Richland High School
Home of the Bomber

Nicole Anderson, Principal
930 Long Avenue
Richland, WA 99352
(509) 967-6535

Richland High School Family,

We are so excited to welcome you to the 2024-2025 school year. You have a new team of administrators this year who are ready and willing to support you. We all have very strong ties to Richland High School, whether we are alumni, a former teacher, or parent of students that attended here, we are BOMBERS.

As you take time to read through this handbook remember that these are the expectations and guidelines that we follow. Our goal is to meet each student where they are in their lives, by loving, serving, and caring for them. This school community believes in you!

We love you,

The Richland High School Admin team,
Mrs. Anderson, Principal
Mr. Davis, Assistant Principal
Mr. Filipy, Assistant Principal
Mr. Norris, Assistant Principal
Mr. Ochoa, Athletic Director/Assistant Principal

Contents

RICHLAND HIGH SCHOOL MISSION STATEMENT 4
STUDENT MANAGEMENT GUIDELINES 4
RHS ADMINISTRATION AND SUPPORT STAFF 5
BELL SCHEDULE 6
GRADING/CREDIT 8
CORRESPONDENCE COURSES 8
DIPLOMA/TRANSCRIPT (WITHHOLDING OF) 8
DIPLOMA/STUDENT TRANSFER 8
GRADE POINTS 8
GRADES AND CLASS EXPECTATIONS 8
HONOR ROLL 8
INCOMPLETE GRADES 8
RECORDS 9
REPEATING A CLASS 8
REQUIREMENTS FOR GRADUATION (CLASS OF 2021 - BEYOND) 9
VALEDICTORIAN(S)/SALUTATORIAN(S) 9
STATE TESTING 10
RHS ACADEMIC HONESTY POLICY 10
ATTENDANCE RELATED INFORMATION 11
EMERGENCY PROCEDURES 13
CAREER CENTER 13
ATHLETICS AND ACTIVITIES 13
FEE SCHEDULE 16
GENERAL POLICIES AND PROCEDURES 17
RIGHTS AND RESPONSIBILITIES 17
ALCOHOL AND DRUG POSSESSION, USE, SALE, OR BARTER 18
DISRUPTIVE AND UNSAFE BEHAVIOR 18
IDENTIFICATION BADGES AND MORNING ENTRY 18
GATES & EXTERIOR DOORS 18
DRESS CODE POLICY 19
ELECTRONIC DEVICES 19
FIGHTING/ASSAULT 20
FLAGGED INTERNET ACTIVITY 20
FORGERY OR MISREPRESENTATION 20
HALL CONDUCT 20
HARASSMENT 20

SEXUAL HARASSMENT 21
INSUBORDINATION 21
SEARCH AND SEIZURE 21
SOCIAL MEDIA 21
TARDIES 22
THEFT 22
THREAT 22
TOBACCO POSSESSION AND USE 22
VANDALISM/ARSON 22
POSSESSION OF A FIREARM OR DANGEROUS WEAPON 22
DETENTION 22
INDEPENDENT STUDY 23
AIDS/HIV INSTRUCTION 23
ASSEMBLIES AND ASSEMBLY CONDUCT 23
BUS TRANSPORTATION 23
DIGITAL CITIZENSHIP: INTERNET SAFETY 24
TELEPHONE USAGE/MESSAGES 24
FREEDOM OF SPEECH 24
IMMUNIZATIONS 25
LIBRARY 25
LOCKERS 25
LOST ITEMS/THEFT 25
OPEN PERIODS 25
PARKING (STUDENT) 26
HANDICAP PARKING AND ACCESS 26
P.E. NON-SUIT POLICY 26
SIGNS, POSTERS, AND PRINTED HANDOUTS 26
SKATEBOARDS/BIKES 26
VISITORS 26
NONDISCRIMINATION AND SEXUAL HARASSMENT 26

Richland High School
Student Handbook 2024-2025

Richland High School Mission Statement

Richland High School is committed to fostering student success through an emphasis on our Bomber values to build a community of lifelong learners.

Responsibility Compassion Community Integrity Knowledge Friendship Happiness

Student Management Guidelines:

To ensure that all students learn, Richland High School students must behave appropriately. We hope that all students become self-disciplined. Students are responsible for their own behavior and accountable for all rules and responsibilities within this handbook, the Richland School Board policies, and other rules set by the administration and teachers.

Disciplinary procedures reflect the range of sanctions for various infractions. It should be understood that this is not a limiting document; not all possible violations have been identified and not all possible consequences have been listed. It should also be understood that the circumstances surrounding an infraction might justify different consequences than those listed here. Examples of other possible consequences may include, but are not limited to, campus clean-up, parent conference, loss of credit, confiscation, time-out, etc. Unless specifically stated otherwise, all rules defined in this handbook shall apply to students on school property, coming to and from school, during lunch, on school transportation, and at school activities including, but not limited to, field trips, conferences, and athletic events.

RHS Administration and Support Staff

Administration:

Nicole Anderson	Principal
Mitch Davis	Assistant Principal – Grade 10
Kevin Norris	Assistant Principal – Grade 11
David Filipy	Assistant Principal – Grades 9 & 12
Adrian Ochoa	Athletic Director/Assistant Principal
Jeremy Sandin	School Resource Officer, RPD

Counselors:	**Last Name**
Jill Falkner	A-C
Wendi Hendricks	D-Hm
Rebecca Janosky	Hn-Mi
Chandra Markel	Mm-Sa
Jeff Davis	Sb-Z

Student Support Staff:

Stephanie Schirm	Career Specialist
Carrie Davis	School Psychologist
Adilene Amaro	CIS, Site Coordinator
Kathleen Tyutyunnik	Speech Therapist

Office Staff:

Tasha Bunnage	Lead Secretary
Tara Parker	Receptionist
Valarie Anderson	Data Entry
JJ Sturza	Registrar
Ann Oehmen	Athletics
Dawna Gunnoe	Attendance
Shannon Mendoza	Attendance
Jordan Davis	Bookkeeper
Brenda Izquierdo	Bookkeeper
Dana Stadelman	Career Center
Windy Hancock	School Store
Gabriel DeShazo	Security
Terrill Hope	Security

Activity Personnel and Officers:

Tim Turner	Activity Director

Student Body Officers:

Andre Chang	President
Michael Revell	Vice-President
Kelsy Black	Secretary
Lexi Butler	Treasurer
Justin Hartwig	Publicity Manager

Bell Schedules

Monday/Tuesday/Thursday		
0 Hour	6:55 - 7:50	
1st Period	7:55 - 8:50	
2nd Period	8:55 - 9:55	
3rd Period	10:00 - 10:55	
A Lunch	10:55 - 11:30	4th Per Located in 2000/3000
4th Period A	11:35 - 12:30	
4th Period B	11:00 - 11:55	4th Per Located in 100/1000/Gym/Aud
B Lunch	11:55 - 12:30	
5th Period	12:35 - 1:30	
6th Period	1:35 - 2:30	
7th Period	2:35 - 3:30	Work Based Learning Students Only

