazard is presented by the student's dress/appearance, (2) it promotes drugs, alcohol or tobacco, (3) it causes a disruption of the educational process, or (4) it otherwise violates building standards. Refer to the handbook section for guidance.	1,2	3	4+		
16	Extortion/Blackmail/Coercion: A student shall not frighten with threats or attempt to obtain power, money, services, or property from another by the use of force, fear or threat. RCW 9A.36.070, RCW 9A.46, RCW 9A.56.110					^ X
17 ^	False Alarm: A student shall not activate a fire alarm or make a 911 call for other than the intended purpose of the alarm. RCW 9.40.100					^ X
18 ^	Fighting: Students shall not participate in mutual physical contact involving anger or hostility. Recommended**: First offense – 3-5 days Second offense – 5-10 days Third offense – Long term-suspension, minimum of 15 days **The severity of the initial consequence will depend upon the severity of the incident.			1,2	3	
19	Firearms/Dangerous Weapons and Explosives: A student shall not possess or use firearms, explosives, or any other items capable of causing bodily harm, including "fake" firearms that are represented as "real" firearms. Nor shall they possess or place explosives, e.g. stink bombs or imitations of such devices on school property, transportation, or at any school related activity. RCW 70.74 Mandatory Expulsion for					^ X

one year. RCW 28A.600.420, RCW 9.41.280, RCW 9.41.250						
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	South Bend School District #118 South Bend Junior/Senior High School Exceptional Misconduct ^ Required Notification to Non-School Agency x Offense	School Discipline (“ other forms of discipline”)	After-School Detention	(Short-term suspension, 1-10 days) – In-school or at-home	Long-Term Suspension (more than 10 days)	Emergency Expulsion and/or Expulsion
		<i>Step #</i>	<i>Step #</i>	<i>Step #</i>	<i>Step #</i>	
20	Fireworks: A student shall not possess, transmit, use, distribute, or sell firecrackers or other fireworks on school property or at school activities. RCW 9.40.100-9.40.120			1	2	^ X
21	Gangs: A student shall not knowingly engage in gang/gang like activities on school property or at school activities. Symbols of Gang Affiliation: Symbols of gang affiliation are prohibited. Gang Affiliation Defined: The formation of common attributes used by its members to denote the presence of a group whose purpose is intimidating and/or harassing an individual or a group of individuals. Gangs and gang-related activities disrupt the orderly operation of the school and inhibit/detract from a school setting that is conducive to learning.		1*	2*	3*	
22	Harassment, Intimidation or Bullying: A student shall not intentionally intimidate or harass a person because of any person’s race, color, sex, religion, sexual orientation, ancestry, national origin, mental or physical disability. Initiation or hazing activities are prohibited. RCW 9A.36.078.080 *Severity of consequence depends on the nature of the harassment, intimidation, or bullying	1*	2*	3*	*	*
23	Indecent Liberties: A student shall not take indecent liberties with another student or intentionally make any obscene exposure of her/her person or the person of another knowing that such contact is likely to cause reasonable affront or alarm. *The severity of the consequence will depend on the severity of the incident as determined by administration			1*	2*	3*
24	Interference with or Intimidation of School Authorities: A student shall not interfere with the discharge of the official duties of district personnel by force, threat of force, or violence. RCW 9A.04.110, RCW 9A.76.180, RCW 28A.635.100					^
25	Leaving school without properly checking out through the office/checking out without parent permission and communication with the office.		1	2, 3		
26	Lewd Conduct: A student shall not display behavior that is indecent, lustful or obscene. e.g. sexual deviant behavior; purposely showing one’s buttocks (“moonng”) or purposely pulling down another student’s pants (“pantsng”)			1	2	
27	Malicious Mischief/Vandalism: A student shall not intentionally cause damage to any property (school district, contractor, school employee, or another student). Restitution for the cost of repair/replacement shall be the responsibility of the student and/or parent/guardian. Discipline may be increased depending on the severity of the incident.		*	*	*	

