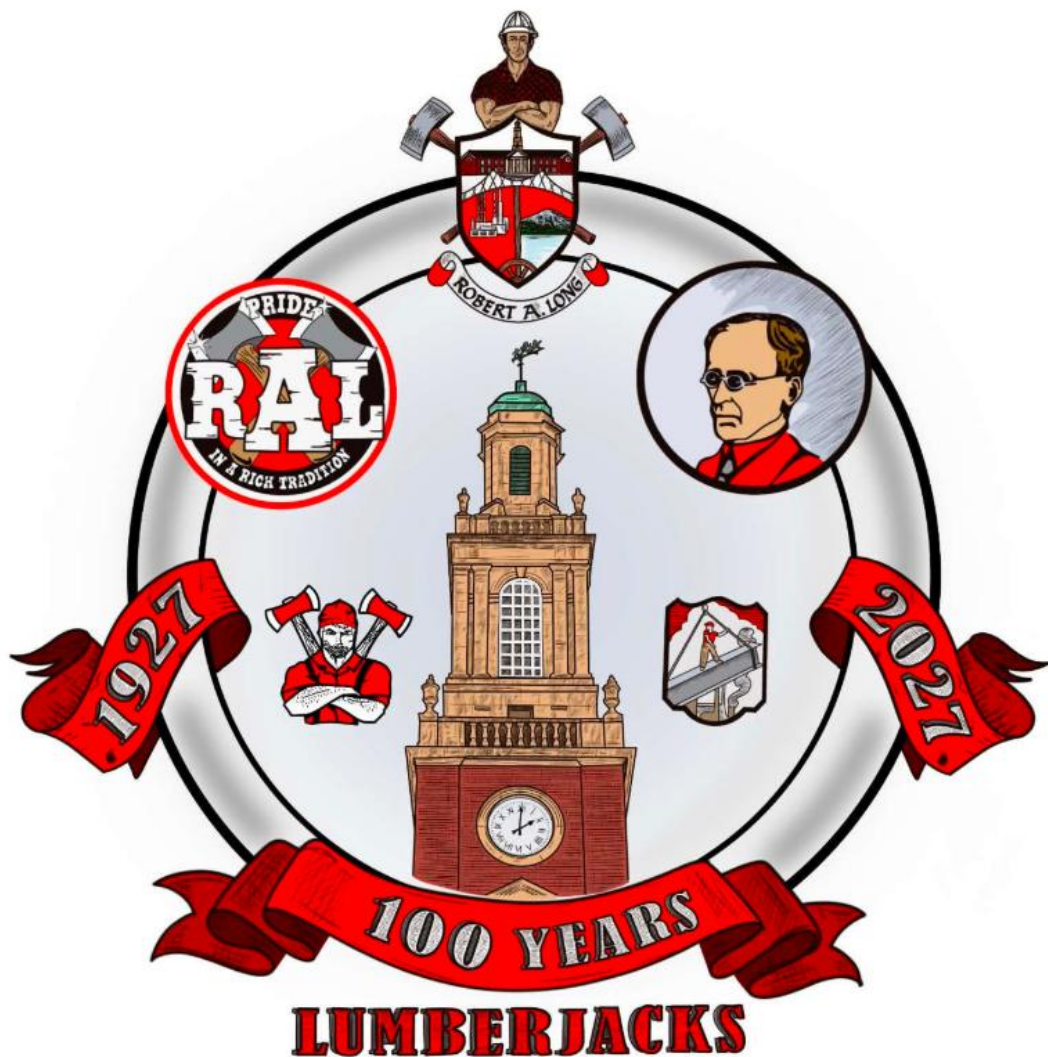


R. A. Long High School

Student Handbook

2026/27



RESPECT-ACHIEVE-LEAD

Every Student. Every Day. Learning Together.

The mission of Longview Public Schools is to create a community that empowers each student to belong, believe, and achieve through inspired teaching and a shared commitment to excellence.

Vision of the Student Experience:

I BELONG, I BELIEVE, I ACHIEVE

I BELONG: *I am welcomed, I am respected for my voice, story and dreams. I am connected to my community.*

I BELIEVE: *I am inspired to hope and dream. I know excellence is within my reach. I believe in myself. I know Longview staff believe in me.*

I ACHIEVE: *I know what success looks like. I am challenged and rise to high expectations. I am empowered to learn, grow, and thrive.*

Profile of a Graduate:

I am a self-aware and self-managing learner. I am a critical thinker and problem solver. I am ready for my future. I am an effective communicator and collaborator.

NOTICE OF NONDISCRIMINATION

The Longview School District is an Equal Opportunity district in education programs, activities, services, and employment. Longview School District does not discriminate 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. We provide equal access to the Boy Scouts of America and other designated youth groups. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal. In addition, the following district employees, located at 2715 Lilac Street, Longview, have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator and Civil Rights Compliance Coordinator

Karen Joy, Director of Human Resources
(360) 575-7004
kjoy@longviewschools.org

Section 504/Student ADA Coordinator

Elizabeth West, Director of Special Services
(360) 575-7008
ewest@longviewschools.org

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RA LONG STAFF LIST

ADMINISTRATION

Rich Reeves, Principal/AVID District Director
Lacey Griffiths, Assistant Principal/Special Education/AVID
DeWayne McCabe, Assistant Principal/Athletic Director

Hannah Foden, Principal's Secretary 575-7225
Adriana Magallon, Attendance/Assistant Principal's Secretary 575-7115
Traci Ellis, Athletics/Activities' Secretary 575-7227
Jaimie Barchus, ASB Secretary..... 575-7128

GUIDANCE & COUNSELING

Guidance Office 575-7226
 Sarah Solinger, Guidance Secretary
 Tami Retterath, Registrar

COUNSELORS

Tricia Duus, A-G 575-7226
Oscar Herrera, H-N.....575-7226
Jessica Hooper, O-Z..... 575-7226

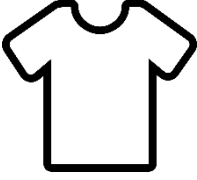
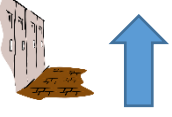
2026/2027 STAFF LIST

<i>Alison Askeland</i>	<i>Choir</i>
<i>Jonathan Baker</i>	<i>Social Studies</i>
<i>Julie Basham</i>	<i>Special Education</i>
<i>Shane Berridge</i>	<i>CTE</i>
<i>Andrea Bergquist</i>	<i>Culinary Arts</i>
<i>Erik Bertram</i>	<i>Science</i>
<i>Eric Boswell</i>	<i>Physical Education</i>
<i>Hanna Burleson</i>	<i>Biomedical (PLTW)</i>
<i>Alison Campbell</i>	<i>Math</i>
<i>Kari Cochran</i>	<i>Special Education</i>
<i>Aristotle Decker</i>	<i>Health</i>
<i>Mary DeGraaf</i>	<i>ASL</i>
<i>Josh Donaldson</i>	<i>Science</i>
<i>Eric Elliott</i>	<i>Math</i>
<i>Kacie Endicott</i>	<i>English</i>
<i>Kristanna Eveland</i>	<i>English</i>
<i>Paul Field</i>	<i>Social Studies</i>
<i>Denise Fisher</i>	<i>Special Education</i>
<i>Erin Flinn</i>	<i>Social Studies/AVID</i>
<i>Taylor Freeman</i>	<i>Theater</i>
<i>Gali Gonzalez</i>	<i>Science/ Robotics</i>
<i>Ashley Gower</i>	<i>Math</i>
<i>David Hedge</i>	<i>English</i>
<i>Mike Hooper</i>	<i>CTE</i>
<i>Paul Jeffries</i>	<i>Math/ Admin Intern</i>

