

ST. JOHN-ENDICOTT HIGH SCHOOL



STUDENT HANDBOOK 2008-2009

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SUPERINTENDENT

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PRINCIPAL

648-3336 (MAIN OFFICE)
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ADMINISTRATION AND FACULTY

Mr. Rick Winters.....Superintendent
Mr. Rob Roettger.....Principal
Mr. Bryan Carter.....History, English
Mrs. Teresa Schmidt.....English, Literature, Drama
Mrs. Sue Blumenshein.....Home Ec., Elem. Music, Art
Mr. Bob Clements.....Vocational Agriculture
Mr. Roger Beck.....Business, Computers
Mr. Richard Shindler.....Math
Mrs. Linda Siler.....ReadingSpecialist
Mr. Bill Ray, Jr.....Elem & Sec. Band
Mr. Bruce Porubek.....Science, Athletic Director
Mrs. Deanna Kile.....Guidance Counselor
Mrs. Kay Riehle.....Librarian
Mr. Darrell Miller.....P.E., Health, Math
Mrs. Janet Morgan.....Special Education
Mr. Ken Hunley.....Spanish
Mr. Kris Thrasher.....Math, Technology, English

CLASSROOM BELLS

Jazz Band.....7:30-8:24 (54min.)
First Period.....8:28-9:15 (47 min.)
Second Period.....9:18-10:05 (47 min.)
Third Period.....10:08-10:55 (47 min.)
Fourth Period.....10:58-11:45 (47 min.)
Lunch.....11:45-12:17 (32 min.)
Fifth Period.....12:20-1:07 (47 min.)
Sixth Period.....1:10-1:57 (47 min.)
Seventh Period.....2:00-2:47 (47 min.)
Advisory.....2:50-3:15 (25 min.)

ADVISORS

Freshmen – Mr. Clements	Junior – Mrs. Schmidt
Sophomore - Mr. Porubek	Senior - Mr. Beck

QUALITY STATEMENT

St. John-Endicott High School is committed to providing a quality educational experience to all students. Each graduate will have learned that excellent performance derived from hard work feels good and will carry that internal devotion into all they do.

Teachers will be positive models for students to emulate. They are dedicated to relevant and rigorous academic requirements, while continuously demonstrating the work ethic and drive for excellence that they are committed to develop in their students.

Students, in turn, have a job to do. They are expected to commit their best effort to each assignment as well as self-evaluate to improve future products. They must be on time, be prepared, and be respectful.

The educational environment must be open, warm, and supportive. Staff and students must work together to insure that drugs, vandalism, and other destructive behavior are not permitted in our school.

Quality must be more than a word, it must be a way of life. Together we will insure that the graduates of St. John-Endicott High School are among the best prepared to meet the challenges of the future.

RIGHTS AND RESPONSIBILITIES

Students are expected to know their responsibilities as well as their rights. These are explained in the students' rights and responsibilities pamphlet, which is distributed in the fall. Students are subject to discipline for violations occurring at school, on school district property, or at school sanctioned events.

St. John-Endicott students are expected to conduct themselves in a manner that promotes a proper learning environment and reflects positively on themselves, their classmates, parents, teachers and community. Specifically, students are required to identify themselves when requested to do so. Students are also expected to refrain from disrespectful behaviors including the use of obscene or profane language, public displays of affection, littering and misuse of school property. Students are expected to be quiet when in the hallways so they do not disrupt classes.

STUDENT RIGHTS

As per the conditions of WAC 180-40-215, students have the following rights established by law:

1. No student shall be denied an equal educational opportunity or be discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or physical, mental or sensory handicap.
2. All students possess the constitutional right to freedom of speech and press, the right to peaceably assemble and to petition, subject to reasonable limitations upon the time, place and manner of exercising such right.
3. All students possess the constitutional right to be secure in their person, peers, and effects against unreasonable searches and seizures.
4. All students shall have the right to be free of unlawful interference in their pursuit of an education.
5. All students have the right to due process of law

Lockers - RCW.28A.600.220 School Locker Searches - No right or expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by a school. The locker shall be subject to search for illegal drugs, weapons, and contraband as provided in RCW.28A.600.210 & 28A.600.240.

IMPORTANT STUDENT INFORMATION

Accreditation of St. John-Endicott High School

St. John-Endicott High School is an accredited high school by the Washington State Department of Education. Our school is also a member of the Whitman County Activities Association, the Southeast Washington Activities Association and the Washington State Activities Association.

Your High School

St. John-Endicott High School is probably the only high school you will ever attend. Do your part toward making it one of the best schools in the state. Support your local school organizations, your athletic teams and activity groups.

Immunizations

All students who enter St. John-Endicott High School must have an up-to-date immunization record to present upon entry.

Purchases

Students purchasing items for the various classes and organizations without permission from the group and the faculty advisor will be held liable for paying that amount from their own pockets. A voucher is now required by State Law for all expenditures.

Multi-purpose Room

Students are asked to eat lunches and snacks in the Multi-purpose Room or in one of the designated outside areas. The parking lots and adjacent areas are off limits. Food service will be available only when classes are not in session.