South Bend School District #118 South Bend Junior/Senior High School		School Discipline (* other forms of discipline)	After-School Detention	(Short-term suspension, 1-10 days) – In-school or at-home	Long-Term Suspension (more than 10 days)	Emergency Expulsion and/or Expulsion
Exceptional Misconduct ^ Required Notification to Non-School Agency x						
Offense		Step #	Step #	Step #	Step #	
28	Misrepresentation/Forgery/Alteration of Records: A student shall not deliberately make untruthful statements with the knowledge they are untrue and with the intent to deceive including aiding and/or abetting others in a misrepresentation. Lying, fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data. (See” Cheating”)		1	2		
29	Obscenity, Profanity and Vulgarity: Students shall not use obscene, vulgar, or profane language, writings, pictures, or make such signs or acts, including on computer terminals. (Inappropriate behavior) Students with inappropriate materials on a computer will also be subject to discipline related to the school’s internet policy/procedures.		1	2+		
30	Participating in an Incident: A student shall not participate in an incident by inciting or encouraging misconduct or by being a spectator who is actively inciting or encouraging such conduct by words, actions, or presence.			1	2	
31	Personal Protection Spray Device: It is unlawful for a person under 18, unless the person is at least 14 years old and has a parent or guardian’s written permission, to possess such a device on campus. Students must have a signed permission form on file. RCW 9A.160			1	2	x
32	Possession of a Controlled Substance/Alcohol/Marijuana: A student shall not possess, allege to possess, use or be under the influence of any alcoholic beverages, illegal drugs, inhalants, unauthorized or controlled substances, non-prescription and/or over the counter medications, or in possession of drug paraphernalia. RCW 66.44.100, RCW 69.40.010-150, RCW 69.50.102 *Students caught in possession and/or consumption of controlled substances will initially be given a minimum of a 15 day suspension. The suspension will be reduced to 5 days, under the condition that they meet with and comply to a program designed by the Student Assistance Counselor. Failure to comply with this program will result in a long-term suspension of a minimum of 15 days. Law enforcement will be contacted in each instance.			1*		^ *
33	Possession of Stolen Property: A student shall not knowingly receive, retain, possess, conceal, or dispose of stolen property.			1	2	^ X
34	Restricted Areas: A student shall remain out of areas identified by building administrators as restricted areas (e.g. parking lots) from the time of arrival until students are officially excused. This includes evenings and weekends.			1	2	3
35	Robbery: A student shall not take another’s property by force or threat of force. RCW 9A.56.190, RCW 9A.56.210				*	*
36	Sexual Harassment—Students/Adults: A student shall not sexually harass another student or an adult. Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of sexual nature between two or more individuals. RCW 9A.46.020, RCW 9A.36.080			1	2	2

South Bend School District #118 South Bend Junior/Senior High School Exceptional Misconduct ^ Required Notification to Non-School Agency x Offense		School Discipline (“ other forms of discipline”)	After-School Detention	(Short-term suspension, 1-10 days) – In-school or at home	Long-Term Suspension (more than 10 days)	Emergency Expulsion and/or Expulsion
		Step #	Step #	Step #	Step #	
37	Technology Misuse: Students shall not inappropriately use the internet, email, URL’s or other technology. *First offense – 3 hours of detention and the loss of internet privileges for two weeks *Second offense – principal’s discretion		1	*		
38	Telecommunications/Video/Camera Equipment: Use of and/or visual display of a, cell phone, cell phone camera, or other electronic device is prohibited during class time unless approved by the principal/designee. Such devices may be confiscated by staff if they disrupt the educational process. More severe sanctions may be imposed for multiple infractions. RCW 28A.635	1, 2, 3+				
39	Theft: A student shall not unlawfully remove (steal) school or personal property. Law enforcement agencies may be contacted depending upon the value/gravity of the incident. Discipline may be increased depending on the severity of the incident. RCW 9A.56.020-100		*	*	*	
40	Tobacco Products: A student shall not possess, use, transmit, sell or distribute tobacco products. RCW 66.44.100, RCW 69.40.010-150, RCW 69.50.102 *Students caught in possession of tobacco or caught using tobacco (including smokeless tobacco, e-cigarettes, vaporizers) will initially be given a 5-10 day suspension. However, in the case of a first-time offense, discipline will be reduced to a 1 day suspension, upon agreement to attend tobacco education (length of course to be determined by Student Assistance Counselor). The second offense will be an automatic 5-10 day suspension.			1*	2, 3	
41	Trespassing/Loitering: A student shall not enter or remain unlawfully in school buildings or on any part of school grounds. RCW 9A.52.070, RCW 9A.52.090, RCW 9A.84.020 *The severity of consequences will be determined by administration based on the severity of the incident			*	*	*
42	Truancy/Attendance/”Skipping”/Leaving Class Without Permission: Unexcused Absence(s): Students shall attend school every scheduled school day for the entire day and shall be in their assigned areas as assigned times, unless officially excused.		1	2+		