Wednesday - Bomber Time		
0 Hour	6:55 - 7:50	
1st Period	7:55 - 8:45	
2nd Period/Bomber Time	8:50 - 10:15	
3rd Period	10:20 - 11:10	
A Lunch	11:10 - 11:45	4th Per Located in 2000/3000
4th Period A	11:50 - 12:40	
4th Period B	11:15 - 12:05	4th Per Located in 100/1000/Gym/Aud
B Lunch	12:05 - 12:40	
5th Period	12:45 - 1:35	
6th Period	1:40 - 2:30	
7th Period	2:35 - 3:30	Work Based Learning Students Only

Friday - PLC & One Lunch		
0 Hour	6:55 - 7:50	
1st Period	7:55 - 8:40	
2nd Period	8:45 - 9:35	
3rd Period	9:40 - 10:25	
4th Period	10:30 - 11:15	
Lunch	11:15-11:50	All Students
5th Period	11:55 - 12:40	
6th Period	12:45 - 1:30	
7th Period	1:30 - 2:15	Work Based Learning Students Only

Bell Schedules

Friday Assembly Schedule		
0 Hour	6:55 - 7:50	
1st Period	7:55 - 8:35	
2nd Period	8:40 - 9:20	
Assembly	9:25 - 10:00	
3rd Period	10:05 - 10:45	
4th Period	10:50 - 11:30	
Lunch	11:30 - 12:00	All Students
5th Period	12:05 - 12:45	
6th Period	12:50 - 1:30	

Early Release - 11:00 am		
0 Hour	6:55 - 7:50	
1st Period	7:55 - 8:25	
2nd Period	8:30 - 9:00	
3rd Period	9:05 - 9:30	
4th Period	9:35 - 10:00	
5th Period	10:05 - 10:30	
6th Period	10:35 - 11:00	

2 - Hour Weather Delay: Monday - Thursday		
0 Hour	8:55 - 9:50	
1st Period	9:55 - 10:30	
2nd Period	10:35 - 11:10	
3rd Period	11:15 - 11:50	
Lunch	11:50 - 12:30	All Students
4th Period	12:35 - 1:10	
5th Period	1:15 - 1:50	
6th Period	1:55 - 2:30	
7th Period	2:30 - 3:30	Work Based Learning Students Only

Grading/Credit

Add/Drop Policy:

1. Students should drop or add any classes within the first two weeks (10 school days) of each semester. No class may be added after the first two weeks of each semester.
2. Any student dropping a class during the first quarter of each semester will receive a "W" and the grade earned in that class. This grade will appear on the permanent transcript but will not be figured into the GPA.
3. Any student who withdraws 2nd or 4th quarter will receive an "F" which will be figured in the GPA.
4. No student may drop a class in the last four (4) weeks of the semester.
5. All students are required to be in 6 classes. If it is unavoidable that a student be dropped from a class, no new class will be added after the first two weeks of the semester. The student's schedule will be readjusted if possible so that his-her free hour is 1st or 6th.

Students must attend class until final approval from the principal has been obtained, all books and materials have been cleared with the teacher and the Drop Form has been returned to the counselor. Students will be subject to discipline if he or she does not remain in class until this procedure is complete.

Correspondence Courses:

Students may apply for correspondence classes providing they need the credit to graduate and there is an unavoidable conflict in their class schedule which does not allow the student to take the class at RHS. Students may earn multiple credits toward graduation through correspondence study (including earning credits at River's Edge, CBC enrichment, and Tri Tech academics). Prior approval from a counselor, principal, and parent/guardian is required. Forms are available through your counselor. Prior to graduation your counselor must receive verification of credit to participate in the graduation exercises.

Diploma/Transcript (Withholding of):

Participating in graduation ceremonies and a student's diploma and/or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged, book fines, library fines, etc. Upon payment of fines or damages, the diploma and/or transcript will be released.

Diploma/Student Transfer:

Students transferring from a Richland School District high school to another Richland School District high school for the second semester of their senior year must take a minimum of four classes at the new school to be eligible to receive the diploma of that new school. Two of the four classes must be from Language Arts and Social Studies (CWP or Government).

Grade Points:

Academic rank in class is determined by a student's grade point average. A student's grade point average (GPA) is a numerical score translated from letter grades earned during grades 9-12 (8th grade transfer credits). Students receive points for letter grades earned in their classes on the following basis:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
	B- = 2.7	C- = 1.7	F = 0.0

Grades and Class Expectations:

Teachers will provide students with an explanation of their classroom expectations for behavior, academics and grading procedures. Report cards are printed and distributed at the end of each quarter and semester. The quarter grade is similar to a progress report; the semester grade is recorded on the student's transcript.

Honor Roll:

Students must earn for the semester a G.P.A. of 3.0 and be enrolled in at least four graded classes at Richland High School, CBC Running Start, WSU Tri-Cities, or Tri Tech.

Incomplete Grades:

If a student receives an incomplete "(Inc.)" on his/her report card, the student has two weeks to have the incomplete removed. It is the student's responsibility to contact the teacher to develop a plan to complete the work. An F will be issued if the Incomplete is not satisfied. (Exceptions to the two-week deadline must be made by the principal.)

Records:

Test Information, grades, credits and other information are maintained in each student's cumulative record. When requested by the student, official transcripts are forwarded to colleges, military, employers or other authorized institutions. We abide by the rights and privacy law and will not release any information on any student unless requested by the parents or guardian of a student under the age of 18. *Student names and addresses may be released to local colleges, universities, or the military. Please contact the counseling center if you do not want us to release this information.* If a student is 18 or older, that student must sign a request form to release information.

Repeating a Class:

If a student retakes a class to improve a grade, or needs the class in order to graduate, only the highest grade shall be included in the calculation of the grade point average (WAC 180-57-050 and 055). Credit will not be issued for the repeated class. If the student desires credit for both classes, both grades must be figured into the GPA and elective credit only will be granted for the repeated class.

Requirements for Graduation (Class of 2021 - Beyond): All students shall carry a minimum load of six (6) courses each semester.

Department (# of Credits)	Courses	Credits
Language Arts (4)	LA 9, 10	2.0
	American Literature (Grade 11)	1.0
	Senior Writing (Grade 12)	0.5
	Literature/Speech/Drama	0.5
Social Studies (3)	Washington State History *(If not completed in middle school)*	
	Contemporary World Problems - *(includes World Geography, Modern World, International Problems, Economics, 1st semester of AP Human Geography, 1st semester of AP European)*	1.0
	US History *(I and II)*	1.0
	Social Studies elective *(2nd semester of AP Human Geography, 2nd semester of AP European, 2nd Semester of AP Government, all CWP courses not already taken for the CWP credit)*	0.5
	Civics *(Government Grade 12)*	0.5
Mathematics (3)	Algebra I	1.0
	Geometry	1.0
	Algebra II or a 3rd credit of math if the class is based on a career oriented high school and beyond plan	1.0
Science (3)	At least 2 labs and a 3rd credit	3.0
Physical Education (1.5)		1.5
Health (.5)		0.5
Career & Technical Education (1)	May be an Occupational course that meets the definition of an exploratory course as described in the CTE Program standards	1.0
Consumer Economics (.5)		0.5
Fine, Visual, or Perf. Arts (2)	Both credits may be a Personalized Pathway Requirement	2.0
World Languages (2)	Both credits may be a Personalized Pathway Requirement	2.0
Electives (3.5)		3.5
High School & Beyond Plan		No Credit
Total Credits		**24.0**

State Testing

2021 & Beyond – Must Pass SBA Math & ELA and WCAS Science Exam	Smarter Balanced ELA & Math (grade 10) WCAS Science Exam (grade 11)

Testing Schedule:

Assessment	Grade 9	Grade 10	Grade 11	Grade 12
Accuplacer (College in RHS)			Sept	Sept
AP Tests	May	May	May	May
ASVAB			April	
LA 9 Exit Exam	Nov/Dec			
LA 10 Exit Exam		Nov		
PSAT		Oct 23/24	Oct 23/24	
SBA		April	April	

American College Test (ACT) See: www.actstudent.org
Scholastic Aptitude Test (SAT) See: www.collegeboard.com
*Registration deadlines for the SAT and ACT are approximately one month before the test date. See your counselor or go online for information and applications.