School Insurance

A school insurance plan is available to all students attending St. John-Endicott High School. This plan covers the students in non-athletic activities and any accidents that may occur during the school day while the student is under the supervision of a staff member. We urge all students to purchase this insurance. Athletic insurance is available and covers all sports and activities. All students should have either this school insurance plan or some type of insurance that the entire family may be carrying.

Extra- and Co-Curricular Eligibility

1. To be eligible for activities or to leave school for school related events, a student must be passing in all classes and maintaining a 2.00 GPA, as determined by eligibility checks every three weeks.
2. Eligibility will be determined every three weeks (See the Athletic Director for a Schedule). If a student-athlete is determined to be ineligible the athlete will remain ineligible until they meet the academic requirements to resume play. The student-athlete is expected to attend practices during the academic probationary time, but is encouraged to meet with teacher(s) in the class(es) causing their probation after school. During the probation period, student-athletes are not eligible to participate in games or travel with the team if it requires an early dismissal from school.

Eligibility/Probation steps during the Sport/Activity Season:

Step 1:

The student-athlete who is declared ineligible will remain so until they raise their grade to passing in the class(es) they are failing.

Step 2:

Student-athlete who is declared ineligible in any class will remain so for one week. If the grade is brought up to passing at the end of one week the student-athlete will be eligible to participate. If the grade is not brought up the athlete is on probation for the next two weeks or until the grade is brought up.

Step 3:

The student-athlete who is declared ineligible in any class is ineligible for a minimum of three weeks.

* If a student is ineligible at the end of the semester that student will remain ineligible until the end of the first three-week period.

* Coaches may put student-athletes on stricter academic requirements with the approval of the Athletic Director.

Game Day/Activity Day Eligibility

Any student not in school the day of an activity or not properly excused by the principal or athletic director prior to the absence shall not be eligible to participate in that activity on that day.

ASB Activities - See Activities Code

Activity Transportation

For transportation of players from home games to Endicott, the athlete must sign up in the office by noon of the day of the game requesting transportation, or no transportation will be provided. Those students requesting transportation will be provided. Those students requesting transportation will be transported to the school at Endicott following the game.

Student Finances

All ASB organizations, which collect money in any way, must deposit that money in the Main Office. The organization concerned will then be given a receipt and the funds credited to that organization.

All requests for payment of money from a fund must be made by regular voucher stating date, organization requesting amount, purpose, and signed by the student

treasurer and the advisor and be placed on file. A check will then be written by the ASB Treasurer or the High School Principal and signed by both.

The ASB Treasurer will keep a constant check on the books to see that all accounts balance. Any discrepancies will be noted and corrected. The work on the books of the ASB will be done by the office personnel under the responsibility of the High School Principal. Monthly financial reports will be given to each organization.

Lunch Program

Class "A" Lunches are served in our hot lunch program for all students and teachers. Proper behavior and common courtesy are expected of all who eat there. Consideration for cooks, custodians and fellow students can be shown through civil and courteous behavior during the meal. Please be aware of your class order when lining up.

Textbooks and/or Various Classroom Supplies (i.e. safety glasses, etc.)

Textbooks and related classroom supplies are furnished by the St. John and Endicott School Districts. In cases of severe damage or lost books the student may have to pay replacement/repair costs. The life of a book is rather short and students are expected to exercise extreme care in protecting the books from excessive wear and undue damage.

Associated Student Body

The association holds regular monthly meetings called by the ASB president with the consent of the faculty advisor.

There shall be two standing committees, which are: the Student Council and the executive ASB, whose duty shall be to supervise all student groups and student activities. Student Council has the power to direct the executive body for all violations of the rules and by-laws of the St. John-Endicott Associated Student Body. The executive ASB's duty shall be to represent the will of the Student Body.

The dues for membership are \$25. A Student Body card admits the student to all home high school athletic events and allows them to participate in other school activities. The card also serves as identification for use elsewhere as needed.

Class Elections

Class elections will be held the beginning of the first semester.

Class meetings will be held on call or by office notice. All meetings must be orderly and they must be conducted according to parliamentary rules. A faculty sponsor must be present at all meetings to validate the class meeting.

School Spirit

Good sportsmanship is promoted by good conduct. Exemplary behavior is expected on all occasions (sporting events, pep assemblies, homecoming, etc...).

Use of Library

The library is open for your convenience. It is a privilege to be able to use books, magazines, and reference materials that are available. We are proud of the facilities provided by the St. John School District. Each one of us must help to make the library materials available to everyone. Please see that books are properly checked out and returned on time. Also see that books are given proper treatment to avoid undue wear. Books must be checked out before they are taken from the library. Those using the library must remember that a library atmosphere must be maintained at all times. Please help the librarian help others keep quiet so that studying may be accomplished without interruption.

Telephone Messages

Telephone messages to the school to/for other students will not be delivered during class-time except for emergencies. Permission to use the school phone must be attained through the office.