South Bend School District #118 South Bend Junior/Senior High School Exceptional Misconduct ^ Required Notification to Non-School Agency x Offense		School Discipline (* other forms of discipline)	After-School Detention	(Short-term suspension, 1-10 days) – In-school or at-home	Long-Term Suspension (more than 10 days)	Emergency Expulsion and/or Expulsion
		Step #	Step #	Step #	Step #	
43	Unauthorized leaving of the school campus Grades 9-12 are permitted to leave the school campus during their lunch periods only. Once arriving on campus, (this includes getting off the bus) students are NOT permitted to leave without the permission of the Principal or designee. Students are NOT permitted to leave the school campus during or between class periods, or in the morning once they have arrived on campus. Students who must leave must first sign out in the office. A note from the parent authorizing the departure must be presented. In case of sudden illness the parent must be notified and permission granted before leaving campus. Students returning late from lunch without advance permission are also subject to discipline. STUDENTS ARE ONLY PERMITTED TO WALK TO THEIR OWN HOUSES OR TO LOCAL RESTAURANTS AND/OR BUSINESSES SUCH AS CHEN'S, THE JACKPOT, OR THE INN DURING LUNCH. STUDENTS ARE NOT PERMITTED TO WALK TO OTHER RESIDENCES WITHOUT WRITTEN PERMISSION FROM A PARENT, WRITTEN THE SAME DAY.	1	2	3+		
44	Unauthorized use of motor vehicles/Riding with other students without permission Motor vehicles are to be used for the sole purpose of transportation to and from school. Student vehicles are to be parked in the student parking lot and shall not be entered or moved during the day except as authorized by the school official. All vehicles must be registered in the high school office. Students are only allowed to drive during lunch or ride with anyone else during lunch-if there is written permission from the student's parent/guardian in the office. Students with permission to drive are only allowed to drive home (no trips to the store, etc.). If there is a circumstance where a student needs to drive elsewhere, there must be a note that day giving specific details. Parking Lot: Students are not permitted to access their vehicles during the school day without permission. Students should not be in their cars during lunch, unless they are in the process of driving home for lunch.		1	2	3	
45	Unsafe behavior/horseplay <i>* Severity depends on the nature of the incident and decision of administration</i>		1*	*	*	

South Bend School District #118 South Bend Junior/Senior High School Exceptional Misconduct ^ Required Notification to Non-School Agency x Offense		School Discipline (“other forms of discipline”)	After-School Detention	(Short-term suspension, 1-10 days) – In-school or at-home	Long-Term Suspension (more than 10 days)	Emergency Expulsion and/or Expulsion
		Step #	Step #	Step #	Step #	
46	Intentional deprivation of student and staff use of school facilities			*	*	
47	Intentional endangerment to self, other students, or staff, including endangering on a school bus			*	*	
48	Refusal to leave an area when repeatedly instructed to do so by school personnel			*	*	
49	Intentional injury to another			*	*	

* Severity depends on the nature of the incident and decision of administration

Suspected Use of Drugs, Alcohol, Marijuana

If a student is at school or a school event and is suspected of using drugs, alcohol, or marijuana, the principal or designee may request that the student be subjected to a drug test within a 24 hour period. The test will be administered by the Student Assistance/True North counselor or through the local health department. In this situation, parents/guardians will be notified, and local law enforcement may be notified as well.

Alternative Corrective Action Student Assistance Program (Drug, Alcohol, Marijuana, Tobacco)

Students who wish to re-enter school prior to completion of a suspension for drugs, alcohol, marijuana, or tobacco (including e-cigarettes and vaporizers), will agree to be evaluated by a state-accredited substance abuse treatment agency and they will follow the recommendations of that agency. **If the parent and student choose the evaluation option, a portion (all but 1 day for use, 5 days for possession, and 10 days for sale, distribution, trade or transfer, at the Middle School and High School)**–of the suspension may be postponed. In all cases, the health care recommendation will be followed or the long-term suspension will be reinstated.

Possession or transfer of alcohol, marijuana, controlled substances, mood altering drugs and or paraphernalia shall be reported to the South Bend Police Department.

Athletic/Activity Code

The opportunity to participate in the interscholastic athletic program is a privilege granted to all students in the district. Since the athletic program is an extension of the school program, participants are expected to follow the district policy as outlined by the school board and specifically those related to the Student Rights and Responsibilities found in the South Bend Junior/Senior High School Student Conduct Code Book. In addition, participants in this voluntary program are expected to conform to specific standards of citizenship and conduct established by the administrations and athletic coaches as well as the standards set forth by the Washington Interscholastic Athletic Association (WIAA). All school rules and regulations are enforced at all off-campus and after-school events sponsored by the South Bend School District (Coaches' rules must be on file in the office)

District requirements for participants

1. Participants must be a member of the Associated Student Body (must have a current ASB card).
2. Participants must have on file a certificate of physical examination prior to the first turnout. The physical is valid for one year.
3. Participants must have proof of insurance on file or must purchase school insurance prior to the first turnout. (embedded in online registration)
4. Participants must have on file the signature of parent/guardian and athlete that they have read and understand the athletic code prior to the first turnout.