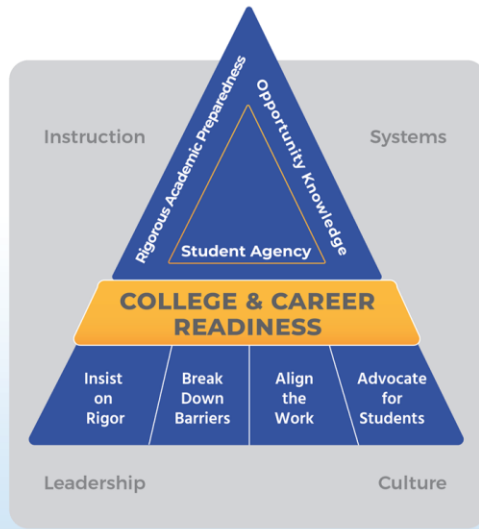
<i>Jodi Kruse</i>	<i>Librarian/Library Science/ Yearbook</i>
<i>Maria Lavell</i>	<i>Chinese</i>
<i>Robin Lewis</i>	<i>English</i>
<i>Lauren Lovitte</i>	<i>Science/AVID</i>
<i>Inga Mansker-Stoke</i>	<i>Art</i>
<i>Alex Martinez</i>	<i>Spanish</i>
<i>DeWayne McCabe</i>	<i>Assistant Principal/AD</i>
<i>Amy Montano</i>	<i>CTE</i>
<i>Nathan Nielsen</i>	<i>Math</i>
<i>Janelle Ormond</i>	<i>Math</i>
<i>J.D. Ott</i>	<i>Social Studies</i>
<i>Kathyleen Pulido</i>	<i>Special Education</i>
<i>Christina Reeves</i>	<i>Social Studies/AVID</i>
<i>Daniel Reed</i>	<i>Band</i>
<i>Saskia Rivera</i>	<i>Special Education</i>
<i>Lanette Shepherd</i>	<i>Orchestra</i>
<i>Tracy Snider</i>	<i>English</i>
<i>Kavindra St. Clair</i>	<i>English</i>
<i>Brittany Thomas</i>	<i>Physical Education</i>
<i>Diondra Volk</i>	<i>Special Education</i>
<i>Taylor Wallace</i>	<i>English</i>
<i>Kristi Young</i>	<i>Science</i>



RA LONG HIGH SCHOOL- #JACK CODE

	<i>RESPECT-ACHIEVE-LEAD:</i> RESPECT others, yourself, and your school. Strive to ACHIEVE in kindness, academics, work ethic, etc. Show LEADERSHIP in your actions every day!
	<i>CELL PHONES:</i> With one to one devices, students' cell phones should be <u>off and away in backpacks or provided storage</u> in the classroom setting. Phones that are taken will be picked up after school on first offense with progressive steps after that. In addition, phones will be turned into the teacher in exchange for a bathroom pass. <i>IF TARDY, PHONE WILL BE TURNED IN FOR THE DAY. META GLASSES ARE PROHIBITED ON CAMPUS!</i>
	<i>DRESS CODE:</i> Read and reread the dress code.... <i>IT IS NOT UP FOR NEGOTIATION.</i> If you choose to not be in dress code you will be asked to change and/or offered a loaner. <u>Skirts and shorts are to be no shorter than two inches above the knee (includes rips in jeans).</u> <u>No low cut shirts, no straps less than two inches. Torsos must be covered. REPEAT VIOLATIONS WILL RECEIVE DISCIPLINE. (see handbook for entire dress code)</u>
	<i>10-10/TARDIES:</i> First 10 minutes and last 10 minutes of class, no one in the hallways unless designated alternate passing times.
	<i>1:1 DEVICES:</i> Bring Chromebook everyday charged and follow contract!
	<i>HALLWAYS:</i> Must have a pass at <u>all times</u> if in the hallways during class time. <u>Follow arrows during all passing times.</u> There will only be two students allowed in the bathroom at a time. <i>PHONES WILL BE TURNED INTO THE TEACHER IN EXCHANGE FOR A BATHROOM PASS.</i>
	<i>HATS:</i> RA Long is a <i>NO HAT</i> school. They cannot be visible in a classroom. If they are taken by an adult, you can pick it up on Fridays only. If it is taken Friday, you get it back the following Friday. Hats are not allowed in the hallways at any time including before and after school.
	<i>SIGN IN/OUT:</i> If you are leaving campus or coming to campus after school starts, YOU MUST SIGN IN TO THE FRONT OFFICE. If you are sick, report to the nurse. <i>**PARENTS MUST SHOW PHOTO ID**</i>
	<i>SHUTTLE:</i> The shuttle is for <i>students that have class at MM ONLY!!!</i> (Not for lunch, public transit, etc.) If there is not a <i>shuttle sticker</i> on your ID, you will be unable to leave class and ride shuttle.
	<i>EAR BUDS/HEADPHONES:</i> In the hallways, you may only have <u>ONE ear bud</u> in at any given time. In the classrooms, ear buds are prohibited unless plugged into the Chromebook during teacher-directed work time. <i>Bluetooth speakers are prohibited.</i>
	<i>ACADEMIC LANGUAGE:</i> During school hours, academic language will be practiced and reinforced. While on campus, derogatory language is not acceptable. This includes: swearing, slurs, etc.

AVID College & Career Readiness Framework



RA LONG HOTLINKS

“

Respect - Achieve - Lead

Scan the code to be connected to
everything R.A. Long!

Go Jacks and Jills!



Scan me 

GENERAL INFORMATION

Athletics

Online registration for athletics can be found under the **Athletics** page of the RA Long website. Students are held to the Athletic Code of Conduct from the first day of August practice through the last day of the school year. Any athlete of any season falls under these guidelines. Refer to *Regulation 2151P*

Attendance

If a student is absent, it is the expectation for parents or guardians to call the attendance office, 575-7113 and leave a detailed message. **The answering machine is turned on all hours and on weekends for parent/guardian use.** If no call is made, the parent/guardian should send the student to school the next day with a signed note detailing the reason for the absence. **All absences must be cleared within THREE school days from the date of occurrence. (See page 15 for more information). IF YOU HAVE AN APPOINTMENT, YOU MUST BRING A NOTE FROM THE DOCTOR IN ORDER TO HAVE IT CODED AS AN APPOINTMENT.**

Boundaries

Students living outside the R. A. Long attendance area must obtain a boundary permit before enrolling at R. A. Long. In-district permits are obtained from the school of residency. Boundary permits may be revoked if satisfactory attendance and progress is not maintained during each semester and/or if there are discipline problems.

Out-of- district permits (Choice forms) are obtained from the Longview School District Superintendent's Office, 575-7019.

Cafeteria

According to Federal guidelines for the 2026-2027 school year, all students will eat free on campus despite free and reduced lunch status. Food is not to be taken off campus.

Cell phones & electronic/digital devices

All electronic/digital devices (cell phones, IPODS, MP3's, head-mounted computers, gaming devices, etc.) are to be OFF AND AWAY IN BACKPACKS. If teachers require phones to be in locked boxes, students will comply. ***If students choose to bring them to school, it is at their own risk and the school district will not be responsible if they are lost or stolen. If electronics are confiscated, they will be kept until the end of the day. If chronic, parents/guardians may be asked to retrieve the item or turned into the office daily. NO BLUETOOTH SPEAKERS! NO PHOTOGRAPHY WITHOUT PERMISSION! META GLASSES ARE PROHIBITED ON CAMPUS!***

Class Fees

All fees subject to change

Fee	Class
\$10 (per semester)	Beginning Art, Beginning Ceramics, CIM, Manufacturing Foundations, Construction Trades, Dream/Design/Build, Digital Photo/Filmmaking & Design, Culinary Arts.
TBD	Band
\$10/\$20	PE Uniforms (\$10 shirt required, \$10 shorts optional)
\$20 (per semester)	Advanced Art and Advanced Ceramics

REFLECT: Looking at the class fees and which classes you will take this year, how will you pre-plan to get the money that you need to pay for the class fee?

Deliveries

We DO NOT accept floral, balloon or candy bouquets or desserts of any kind. We do not accept items to deliver from student to student. If a student has forgotten something they need for the school day (gym clothes, assignments, etc.) please bring them to the attendance office. A note will be sent to the student in class to come and pick up the item up between classes.

Enrolling

Students and parents new to the district or returning after a period of absence must complete the online registration forms at <https://www.longviewschools.com/family-resources/student-enrollment> and go to “Student Enrollment” under the “Family” tab. The school will contact you within two days of online registration. If your student has an IEP, additional paperwork needs to be completed in the Guidance Office of RA Long.

Family Access

Parents and guardians have access to a variety of on-line details about their child’s school records including attendance, food service account, and grades (middle and high school only). This is a password-protected service that parents can sign up for at [longviewschools.com](https://www.longviewschools.com) or **contact Sarah Solinger at ssolinger@longviewschools.org**

Field Trips

Students are required to have a signed parent permission slip to attend any school-sponsored field trips. **IF THE FORM IS NOT COMPLETE, STUDENTS WILL BE UNABLE TO ATTEND.**

Guidance Office & Career Center

A wide variety of services are available to students including scheduling concerns, academic concerns, personal concerns, etc. College and career materials are also available to help students plan for ~~beyond their high school years~~ in the Career Center.