Daily Bulletin

A general information bulletin will be printed and posted at all information and office areas each day by 8:30 A.M. Announcements may be placed in the bulletin by filing them with the secretary at the office by 2:30 P.M. the previous day. Requests for bulletin notice should be signed by the person filing them and must have the approval of a faculty member (usually the advisor of the club or organization).

Release of Student Directory Information

The following directory information may be released by the district unless a student's parent requests in writing that such information not be released:

1. The student's name, address and telephone number.
2. Date and place of birth.
3. Major field of study.
4. Participation in officially recognized activities and sports.
5. Weight and height of members of athletic teams.
6. Date of attendance.
7. Degrees and awards received.
8. The most recent previous educational agency or institution attended

by the student.

9. Photographs and other similar information.

*At least once a year, parents shall be notified of their right to request that student directory information not be released without their prior consent.

Valuables and Lost and Found

Valuables should not be left in lockers. If it is necessary to bring such articles to school, they should be left at the administration office for safe-keeping. The principal's office is the center of all found articles and you may make your inquiries for lost articles at this office.

Fire Drill

When the fire alarm sounds, all students and building personnel will evacuate the building immediately. Students must leave their classroom and proceed directly to the designated exit. Teachers will stay with their classes. All classroom doors and windows must be closed.

Incoming Transfers

The credits earned in other schools by students enrolling in St. John-Endicott High School will be officially recorded only after an official transcript has been received by the office from the former school. Credits are approved via the professional discretion of principal and guidance counselor.

Report Cards

Reports of student progress are sent home four times during the school year. It will be our practice to mail progress reports to parents of students doing failing work, near failing work, or showing a decline in performance at any time during the grading period. Warning slips will be mailed in hope that, through cooperation of parents, teachers and students, the work can be brought up to a satisfactory level by actual report card time. Parents are asked to contact instructors for clarification of any grade not understood. Students receiving a grade of incomplete (I), must complete course requirements within 2 weeks after the end of the grading period or that grade becomes an F.

Honor Roll

The principal will publish an honor roll after each grading period. It will be divided into three parts. The first part will be students receiving highest honors, which will include only those students with a 4.0 grade point average. The second section will be listed as high honor roll and will include only those students with a grade point average between 3.5 - 3.99. The third section of honor roll will include all students earning grades between 3.2 – 3.49. All term grades will be included for the average.

Registration

Students are helped by the teachers and counselor in planning their educational program for high school and beyond. Proper planning and registration are worked out in group and individual meetings, beginning in the ninth grade. It is important that the students gain a realistic concept of themselves in furthering educational plans. The counselor is trained to help students in this endeavor.

Social Activities

The various classes, clubs, and organizations of this high school will hold social functions during the year. These functions will be scheduled and arranged for as follows: The faculty advisor of any group wishing to plan a social function, money raising activity, etc., will obtain an activity request slip from the office. This will be completed and returned to the principal and/or Athletic Director for approval at least one full week before the planned event. It is understood that the faculty advisor of the group or class will be in attendance at all planning sessions for the activity.

Annual Notice

As per state requirements, it is the District's responsibility to give annual notice to students and parents that copies of Student Policy and Procedure outline student Rights and Responsibilities are on file for review in

the school office. Requests by parents or eligible students for complete copies of policy shall be made to any school administrator.

Records

The counselor handles most students' records. Test information, grades, credits and other information are maintained in each student's cumulative record. When requested by students, official transcripts are forwarded to college admission or military, employers and other authorized institutions. Students seeking transcripts, college applications or scholarships should inquire at the counseling office.

Schedule Change

To change a course, consult the counselor and/or principal. A parent/guardian approval is required to request a schedule change. **Schedule changes will not take place after one week into the new semester, unless there are severe circumstances.**

Private Transportation of Student(s)

In accordance with state law RCW 28.67.100 and WAC 180.40.040, school authorities are empowered to supervise and control private transportation of students on the way to and from school, at school, and in addition, requires student operated vehicles to be parked according to the policy of the school. Students driving motor vehicles to St. John-Endicott High School will be expected to drive carefully and observe the following guidelines.

1. Vehicles will be properly parked between the lines.
2. Student motor vehicles will not be used during the school day without the permission of the principal.
3. The speed limit for all driveways and parking lots is 5 miles per hour.
4. Student vehicles will be parked in the designated parking areas. The area in front of the building is reserved for faculty and visitor parking.

Violations of these regulations will result in Progressive Discipline (defined later). See page 16b. **St. John-Endicott High School will assume no responsibility for motor vehicles that are stolen or damaged while on school property.**

The school district furnishes transportation for all students who live out of town. **When it is necessary for students to drive to school, they will be required to leave their cars parked in the parking area on the west side of the high school. This is in effect from the time they arrive in the morning until they leave for home after school. Cars are not to be driven or used in any way during the lunch period or during school without permission from the principal.** This regulation is for the general safety of all persons concerned.

Any infraction of the policy pertaining to students' cars may cost the student the privilege of bringing his or her car to school for a specified time, to be determined by the principal.