Participants must have on file a signed parent/guardian consent form to participate prior to the first turnout.

Participants must have on file a signed statement for Release for Medical Emergency Treatment prior to the first turnout.

All participants must travel to and from the athletic event with the team and in transportation provided for that purpose. Only upon a parent/legal guardian request to the coach can a player ride with his/her parent/legal guardian. An athlete can ONLY be released to his/her parent or legal guardian; aunts, uncles, brothers, sisters, etc, cannot take an athlete home.

Participants failing to attend all class periods on the day of a contest may not participate in that contest, unless excused by a doctor's note or by the principal/designee.

Participants are responsible for all equipment issued to him/her. The athlete must clear all fines or return equipment before being allowed to participate in the next sport.

Jr/Sr High School Academic Eligibility Policy:

Junior High/High School

Students must not have received any failing grades during the previous grading period and any ensuing grading periods during participation. Grades will be checked for the following grading periods: 1st Quarter, 2nd Quarter, 3rd Quarter, and 4th Quarter. Any student who receives a failing grade at the end of a quarter will be ineligible until the next mid-term. Any student who receives an "incomplete" grade shall be ineligible until that grade has been satisfactorily completed. Students' grades will also be checked at the mid-term of each quarter. Following the 5th week of each grading period a student who is found to be failing any class, as determined by mid-quarter grades, shall be declared immediately ineligible for five calendar days. The student may continue as a member of the team/organization during this period of ineligibility but he/she will be ineligible to participate in contests. If, after those five days, the student has brought the failing grade up to a passing grade, the student will be reinstated. Any student who has not brought the failing grade to a passing grade after the five calendar days will have their grade checked weekly by the Athletic Director or their designee and can be reinstated to full eligibility upon raising the grade to passing. Participants declared academically ineligible shall become ineligible to participate on the Monday following the grading period, or as determined by the principal/designee. Those regaining eligibility would also become eligible on the Monday following the grading period.

Junior High (additional language regarding grade checks – see above section for Junior High as well)

At the mid-season grading period, a student who is found to be failing any class shall be declared immediately ineligible for five calendar days. The student may continue as a member of the team/organization during this period of ineligibility but he/she will be ineligible to participate in contests. If, after those five days, the student has brought the failing grade up to a passing grade, the student will be reinstated. Any student who has not brought the failing grade to a passing grade after the five calendar days will remain ineligible until the end of the sports season. Participants declared academically ineligible shall become ineligible to participate on the Monday following the grading period, or as determined by the principal/designee. Those regaining eligibility would also become eligible on the Monday following the grading period.

ALTERNATIVE CORRECTIVE ACTION-STUDENT ASSISTANCE PROGRAM FOR STUDENTS SUSPENDED FOR DRUG/ALCOHOL/MARIJUANA/TOBACCO VIOLATIONS:

Alcohol/Marijuana/Drugs

Alcohol/Marijuana – The consumption, possession of, selling of alcoholic beverages or marijuana, or knowingly participating in and/or promoting illegal alcohol/marijuana use, in or outside of school hours, is strictly forbidden and will result in the appropriate disciplinary action. If student athletes find themselves in a situation as described above, they are expected to leave immediately.

Drugs – The consumption, use, possession of, selling of illegal and/or dangerous drugs/narcotics (including improper use of prescription medicines), or knowingly participating in and/or promoting illegal and/or dangerous drug use, in or outside of school hours, is strictly forbidden and will result in the appropriate disciplinary action. If student athletes find themselves in a situation as described above, they are expected to leave immediately.

First Offense: The student will be denied participation in further athletic contests for a period of **40 school/athletic participation days** (not calendar days). The student is required to practice and attend all team functions, but may not participate in any games. After a total of 40 school/athletic participation days, the student may participate in games. Should the infraction occur with less than 40 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates. When a student/athlete is reportedly involved in an alcohol or drug situation, school officials will conduct a full investigation.

If the student/athlete is cooperative and truthful when first questioned regarding such a situation, the sanction will be reduced by **5 days**. **If the athlete (and the parent of the athlete) restricted by this section agrees to participate and to follow the recommendations resulting from a student alcohol/drug health assessment, the restriction may be reduced by 15 days.** The two above listed reductions may be combined for a total reduction of **20** of the **40-day sanction**. Failure to meet the recommendations of the student alcohol/drug health assessment will cause the full penalty to be instated. An athlete placed on restriction under these sections may not be removed from restriction during the above-specified time.