Hallways

- ❖ Students are responsible for keeping hallways free of litter.
- ❖ Students are to follow the arrows during passing time. 
- ❖ Respect classes in session, no loud talking or shouting.
- ❖ **Students may not have more than one ear bud in their ear.**
- ❖ Students must have a pass to be in the hallways during class time.
- ❖ Bluetooth speakers or playing music aloud is prohibited.
- ❖ Hats may not be worn in the hallways at any time, including before and after school.
- ❖ Students are not to be in the halls during the first and last 10 minutes of class.
- ❖ Posters and banners must be attached on the tack strip under RAL Information sections and appropriate tape must be used. These must be cleared by an adult.

Homelessness/ Transportation

If your student is experiencing homelessness, please contact the school Keli Hancock to be connected with resources. (McKinney-Vento Act) See policy 3115

REFLECT: What is your personal goal this year regarding technology use? How will you balance? What is one habit you need to change?

I.D. Card: All students will be issued a school ID card and are expected to carry it with them at all times while on campus. These are used to check in at the tardy kiosk and for identification. Only students enrolled at R.A. Long High School, Mark Morris High School, or Discovery High School, and scheduled to attend a class at R.A. Long, may be on campus during the times they are enrolled in class. Students riding the shuttle between schools must have a valid **Shuttle Sticker** to leave class and board the shuttle during your designated class period.

Running Start students may only be on the R.A. Long campus during their scheduled classes and during the lunch period. They are not permitted to remain on campus before or after their classes unless participating in a school-sponsored activity.

Internet Use

Students are required to understand and follow the district's rules on appropriate use of the district's computers and network. *See policy 2022.* Violation of these rules can result in the loss of computer privileges. Refer to RAL 1:1 Policy

Immunizations (Information can be found Vaccinations)

According to the Washington State Law (RCW 28A.31.100-120) students enrolling for school at R. A. Long must have a complete immunization record at the time of registration. A completed Washington State Immunization form must be kept on file at the school. *See page 4 in District Section*

Library

The R.A. Long High School library has two locations: upstairs facing the lake and on the World Wide Web. The campus location is open from 7:30 a.m. – 3:00 p.m. each school day. The World Wide Web library is open 24/7 at <http://www.longview.k12.wa.us/ralong/lib/index2005.htm>. On that site are the library's catalog of our materials, online databases, senior project assistance and lists of websites for specific classes.

Life-Threatening Health Conditions

If your child has a serious medical condition, please contact the school office immediately to obtain forms for you to take to your health-care provider. Your health care provider will determine if your child has a life-threatening condition. Washington State Law requires that schools get information about medications or treatments for their students with life-threatening health conditions - if these conditions might require medical services to be performed at the school. Some of these conditions include: allergies to foods or bee stings, asthma, seizure disorders, etc.

Required information to be provided to the school includes:

- ❖ Doctor's orders for administration of medications and/or treatment of illness
- ❖ Written parent consent for services
- ❖ Required medication or supplies

Lockers

Lockers can be requested from **Mrs Magallon in the Attendance Office.**

- Lockers are the property of the school and assigned to students for approved uses only. Lockers are subject to periodic inspection to reclaim lost or stolen property or confiscate contraband.
- The school is not responsible for items lost or stolen from lockers. ***Keep your locker combination a secret!*** Turn the locker dial each time you close it to make sure it is locked.

Lost & Found

Check with the main office for all lost and found items. Unclaimed items will be donated at the end of the year.

Medication

If it is necessary to take medications at school, please inform the nurse's office staff. They will keep and administer medication to students with written doctor's orders and parent permission. Pick up the form in the Nurse's Office See policy 3416 This includes over-the-counter medications such as Tylenol and Advil.

Messages

Messages will only be accepted from parents/guardians or employers. Every effort will be made to deliver messages as soon as possible. However, students will not be called out of class unless you have an appointment or if there is an emergency. There may be circumstances when delivering a message is not possible.

Parent ID Required

Parents are required to show photo identification to remove students from school.

Parking

Students may park their vehicles on school property **in designated areas only.** Students are not allowed to park in the areas set aside for faculty or visitors. ***Illegally parked vehicles will be towed.*** The Longview Police will ticket vehicles parked in the yellow marked areas on the street. The district assumes no liability or duty arising out of the use of the parking lots by pedestrians or motorized vehicles. ***The west parking lot is reserved for staff and seniors that have paid for their assigned space.***

Publicity

If you prefer that your child not be photographed or recorded for information provided to the public or prefer that a piece of his or her school work not be published, send a note with your child's name and school name to Rick Parrish, 2715 Lilac Street, Longview.

Records

Federal law and District Policy 3600, outlines how parents can review their child's educational records and request amendment of those records. It also stipulates who has legitimate educational interest in records. Parents have the right to file a complaint with the Family Policy Compliance Office in the Department of Education in regards to the handling of educational records and student privacy. *See policy 3600 Page 19 in District Section*

Report Cards

Grade reports will be issued each Semester. Semester grades carry credit, are included on a student's permanent record, and are used to figure grade point averages. Updated grades can be seen on Skyward throughout the semester.

Safety /Security

The district and all buildings have emergency response procedures. Emergency procedures were designed collaboratively with school staff, emergency management officials, police, fire, and public health officials. The procedures, which are regularly reviewed and updated, are applicable to a wide variety of emergencies.

Teachers and students will practice several types of emergency drills on a regular basis during the school year. These drills will include:

- Fire
- Earthquake
- Intruder
- Shelter-in-place (lockdown)
- Evacuation
- ALICE
- Hold

Drills are important to build "automatic" responses and confidence. The practices also are a great opportunity for learning how to improve procedures.

If your child walks to school, please encourage him/her to follow the safe walking routes developed by our transportation department and available at the school. Also, please stress with your child pedestrian safety, crosswalk use, and following the directions of crossing patrol. Parents are asked to help their children understand that: if there is an earthquake

while children are on their way to school, they should “duck and cover” away from power lines, buildings, and trees.

If your student rides the bus, be sure he/she is aware of the bus rules provided by the transportation department. Bus riding students participate in emergency evacuation drills each year.

Keep your family emergency contact information current--Notify the school every time there is a change in address, phone numbers, or a change in who is authorized to pick up your child. In an emergency evacuation, students will be released only to individuals on the authorized pick-up list. **UPDATE INFO WITH TAMI IN THE GUIDANCE OFFICE**

We ask parents to observe the following procedures during an emergency:

- *Do not telephone the school. We must keep the lines open for emergency communications. We understand and respect your concern for your child, and will use the radio for announcements.*
- *Tune your radio to a local radio station for emergency announcements and updates.*
- *You can sign up in advance to receive emergency messages sent to your e-mail, cell phone, or pager. The service is free to you. However, you need to make sure that your contact addresses are up-to-date. To enroll in the service, visit the following website: <http://www.flashalert.net/signup.html>*
- *Wait to come to the school or evacuation location until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles.*

Our school is a weapons-and violence-free zone. *Details are outlined in the following district policies: Weapons/Contraband Policy 3241 Page 11 in District Section*

Student Transfers

A full program of classes at other accredited secondary schools will be honored by the Longview School District as the equivalent of a full program of classes in this district when evaluating credits for graduation. Official documentation, however, is required from the school so classes and grades can be evaluated appropriately.

Vaccines (also can be found in Immunizations)

Washington State Law requires that school-age children have up-to-date vaccines or have an exemption on file with our nurse's room. In addition, state law requires schools to inform parents of middle- and high school students of two vaccines that are not required for school attendance, but are available. One is a vaccine to protect young women from the human papillomavirus disease (HPV) that causes cervical cancer. Federal recommendations suggest that all girls 11-12 years old receive the HPV vaccine.

Another recommended vaccine is the meningococcal vaccination, a series of three does over a six-month period for youths 11-12 years old, those entering high school, or those entering college. This guards against the rare, but serious meningococcal disease.

More information about these two issues and other health topics is available at the Washington State Department of Health at www.doh.wa.gov or (800) 525-0127.