When school is dismissed at 3:15 pm, drivers are urged to exercise extreme care for the students walking from school and other vehicular traffic. Yield right-of-way to all school buses. Do not use the street in front of the school between 3:15 pm and the time all buses have departed.

Closed Campus

Students are not allowed to leave the campus during school hours unless excused to do so by their parent and/or the principal pursuant to Board Policy #3242 PR (see Appendix D). Students are not to drive their cars off campus during the school day (including lunch time) without being excused through the Principal's office. Loitering/gathering in cars and parking lots is not allowed. Additionally, the area south of the building (between shop area and play fields) is off limits to students at all times. ***Any student approved by the parent and principal/designee to leave school during the regular day must access the sign in/out process.***

Sign Outs

Students have the privilege of a sign-out procedure. The procedure must be followed. The student must list the business, time out, and time returned. A note prior to signing out must be presented by the student from the parent stating designation and purpose, and must be approved by the principal and teacher, or a telephone call from the parent confirming the above. Students must check out in the office each day and have a note granting permission to leave the school grounds signed by the parent or guardian on file. This note must have a designated purpose for leaving the school grounds. (See Excused Absences on the next page.)

School Dances

1. All St. John-Endicott students.
2. Guests of St. John-Endicott students must be enrolled in high school (except for Prom) and need a written admittance pass to enter the dance. This must be applied for in writing one school day prior to the dance.
3. All dances must be scheduled through the principal.
4. Once a student or guest has entered the dance, he or she may not leave and return. Students will not be allowed to enter dances one hour after the beginning of the dance.
5. Student conduct, dress and appearance standards must meet the requirements outlined in the Dance section of the Dress Code. Inappropriate conduct or use of drugs or alcohol will not be tolerated. Dismissal from the dance and disciplinary action will occur.

ATTENDANCE REGULATIONS

Student accountability for regular attendance has an important value in the educational process. Regular attendance has a carry over value beyond the schoolhouse into the world of work or further educational developments.

Your interest in school can be quite accurately measured by your punctuality and regularity of attendance. If you are interested, you will not be tardy or absent unless it is absolutely necessary.

Academic success is built upon the Big 3: Be on time, be prepared, and be respectful.

Regular attendance is an important factor in developing good academic habits. Your attendance record demonstrates your interest in learning and your attitude toward school in general. We urge you to take full advantage of this educational opportunity. In this way you will be prepared to compete with those from other schools on an equal basis for jobs and other opportunities as you go out into the "real world".

With a few exceptions the only acceptable excuse for absence is one for illness or family emergency.

After missing school because of illness or a family emergency, the student will be required to present an excuse slip in writing from a parent or guardian.

We realize there are times that a student is needed for work at home or dental or doctor appointments.

We recommend that these be kept at a minimum for the student's benefit. For doctor or dental appointments out of town, it is recommended that late afternoon time be scheduled to cut down school time missed. Excuses from home, signed by the parent for work excuses or dental appointments should be brought by the student before the absence occurs. Responsibility for make-up work lies with the student. No one else can make up the work.

All absences in accordance with state law and district policy require a parent verification, which includes reason for the absence. It is the responsibility of school administrators to determine the classification of an absence as stated below:

Students with excused absences (see below for definition) will have one day for each day missed to complete assignments. If the assignment was given prior to the absence, it will be due on the original date. Parents may write a note requesting the school to excuse an absence, but the decision of the school is based on state law and board policy.

Students with pre-arranged absences (see below for definition) will have their assignments due as per expectations of class, but no later than the first day back.

Excused Absences as defined by state law can only be verified for the following reasons (Policy 3122):

1. Personal illness
2. Family emergency, which does not allow time for being pre-arranged
3. Pre-arranged absence/appointments
4. Absence for parental-approved activities (requires approval through the principal)
5. Chronic absences that are not pre-arranged, and/or fail to meet the above criteria may lead, but are not limited to the following actions:
 - Behavior/Attendance Contract
 - Parent/Teacher/Administrator/Student Conference
 - BECCA Proceedings
 - School Discipline/Loss of Credit

Pre-arranged Absences, which require administrative approval and meeting with the teacher and securing assignments before leaving school:

1. Health appointments that cannot be scheduled outside the regular day.
2. Recognized religious holidays
3. School related absences for curricular, co-curricular and extra-curricular activities

School Approved Absences

To be excused, this absence shall be authorized by a staff member and the affected teacher must be notified prior to absence unless it is clearly impossible to do so.

Tardy Policy (Per Semester)

The first three times a student is tardy to class will be handled by the classroom teacher, following the teacher's established policy. A fourth tardy will be handled by the administration as a "*first offense*" discipline violation. Further tardiness will be handled according to the progressive discipline policy. A tardy will turn into an absence when a student is more than 10 minutes late to any class.