Valedictorian(s)/Salutatorian(s):

The following criteria will be used in determining eligibility for consideration as Valedictorian and Salutatorian (RSD RR 2410).

1. Students must have successfully completed five AP/IB courses or advanced courses of study such as completion of an AA degree at college level.
2. Students must have been enrolled in a RSD high school for at least one full semester of their high school career.
3. All courses attempted will be used in the grade calculation.
4. All official grades received as of May 1st will be used in the calculation of the GPA.
5. All classes dropped or converted to Pass/Fail or Audit after the mid-point of the term, will be calculated as an F.

RHS Academic Honesty Policy

- We each assume personal responsibility for achieving educational and professional goals. High standards and expectations are set for all students, with provisions for their individual learning styles. A climate of trust and respect is essential for an effective learning environment.
- Integrity, authenticity, responsibility, and trust are the backbone of the RHS Academic Honesty Policy.
- Simply stated, we expect students to always represent their own work honestly and accurately.

Academic Honesty Expectations

Parent/Student Agreement: The well-being of the school community depends on each student accepting responsibility for his or her personal conduct in both social and academic endeavors. Students are expected to attend RHS ready to learn, and in their learning, demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at RHS where the student must engage in an honest and integral pursuit of knowledge. Academic honesty requires that students produce work that is their own work. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess.

- *The student* is expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. No assignment is exempted from this policy.
- *The parent* is expected to uphold the spirit and the letter of this policy by reviewing it with his or her student and encouraging the student to practice academic honesty throughout the student's years at Richland High School.
- *The Teacher* is expected to review with the students the policy of academic honesty at the beginning of each semester and other times during the year as the teacher deems appropriate. The teacher is also expected to enforce the policy in all instances of academic dishonesty following the process as outlined in the RHS handbook.

RHS Academic Honesty Guidelines
Academic dishonesty includes, but is not limited to, the following types of misconduct:

- copying from or allowing another student to copy from a test, homework, paper, project, lab report or other course work that is not intended to be collaborative in nature
- Sharing papers with another student
- looking at another student's test, answer sheet, or other materials
- using unauthorized material including textbooks, notes, calculators, computer program, or outside help during an examination or other assignment
- using writings, passages, ideas of others and passing them off as your own, (including, but not limited to, faxing, duplicating, file sharing, or transmittal using any technology including AI)
- sabotaging or destroying the work of others
- illegal or unauthorized entry into school computer programs
- submitting material (written or designed by someone else) without citing the source (e.g., plagiarizing or submitting work created by family, friends, or tutors)

Cheating/Plagiarism
Plagiarism is defined as "Borrowing someone's ideas, information, or language without documenting the source and/or documenting the source but paraphrasing the source's language so closely without using quotation marks to indicate that words and phrases have been borrowed" (*Hacker, the Bedford Handbook for Writers*). Plagiarism is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text, but without giving the source credit, it is still plagiarism. Plagiarism is a part of the RHS Academic Honesty Policy.

Disciplinary Action

1. Parent notification, loss of credit on the assignment
2. Parent notification, loss of credit on the assignment, school consequences
3. Parent notification and/or conference, loss of credit on the assignment, school consequences

Attendance Related Information

Attendance and Loss of Credit
The Richland School District attendance policy states "students will be punctual and regular in attendance and will obey the rules and regulations of the school." *Students who are absent from a class more than twelve times in a semester, excused or unexcused, will be required to provide a note from a doctor/dentist for all subsequent absences in order to be excused.* Teachers are *not* required to provide make-up work for unexcused absences.

Attendance is essential to grades and the learning objectives of all courses. When a student accumulates three (3) absences (unexcused), parents will be contacted. If a student accumulates five (5) absences (unexcused) a letter is sent to the parents requesting a response. If a student accumulates ten (10) absences (excused or unexcused), a letter is sent home to parents requesting notes from medical offices to excuse any future absences. The student will work with the counselor and parent to determine a plan to ensure regular attendance in the future.

Excused Absences
Richland School District Rules and Regulations 3120 recognizes the following as excused reasons to be absent from school:

- Personal illness verified by a parent or guardian (a building administrator may request a doctor's note in the case of extended illness).
- Emergency situations that cannot be pre-arranged or prevented
- Appointments that cannot be scheduled outside the school day
- Planned absences which have been approved in advance including recognized religious holidays
- Absence resulting from disciplinary action

If a student is ill, a parent/guardian may phone the attendance office (967-6554) direct line and voice mail number 24 hours a day to have him/her excused, or the student may bring a note to school the next day signed by a parent. *Any absence not cleared within **48 hours** will be considered truancy and school-based consequences will be assigned.*

School Approved Absences
This includes all school activities. For other absences to be approved, the student must obtain a prearranged absence form from the attendance secretary and have each teacher sign and indicate if it is acceptable for the student to miss the class before an administrator signs the form. An absence may not be approved if it will have an adverse effect on the student's educational process.

Permission to Leave School:
Richland High School is a closed campus except at lunch time. If a student becomes ill during the school day, (s)he must check into the attendance office. It is our responsibility to contact the parent/guardian to come and pick the student up or release the student to go home. If parents are unable to be reached, the student will be placed in the health room. *A student leaving classes and/or campus without checking into the office will be considered truant.*

Unexcused Absences:
Absences for personal reasons, even with parent/ guardian awareness, that do not meet the criteria of the excused absence, are considered unexcused. Examples include, but are not limited to, over-sleeping, car trouble, errands, haircuts, concerts, pictures, driver's test, etc. Teachers are not required to provide make-up work for unexcused absences.

Truancies:
Regular, punctual attendance to all classes, assemblies, and assigned school activities is necessary for the mastery of the educational program. Students who are absent lose many educational benefits. Students will be considered truant for a class for the following reasons:

- The parent is unaware of the absence and/or will not clear it
- A student arrives to class more than 10 minutes late
- A student leaves class 10 or more minutes early
- A student leaves class early without permission or does not return promptly when given permission
- Leaving school without signing out in the office.
- Being absent from school without permission.
- Being absent from class without permission.
- Obtaining a pass to go to a certain place and not reporting there.
- Becoming ill and going home without checking out or staying in a restroom instead of reporting to the office or class.
- Going home for lunch and staying there without having a parent/guardian call to report to the office.
- Coming to school but not attending classes.
- Failing to attend a scheduled assembly.

Truant students may not be allowed to make up work for the time they were truant and may receive an "F" in accordance with individual teacher policy and receive school discipline consequences.