Valuables

Students should not bring items of value to school. Students bringing items of value to school risk having them be lost or stolen. RA Long is not responsible for stolen items.

Visitors

Students are NOT allowed to bring guests or visitors to school at any time.

Withdrawing/Dropping School

Parent/Guardian permission is required before a student can be withdrawn. Contact the attendance office to begin the process. Be sure that all books are returned and previous fines/fees are paid to ensure prompt forwarding of records. *Students must be enrolled in school until age 18.*

Withdrawing/Dropping Classes

After a week, students will need to complete a request to drop a class and turn it into Mr. Reeves. It may result in a W or F on the transcript.



REFLECT:

Who do you request a locker from, if needed? _____

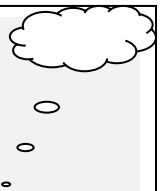
How many ear buds are you able to wear in the hallways? _____

How many ear buds are you able to wear in the classrooms? **ZERO!**

What do you need to have to get on the shuttle? _____

What does your parent or guardian need to do to check you out of school? _____

REFLECT: Make sure that your information at school is correct. Who at RA Long does your parent/guardian need to call to update your information?



TALK TO PARENTS ABOUT:

- 1. Talk through the safety procedures with your parent/guardian;**
- 2. Let them know who to talk to if they need to update their information.**
- 3. Help them sign up for Remind**

REFLECT: Can you drop a class? If yes, how?

PARENT/GUARDIAN/STAFF PACT:

A right is something that belongs to you and cannot be taken away by anyone. Staff and students and parent/caregivers have similar rights.

All have the right to be treated with respect and fairness at school

The staff will try to respond to all parents and caregivers with sensitivity and follow processes which support the intent of the Human Rights Act and have regard for the Privacy Act when discussing with parents matters relating to the school, children and their families. Parents and caregivers are expected to pay the same courtesy to staff.

All have a right to be heard

Parents and caregivers are encouraged to talk freely about their ideas and feelings during scheduled parent teacher meetings, and through school consultation processes. Appointments should be made at appropriate times but parents may not interrupt class teaching time and should respect the need for teachers to prepare for meetings, and the desirability of any matter to be discussed in private. No teacher will conduct a discussion with parents who are abusive or threatening in their behavior. In such cases they will be asked to leave and support may be called. (PLEASE ALLOW 24 HOURS FOR STAFF TO RESPOND, AS THEY MAY NOT BE IN THE BUILDING OR HAVE OTHER OBLIGATIONS.)

Everyone has a right to tell their side of the story

Parents are encouraged to discuss concerns and or problem behavior and consequences with the staff member concerned in the first instance. This may also need input from senior staff and other support agencies. While every child has individual rights these do not outweigh the rights of all children to a positive learning environment.

Parents and caregivers have a right to expect school to be a safe place

The school will provide safe classrooms, equipment and rules to ensure pupil safety at school.

REFLECT: Above is the Parent/Staff Pact, highlight which of the items apply to students, as well.

*****GO OVER THE PACT WITH PARENT/GUARDIAN!*****

STUDENT EXPECTATIONS FOR BEHAVIOR

ACADEMIC HONESTY POLICY

Academic coursework and assessments are administered to measure student learning and growth. Submitted coursework must reflect the student's true learning. It is imperative that the staff at R. A. Long High School require academic honesty. Academic honesty is defined as follows:

Each student does his or her own academic work. A student does not use, accept, or receive aid on class tests or assignments unless specifically authorized by the teacher. A student does not plagiarize information by putting forth someone else's work or ideas as the student's own work; a student gives credit to the source through accepted documentation. This includes the use of AI to present as student work.

PROHIBITED DISHONEST BEHAVIORS

- ❖ Obtaining or accepting a copy of a test or answer key
- ❖ Providing a copy of a test or answer key to another
- ❖ Copying another student's answers during an examination with or without his or her knowledge
- ❖ Using notes or other materials not permitted during a "closed book" examination
- ❖ Providing another student answers to or copies of examination questions
- ❖ Representing as one's own work the product of someone else's creativity
- ❖ Copying material almost word for word from a written source and turning it in as your own work
- ❖ Duplicating another student's project for submission as one's own work
- ❖ Having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home examination for which credit is given
- ❖ Permitting another student to copy the student's homework, paper, project, computer program, laboratory report, or take-home examination, other than for a teacher-approved collaborative effort
- ❖ Plagiarism: downloading another student paper from an online source or quoting from a paper as if the student generated the words
- ❖ Using prohibited electronic devices (palm pilot, cell phone, graphic calculator, laptops)
- ❖ Getting coaching or help on a project or paper to the extent that the work is no longer that of the student
- ❖ Forgery
- ❖ Using AI to complete work for you
- ❖ Misstating how many pages you've read on a reading log
- ❖ Purchasing or selling the work of another
- ❖ Altering graded tests to try to get additional credit
- ❖ Using false excuses to obtain an extension on a due date
- ❖ Any other action intended to obtain credit for work not one's own

CONSEQUENCES

The following consequences will result due to violating the academic honesty policy, regardless of the student's intention to cheat or not. (Teacher discretion)

First Offense in a Course

1. The student earns a grade of zero on the assignment or test.
2. The teacher notifies the parent/guardian of the incident and the consequences.
3. The teacher notifies the appropriate administrator through a written referral, which will become part of the student's cumulative record.
4. The teacher keeps documentation of the incident for future reference.

Second Offense in a Course

1. The student earns a grade of zero on the assignment or test.
2. The teacher will send a written referral to the appropriate administrator who will reiterate the academic honesty policy and will notify the parent by letter of the incident and the consequences.
3. The teacher keeps documentation of the incident for future reference.

Third Offense in a Course

1. The student receives a grade of Failing (F) for the semester in that course.
2. The student is referred directly to the appropriate administration.
3. The administrator notifies the parent/guardian regarding the incident and the consequences and completes documentation by letter.
4. The teacher keeps documentation of the incident for future reference.

ARTIFICIAL INTELLIGENCE

Academic coursework and assessments are administered to measure student learning and growth. Submitting work that is not yours, including that generated by AI, is considered academic dishonestly.

Staff will use the rubric below and will let students know expectations on levels of use on assignments. If it is not explicitly stated, students are to seek clarification and/or assume that NO AI is allowed.

Below is the rubric that will be used at the discretion of the teachers.



WHAT LEVEL OF AI CAN I USE FOR THIS ASSIGNMENT? HUMAN-CENTERED AI AT RA LONG



		LEVEL	DESCRIPTION	GUIDELINES	GUIDELINES	GUIDELINES
	LEVEL 1	NO AI ASSISTANCE	Assessments and assignments must be completed without AI assistance to ensure the student's individual knowledge and skills are demonstrated.	No AI Skills are used at any point	Students rely solely on their knowledge and skills	
	LEVEL 2	AI ASSISTED BRAINSTORMING	AI can be used for initial brainstorming and idea generation but not for creating the content of the submission.	AI tools can help generate ideas	Final content must be created by the student without direct AI input	AI assistance must be cited
	LEVEL 3	AI SUPPORTED DRAFTING	AI may assist in drafting and structuring early versions of the work.	AI can help with drafting initial versions	The final version must be significantly revised by the student	Clear distinction between AI input and student's contributions
	LEVEL 4	AI COLLABORATIVE CREATION	AI tools can be used in creating parts of the content, with the student actively refining and integrating AI contributions.	AI content can be included	Students must critically evaluate and edit AI contributions	AI usage must be transparent and cited
	LEVEL 5	AI AS CO-CREATOR	AI tools are used extensively, with student guiding the creative process and ensuring the work meets academic standards	Extensive use of AI in content creation	Students provides a rationale for AI use and ensures original thought	Work adheres to academic integrity with proper citations

ASKING THE RIGHT QUESTIONS:

An RA Long Student Guide to Responsible AI Use in High School



Why Are You In High School??

You're at RA Long to grow intellectually, develop your critical thinking, and engage with broader perspectives. High School isn't just about getting the right answers. It is a process: It's about learning how to learn, learning from your mistakes, asking better questions, wrestling with complexity, and contributing meaningfully to the world.

While AI tools can be helpful, relying on them too heavily can hinder your personal growth. When AI writes your arguments, solves your problems, or reflects for you, it undermines the very skills you're here to build.