Unexcused Absences/Truancy (Board Policy 3122)

Unexcused absences do not allow a student to receive credit for assignments or activities missed and disciplinary action will/can result. The following are defined by this handbook and the law as unexcused absences:

1. Leaves school without signing out at the office or designating where he/she is going or signs out without permission
2. Is absent from school without prior permission from a parent/guardian
3. Leaves a class without the teacher's permission
4. Obtains a pass to go to a designated place and does not report there
5. Becomes ill and says he/she is going home, but stays in the restroom or other area instead of reporting to the office
6. Leaves for lunch and does not return for next class(es) without school and/or parent consent
7. Is on school grounds, but does not attend class
8. Fails to attend scheduled assembly
9. Falsifies a parent's or school official's attendance verification
10. Is in hallways during class without permission
11. **Fails to verify absence within 3 days of absence**

Pre-Arranged Absence defined as Unexcused (if not notified)

Family vacation/trip - needs parent note. Though unexcused absences typically receive no credit for work administered, we recognize that there are times families take trips. The work can be made up if the student gives the teacher the same number of days notice that they are going to be gone. (e.g. if going to be gone 5 days, student must request work 5 days in advance in order to receive credit.)

POLICY CONCERNING SEMESTER TEST

In order to reward students for staying in school, the following Semester Test Policy has been adopted. Semester tests will be given in all classes and students will be required to take them with the following options:

1. A student may be exempt from such test if he or she has not missed more than 2 days and has a C average for the semester in any class.
2. A student may be exempt from such test if he or she has not missed more than 4 days and has a B average for the semester in any class.
3. A student may be exempt from such test if he or she has not missed more than 6 days and has an A average for the semester in any class.
4. In order to be exempt from semester tests, all absences must be excused. Any student receiving an unexcused absence in a class will be required to take the test in that class.
5. Teachers will keep attendance for their individual classes as a basis of attendance for a semester test.
6. *Three* tardies of any kind without excuse, to any class will be equal to one days' unexcused absence in that class. One unexcused absence will require the student to take the semester test. **A total of seven tardies will require a student to take semester tests in all classes.**
7. If for any reason a student is suspended from any class by a teacher because of disciplinary problems, or leaves with out permission of the instructor and/or is found to be truant (unexcused), the student will be required to take semester tests in all classes.
8. Test schedules are to be adhered to. Students will not be allowed to take tests other than at times originally scheduled unless approved by the office. Test schedule will be: 1st day- periods 1,2,3,4; 2nd day- periods 5, 6, 7 and any allowed make up tests.
9. A student who does not have to take semester tests may choose to take them anyway (*subject to individual teacher criteria*).
10. Students, who do not have to take semester tests, should not be at school on Semester Test days. **Students who are present will test.**

The only absences that will not count as a missed class are school related activities (students must be with an advisor, coach or designated chaperone).

In order to keep students and parents informed of student attendance issues, attendance reports will be sent home when a student reaches 6, 8, 10, or 12 absences. The school counselor will mail the reports with reminders of the attendance/truancy policy. Students who miss more than 12 days in a semester (in any class), for non-school related reasons, may not receive credit for that class pending a parent/attendance committee hearing. The attendance committee will include the school counselor, principal, and a minimum of two high school teachers. The purpose of the attendance committee is to help establish a plan to improve student attendance. Once a plan is in place it is expected that student attendance improve. Students who miss more than 15 days in a semester will not receive credit for those classes.

*As stated, the purpose of the attendance committee is to help establish a plan to improve student attendance. In cases of extreme hardship the committee may recommend allowing a student with more than 15 absences in a

semester to receive credit. For instance, in cases of extreme medical emergency, or other cases of hardship that can be proven to the committee to be unforeseen and unavoidable.

*The decision of the attendance committee may be appealed to the school district Superintendent.

**The following is a listing of attendance codes and what they stand for. The column on the left does not count against the student:

	<u>Doesn't Count</u>		<u>Do count</u>
CR	College related		SA Suspension Absence
SP	Sports	PR	Parent Request
SR	School Related		PA Prearranged Absence
FA	FFA	UT	Unexcused Tardy
ET	Excused Tardy	CO	Court
..	Attended Class		EA Excused Absence
		UA	Unexcused Absence

SEARCH, SEIZURE, & INSPECTION

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable search and seizure. However, in order to maintain a safe and orderly school environment a student is subject to search, including but not limited to the use of metal detectors, by school officials if reasonable grounds exist to suspect a safety issue, or that the search will yield evidence of a student's violation of the law or school rules governing student conduct. The discovery of contraband, or other evidence of a student's violation of the law or school rules, may precipitate a search.

For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy including, but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or dangerous weapon. If contraband is discovered during a search, it may be confiscated and disciplinary action taken and/or the evidence may be relinquished to law enforcement personnel.

Staff are required to search a student, the student's possessions and locker if there are reasonable grounds to suspect the student has violated the law against firearms on school grounds, transportation or at school events.

The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect student's privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. The principal or other such staff designated by the superintendent shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in the manner prescribed by district policy.