Any subsequent offense (alcohol/drug) during participation in grades 7 –12: The student will be immediately dismissed from the team for the remainder of the sport season or 45 school/athletic participation days whichever is greater. The student will also forfeit the privilege to earn any school letter, certificate or award for the current season. Should the infraction occur with less than 45 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates.

Tobacco – The use, possession of, or selling of any tobacco products (including smokeless tobacco) inside or outside of school hours is strictly forbidden and will result in the appropriate disciplinary action. This includes e-cigarettes and vapor devices.

First Offense: The student will be denied participation in further athletic contests for a period of 15 school/athletic participation days. Athletic participation days are days on which athletic contests or practices are held. During that time the student must practice and attend with the team all team functions including games, but may not participate in games. Should the infraction occur with less than 15 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates. When a student/athlete is reportedly

involved in a tobacco situation, school officials will conduct a full investigation. If the student/athlete is cooperative and truthful when first questioned regarding such a situation, the sanction will be reduced by 5 days.

Second Offense: The student will be immediately dismissed from the team for the remainder of the sport season or 45 school/athletic participation days whichever is greater. Should the infraction occur with less than 45 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates. If the athlete (and the parent of the athlete) restricted by this section agrees to participate and to follow the recommendations resulting from a student tobacco health assessment, the restriction may be reduced to 20 days. Failure to meet the recommendations of the student tobacco health assessment will cause the full penalty to be instated. An athlete placed on restriction under these sections may not be removed from restriction during the above-specified time.

Discipline and due process for extracurricular activities

A participant who violates the stated or the intent of the rules may after a hearing, which the parent/guardian may attend, be placed on: A) probation or B) suspension and/or dismissed from the team. All students involved with extracurricular activities have the right to due process of the law.

Grievance procedure for extracurricular activities

In the event that a parent or guardian questions a sanction imposed on their child for extracurricular activities, the following procedure will be applied.

1. Any student, parent, or guardian questioning disciplinary action imposed has the right to confer with the coach.
2. If the parent is still aggrieved by the imposition of discipline, a written request for an informal conference with the Principal must be made within three (3) school days following the meeting with the coach (step 1). In the event that a written request is not received within three (3) school days the student will have waived the right to appeal.
3. If the parent is still aggrieved by the imposition of discipline or sanctions, a written request for a formal conference with the Activity Review Board must be made within (3) school days following the meeting with the Principal (step 2). In the event that a written request is not received within three (3) school days the student/parent will have waived the right to appeal.
4. If satisfaction is not reached at step three, a written request for a formal conference with the Superintendent may be made within three (3) school days following the meeting of the Activity Review Board.
5. If the parent of the student is still aggrieved by the imposition of discipline or sanctions, a written request for a formal conference with the South Bend School Directors, at their regular scheduled meeting, may be made within three (3) school days following the meeting with the Superintendent. In the event that a written request is not received within three (3) school days the student/parent will have waived the right to appeal.

Activity Review Board

The purpose of the Activity Review Board will be to (1) ensure fair treatment of the students involved in extracurricular activities; (2) review all long-term suspensions from student activities; (3) weigh extenuating circumstances as those circumstances apply to a particular case or individual; and (4) serve as a clearing house for the resolution of conflicts which may arise between various student activities or individuals involved in extracurricular activities.

The board will be composed of six (6) members and will include the following: (1) the High school Principal; (2) the District's Athletic Director; (3) A representative coach from each sport's season; and (4) a faculty member who is not involved in extracurricular activities.

The high school Principal will call and conduct meetings of the Activity Review Board. The review board will be the recommending body acting directly on items related to the purposes described above.

The Principal will organize the Activity Review Board at the beginning of each school year.

Sports infraction chart	CONSEQUENCES				
	Discipline	Probation, miss next contest (practice/no play)	Short-term removal 15 days (practice/no play)	Long-term removal 40 days or rest of season at coaches discretion (practice/no play)	Long-term removal for rest of year
Infractions					
Unsportsmanlike Conduct (disruption, fighting, vulgarity, verbal abuse)					
Destruction or defacing of School property					
Drugs, narcotics, alcohol, marijuana Possession or use					
Sale or distribution of drugs, Narcotics, alcohol, and marijuana					
Use/possession of tobacco (<u>including e-cigarettes and vaporizers</u>)					
Criminal acts					
Coaches' rules					
Repeated violations					