Disciplinary Action:
Depending on the frequency/number of truancies, a student may be assigned lunch detention, after school detention (1 or 2 hours), or independent study (IS). In severe cases, a student will be Becca billed.*

Becca Bill:
The Becca Bill enforces mandatory student attendance. Five unexcused absences in one month, or ten in one school year, will result in the filing of a petition with Benton County juvenile court against the student, parent, or both. A student petition will result in a student being required to appear before a Truancy Board, which will order the student to attend school. Failure to comply with this order can result in work crew and/or detention in a juvenile detention center. A parent petition results in the parent appearing before a judge in juvenile court. The judge may order the parent to send the student(s) to school. Failure to comply may result in a fine of up to $25/day per student.

Homework Requests:
Call the attendance office (967-6554) to request homework. Request homework if the student will be *absent 3 or more days.*

Make Up Work Policy:
The excused student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits. When the student has an unavoidable excused absence that cannot be prearranged (such as an illness), the student shall be allowed one make-up day for each day missed. It is the student's responsibility to set up the time for make-up and get the assignments. Students, who know in advance they will be gone, should prearrange the absence and get the work before they are gone. Students will be expected to turn in the assigned work on the regular due date or as soon as they return to school. Students may not be allowed to make up work for unexcused absences and may receive an "F" in accordance with individual teacher policy.

Emergency Procedures

Emergency Evacuation Procedures:
If there is a need to evacuate, the fire alarm will sound. Students are to quickly gather their belongings and exit the building via the assigned exit for the classroom they are currently in. Upon exiting the building, students are responsible for checking in with their teacher so that all students can be accounted for.

Career Center

The Career Center provides resources to help students prepare for life after high school. Services include; identification of skills, abilities and talents for career exploration and selection, employment acquisition, post-secondary training options, and scholarships. Various workshops are offered during the year to help students plan for their future. Visit the Career Center website, which is linked from the RHS home page: https://richland.rsd.edu/

Athletics and Activities

Richland High School Athletic Mission Statement:
Students, parents, coaches, staff and administrators will create and promote traditionally sound athletic/activity programs through learning and practicing respect, cooperation, communication, citizenship and loyalty.
At Richland High School We Believe:

- In promoting opportunities for students to be involved in athletic and activity programs.
- In providing clear and consistent guidelines and expectations which build respect and honesty.
- All athletes, coaches, officials, school personnel, and spectators will model appropriate sportsmanship.
- In a healthy balance of athletics/activities and academics.
- In empowering student athletes to fulfill one's potential.
- Coaches will develop programs that teach skills to enhance athletic development and performance.

Basic Participation/Eligibility Requirements:

- Residency with parents/guardians within the boundaries of our school district and RHS.
- Attendance at school last semester/trimester.
- Passing grades in five (5) full time subjects unless a senior an on track to graduate.
- Under 20 years of age on or before the 2nd Saturday of the sports season.
- Completion of all eligibility papers, including physical examination, RSD Participation Agreement, accident insurance, RHS athletic profile and safety guideline sheet*.
- Purchase of ASB card ($30) & sports fees must be paid prior to competition.
- Non-use, possession or provision of illegal drugs, alcohol, tobacco and no violations of this school's policies or codes on alcohol, tobacco, or drugs.

*All documents, except the annual physical, will be completed by visiting https://richland-wa.finalforms.com and creating an account.
*Physicals are good for 2 years!

RHS Eligibility Clearance Nights:

XC/Girls Swim/Girls Soccer/Volleyball	August 19, 2023
Bowling/Basketball/boys Swim/Wrestling	November 12, 2025
Baseball/Golf/Boys Soccer/Softball/Tennis/Track/Lacrosse	February 23, 2026

If the Richland School District determines students can participate in athletics this year, Mr. Ochoa, the Athletic Director, will communicate dates and times for the sports clearance nights.

Athletic Programs and Coaches:

Athletic Director	Adrian Ochoa
Baseball	Grant Richardson
Basketball (boys)	Earl Streufert
Basketball (girls)	Amy Westerfield
Bowling	Jason Bare
Cross Country (boys & girls)	Bruce Blizzard
Football	Josh Jelinek
Golf (boys)	Mike Neidhold
Golf (girls)	Janet Schuster
Lacrosse (boys)	Chad Mitchell
Lacrosse (girls)	Chloe Mitchell
Softball	Joel Evans
Soccer (boys)	Michael Pardini
Soccer (girls)	Justin Almquist
Swimming (boys)	Jesse Grow
Swimming (girls)	Nicole Weinman
Tennis (boys)	Nels Winn
Tennis (girls)	Tess Haynie
Track (girls)	Stuart Allen
Track (boys)	Matt Stadelman
Volleyball (girls)	Valarie Anderson
Wrestling (boys & girls)	John Nicacio

Class Councils:

Freshman Class Advisor	Melissa Michaelsadanaga
Sophomore Class Advisor	Jacqueline Keezer
Junior Class Advisor	Hannah Eilefson
Senior Class Advisor	Makynzie Frost

Clubs and Advisors:

American Sign Language	Stacey Bright
Art Club	Brock Sadler
ASB	Tim Turner
AVID Club	McKenzie Caton
Black Student Union	Theresa Buczek/Brad Smith
Buddy Club	Nicole Tamura
Car Club	Angel Guiterrez
Cheer	Melyssa Wandling
Color Guard	LaNae Monroe
Concert Band	Matt Larsen
Dance	Wendy White
DECA	Windy Hancock
Drama Club	Dawn Schoepflin
Elite Fleet	Theresa Buczek/McKenzie Caton/Jessica Fife
Executive Council	Tim Turner
Fellowship of Christian Athletes	Jacqueline Keezer
French Club	Kirah Monks
FFA	Danielle Jelinek/Josh Jelinek/Makenna Mihelitch
German Club	Ryan Simmelink
GSA	Meg Wietsma
International Club	Juan Carlos Olivares
Jazz Band	Matt Larsen
Key Club	Amy Fishburn/Marcie Rader
Knowledge Bowl	Brad Smith/Greg Fryhling
Marching Band	Matt Larsen
Math Club	Joseph Henderson
Mock Trial	Beth Hammond
Music – Instrumental	Matt Larsen
Music – Vocal	Greg Fryhling
Musical Director	Janice Waters
National Honor Society	Jenny Gatherer/Gloria Van Mason

Orchestra	Sarah Berglund
Pep Band	Matt Larsen
Ping Pong Club	Janet Schuster
Science Bowl	Krystal Bass
Spanish Club	Juan Carlos Olivares
TV & Broadcasting	Tait Meyer
Vocal Music Groups	Greg Fryhling
Yearbook	Toree Markussen

Dress and Behavior During Sporting Events:
Handheld signs or signs on T-shirts are not allowed. Students must be fully clothed. Verbal harassment, demeaning comments or lewd calls are not allowed. Students will be removed from the game and will not be able to attend future games for two weeks, a full season, or all year.

ASB Card:
Students who participate in activities, either athletics or extracurricular clubs, must purchase an ASB Card.

Dances:

1. All Richland High students may attend. They must show their I.D. or A.S.B. card before they are admitted.
2. Guests of Richland High students must have a guest contract from an administrator. Passes must be obtained before 1:30 p.m. the day before the dance. Guest passes will not be furnished at the dance. Middle school students will not be allowed at high school dances.
3. All dances are scheduled through the Activity Director.
4. Once students or guests have entered the dance, they may not leave and re-enter. Students will not be allowed to enter dances after 10:00 p.m.
5. Parents of the high school students are always welcome guests at all school sponsored dances.