Staff shall conduct searches in a manner, which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

The building administrator/designee may, with approval of the appropriate administrator, due to the prevalence and seriousness of a drug problem at their site, use a “drug dog” certified by the Washington State Police Canine Association in conjunction with its trained handler, to search areas school-wide where the individual has no reasonable expectation of privacy. Positive reaction by the “drug dog” shall be considered probable cause to search. The “drug dog” may not be used to search individuals, student groups or their vehicles unless the administrator has individual suspicion that the search will uncover drug contraband or other evidence of misconduct. Appropriate security and law enforcement agencies shall be notified of and presented with confiscated contraband.

Student lockers, desks and storage areas are the property of St. John-Endicott School Districts and are made available for student use. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and spaces are subject to search without prior notice or reasonable suspicion. As noted above, school authorities have the right to inspect and /or search desks, lockers and/or storage spaces anytime. In addition, any container in such area including but not limited to, purse, backpack, gym bag, electronic devices (e.g. laptops, PDA, etc) or an article of clothing may also be searched if there is reasonable basis to believe that the search will reveal evidence of a violation of the law or school rules. A student’s personal property, including a motor vehicle or other means of transportation, shall be reasonably free from search. However, if there is reasonable cause to believe that school policies and regulations have been violated, school authorities may search such person or property and may take into custody any objects which could disturb or interfere with the educational process or which present a threat to the safety and security of others.

STUDENT DISCIPLINE

General Conduct

All students of school age are expected to conduct themselves in a responsible manner at all times. Individual freedom must be compatible with equal rights of others. Each student must consider the welfare of the group. **Be especially careful of your choice of language.**

Detention

Will be served after school from 3:15-4:00 in the designated detention room.

In-House Suspension

Will be served on dates and locations to be determined by the building principal.

Discipline, Suspension and Expulsion

See Appendix B.

Dangerous Weapons – Possession of a dangerous weapon, such as firearm or knife, including those listed in RCW 9.41.250 and RCW 9.41.280, or any weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another, or that warrants alarm for the safety of other persons, is not allowed. See Appendix G (pocket knives).

First offense: Immediate expulsion for remainder of school year and contacting parent/guardian and law enforcement. The expulsion is subject to appeal pending written notification to the Superintendent requesting a hearing within 10 school days of receipt of written notification of expulsion.

Truancy Discipline Process

All steps include “no credit for class work on days of truancy (per semester).”

Level 1: Notification of parent/guardian and 45 min. After School Detention

Level 2: Multiple detentions or In-House Suspension (1-3 days).

Level 3: Referral to court & In House Suspension (3-5 days).

Level 4: Possible Loss of semester credit & Long-Term Suspension

Dress Code

The Cooperative Schools strive to present an atmosphere where all students feel safe and show pride in themselves and others. Students are expected to dress appropriately at all school functions/activities.

Students may wear:

- Clothing that covers from the edge of their shoulder to the base of their neck.
- Clothing that covers their mid-body when sitting and/or standing.
- Clothing that covers their undergarments
- Clothing that is free of printed materials, which make reference to tobacco, alcohol, drugs, suggestive messages, etc.
- Hats before the first daily class bell and after the last daily class bell
- Clothing that are of an appropriate length when sitting and/or standing

*for a more detailed description of the dress code policy, see appendix A

DRUGS, ALCOHOL AND TOBACCO

Administrative Policy on Controlled Substances - Possession or use of illegal drugs, alcohol or tobacco by young people has a debilitating effect on personal development and erodes the very essence of public education. Illegal sales, trafficking and enticement for controlled substances use perpetuates this problem. Therefore, the maximum penalty is to be imposed on those students involved in the sale, trafficking or enticement for the use of controlled substances, in any school-related case when a student is involved with the possession, sale, trafficking or enticement for the use of controlled substances, the building principal or designee shall:

1. Cooperate with law enforcement and probation officers, investigate all of the facts and circumstances related to the case;
2. Carefully evaluate the facts and circumstances of each case and conference with the student’s parent/guardian so that appropriate remedial and/or rehabilitative action may be taken with due regard to the best interests of the individual student and the welfare of the other students of the school; and
3. Prepare a complete written report of all findings and circumstances in each case including the action taken. The report and all similar reports concerning the same student shall remain on file as long as the student remains in the St. John-Endicott School and shall be open and available to authorized juvenile and probation officers upon subpoena, court order or parent/guardian authorization for release of such information.

In every case when student involvement with controlled substances is established by investigation, a summary report of the case including discipline taken, shall be submitted to the superintendent or designee by the building principal.

Furthermore, paraphernalia possessed for drug use shall not be allowed on school premises. Students possessing such articles shall be subject to the procedures specified in this policy.

Procedures (Per Sem.)

First Offense: Level 2 - The student shall be removed from regular school program for a period not to exceed five (5) days. The district will determine whether the removal will involve in-school or out-of-school suspension. If the principal or designee believes the student’s presence

constitutes a danger to other students or threatens disruption of the educational process, the student may be removed immediately in accordance with procedures regulating emergency expulsion. If the student and parent/guardian agree to an assessment by a certified Drug/Alcohol Agency, the suspension may be reduced.

Second Offense: The student shall be suspended from school for a period not to exceed 18 weeks and must submit to assessment prior to readmittance.

