

# South Bend Jr/Sr High Student Handbook

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## Daily Bell Schedule

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

Lunch dismissal: 11:58 for seniors,  
12:00 grades 9-11, 12:02 grades 7 and 8

### **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](http://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 1<sup>st</sup> Semester. Any grades coming in after that date (for example, Running Start Winter Quarter) will not be considered.

## Credit Requirements for the Class of 2026 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](http://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 <sup>rd</sup> credit of math*
Science	3	At least two lab science courses A 3 <sup>rd</sup> 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 3<sup>rd</sup> credit of science and the 3<sup>rd</sup> 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 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
English	English	English	English
Algebra I or Geometry	Geometry or Algebra II	Alg. II, Pre-Calculus, or 3 <sup>rd</sup> year Math	Math <i>(recommended but not required)</i>
Computer Applications	World History	U.S. History	CWP
Integrated Science I	Integrated Science II	3 <sup>rd</sup> 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**

### **DISCRIMINATION**

The 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, gender 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. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Section 504 Coordinator, Jon Tienhaara, 360-875-6041, [jtienhaa@southbendschools.org](mailto:jtienhaa@southbendschools.org)

Title IX Officer, Robyn Rose, 360-875-6041, [rose@southbendschools.org](mailto:rose@southbendschools.org)

Compliance Coordinator, Barb Cenci, 360-875-6041, [bcenci@southbendschools.org](mailto:bcenci@southbendschools.org)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<https://www.southbend.wednet.edu/domain/222>

### **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 during a school-sponsored activity.

**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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

<https://www.southbend.wednet.edu/Page/692>

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

**STEPS TO FILE A COMPLAINT:** <https://www.southbend.wednet.edu/domain/226>

# 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.

### **Lunch Detention:**

A student will be required to spend a half hour in the high school office or otherwise designated area during lunch time. A student may be required to fulfill multiple days of lunch detention, depending on the nature of the consequence.

### **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.

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

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

4<sup>th</sup> 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	<b>Adherence to Classroom Rules/Defiance/Disrespect:</b> 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	<b>Adherence to District Rules:</b> 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	<b>Arson:</b> 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	<b>Assault (All others) or Threats:</b> 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	<b>Assault on Students (Grievous):</b> 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	<b>Assault Threats or Abuse of District Personnel:</b> 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	<b>Bomb Threat:</b> 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	<b>Burglary:</b> 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	<b>Cheating:</b> 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	<b>Dangerous Items/Weapons:</b> 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		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 #	
11	<b>Defiance of School Authority/Disrespect Toward Staff:</b> 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	<b>Display of Affection:</b> 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. <b>After two verbal/written warnings, students will receive a detention.</b>	1, 2	3+			
13	<b>Disruptive Conduct (Inappropriate behavior):</b> A student shall not exhibit conduct which materially and substantially interferes with the educational process. RCW 28A.635.030	1*	2*	3*	4*	
14	<b>Distribution of a Controlled/Illegal Substance:</b> 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	<b>Dress/Apparel:</b> 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	<b>Extortion/Blackmail/Coercion:</b> 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 ^	<b>False Alarm:</b> 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 ^	<b>Fighting:</b> 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	<b>Firearms/Dangerous Weapons and Explosives:</b> 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 one year. RCW 28A.600.420, RCW 9.41.280, RCW 9.41.250					^ X