Most importantly: Each faculty member sets their own expectations for AI use in their course. Some may permit it in limited ways; others may prohibit it entirely. Always ask if you're unsure.

WHY ARE YOU USING AI?

Before using AI for anything, pause to consider the purpose of the task and the impact on your own learning.

- **Am I using AI to enhance my learning, or to replace it?**
- **Does this use of AI reflect my own voice, ideas, and values?**
- **Am I considering AI use on this assignment as an opportunity to grow, or using it to avoid the challenge presented?**

ASK YOUR INSTRUCTOR. NOT AI

Don't assume any AI use is acceptable. If AI use isn't clearly addressed by the professor or course syllabus, have a conversation with your instructor. Consider asking the following questions:

- **What kinds of AI use are allowed in this course, and for which assignments?**
Clarify expectations and note that some assignments may have different guidelines.
- **Can I use AI for brainstorming, outlining, or revising my writing or other work?**
Writing is thinking. Work with faculty to understand when and how AI can support (but not replace) your voice.
- **Am I allowed to use AI tools to help me study or prepare for quizzes and exams?**
Don't risk crossing the line. What counts as academic dishonesty can vary by course.
- **How should I disclose or cite my use of AI, if it's permitted?**
Different disciplines have different standards. As a baseline, always be honest and clear about how you've used AI in your work.
- **Are there specific parts of the assignment or course where I'm expected to work without AI?**
Learning requires struggle sometimes. Ask where AI could get in the way of your growth.

Adapted from Gonzaga University

FINAL THOUGHT

At RA Long, learning is not just about acquiring knowledge, it's about becoming a person capable of reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation. Using AI responsibly doesn't just mean avoiding plagiarism, it means making choices that help you become the learner, leader, and human you're meant to be. When in doubt, ask. Faculty want to help you learn and grow.

CELL PHONES AND ELECTRONIC/DIGITAL DEVICES DISCIPLINE

All electronic/digital devices (cell phones, IPODS, MP3's, head-mounted computers, gaming devices etc.,) at all times in the classroom. *If students choose to bring them to school, it is at their own risk and the school district will not be responsible if they are lost or stolen. Students may not have more than one ear bud in during passing time. If ear buds are taken from a student, they will be returned on Friday.*

Students in possession of or using such devices during school are subject to building rules and regulations. Building rules include:

First Offense: Cell phone or electronic/digital device not in backpack (whether in use or not) may result in a teacher warning to put it away or result in confiscation by the teacher and sent to the office for the day.

Second Offense: Cell phone or electronic/digital device not in backpack (whether in use or not) teacher will confiscate and send device to the office for student to pick up after 6th period has ended.

Third Offense: Cell phone or electronic/digital device not in backpack (whether in use or not) teacher will confiscate and send device to the office and parents will be contacted to pick up the device from administration.

Fourth Offense: Cell phone or electronic/digital device not in backpack (whether in use or not) teacher will confiscate and send device to the office and parents will be contacted to pick up the device from administration. Student will either turn phone in before school or not be allowed to bring the device to school at any point in the future without administrative approval.

Failure to give the requested device to a teacher will be considered insubordination and the student will be disciplined. See policy 3241

STUDENTS SHOULD NOT PHOTOGRAPH ANYONE ON CAMPUS WITHOUT PERMISSION

META GLASSES ARE NOT PERMITTED ON CAMPUS AT ANY TIME

DRESS CODE- *applies to EVERY student taking a class at RA Long.*

The dress and appearance of students is the direct responsibility of the parents. School attire should reflect an academic focus and help maintain a safe and healthy school environment. Student appearance should be neat and clean and the body must be covered from the top of the shoulder to below two inches above the knee. If in the judgment of school officials dress or appearance is disruptive, the student will be required to change into appropriate clothing or will be sent home for insubordination. Team uniforms & spirit days must comply with administrative guidelines. The following rules apply to both genders:

- No under garments showing (including sports bras)
- No spaghetti straps, backless, strapless, halter-tops, crop tops, half-shirts, low-cut tops, one-shoulder, off-shoulder or see-through clothing
- **Skirts/shorts/dresses/rips must be no more than two inches above the knee**
- Any rips that show skin must be no more than two inches above the knee.
- No sagging or bagging—pants must be pulled up
- **No pajamas (tops or bottoms), slippers, costumes (except school sanctioned spirit days) blankets, or capes**
- No displays (messages or pictures) that are vulgar, obscene, profane, violent, drug/alcohol/tobacco related, affiliated with gangs, discriminatory or demeaning to any person due to race, religion, ethnic group, gender or sexual orientation (including the Confederate flag or swastikas)
- No hats, bandanas, hairnets, head wraps, pulled-up hoods or sunglasses (exceptions for approved medical or religious reasons) ***If a hat is taken from a student, it will be returned on Friday after school. Hats are not to be seen in any classroom or in the hallways at any time.***

Fighting

The rules about fighting are found in the District Policies section #3330 3b. ***Students that encourage, attend, text message fighting plans or video fighting will be given consequences.*** Fighting is extremely disruptive to the school environment and promotes aggressive behavior. If you see a fight (or hear plans of one) please report it. Fighting will result in a minimum of a 3 day suspension, regardless of who started the fight. Specific discipline will be determined by administration.

Financial Responsibility

Parents of students committing malicious damage to school property are liable for expenses of repair or replacement up to \$3,000.

Food and Beverage

Food and beverages need to be disposed of in garbage cans. Food from the cafeteria is not allowed off campus . *If you leave campus for lunch, please know that food will not be allowed in the classrooms.*

Harassment

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from all forms of discrimination and harassment including sexual harassment, hazing, and bullying.

See policy 3207 on page 15 in District Section

Knives/Blades

Students are not allowed to be in possession of knives or blades of any kind on school premises. This includes pocket knives, Leatherman's, switchblades, etc. Possession of these items may result in a minimum of a 3 – 5 day suspension at administrative discretion dependent on circumstances.

Littering

Every effort should be made to keep the hallways and school grounds free from litter. Trash cans are provided in the building and on the campus.

Loitering/Trespassing

For safety reasons, individuals not having a legitimate reason for being on campus will be asked to leave and may be issued a trespassing notice and referred to police. **Please do not have non-student friends meet you on campus.** Students not in their assigned classes or engaged in official school business will be considered truant.

Open Campus

Students may leave campus only during their lunch period. At other times the student must check in and out of the Attendance Office. Truancy from class time will be dealt with disciplinary action. Shuttle may not be used for lunch transportation. Lunch will not be eaten during class time and will be confiscated. Open Campus is a privilege and can be revoked if not used responsibly.

Public Displays of Affection on Campus (PDA's)

In a school or any working environment it is not appropriate to kiss or excessively embrace. Prolonged hugging, kissing and touching is prohibited and may result in disciplinary action. *See policy 3240*

Running Start Students: Students attending Running Start are welcome on campus during lunch and during any classes that they have on campus. **Unless they have an appointment outside of those times, they are not to be on campus.**

Sexual Harassment

We care about the dignity of all individuals and assume the responsibility for providing an environment that is free from all types of discrimination, including sexual harassment. Informal and formal complaint processes are available to anyone who believes they have experienced deliberate verbal, visual, or physical advances which are unwelcome by the person for whom they are intended. *See policy 3210 on page 21 in District Section*

Shuttle

The shuttle is for transportation to Mark Morris for ***CLASSES ONLY***. ***Students are prohibited to ride the shuttle for any other reason unless cleared with administration. Only students with SHUTTLE STICKERS on their IDs will be allowed to leave class at the shuttle bell and board the bus. It shall not be used for lunch transportation. IF A STUDENT MISSES THE SHUTTLE, THEY SHOULD REPORT TO THE OFFICE IMMEDIATELY.***

Skateboards/Roller Blades/Heelies/Bikes/Scooters

Riding skateboards, rollerblades, bikes, scooters, and heelies use on campus is prohibited at all times. Skateboards brought to campus are required to be stored away in the student's locker or in the main office for the day. Students who use these items on campus during the school day may have them confiscated and taken to the office for release at the end of the day. Repeated violations will result in disciplinary action. Bikes may be used as transportation, but must be walked on campus and stowed and locked at bike racks.

Sleeping

Students may not sleep at school and will be asked to leave class if sleeping.