Third Offense: The student shall be expelled from school.

APPENDIX A

DRESS CODE POLICY

The St. John-Endicott Cooperative Schools strive to present an atmosphere where all students feel safe and show pride in themselves and others. Students are expected to dress appropriately at all school functions/activities. Any unusual dress or grooming that causes disruption of the school program, is unclean, presents a safety hazard and/or is indecent is considered unsuitable and will not be allowed. As a general guide, the following parameters are to be followed:

- Shirts/tops cover the tops of the shoulders (Four finger rule). Shirts/tops must be able to cover mid-body area throughout normal activities (Raised arm rule).
- Dresses/skirts/shorts must be appropriate length (Extended arm and fingers rule).
- No clothing should be tight or revealing.
- All undergarments must be covered at all times.
- Clothing must not have inappropriate language or messages printed on them (including tobacco, alcohol, drug and/or suggestive messages, etc.).
- Hats will NOT be worn by students or staff in the school building during school hours. Upon entering the building, all hats are to be removed and placed in a secure place. Hats may be confiscated if worn in the building during school hours.
- Excessively baggy clothes, chains, trench coats, sunglasses, or other clothing or items deemed to be inappropriate by administration will NOT be allowed.

Students will be asked to change their clothing immediately if not within the above guidelines. Suspension may result if consistent violation of the above expectations occurs. Clothing for extracurricular activities may be deemed appropriate for that activity even though it does not meet the above standards (i.e. formal dance clothing, game uniforms, etc.).

First Offense: Warning, change clothes, put coat on, turn shirt inside out, take hat off, sent home

Second Offense: Parent contact and 45 minute detention after school

Third Offense: In-school suspension 1-3 days

Fourth Offense: Short-term suspension 3-10 days

Fifth Offense: Non-compliance/Long-Term Suspension

APPENDIX B

DISCIPLINE POLICY GUIDELINES

General Conduct

All students of school age are expected to conduct themselves in a responsible manner at all times. Individual freedom must be compatible with equal rights of others. Each must consider the welfare of the group. **Be especially careful of your choice of language.**

Discipline, Suspension and Expulsion

As per the conditions outlined in Washington State Administrative Code 180-40:

1. A student may be removed immediately from a class or activity by a teacher or principal for endangering others or substantial disruption.
2. A short-term suspension, ranging from 1 to 10 days, may be imposed upon a student for violation of district policies, rules, denial of admission to or entry on any school district property and regulations.
3. A long-term suspension, ranging from 6 days to the remainder of the semester, may be imposed upon a student for violation of district policies.
4. A student may be expelled from a single class or from all classes for an indefinite period of time.
5. A student may be removed immediately from school under emergency circumstances.

NOTE: A student who is suspended may not take part in a school activity.

Limitations

1. No student shall be suspended or expelled until other means of corrective action have failed unless there is good reason to believe other means of corrective action would fail.
2. Parents or guardians will be notified in writing of suspensions.
3. Students have the opportunity to make up work missed while suspended.

Grievances/Hearings

Discipline or Short-Term Suspension:

1. Students, parents, or guardians have the right to have a conference with the building administrator to resolve the Grievance.
2. If the Grievance is not resolved, the student, parent, or guardian has the right, with two days prior notice, to present the Grievance to the superintendent or his/her designee.
3. If the Grievance is not resolved, the student, parent, or guardian has the right, with two days prior notice, to present the Grievance at the next regular board meeting.
4. The board shall notify the student, parent or guardian of the decision within 10 school business days after the date of the board meeting.
5. The short-term suspension shall continue notwithstanding the implementation of the Grievance procedure.

Long-Term Suspension or Expulsion:

1. A written request for a hearing must be received by the superintendent, or by his or her office, on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing.
2. The district will schedule a hearing within three school business days after the date upon which the request for a hearing was received.
3. A written decision shall be provided to the student's legal counsel, parent or guardian.
4. An appeal of this decision shall be to the courts.

Emergency Expulsion:

1. A written request for a hearing must be received by the superintendent, or by his or her office on or before the expiration of the tenth school business day after the receipt of the notice of opportunity for a hearing.

2. The district will immediately schedule a hearing to commence as soon as reasonably possible and in no case later than the third school business day after receipt of the request for hearing.
3. Within one school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be rendered, and the student's legal counsel, or the student, the parent, or guardian will be notified by certified letter.
4. An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues.

Extremely Important Notice

All students have responsibilities and rights. Due process must be observed when discipline, suspension and expulsion are imposed. The above is only a summary of your responsibilities and rights. A complete copy of the school board policy and the Washington State Administrative code dealing with discipline, suspension and expulsion is available from the high school office. Please take time to read this complete document.

(Students will enter levels depending on severity of infraction).

APPENDIX C

BUS TRAVEL:

Some of the students who live in the St. John-Endicott Cooperative School attendance area are eligible to ride the bus to school. This is determined by the Director of Transportation based on the distance the child lives from school. Time schedules are established by the transportation coordinator.