Richland High's Semi-Formal Dances:

Homecoming	Oct 14, 2023
Junior/Senior Prom	May 4, 2024

Extra-Curricular/Outside School Activities Rule:
Students who attend or participate in Richland High School events after school hours are subject to the same rules that apply during regular school time.

Fee Schedule

Athletics:
$15.00 school athletic fee.
$40.00 district athletic fee.
Fees are per student for each athletic activity in which the student participates.

Columbian:
(Annual)
Periodic Sales as follows:
$45.00 if paid by September 29th, 2025.
After Oct 1st the cost is $60
Purchase at www.yearbookordercenter.com using school code 12064.

- Note: Senior Pictures are due Monday, November 3rd, 2025 by 3:00PM.
- Submit Senior Photos at: https://yearbookshare.com/eShare/home
- Please email toree.markussen@rsd.edu with any questions.

ASB Card:
$30.00 allows you:

- Free admission into sporting events except post-season and fundraising events
- Required for activities, band/choir/drama, and athletic participation

Music Uniforms:
Variable cleaning fee $15.00 – 35.00

Dances:
Usually $25 - $30.

Breakfast/Lunch:
Full price lunch - $3.25
Adult lunch - $3.75
Reduced lunch - $.40
Full price breakfast - $1.75
Adult breakfast - $2.50
Milk - $.50
*Students will need to present their student ID's to receive breakfast or lunch.
Selections of ala carte items are available at a variety of prices.

World Languages:
Students in some language classes may be required to purchase a workbook. See the teacher for details.

Fines and Fees:
If fees and fines are not paid, grades, transcript, or diploma may be withheld; extra-curricular eligibility may be withheld, and participation in graduation ceremonies will be prohibited. Fines and fees can now be paid online with debit/credit at https://wa-richland.intouchreceipting.com.

General Policies and Procedures

*The district is currently adopting new or updated policies and guidelines. Once these new policies and procedures are released, these will appear in an addendum sent out electronically. Some of the policies and procedures below are subject to change during the course of the school year.

Rights and Responsibilities:
These guidelines were developed through the cooperative efforts of students, staff, and parents to ensure the smooth operation of Richland High School. It is intended that these guidelines will help in understanding the rights and responsibilities associated with attending Richland High School.

Every student has the right to an opportunity to learn in an environment that is safe, free of drugs, clean, peaceful, and well organized. Students must also recognize that they have a responsibility to ensure that their actions do not deprive others of the same opportunity.

Students are directed to refrain from these acts on school grounds or at school sponsored activities as they may result in discipline such as after school detention, Independent Study, closed campus, suspension, or expulsion.

- Willful disobedience, insubordination, disruptive conduct, or verbal assault which interferes with the educational process.
- Assaulting or causing physical injury to another pupil or staff member.
- Possessing or using any weapon or dangerous instrument.
- Possessing, suspicion of, using or selling alcoholic beverages, drugs, narcotics, or tobacco of any kind.
- Extorting or intimidating another pupil or staff member.
- Committing or attempting to commit any criminal act.
- Making bomb threats or causing false fire alarms.
- Throwing snowballs on school property.
- Willfully defacing or littering a school building or grounds.
- Possessing or exploding fireworks on school property.
- Any form of racial or sexual harassment, bullying or unwanted attention.
- Verbal threats to harm any person

Alcohol and Drug Possession, Use, Sale, or Barter:
A student shall not possess, attempt to possess or use, manufacture, be under the influence of, except where authorized by medical prescription, or shall not offer for sale, purchase, barter, transfer to other persons in the school, on school premises or at school-sponsored events/activities or in district vehicles any controlled substance, drug, "look alike" drug, drug paraphernalia, inhalants, anabolic steroid, alcohol or other intoxicant of any kind on campus, at any school-sponsored event, or in a district vehicle.

<u>Disciplinary Action for Possession, Being under the Influence, Transfer, or Possession of Paraphernalia</u>

1. Long-term suspension of twenty (20) days, a copy of the letter of suspension shall be placed in the student's cumulative file, reported to law enforcement, suspension may be modified if a student participates in an assessment by a certified drug/alcohol agency. The district requires written confirmation of this assessment.
2. Long-term suspension of forty (40) days, a copy of the letter of suspension shall be permanently placed in the student's cumulative file, reported to appropriate law enforcement, and an alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
3. Recommendation of expulsion will be reported to appropriate law enforcement.

<u>Disciplinary Action for Sale/Barter</u>

1. Long-term suspension of forty (40) days, a copy of the letter of suspension will be placed in the students cumulative file, reported to law enforcement, suspension may be modified if a student participates in an assessment by a certified drug/alcohol agency. The district may require the release of the assessment information, and that the student follows the assessment recommendation(s). These will be at parents' expense.
2. Recommendation of expulsion, reported to appropriate law enforcement and appropriate law enforcement.

No record of a student participating in professional treatment services will become a part of the permanent record or transcript. Any and all related information will be treated as health related only and kept in confidentially maintained health files.

Disruptive and Unsafe Behavior:
Physical or verbal actions which distract students or teachers, or which otherwise interfere with the teaching/learning process are considered to be disruptive. Some examples of disruptive behavior are altercations, abusive language, communication devices left on, computer misuse, pulling the fire alarm, inappropriate language, etc. Unsafe behavior is any action that puts a student(s) and/or staff at risk.
Disciplinary Action:

1. Parent notification, Warning, Detention, IS, Short-term suspension
2. Parent notification, Detention, IS, Short-term suspension
3. Parent notification, Detention, IS, Short-term suspension, long term suspension

Identification Badges & Morning Entry:

- **Morning Entry & Gate Access:**
  - **Main Entrance** and **Thayer Drive Parking Lot Gate Entrance** between the 100 Building and the Auditorium will be open in the mornings from **7:30 - 7:55AM**
  - **Main Entrance** will be open from **6:30 AM - 3:30PM**.
  - **All exterior gates will be locked during the school day.**

- **Badge Requirements during instructional time:**
  IF a student would like to leave the classroom to go to the office, library, or restroom they must have their ID Badge on to do so.
  - **No badge = no hall pass.**
  - Please be sure to have your ID badge visible around your neck or with a clip.

- **Consequences:**
  - If you don't have your badge, you'll be sent to a **Perfect Pass Kiosk**, where you'll receive a **temporary badge (that must be worn)**.
    - Temporary ID consequences will mirror our tardy policy,
      - 4 or more Temporary ID's will result in consequences ranging from 4th conference with student/family, lunch detention, after school detention and/or ISS.

- Students needing a replacement ID can get them at the Bookkeepers Office before school, at lunch, and after school.
  - Replacement IDs are $5 each.
  - Replacement Lanyards are $1 each.
- Families can purchase a replacement ID and/or lanyards
  - In person at the Bookkeepers office.
  - Online by visiting https://wa-richland.intouchreceipmitcting.com OR by using the QR code below.

Gates and Exterior Doors:

- All gates and exterior doors to Richland High School's campus will remain closed at all times during the school day. Students arriving to school late or returning to school from lunch, CBC, or Tri-Tech will enter campus through the main entrance. **Students found opening or propping gates and/or doors open for other students will be subject to corrective action by administration.**

Parents and other school visitors needing to meet with administrators or counselors will need to check in through the main entrance with a valid state-issued ID.