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 #	
20	<b>Fireworks:</b> 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	<b>Gangs:</b> 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	<b>Harassment, Intimidation or Bullying:</b> 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	<b>Indecent Liberties:</b> 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	<b>Interference with or Intimidation of School Authorities:</b> 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	<b>Leaving school without properly checking out</b> through the office/checking out without parent permission and communication with the office.		1	2, 3		
26	<b>Lewd Conduct:</b> 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 (“pantnsng”)			1	2	
27	<b>Malicious Mischief/Vandalism:</b> 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	<b>Misrepresentation/Forgery/Alteration of Records:</b> 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	<b>Obscenity, Profanity and Vulgarity:</b> 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	<b>Participating in an Incident:</b> 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	<b>Personal Protection Spray Device:</b> 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	<b>Possession of a Controlled Substance/Alcohol/Marijuana:</b> 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	<b>Possession of Stolen Property:</b> A student shall not knowingly receive, retain, possess, conceal, or dispose of stolen property.			1	2	^ X
34	<b>Restricted Areas:</b> 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	<b>Robbery:</b> A student shall not take another's property by force or threat of force. RCW 9A.56.190, RCW 9A.56.210				*	*
36	<b>Sexual Harassment—Students/Adults:</b> 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		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 #	
37	<b>Technology Misuse:</b> 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	<b>Telecommunications/Video/Camera Equipment:</b> 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	<b>Theft:</b> 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	<b>Tobacco Products:</b> 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	<b>Trespassing/Loitering:</b> 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	<b>Truancy/Attendance/”Skipping”/Leaving Class Without Permission:</b> 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		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 #	
43	<p><b>Unauthorized leaving of the school campus</b> 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 <b>NOT</b> permitted to leave without the permission of the Principal or designee.</p> <p>Students are <b>NOT</b> permitted to leave the school campus during or between class periods, <b>or in the morning</b> 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.</p> <p>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.</p>	1	2	3+		
44	<p><b>Unauthorized use of motor vehicles/Riding with other students without permission</b> 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 (<b>no trips to the store, etc.</b>). If there is a circumstance where a student needs to drive elsewhere, there must be a note that day giving specific details.</p> <p>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.</p>		1	2	3	
45	<p><b>Unsafe behavior/horseplay</b> <i>* Severity depends on the nature of the incident and decision of administration</i></p>		1*	*	*	

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 #	
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 Junior High 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.

## **South Bend High School Athletic Code 2025–2026 Edition**

Applies to all students participating in WIAA-sanctioned athletics and activities  
Adopted in accordance with the WIAA Handbook and Washington State Law

### **Section I – Purpose and Authority**

Participation in interscholastic athletics is a **privilege**, not a right. This code outlines the academic, behavioral, and eligibility expectations for students who represent South Bend High School. In addition to complying with district and WIAA standards, student-athletes must adhere to this code at all times, on or off campus, year-round.

This code reflects the requirements of:

- Washington Interscholastic Activities Association (WIAA) Handbook
- RCW 28A.600 (Student Rights)
- RCW 28A.642 (Nondiscrimination in Public Schools)
- RCW 28A.225 (Compulsory Attendance)
- Title IX and FERPA protections

### **Section II – Eligibility Requirements**

All athletic registration and eligibility requirements must be completed through **FinalForms**, the district’s secure online registration platform. Participation is not permitted until **FinalForms is fully complete and approved by school staff**.

**To be eligible for participation, student-athletes must complete the following in FinalForms:**

1. **Student and Parent/Guardian Registration:** Both must log in and complete all required forms and electronic signatures.
2. **Current Sports Physical:**
  - A valid sports physical (dated within the last 13 months) must be **uploaded to FinalForms**.
  - Physicals are reviewed and approved by athletic office staff.
  - Expired or missing physicals will automatically render the student ineligible.
3. **Proof of Insurance:**
  - Families must provide proof of current medical insurance coverage by uploading it to FinalForms.
4. **Concussion and Sudden Cardiac Arrest Compliance:**
  - Required WIAA and South Bend School District informational forms must be signed electronically in FinalForms by both the student and parent/guardian.
5. **Emergency Medical Information:**
  - Complete and up-to-date emergency contacts and medical treatment authorizations must be entered in FinalForms.
6. **ASB Membership:**
  - Students must purchase and maintain a current ASB card each school year.
7. **Attendance Requirement:**
  - Students must attend all scheduled class periods on the day of a contest unless excused with:
    - A physician’s note, or
    - Principal/designee approval.
8. **Travel Requirement:**
  - Students must ride district-provided transportation to and from events.
  - A student may be released **only to a parent or legal guardian** in person at the event site, using the established district sign-out process.
  - Release to other adults (e.g., siblings, relatives, friends) is **not permitted without prior written approval by parent/legal guardian**.

The athletic office and coaches will verify eligibility status directly in FinalForms before each season and prior to contests. Students who do not meet eligibility standards will not be allowed to practice or compete until all requirements are fully resolved.

### **Section III – Academic Standards**

Academic achievement is a core value of South Bend High School athletics.