Smoking/Vaping/Chewing

R. A. Long does not allow tobacco on campus. Students using or in possession of tobacco products are subject to disciplinary action even if 18 years of age or older. Smoking of any kind on campus ***will result*** in an out of school suspension (this includes e-cigarettes, vapor pens, etc.) Repeat offenders will receive progressive discipline.

Substance Abuse/Alcohol

The use or possession of alcohol or drugs at school, on school grounds, or during a school-sponsored activity is prohibited. Any student that displays abnormal behavior that may be the result of using alcohol or drugs is subject to removal from school or activity and disciplinary and/or legal action. Possession of drug paraphernalia is subject to the same disciplinary action as usage. *See policy 3241 Page 11 in District Section* ***FOR FIRST OFFENSE, SUSPENSION FOR DRUG/ALCOHOL OFFENSES WILL BE REDUCED FROM 10 DAYS TO 5 DAYS WITH A DRUG AND ALCOHOL ASSESSMENT AND FOLLOWED TREATMENT PLAN.***

Toys

Toys are not to be in classrooms. FIDGETS/NEEDOHS larger than your hand are considered toys, not tools. If they are taken, they will be returned on Friday.

GRADUATION & CREDITS

Departments	Credits Needed
English	4.0 Credits
Math	3.0 Credits
Science	3.0 Credits
Social Studies*	3.0 Credits
Physical Education**	1.5 Credits**
Health	0.5 Credit
Career & Technical Education	1.0 Credit***
Fine Arts	2.0 Credits***
World Language	2.0 Credits***
Electives	4.0 Credits
Total	24.0 Credits

*Additional requirements:

- Completion of High School and Beyond Plan;
- Passing one of the graduation pathways (speak with counselor);
- 24 hours of Community Service
- 12 Service to School Points (See Below)

*Washington State History is a required course; if it was not completed in middle school, it must be taken in high school.

*1 credit of PE requirement can be met by successful completion of two WIAA sport seasons.

*Flexible requirements: 1 art credit, world language credit, career concentration credit, and electives may be substituted according to a student's High School and Beyond Plan.

EARNING SERVICE



To Graduate
YOU must EARN
24 Community
Service Hours

Any act of service or
generosity that leads
to the improvement
of your community.

Service with an organization such as
Altrusa Parks & Rec
Elks Chamber of Commerce
Kiwanis Your local church
Lions Habitat for Humanity
Rotary Humane Society & MORE



According to the National Center for
Educational Success, student who are
involved are 72% more likely to
experience academic success

To Graduate **YOU must EARN**
12 Service to School Points

1 Point

No Unexcused
Absences

Discipline Free

ASB Officer

Club Membership

ASVAB / ACT / SAT

AVID

Extreme Theater

Library
Surveys/Reviews

Open House

Arena Conferences

SBA Full Attendance

One Season Pep Band

**2 hrs of Volunteering
for school events
must be pre-approved
by admin**

3 Points

Kindling Crew
Mentors

One Sports Season

One Theatre
Production

Service to School

Any activity or event
a student engages in
that leads to their
improved high school
experience, or that
helps make the school
experience better
for others.

To submit
hours/points,
students must
complete the
Service Hours
Form with
signatures, and
then turn in to
the Career
Center.

LONGVIEW PUBLIC SCHOOLS
ASPIRE TO ACHIEVE SERVICE FORM

Name _____ Graduation Year _____
Teacher's Date _____ Advisor _____

CHECK ONE:
☐ COMMUNITY SERVICE
☐ SERVICE TO SCHOOL (2 hours = 1 service to school point)

DATES OF SERVICE: _____ TOTAL HOURS: _____

Organization: _____
Description of service: _____
How did it help others? _____

Supervisor Signature _____
Student Signature _____

Credit/Class Information

Required Minimum Credit - One credit represents a passing grade in a class that meets a minimum 180 clock hours in a given year. Classes meeting other than 180 clock hours will grant proportional credits. With this formula, a student earns one credit for a full year class or .5 of a credit for a semester class.

Year-Long Commitment - Students enrolling in year-long courses are making a commitment to remain in the course for the entire year. Students will not be allowed to drop a year long course at semester break without parent/teacher/counselor acknowledgment and principal permission.

Grading Guidelines –

- Students withdrawing from class after the second week of the semester classes will receive either an F or an NC grade based on the following:
 - F** – Unsatisfactory effort, unsatisfactory attendance, student does not work in class, student decides the course is too much work, although has the ability to pass.
 - NC** – Satisfactory effort, satisfactory attendance, error in original placement, or student does not have the ability to pass.
- Zeroes will be given for remaining work and calculated into the grade at the time of withdrawal.
- In extremely unusual and/or emergency situations (i.e. –student is physically, mentally, or emotionally unable to complete the course because of hospitalization, death in the family, etc.) The NC still remains a choice of the teacher, even during the final four weeks.

Waiver of Required Courses - Students have the right to appeal required courses to a building administrator if they desire to have them considered for a waiver. “...individual students may be excused from participating in physical education otherwise required under this section on account of physical disability, employment or religious belief, or because participation in directed athletics or military science and tactics or for other good cause.”

RCW 28A/05.040 Criteria for the waiver must be met before a waiver is granted.

Class Standing - Students will be promoted regardless of credits earned until their senior year. A student will retain junior standing until a minimum of 16 credits are earned. It is advisable to have a minimum of 4 credits at the beginning of the sophomore year, and a minimum of 10 credits at the beginning of the junior year to be in good credit standing for graduation.

REFLECT:

How many credits do you currently have?_____ How many should you have?_____

How will you go about earning all of your credits this year?

What tests will you take this year? _____

Who do you need to talk to in order to get signed up for the tests?

TESTING

In conjunction with the Longview School District, R. A. Long provides a comprehensive testing program. Tests available to R. A. Long students include the following:

TEST	GRADE
SBA – English/Language Arts	10 th grade
SBA – Math	10 th grade
Science Test	11 th grade
College in the High School	Any CiHS Class (9th-12th)
WIDA	9 th -12 th
AVANT	9 th -12 th that speak another language
ASVAB	9 th -12 th planning to go into the military or needing a graduation pathway

SAT I / SAT II

The SAT I / SAT II (“college boards”) are usually taken in the spring of the junior year or early in the senior year. The SAT I is administered six times a year and may be repeated. Registration for these tests is mailed in well before the actual test date, along with the test fee. Most students currently register on-line. The SAT II portion of this program includes test in specific subject areas and is required by a few select colleges and universities. A single fee allows students to take three achievement tests on a particular test date.

ACT – American college Testing Program The ACT is similar to the SAT as far as numerous test dates nationwide, but different in structure. Some colleges recommend the ACT which is administered locally twice a year.

PSAT/NMSQT – Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test

PSAT/NMSQT must be taken in October *the junior year* to qualify for National Merit Scholarships. Other programs using this test include the Weyerhaeuser four-year scholarship, ROTC, academies, and other specialized scholarships. Sophomores may take this test for experience in test taking.

The PSAT scores are reported in three categories; verbal, mathematics and written language. Scores are reported in the range of 20 (low) to 80 (high). The PSAT scores are not usually used by colleges as admissions criteria. Merit scholars are selected with these test scores. Other selected scholarships may require these scores.

College in the High School

Certain university courses require an end of course assessment. See class syllabus for more information.

WIDA-WIDA ACCESS assessment is an online annual assessment given to all students who qualify for English language development (ELD) services. The annual assessment measures students' English language proficiency, both knowledge and skills, in reading, listening, writing, and speaking. Results from this test determine which students remain eligible to continue receiving ELD services.

Smarter Balance – Test given to all 10th and 11th grade students, as well as those that have not previously passed. This test is a graduation requirement pathway and will be in the areas of Reading, Writing, and Math for 10th grade, and Science for 11th grade

AVANT- Language Proficiency Test- if you know another language than English, speak with your counselor about this test. You can earn credits!