Dress Code Policy:
It is the goal of the Richland School District to establish and maintain a quality-learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and may be subject to school discipline.

A good general policy regarding the dress code is: If there is any question about an item being inappropriate, do not wear it.

Dress Code disciplinary action:
1. Warning or Detention
2. Parent notification, Detention, IS, or Short-Term suspension

*Students will be asked to change clothes and may be sent home to change if they don't have appropriate clothing here.

Electronic Devices:
Personal electronic devices, including but not limited to cell phones, iPods, CD players, MP3 players, etc., pose a disruption to the educational process. Furthermore, these devices are targets of student theft and are seldom recovered. The school does not accept responsibility for loss or theft of any of these items while on campus or at school events. Although it is recommended that students leave these devices at home, if parents would like students to have them at school, students may bring them to school for use outside the classrooms. *Students using or displaying any electronic devices in classrooms (6:55 a.m. until 2:30 p.m.) without explicit permission from a teacher will have them confiscated and will be subject to discipline. Each teacher will have a designated area for students to store their phones during class time (i.e. kept in backpacks in a designated area, phone cady, or cabinet) and students are expected to comply with those expectations.*

Disciplinary action for Electronic Device Violations:
1. The device will be held in the main office. A warning referral will be written, and the student may pick up the device at the end of the school day.
2. The device will be held in the main office. Students must serve either lunch detention or after school detention in order to get the device back. Students must deliver notice that detention has been served to the main office to pick up electronic devices. An unreasonable amount of electronic device violations may be subject to alternative discipline sanctions.
3. Failure to surrender the item will result in discipline as described in the RSD Policies 3200, addressing "insubordination." Sanctions could include suspension.
4. The district's Bring Your Own Device Policy will be implemented in classrooms at the individual teacher's discretion. Students must have prior approval from teachers to use any device in a classroom for any reason whatsoever, including contacting parents. Likewise, if a friend or family member needs to contact a student, that person can do so by calling RHS's main line, 967-6535. In non-emergency situations, friends and family can contact students on their cell phones but should not expect a reply until lunchtime or after school, whichever comes first.

Fighting/Assault:
An infraction in this category includes threats of physical abuse, harassment, and altercations between students and/or behavior that result in an altercation. These incidents may carry over from year to year at the discretion of the administrator. Thus, a first violation may occur during the freshman year, and a second violation may occur during the sophomore year. Watching, cheering on, videoing, or attending a fight is also a violation of this policy.
Disciplinary Action:

1. Parent notification, possible police notification. Short-term suspension (1-10 days), and possible assessment or counseling
2. Parent notification, possible police notification, Short-term suspension (1-10 days), assessment, counseling, or Long-term suspension (11+ days)
3. Parent notification, possible police notification, Long-term suspension (11+ days), assessment or counseling

******Emergency expulsion may be applied at any time depending on the circumstances of the infraction.*

Flagged Internet Activity
Linewise is the platform the district uses to filter student internet activity on district Chromebooks, whether they are on school wi-fi or not. Administrators receive emails when student internet use triggers an alert. Websites, words, images, etc. that are commonly viewed as inappropriate will trigger this Linewise alert.
Disciplinary Action:

1. PDF of the student's internet activity will be emailed to the parent or guardian; restrictive filters could be placed on the student profile.
2. PDF of the student's internet activity will be emailed to the parent/guardian and administrative discretion (sanctions range from suspension to expulsion, depending on the severity of the infraction).

Forgery or Misrepresentation:
Impersonating a parent on the phone or signing for a parent, school employee or medical personnel, etc., are all considered forgery or misrepresentation.
Disciplinary Action:

1. Parent notification, Warning or Detention
2. Parent notification, Detention, IS, Short-term suspension
3. Parent notification, Detention, IS, Short-term suspension, or Long-term suspension

Hall Conduct:
The display of affection in the halls or on campus is not appropriate. Faculty and administration will warn the students, take the students' names and refer them to their counselor for counseling on proper behavior. Parents may be notified.

Harassment:
The Richland School District, in compliance with HB 1444, has adopted RSD Policy 3207, Prohibition of Harassment, Intimidation and Bullying. This policy clearly states that bullying or harassment of any kind will not be tolerated on any of our campuses.

"Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it created an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Further, Policy 3207:

- Encourages all staff and students to report any incident of bullying or harassment to an appropriate school official.
- Establishes an informal and formal process for filing complaints.
- Protects the reporting person from reprisal, retaliation or false accusation against a victim or witness.

Copies of the policy are available from any administrator at Richland High School.
Any student subject to harassment should immediately report the problem to a school official (teacher, counselor, or administrator).

Disciplinary Action:

1. Parent notification, Warning, Detention, IS, Short-term suspension, Long-term suspension, anti-harassment contract, and/or no contact order

*Harassment sensitivity training may be assigned to students at any level of violation. The circumstances of the infraction may warrant stronger actions; for example, expulsion.

Sexual Harassment:
Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:
A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:
Pressuring a person for sexual favors
Unwelcome touching of a sexual nature
Writing graffiti of a sexual nature
Distributing sexually explicit texts, e-mails, or pictures
Making sexual jokes, rumors, or suggestive remarks
Physical violence, including rape and sexual assault

How do I report sexual harassment?
You can report sexual harassment to any school staff member or to the district's Title IX Officer.

Title IX Coordinator for Personnel:	**Ken Gosney, Assistant Superintendent of Human Capital & Operations: Ken.Gosney@rsd.edu**
Title IX Coordinator for Students:	**Tory Christensen, Executive Director of Secondary Education: Tory.Christensen@rsd.edu**

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office. This policy and procedure is available on the Richland School District's website at http://www.rsd.edu/board/policies-regulations.html.

Insubordination:
Refusal to comply with the requests of school personnel including, but not limited to, altercations, abusive language, communication devices left on, computer misuse, pulling the fire alarm, not checking out, and no show for detention.
Disciplinary Action:

1. Parent notification, Warning, Detention, IS, or Short-term suspension
2. Parent notification, Detention, IS, or Short-term suspension (1-10 days)
3. Parent notification, Short-term suspension (1-10 days)
4. Parent notification, Long-term suspension (11+ days)

Search and Seizure:
School officials may search students without a warrant if the search is based on reasonable suspicion that it will discover evidence of violation of either school rules or the Law (R.S.D. Policy 3231; R.S.D. Rules and Regulations 3231). If the principal or designee believes that sufficient evidence and/or circumstances exist that would cause a reasonable person to believe that the student has or is violating a school rule, the student and/or his property may be searched. If a student refuses to be searched, it will be considered insubordination, and the student could be suspended.

Social Media:
Posting pictures or videos of students or staff without their permission is not allowed at RHS. Making disparaging comments about students or staff, which includes referring to students or staff without mentioning them by name(s), is also not allowed. Making threats to students or staff on social media is also a violation of the general expectations for the student body. This includes recording video, audio, or both from any type of online learning; for example, Zoom meetings.

Tardies:
Students are expected to comply with RHS tardy policy.
Disciplinary Action: 4 or more tardies to a will result in consequences ranging from parent/student conference, lunch detention, after school detention, and/or ISS.