All students are required to follow these bus rules:

1. Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach, or other staff member.
2. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
3. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
4. Students assigned seats shall use only that seat unless permission to change is authorized by the driver.
5. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.
6. Students shall not smoke or ignite lighters or matches on buses.
7. Students shall not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach, or other staff member. Buses shall be kept clean.
8. Students shall not open bus windows without the driver's permission.
9. Students shall not extend any part of their body out of bus windows at any time.
10. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, pen light laser pointers, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles.
11. Students shall not have animals on buses, except seeing eye dogs.
12. Students shall not sit in the drivers seat or to the immediate right or left of the driver.
13. Students shall refrain from talking to the driver unless necessary.
14. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
1. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
16. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
17. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
18. Students going to and from their bus stops where there are no sidewalks shall walk on the left hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
19. Students shall use lap belts on buses when available.
20. Students shall follow emergency exit drill procedures as prescribed by the driver.
21. Students shall not tamper with emergency doors or equipment.
22. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.

23. Student misconduct shall constitute sufficient reason for suspending transportation privileges.
24. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop 5 minutes before the bus is due.
25. Pupils are not to run errands between the bus stop and their home.
26. Drinking on the bus will be allowed only by special permission.
27. Buses will not wait longer than two minutes past their regular time at a bus stop for a child.
28. A bus will wait no longer than two minutes after its regularly scheduled time at a bus stop for a parent who is supposed to meet a disembarking student. After the two minutes, the driver shall return the child to the school and attempt to telephone a parent or guardian to come after the child.
29. No school vehicle will transport non-school riders (except in cases of extreme emergency).
30. Home to school buses will not leave their regularly scheduled routes to pick up or take home a student without permission of the principal.
31. Students who will not be on the bus must call their bus driver by 6:30 a.m. of an a.m. route or the bus garage by 6:45 a.m.
32. Students who will not be on their p.m. route must have a note to their bus driver.
33. Students who normally do not ride a school bus must have a note from a parent to ride the bus.
34. Students who normally ride their own bus, and will not be on that bus, need a note to board another bus of the transportation department.

Appendix D

SJE Board Policy 3242 – Students (Closed Campus Policy)

Administrative Procedure

Closed Campus

Students are expected to remain on school grounds from time of arrival until the close of school unless officially excused.

OFFICIALLY EXCUSED

The following are valid reasons to be excused from school during the school day.

A. Participation in a School Approved Activity

Students may be excused to leave the school grounds for a school sponsored activity. To do this, a student must have written permission from the staff member responsible for the activity and each student must sign out at the office before they leave and sign back into school at the office when they return. Group departures such as athletic teams or other student groups that have direct staff supervision do not require a student to sign out at the office. Office notification when a staff supervised group leaves the school grounds is expected.

A. Parent Request

A student may be released from school for a medical or dental appointment, family emergencies, religious activities or for other reasonable requests by a student's parent. Unless there are extenuating circumstances, the parent is expected to come to school and sign out their student or provide the school office a signed written note no later than the morning of the absence explaining why their student is to be released from school. Those students who do not have parental oversight (older than eighteen, homeless, emancipated, etc.) may be released from school with the approval of the principal or his/her designee. When, in the professional judgment of the principal, it is determined that the parental request is not supportive of their student's academic responsibilities the absence will be recorded as unexcused.

B. Principal Approved

The principal or his/her designee may release a student during the school day for reasons deemed to be appropriate and/or in the best interest of the student(s) and the fulfillment of their educational responsibilities.

It is the intent of this policy that students should eat lunch at school either by bringing a lunch from home or by purchasing a school provided lunch. In most cases, the purchasing of lunches from outside sources for delivery during the lunch period will be considered disruptive and is not allowed.

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Appendix E

CELL PHONE PROCEDURE

Students may have cell phones at school. Cell phone usage is restricted to breaks between classes, before and after school, and lunch. Any student using a cell phone during class shall fall subject to the following procedure.

Step 1: Phone taken by the classroom teacher and returned at the end of the school day.

Step 2: Phone taken by the classroom teacher and given to the principal. Parents will be notified.

Step 3: Phone taken and given to the principal. Parents will be notified and student cell phone privileges may be suspended.

Appendix F

(Prohibition of Harassment, Intimidation and Bullying)

(Please see SJE Board Policy 3207 for a complete outline of the policy).

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to the Principal/Superintendent who can explain the informal and formal complaint processes. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in the building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. All formal complaints shall be in writing and shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. (For a complete outline of the formal complaint process please see SJE Board Policy 3207)

Appendix G

Penalties for student possession of any knife within the school building or on transportation:

1. No harmful intent & 1st Violation- (Knife confiscated and returned after school taken home)
2. No harmful intent & 2nd Violation- (Knife confiscated/not returned)
3. No harmful intent & 3rd Violation- (Knife confiscated and short term suspension 3-5 days)
4. No harmful intent & 4th Violation- (Knife confiscated and long term suspension 5-10 days)

Harmful intent- Emergency Expulsion and Police Notification