ASVAB- Armed Services Vocational Aptitude Battery

RA Long 1:1 Devices

- Devices are School District Property and are to be used for school only
- No home devices
- All contract agreements must be upheld
- Students may NOT put stickers on their Chromebook and will be **fin*ed \$1.00 for each sticker***
- Students may not write on their Chromebooks or the barcodes
- **Chargers: Replacement cost- \$53 (subject to change), students are strongly encouraged NOT to loan their charger to anyone.**
- Strongly suggested that a case is purchased for the Chromebook to protect the device
- Screen repair cost: \$45 – 80 (subject to change)
- **Keyboard repair cost: \$80 (subject to change)**
- 1 Day Loaners are available but must leave cell phone as collateral. **The Library does not loan out chargers for short-term use.**
- If Chromebook is stolen:
 - Report to Mrs. Kruse within 24 hours AND
 - Report to Law Enforcement
- If something is wrong with the CB, take it to Mrs Kruse in the library right away
- ***Use of Chromebook Contract:***
 - Students will not attempt to get around the filters that are required by State and Federal Laws, **this includes attempting to bypass Hapara monitoring**
 - Students must keep their password and profile safe and secure
 - Students are responsible for any content of message viewed by using their profile
 - Student profiles are monitored by the District, building administrators, and teachers. (Two of these monitoring systems are Hapara and Gaggle)



STUDENT ATTENDANCE

Parent/Guardian Responsibilities

If a student is absent, it is the expectation for parents or guardians to call the attendance office, **575-7115** and leave a detailed message. **The answering machine is turned on all hours and on weekends for parent/guardian use.** If no call is made, the parent/guardian should send the student to school the next day with a signed note detailing the reason for the absence. **All absences must be cleared within three school days from the date of occurrence.**

In order to be coded as an appointment, one must have a note from the provider.

Student Responsibilities

1. Remind your parents to call the school before 8:30 am the day of an absence or to write a note to take to the attendance office the day you return.
2. If a student will be absent three or more days, a pre-planned absent form will need to be filled out. These are available in the main office.
3. Students should report to the attendance office before first period to take care of absences.
 - a. Students whose parents called and excused the absence the day before do not need to go to the attendance office.
 - b. Students with unexcused absences will be given an unexcused admit slip back to class.
4. Forged notes or phone calls will be considered unexcused absences and will receive disciplinary action.
5. Disciplinary consequences may include the following: Friday School, short-term suspension and long-term suspension with possible loss of credit.
6. **Teachers are not required to provide make-up work for unexcused absences.**
7. **Students will have one day for each excused absence to complete make-up work.**
8. **STUDENTS ARE NOT ABLE TO CALL IN THEIR OWN ABSENCE (even at 18 years of age.)**

Tardiness

Chronic tardiness may result in a referral to an administrator. When tardy to first period, students should check in through the attendance office.

Check Out Procedures

Students leaving campus for any reason other than illness **must check out thru the attendance office.**

Parents/guardians who are picking students up from school, must have photo ID to remove a student from school or class.

Students who are ill need to go to the nurse's office. *Parent permission must be given verbally or in writing prior to checking out.*

Leaving campus any time except during lunch without signing out will be considered truancy and will be cause for disciplinary action.

Provider note required in order for an absence to be coded "Appointment"

BECCA LAW

IT'S THE LAW

RCW 28A.225.010 COMPULSORY SCHOOL ATTENDANCE

Parents of a child older than 8 years and younger than 18 years of age in the State of Washington shall cause such a child to attend school and such child shall have the responsibility to and therefore shall attend for the full school session.

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

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

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

Longview School District regulations and R. A. Long High School policy require a child's parent/guardian to either call the school or send a note explaining the reason for a child's absence. Absences must be excused before a student returns to the missed class or the absence will remain unexcused. The Attendance Office determines when an absence is excused or not excused when a student is on campus but not in their assigned class.

Action	Required BECCA Intervention
Student's first unexcused absence	The school will attempt to contact the parent concerning the unexcused absence by phone.
Student's fourth unexcused absence	The school will schedule a conference with the parent, student & school staff to resolve the issue of unexcused absences and any consequences involved with additional unexcused absences. Attendance Agreement will be completed.
Student's seventh or more unexcused absences in one month or 10 in a year	The school will complete the BECCA Petition, including documentation of any interventions used by the school to reduce or eliminate further unexcused absences. The petition will be forwarded to the District Attendance Coordinator to review and provide referrals as needed. After the petition is filed, Engagement (Truancy) Board will be conducted.
Student continues to have unexcused absences	Referral will be made to Educational Service District 112 Attendance and Reengagement Program. If unexcused absences continue, ESD will ask for court intervention.
The student attends school, but accumulates more unexcused absences.	If court intervention is requested, further unexcused absences can result in contempt action being taken which can result in court ordered sanctions which may include work crew or community service.

State Law requires any student with an IEP or 504 that accumulates two or more unexcused absences must meet to determine if the absences are a manifestation of their disability. This meeting will include their case manager, parent, and student. This may be conducted over the phone.

Two Frequently Asked Questions

1. **What constitutes a BECCA unexcused absence?** – One-half of a student's education program day (3 or more class periods = 1 day) will be considered as a BECCA unexcused absence.
2. **I'm very concerned about my child's unexcused absences. What can I do to help intervene?** As a concerned parent, insist that your child attends school. Keep in contact with the school to report reasons for your child's attendance (refusal, etc), attend scheduled conferences and follow the attendance agreement developed for your child. If you feel your child is "out of control", not only with attendance but with behavior, and you would like to enlist the help of the courts, feel free to contact the Cowlitz County Juvenile Court Services. (360) 577-3100. In addition, please sign up for Skyward Parent Access.
See policy 3122 Page 4 in District Section



Attendance Matters



1 TO 2 DAYS DOESN'T SEEM LIKE MUCH

IF YOU MISS:	THAT EQUALS:	WHICH IS:	OVER 13 YEARS OF SCHOOL THAT IS:
1 DAY EVERY 2 WEEKS	20 DAYS PER YEAR	4 WEEKS PER YEAR	NEARLY 1.5 YEARS
1 DAY PER WEEK	40 DAYS PER YEAR	8 WEEKS PER YEAR	OVER 2.5 YEARS OF SCHOOL
2 DAYS PER WEEK	80 DAYS PER YEAR	16 WEEKS PER YEAR	OVER 5 YEARS
3 DAYS PER WEEK	120 DAYS PER YEAR	24 WEEKS PER YEAR	NEARLY 8 YEARS

REFLECT:

What do you need to do if you are going to be absent from school?

If you do not feel well and miss school, what are the first two steps you should take?

What are some things that you can do to assure that you do not miss school this year?

STUDENT ACTIVITIES

ASB Cards

The price of an ASB Card is \$45.00. The ASB card entitles the holder to attend home athletic events (excluding league playoff games and district tournaments), receive reduced prices on away games and reduced admission to school dances. Your ASB card must be presented at the activity you are attending. Lists will not be available once ASB cards are issued. ASB cards may be purchased in the ASB Office; refunds cannot be made once they are purchased. Replacement cost for a lost ASB card is \$5.00. ***STUDENTS WHO QUALIFY MAY SUBMIT A REQUEST FORM FOR A FEE WAIVER OR REDUCTION IN THE ASB OFFICE.***

Assemblies

Assemblies are an important part of the R. A. Long Activities Program. They are designed to help create better school spirit, develop leadership and talent, and give the student body entertainment. It is important to the success of these assemblies for all students to show respect for those performing and to those trying to enjoy the performance.

Publicity

All posters and banners must be approved by the administration prior to being placed on campus. There will be no gluing, tacking, or nailing of posters or banners to any surface. It is the responsibility of the organization putting up posters and decorations to remove them at the conclusion of the activity.

Student Conduct

All students are expected to conduct themselves according to acceptable standards as representatives of R. A. Long at all school sponsored activities. Any student attending a R. A. Long activity, be it at our school or away, will be subject to the building disciplinary code. *See Policy 2151.*

ASB Officers

<u>Name</u>
Nelly Cordero
Allison Paul
Cade Lewis
Dafne Castro
Evelin Reyes
Brooklynn George
Jeremy Flores

2026-2027 SCHOOL DANCES:

TOLO	9/26/26	PASS NEEDED
Fall Homecoming	10/16/26	No pass needed
Winter Ball	TBA	PASS NEEDED
Winter Homecoming	TBA	No pass needed
Prom	5/29/27	PASS NEEDED

**Dates are subject to change*

**No passes needed dances = CURRENT RAL, MM, & Discovery students only with ID*

Dance Behavior

R. A. Long dances are sponsored as fundraisers for clubs and classes. We have a tradition of holding spirited dances which promote school unity. We must always remember that dances are a privilege to attend. **There is to be no aggressive dancing, no bumping and/or grinding. Face to face dancing ONLY!!**

Dancers will be given one warning of a violation. A second violation will result in being removed from the dance.