Theft:
Theft is the taking or possession of public property or property belonging to other people without the owner's permission.
Disciplinary Action:

1. Parent notification, possible police notification, short-term suspension (1-10 days)
2. Parent notification, possible police notification, short-term suspension (1-10 days)
3. Parent notification, possible police notification, short-term suspension (1-10 days)
4. Parent notification, possible police notification, long-term suspension (11+ days)

Threat:
A threat is defined as any verbal or physical action toward another student or staff member that makes them feel endangered or uncomfortable.
Disciplinary Action:
Depending on the circumstances of the infraction sanctions may range from a warning to an expulsion on the first or any violation.

Tobacco Possession and Use:
Pursuant to House Bill 1746: Students, regardless of age, will not be allowed to use, possess, buy, or sell tobacco products on the RHS campus or in the vicinity of RHS. This includes all nicotine products, look-alikes, and electronic devices such as vape pens. This also includes any RHS related activity. Remember that RHS is a closed campus except at lunchtime.
Disciplinary Action*:

1. Parent notification, police notification, two-hour detention, all contraband will be confiscated
2. Parent notification, police notification, IS, all contraband will be confiscated
3. Parent notification, police notification, two days of IS, all contraband will be confiscated
4. Administrative Action

*In cases of exceptional misconduct, RHS reserves the right to modify any of the above steps.

Vandalism/Arson:
Vandalism is the intentional destruction or defacement of public property or property belonging to other people.
Disciplinary Action:
Depending on the circumstances of the infraction sanctions may range from a warning to an immediate expulsion on any violation. Police will be notified.

Possession of a Firearm or Dangerous Weapon:
A student may be guilty of this section (SB Policy 3200) if the student has a firearm or other weapon on school premises, at a school sponsored event, on school-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities. Also defined in SB Policy 10,020. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Use or possession of dangerous weapons, including firearms, air guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law.

Detention:
Detention is in rm 1050.

- One-hour detentions are Mon. – Thur. from 2:35 – 3:35 and Fri. from 1:35 – 2:35.
    - Students have five school days, beginning the day the detention is assigned, to complete their time. Failure to complete detentions will result in an escalation of the consequences. Students are expected to do schoolwork or read while in detention. Electronic devices are not allowed during detentions, unless pre-approved by Security for educational purposes.
- Students may be assigned to Independent Study during the school day.

Independent Study

1. Be prepared.
2. Be on time
3. Be respectful.
4. Be there periods 1-6.

Additional Independent Study Expectations:

1. A reasonable amount of the work provided to you by teachers must be completed and turned into Mr. Finch at the end of the day or you will be assigned IS on the following school day.
2. Not following the rules or sleeping in IS are grounds for sending you home and rescheduling you for the next school day.
3. If your work is completed, you are required to spend the rest of your time in IS reading.
4. You must successfully complete your time in IS prior to attending any of your regular classes; for example, if you are absent on a day you are assigned IS, the day you return you will be in IS.

Bus Transportation:

Riding a school bus is a privilege, not a right. Richland School Board policy and procedure 6605 and 6605 RR Student Conduct on Buses addresses student conduct on buses. The Director of Transportation and/or principals are responsible for correcting students whose abusive behavior results in a bus incident report or violates the bus rules. Any misconduct by a student, which in the opinion of the bus driver or Director of Transportation, is detrimental to the safe operation of the bus will be sufficient cause for the Director of Transportation and/or principal to suspend the transportation privilege.

The transportation department reserves the right to bypass procedure steps on either minor or major incidents and apply consequences (including loss of riding privileges) based on the severity of continual student misconduct.

MINOR BEHAVIORS

- Arms, head or body out of the window
- Not keeping hands/feet to self
- Swinging/hitting objects at other students
- Eating/drinking (excludes water)
- Littering
- Not seated correctly in seat (facing backward, legs or body hanging out in the aisle, sitting on knees, or laying down in the seat)
- Moving or standing while the bus is in motion
- Loud (yelling, screaming, playing loud music)
- Disruptive
- Disrespectful to driver or students
- Throwing items
- Profanity or obscene gestures
- Spraying perfume/cologne/fart spray
- Other actions which may be deemed as a minor offense

BUS DISCIPLINE PROCEDURE

Transportation written referrals for **Minor Behaviors** will be reviewed and signed by the Director of Transportation. Incidents are cumulative, a series of written referrals with or without continual behavior issues, may result in more serious consequences with increasing loss of riding privileges.

1st Written Referral

- Elementary - Parent Phone Call
- Secondary - Parent Phone Call

2nd Written Referral/Loss of Riding Privileges

- Elementary - 1-3 day(s)
- Secondary - 3-5 day(s)

3rd Written Referral/Loss of Riding Privileges

- Elementary - 3-10 day(s)
- Secondary - 5-20 day(s)

4th Written Referral/Loss of Riding Privileges

- Riding privileges may be lost through the remainder of the school year.

MAJOR BEHAVIORS

- Harassment, intimidation, bullying, assault, fighting, theft of school or personal property
- Possession/distribution of tobacco, alcohol, drugs, vapes, etc.
- Tampering with any bus equipment including cameras or emergency doors/windows
- Use of or possession of weapons, explosives, dangerous objects or fire hazard items
- Refusal to comply with crossing procedures and/or crossing behind the bus or after the bus has left the stop
- Damage to bus inside or out (parents will be responsible for repair costs)
- Refusal to comply with driver directions related to safety situations
- Departing the bus at unassigned stop without a "signed note" from parent approved by office
- Inappropriate activities on the bus of a sexual or intimate nature
- Inappropriate use of Electronics (unwanted pictures/videos) of driver or students or distribution of inappropriate content
- Any action that creates an unsafe, hostile, or disruptive environment on the bus or off the bus for themselves or others

BUS DISCIPLINE PROCEDURE

Transportation written referrals for **Major Behaviors** will be reviewed and signed by the Director of Transportation. Incidents are cumulative, a series of written referrals with or without continual behavior issues, may result in more serious consequences with increasing loss of riding privileges.

1st Written Referral/Loss of Riding Privileges

- Elementary - 1-3 day(s)
- Secondary - 3-5 day(s)

2nd Written Referral/Loss of Riding Privileges

- Elementary - 3-10 day(s)
- Secondary - 5-20 day(s)

3rd Written Referral/Loss of Riding Privileges

- Elementary - 10-20 day(s)
- Secondary - 20-40 day(s)

4th Written Referral/Loss of Riding Privileges

- Riding privileges may be lost through the remainder of the school year.

Bus Discipline Appeal Process

All student discipline can be appealed by contacting the Director of Transportation by calling (509) 967-6150. A meeting will be set up to discuss the conduct and consequences.

AIDS/HIV Instruction:
Washington State Law requires all students to receive an hour of instruction in AIDS-HIV. We will have this mandated instruction every year. Parents may review the video material at any time. Contact the school district nurse to view the district approved video.

Assemblies and Assembly Conduct:
Generally, there are two types of assemblies at RHS. One type is a pep assembly, which is designed to raise spirit and enthusiasm for the activities at RHS. The other type is the enrichment or educational assembly. Different manners and expectations exist for these different types of assemblies. Remember to use behavior appropriate for the type of assembly that you are attending. Attention is to be given to the speaker or other persons making a presentation. This means sitting quietly and attentively. At the proper time, recognition is to be offered by applauding.
All assemblies held during school time are mandatory. If you must miss an assembly for religious reasons, you must check into the office. Students who do not attend will be considered truant.