#### **Eligibility is determined as follows:**

- **Quarter Grades:** Any failing grade (F or Incomplete) renders a student ineligible for competition until the **next mid-term progress report**.
- **Mid-term Grades:** If failing a course, the student becomes ineligible for **5 calendar days** (including weekends). If the student brings the grade to passing during that window, eligibility is restored. If the student is still failing then the Athletic Director/designee will check the grades each Monday morning until the end of quarter grades are posted or the athlete is passing the failing class(es).
- **Grade Checks:** Conducted quarterly and at midterms.

#### **During ineligibility:**

- Students may practice and attend team functions.
- Students may not suit up or compete in contests.

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### **Section IV – Citizenship and Conduct**

Student-athletes are representatives of South Bend High School and are expected to uphold high standards of character, including respect for teammates, opponents, officials, coaches, and community members.

#### **Prohibited Conduct:**

- Academic dishonesty or falsification of records
- Harassment, bullying, hazing, or discrimination (see RCW 28A.600.485)
- Criminal behavior (charges or arrests may trigger suspension pending investigation)
- Unsportsmanlike conduct on or off the field
- Misuse of social media to demean others, promote illegal behavior, or harass

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### **Section V – Chemical Health Policy**

This policy is enforced **year-round** and **off-campus violations apply**.

#### **Alcohol, Marijuana, and Drugs**

Prohibited: use, possession, distribution, or knowingly remaining in a setting where such substances are used illegally.

#### **1st Offense**

- Suspension from contests for 40 athletic days
- Attendance at all practices/team functions required
- **Optional Reductions:**
  - -5 days for honest cooperation during investigation
  - -15 days if student completes and complies with a formal chemical health assessment plan
- Maximum reduction: 20 days

#### **2nd Offense (Grades 7–12)**

- Dismissal from current team

- 45-day suspension from contests
- Loss of awards for that season
- Suspension carries over if fewer than 45 days remain in season

### **Tobacco and Nicotine Products (including e-cigarettes & nicotine vaporizers)**

#### **1st Offense**

- 15-day suspension from contests
- -5 days with cooperation
- Practice attendance required

#### **2nd Offense**

- 45-day contest suspension
- May be reduced to 20 days with participation in tobacco education program
- Loss of season awards

### **Section VI – Gender Identity and ADA Compliance**

In accordance with **WIAA Gender Diversity Policy (Appendix 6)** and federal civil rights laws:

- Student-athletes may participate in athletics in a manner consistent with their gender identity.
- Requests for accommodation (e.g., locker rooms, uniforms) will be handled in a respectful, confidential manner.
- No student shall be excluded from participation on the basis of disability, race, sex, sexual orientation, or religion.

### **Section VII – Due Process and Grievance Procedure**

All students are entitled to **due process** before any long-term athletic suspension or dismissal.

#### **Progressive Review Path:**

1. **Coach Conference** (Step 1) – Student and parent may request clarification or reconsideration.
2. **Principal Review** (Step 2) – Submit a written appeal within 3 school days.
3. **Activity Review Board Hearing** (Step 3) – Written request within 3 school days of Step 2 decision.
4. **Superintendent Appeal** (Step 4) – Written request within 3 school days of Step 3 decision.
5. **Final Appeal to School Board** (Step 5) – Decision made at next regular meeting; must be requested within 3 school days of Step 4.

*Failure to meet any deadline waives the right to appeal.*

### **Section VIII – Activity Review Board**

Purpose:

- Ensure fairness and consistency in extracurricular discipline
- Evaluate extenuating circumstances
- Make non-binding recommendations to the administration

Composition:

- Principal (chair)
- Athletic Director
- One coach from each season
- One non-coaching faculty member

### **Section IX – Coach and Program Expectations**

All coaches must:

- Maintain WIAA certification (including concussion, cardiac arrest, and sport-specific training)
- File team rules with the Athletic Director before the first practice
- Enforce all district and WIAA standards equitably
- Report violations of the Athletic Code to administration within 24 hours

## **Section X – Implementation and Amendments**

This policy shall be reviewed annually. Updates must be approved by the principal and superintendent and aligned with the most current WIAA Handbook and state law.

*All students and parents/guardians must sign the Athletic Code Acknowledgment Form electronically in FinalForms prior to participation.*