****All bags will be searched and vehicles are subject to search****

Dance Guest Passes

Guest passes will be allowed at specific identified dances. **Guest passes must be completed and returned to administration no later than the Friday PRIOR to ticket sales.** Guest passes that do not have all information completed (including signatures) will not be accepted. **NO EXCEPTIONS!!!!!!!!!!**

Formal Dances:

- ✓ Pre-paid ticket list. The sponsoring club determines cost. *Tickets will not be sold at the door.*
- ✓ One member of the couple must be an R. A. Long student (or Discovery student living within RA Long boundaries), and a guest must be 20 years old or younger with the following requirements.
- ✓ No one admitted after 10:00 p.m. Students are not allowed to leave the dance and return.
- ✓ All school rules apply at dances.
- ✓ **Guests:** ***(20 or younger)***
 - Currently enrolled and in good standing in another high school OR
 - Must have a high school diploma or equivalent (MUST MEET WITH ADMINISTRATION PRIOR TO PASS BEING APPROVED)

NO EXCEPTIONS!

PROM:

- *Students will buy tickets at their home school for \$25 each (including Discovery)
- *Students will not be sold a ticket if they have a school fine
- *ONLY JUNIORS AND SENIORS will be able to purchase tickets.
- * Freshman are not able to attend. Sophomores may attend with a Junior or Senior date.

ATHLETICS

Eligibility	In order to participate as a member of one of the athletic teams a student must: ❖ Attend on a regular basis. ❖ Have an active physical on file with the ASB Office. ❖ Abide with rules of the athletic/activity code of conduct. (See Athletic Handbook). ❖ Have either personal family medical insurance coverage and/or insurance purchased at school. ❖ Purchase an ASB Card. (\$45) ❖ YOU MAY BE ELIGIBLE FOR ACCESS TO DECREASED/WAIVED FEES FOR EXTRA CURRICULAR SCHOOL PROGRAMS. SEE ASB OFFICE FOR INFORMATION. ❖ Have a signed “Athletic & Medical Emergency Authorization Form” on file in the ASB Office. This includes a signed code of conduct statement and consent of parent. ❖ Have a signed safety guidelines form on file in ASB office for each sport the athlete participates in. ❖ Have assigned concussion information form on file in the ASB office. ❖ Meet state and local scholastic requirements. ❖ Be enrolled in a minimum of five classes per day. ❖ Attend “Preparation for Success” after school. ❖ Must attend classes the day of and the day after a competition in order to be eligible for the next competition.
Insurance	All athletes are required to be covered by insurance, either through the school or by their family’s policy. Proof of coverage must be on file with the ASB Office. All students are encouraged to take out accident insurance with the school if they are not covered by a family policy. The school cannot assume financial responsibility for accidents students have at school. If medical insurance changes during the school year, the ASB Office must be informed of the change.
Interscholastic	Nine schools make up the AA division of the Greater St. Helens League competing in football, cross country, volleyball, slow pitch softball, swimming, basketball, wrestling, track, baseball, tennis, girls’ bowling, golf, fastpitch, and soccer. The member schools are: R. A. Long, Mark Morris, Washougal, Woodland, Columbia River, Ridgefield, Fort Vancouver, Hudson’s Bay, and Hockinson.
Letter Requirements	To be eligible for an athletic letter at R. A. Long High School participant must have completed the sport season in good standing. Letter recipients must receive the recommendation of the head coach.
Participation	All students who are interested have equal opportunity to participate in the R. A. Long sport or activity of their choice.
Physical Exams	All athletes must have a physical examination prior to the start of a sports season. Physicals are valid for <i>TWO</i> years from the date of the physical.
Training Rules	Training rules are mandated by the Longview District Athletic Code. These rules will be given to athletes by their coaches at the beginning of each sports season.

Greater St. Helens League- 2A Schools

R. A. Long	Red-Black	Lumberjacks
Mark Morris	Red-Blue	Monarchs
Ridgefield	Blue-Orange	Spudders
Washougal	Black-Orange	Panthers
Hockinson	Navy, Lt. Blue, Silver	Hawks
Columbia River	Purple-Gold	Chieftains
Woodland	Green, White, Black	Beavers
Hudson's Bay	Black- Gold	Eagles

R. A. Long Coaching Staff

Fall Season

Football..... Eric Boswell
 Volleyball..... Maya White
 Cross Country Keli Hancock
 Girls' Soccer..... Angel Orozco
 Boys' Tennis TBA
 Girls' Swimming..... Richard Carr
 Football Rally Squad Jodi Reid
 Boys' Golf..... TBA
 Slow Pitch Softball..... Josh Donaldson

Winter Season

Boys' Basketball..... Jeray Key
 Girls' Basketball..... Jake Knudsen
 Girls' Bowling..... Shane Berridge
 Boys' Swimming..... Richard Carr
 Boys' Wrestling Brent Johnson
 Girls' Wrestling..... Jose Valencia
 Rally Squad Jodi Reid

Spring Season

Boys' Soccer Max Anderson
 Girls' Golf..... Emily Donaldson
 Baseball Ryan Littlefield
 Fastpitch..... RaeAnn Randall
 Girls' Tennis Paul Jeffries
 Track..... Tiffany Jean- Pierre

Admission Prices for Home Athletic Events

Family passes are available for some sports. Family passes admit middle school-aged students and younger when accompanied by a parent. Admission prices for tournaments or playoff games may vary from the ticket prices listed below.

<u>Football</u>	Varsity
RA Long students with ASB Card	Free
Students with NO ASB Card	7.00
Adults	7.00
Visiting Students with ASB Card	5.00
Senior Citizens (Over 65)	0.00
Elementary Students	5.00
Age 5 & Under	0.00

<u>Volleyball, Soccer, Basketball</u>	Varsity & JV	C-Squad
RA Long students with ASB Card	Free	Free
Students with NO ASB Card	7.00	5.00
Adults	7.00	5.00
Visiting Students with ASB Card	5.00	5.00
Senior Citizens (Over 65)	0.00	0.00
Elementary Students	5.00	5.00
Age 5 & Under	0.00	0.00

<u>Girls or Boys Swimming</u>	Varsity
RA Long students with ASB Card	Free
Student with NO ASB Card	7.00
Adult	7.00
Visiting Student with ASB Card	5.00
Senior Citizens (Over 65)	0.00
Elementary Students	5.00
Age 5 & Under	0.00

ASB cards: \$45

- must be purchased to participate in activities; must be paid before the first competition
- discount will be given to students with an ASB for dances
- free entrance to home games and discounted for away games

<u>Wrestling</u>	Varsity & JV
RA Long students with ASB Card	Free
Students with NO ASB Card	7.00
Adults	7.00
Visiting Students with ASB Card	5.00
Senior Citizens (Over 65)	0.00
Elementary Students	5.00
Age 5 & Under	0.00

Family Passes

Family Passes

FALL Season Passes – good for football, volleyball, soccer, and swimming.

Family Pass: \$60/Family
Individual Pass: \$45/Person

WINTER Season Passes – good for basketball, wrestling, and swimming.

Family Pass: \$95
Individual Pass: \$60

SPRING Season Passes – good for soccer, track

Family Pass: \$50
Individual Pass: \$35

ANNUAL FAMILY PASS

Family Pass: \$200
Individual Pass: \$135

****STUDENT ATHLETES
MUST HAVE CLEARED
ALL ATHLETIC FINES
PRIOR TO BEING
CLEARED FOR**

Scavenger Hunt:

1. Highlight your counselor's name and each of your teachers. Page # _____
2. How much are your Class Fees? _____ Page # _____
3. What is the phone number you call in order to report an absent? _____
Page # _____
4. How many ear buds can you wear in the hallway? _____ Page # _____
5. What grade levels can attend Prom? _____ Page # _____
6. Who are your coaches? _____ Page # _____
7. Which dances do you need to have a dance pass for guests? _____
_____ Page # _____
8. What do you need to have completed in order to graduate? Page # _____
 1. _____
 2. _____
 3. _____
 4. _____
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
9. If you are on free and reduced lunch and need an extra-curricular fee waiver, where do you get the form? _____ Page # _____
10. Highlight the dress code. What page will you find that one? _____
11. Summarize the AI policy/expectations at RA Long: _____

QUESTIONS YOU HAVE	ANSWERS YOU RECEIVED

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District Handbook***