Digital Citizenship: Internet Safety

Network Use Agreement
Any student using the Internet from a district-owned or personal device not limited to computer, laptop, smartphone, tablet, etc. in a district facility must abide by the Acceptable Use Policy (AUP) and the Network Code Conduct (NCC) as detailed in Policy 2314. Richland School District (RSD) utilizes an OPT-OUT policy (you are granted access by default) regarding Internet access.

Filtering Internet Content
As required by the Children's Internet Protection Act (CIPA), RSD utilizes filtering software in an effort to prevent students from accessing content that is (1) obscene, (2) depicts pornography, and/or (3) is deemed harmful or inappropriate for minors. RSD will also monitor online activities through direct observation and/or other technological means to ensure students are not accessing content deemed inappropriate for minors or using internet access for malicious intent.
Internet sites blocked by the filter may be made available, as needed, for the purposes of bona fide research or other educational projects being conducted by students as part of classroom curriculums, but only at the request and approval of a teacher or administrator.

Supervision
RSD staff will make a reasonable effort to supervise student internet access and use. If content is accessed that violates standards of the AUP and/or NCC then district staff may instruct the student(s) to cease using that material and/or contact an administrator for help in implementing the appropriate sanctions.
If inappropriate content is accessed, whether accidentally or intentionally, staff members or administrators will contact the Information Technology Department for further review and to have the website added to the RSD filter "Blocked List".

Instruction
All RSD students will be educated via online resources, district curriculums, and/or direct in-school instruction about appropriate online behavior including but not limited to:

- Responsible personal conduct within online social media communities (Facebook, twitter, chat rooms, etc.) is no different than responsible personal conduct face-to-face.
- Cyberbullying awareness and response.
- Associated students are personally identifiable (name, address, birthdate, SSN, credit card numbers, etc.), private, and/or confidential information about themselves or others should never be disclosed on the internet, by minors, without the permission of a parent/guardian. Students should also never arrange a face-to-face meeting with someone you "meet" on the internet without parent/guardian permission.
- There may be long-lasting implications to publishing, whether via pictures and/or words, personal information online resulting in negative consequences.

Disciplinary action: See supplemental.

Telephone Usage/Messages:
We recognize that emergency situations arise. There are phones available for student use in front of the attendance office. Also, if an emergency situation presents itself, office staff are available to deliver messages to students from parents.

Freedom of Speech:
Students shall enjoy the privilege of freedom of expression providing such expression does not disrupt the educational process, infringe upon the rights of others, invade the privacy of individuals, contain libelous or slanderous material; or be construed as lewd or obscene. The administration shall monitor student verbal and written expression; students who violate the above standards may be subject to corrective action or punishment. (SBP 3220)

Immunizations:
All students are required by law to have an up-to-date immunization record on file in the school office. This immunization record must be on file the first day the student attends school. Students who are not in compliance will be sent home until records are updated.

Library:
When you need information for an assignment or want a good book to read, you can find it in the library. You can easily locate what you need from over 10,000 books, over 60 different magazines, and an enormous variety of online resources. The library has over 70 computers available for student use: word processing, researching, book searches, emailing projects to teachers and fellow students are just some of the possibilities. The Library staff will be happy to assist you. The library online portal is accessible by going to our RHS homepage: richland.rsd.edu.

All students are expected to sign in with a student ID when entering the library and use their ID cards for book checkout. Library hours are 7 am – 3 pm every day.

Lockers:
School lockers are loaned to students by the school and are, therefore, the property of the Richland School District. The school retains joint control over student lockers, and to protect the safety and welfare of all students, the lockers are considered public areas, not private. Students who damage their assigned lockers will be fined. School officials may search students' lockers without a warrant. If the principal or designee believes that sufficient evidence and/or circumstances exist that would cause a reasonable person to believe that the student has or is violating a school rule, the student and/or his property may be searched.

Richland High School is not responsible for losses from lockers. It is up to the students to keep their locker combinations private. *Do not keep valuables in lockers.*

Lost Items/Theft:
If a student loses something, he/she should check the lost and found in the cafeteria. If a student finds something, he/she should turn it into the office immediately or put it in the large wooden box for lost clothing and large items located in the cafeteria.

Valuables should not be brought to school or left in student lockers. If it is necessary to bring such articles to school, they should be left in the Main Office for safekeeping. Students need to secure all personal items using provided lockers in P.E. areas or hallways. DO NOT give combinations to others. DO NOT leave lockers unlocked in the gym or hallways. Richland High School is not responsible for stolen items. If a student is missing an item, he/she should report it to security in the main office.

Open Periods:
All students are required to enroll in 6 classes. Open hours are only allowed for off-campus instructional purposes (i.e. WBL). If a student loses the privilege to attend a class for any reason, their schedule will be rearranged so that the open period is 1st or 6th.

Parking (Student):
Parking at Richland High School is a privilege afforded to those students who have earned a driver's license. In order to maintain order in the parking lots, the following designations have been made:

- Parking passes will be issued by student request to all Juniors and Seniors. Sophomores may request a parking pass after the school year has started if they turn 16 prior to January 31st.
- Parking is permitted only in designated spaces and areas with a parking permit displayed. Students may park in "General" and "Student" Parking areas only. Overflow parking is located at the Columbia Playfields parking lot on Swift Boulevard below the George Prout Aquatic Complex. Remember, this is a public area, and students are subject to City of Richland ordinances regarding use of this parking lot.
- Cars parked across two spaces or parked in undesignated areas or restricted areas such as Richland School District or disabled spots, will be classified as illegally parked.
- No parking is permitted on any access road, or in any yellow zone. The Mac Hall parking lot on Long Avenue is designated for Richland High School staff only. Other "Staff" parking in other RHS lots may also be designated. Students parking in these areas will be in violation of parking regulations. Also, students may not park in areas designated for visitors.
- Students who park and/or drive in a manner that is deemed unsafe may not be allowed to park and/or drive on Richland School District property.
- Drivers who violate these regulations will be subject to fines as well as other consequences and may have their vehicle towed at the owner's expense. Students with questions about parking need to speak with security.

Handicap Parking and Access:
Richland High School provides handicapped parking in every parking lot. Each building has wheelchair access to lower levels. For special needs, call the main office at 967-6535.

P.E. Non-Suit Policy:
At six unexcused "No Suits" (not dressing down for physical education) a student may be dropped from physical education. Non-suits will result in:

1. Teacher warning
2. Parent notification by the teacher
3. Office referral

Signs, Posters, and Printed Handouts:
The administration must approve all signs, posters, etc. The individual or organization that sponsored the signs is responsible for their removal. Signs are not to be attached to any painted surface. Please use the bulletin boards provided. Any student wishing to hand out printed materials must have the approval of an administrator.

Skateboards/Bikes:
Students who bring skateboards to school need to bring their own lock and secure their skateboards/bikes in the skateboard/bike racks located in the 3000 building on the north end. RHS is not responsible for loss/theft of skateboards while on school property. Once on school property, students are not allowed to ride bikes/skateboards.

Visitors:
We encourage *parents* to visit our school. Visitors must check in at the main office to let us know they are here. Students from other schools, however, do not enhance the learning of their R.H.S. friends and cannot be brought to school *under any circumstances.*

NONDISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT

Please visit https://www.rsd.edu/district/notifications for more information on RSD Nondiscrimination, harassment, and sexual harassment policies.