

## 2009-10 SCHOOL YEAR

### ATTENDANCE

#### Absenteeism/Effect on Participation in Extra-Curricular Events

A student participating in an extra-curricular activity (sports, instrumental or vocal music, FFA, FCCLA, class trips, etc.) must be in school all day in order to participate on that day. Exceptions due to valid extenuating circumstances, shall be granted only through the building administrator or his/her designee.

#### Attendance Procedures

1. When a student is absent he/she must present a written note from the parent or guardian upon his/her return.
2. Students are to use the attendance window in the main office to receive their admit-to-class slip.
3. If a student returns to school without a note from a parent or legal guardian, the absence will be considered unexcused. However, a student has one (1) additional school day to bring in an appropriate note from a parent or guardian.
4. If a student needs to leave campus during the day, before leaving he/she needs to check out with the attendance officer and must provide a note or a phone call from the parent or guardian. This includes students leaving at lunchtime and not returning.
5. **Students who do not check out are considered TRUANT.**
6. Student athletes shall be in attendance the entire school day in order to attend practice or participate in a contest on that day. The athletic director may grant exceptions.
7. Band/choir/drama participants must be in attendance the entire day to participate in a school performance. The principal may grant exceptions.

#### Attendance Policy and Process

Connell High School recognizes that irregular attendance is one of the greatest causes of school failure, lack of achievement and success, dropouts and non-graduation. It is with this acknowledgement that the following attendance policy was adopted.

1. When a student reaches six excused/unexcused absences in any one class a letter will be sent home from the office.

2. It is the student's responsibility to monitor his/her attendance.
  - The office Auto-dialer will call home daily.
  - Attendance histories will be given out in CAPS classes monthly and the student and the CAPS teacher will review the student's attendance. Both the teacher and the student will sign off acknowledging the review of the student's attendance.
3. The office will set up a staffing with any student and that student's teachers, parents, and administrators at 9 absences to establish an attendance plan. \*
4. When a student reaches the 12<sup>th</sup> absence in any one class, within each semester, the student will be denied credit. Assignments missed because of unexcused absences can not be made up.
5. Two weeks before the end of the semester, the office will compile a report to the teachers of the students who have more than 12 absences for verification purposes.
6. Exemptions and appeals to the attendance policy will be considered by the Attendance Appeals Board for extenuating circumstances. Appeals must be requested in writing to the building principal at least 2 weeks prior to the end of the semester. Decisions by the Appeals Board will be FINAL.
7. After 12 excused absences a student will be required to provide a legal note from a legal, professional or health agency. Special circumstances will be considered by the administration.

### **Check-Out Procedure**

If a student must leave school during the school day, he/she shall **REPORT TO THE HIGH SCHOOL OFFICE**. The parent or guardian shall provide the student with a note or call the school and give his/her permission for the student to be released. Students checking out shall immediately leave the school campus. Upon their return to school, students shall report to the High School Attendance Officer. Any student who leaves school without permission and/or has not checked out through the High School Office is **TRUANT** and shall be disciplined.

### **Excused Absences:**

Excused absences are defined as illness, injuries, medical appointments, (medical excuses require a doctor's note) religious observances, family emergencies, court appointments, school-sponsored events for non-participants, and college visits (for juniors and seniors only). Students

should prearrange all planned absences (priors). Planned long-term absences (5 or more consecutive school days) will need prior approval by the counselor and the administration. If the reason does not fall into one of these categories, please check with the school for verification. Make-up work may be obtained upon student request for excused absences only. For every school day absent, the student will be allowed an equal number of school days to complete assignments missed during an excused absence.

**School Related Absences:**

A school related absence is defined as (1) absence due to a school-sponsored event for the participant including CBJLS or (2) absences due to suspensions. These absences will not be counted towards the 10 absences for review.

**Tardy Policy**

Accumulation of unexcused tardies results in a progressive set of consequences per semester. A student's tardies will be addressed individually by class. In accordance with our philosophy that all students need to be in class on time, please refer to the explanation of progressive consequences listed below for a student that continues to accumulate unexcused tardies in a class. **If a student is more than 10 minutes late to class they shall be marked absent from that class.**

**First unexcused tardy:**

- Teacher warning

**Second unexcused tardy:**

- Student assigned 30 minutes detention with teacher OR
- Student assigned a 250 word essay describing an action plan to ensure additional tardies do not occur
- Parent Notice sent home

**Third unexcused tardy:**

- Student is referred to the school administration
- Student is assigned 2 hours of after school detention

**Fourth unexcused tardy:**

- Student is assigned 2 hours of after school detention
- A parent conference is recommended with the teacher, student and administrator

**Fifth unexcused tardy:**

- Student is assigned one day of in-school suspension, which runs from 8:00 a.m. until 4:50 p.m.  
For each additional tardy the student will be assigned an additional day of in-school suspension OR Saturday School. For students with excessive tardies, further disciplinary action will be contracted with the students on an individual basis.

\***In-school suspension** will be an option only if funding from the district has been approved for the current year.

### **Truancy**

Truancy is when a student:

1. Leaves the campus without permission from the office.
2. Comes to school but does not attend any or all classes or authorized activities.
3. Is somewhere other than at school when the parents/administration think the student is at school.
4. Obtains permission from a teacher or the office to go to a certain place on campus, but does not go there.
5. Brings a parent-signed note that is forged or sets forth an invalid reason for the absence.
6. Returns without a written verification of absence from parent or guardian within the time period allowed.

Students who are truant from school will be assigned two hours of make-up time for each hour they are truant. Make-up time may be scheduled as detention, in-school suspension, and/or Saturday school. Students who are habitually truant will be considered insubordinate and will be subject to the discipline policy for insubordination.

A student will be recorded as absent if he/she misses more than 10 minutes of class. Deliberate absences may be considered as being truant from class.

Students who are truant will not be allowed to make-up work missed and disciplinary action will be taken as per the student conduct code.

There are **NO** school sanctioned class **“skip” days**.

**Washington State Law: The Becca Bill**

The law states that the school is required to notify the parent when a student receives an unexcused absence. When a student receives two unexcused absences within a month, the school will set up a conference with the parent and student to remedy the unexcused absences. When a student receives five unexcused absences within a month or 10 within a school year, the school is required to file a petition with the Benton-Franklin County Juvenile Justice Center.

**DISCIPLINE**

**Discipline Sanctions:**

In the event that staffing constraints do not allow the use of the standardized progressive discipline system and sanction chart, the following progressive discipline system will be employed.

1 <sup>st</sup> offense	warning
2 <sup>nd</sup> offense	staff phone call home
3 <sup>rd</sup> offense	conference with parent
4 <sup>th</sup> offenses	suspension

Length of suspension is dependent on severity and number of occurrences of the offense.

Major misbehaviors will warrant immediate suspension. These include: agitating an incident, alcohol/drugs possession or use on campus, assault, cheating, major disruptions to the educational process, extortion, coercion, falsifying documents, fighting, harassment, insubordination, offensive language/behavior directed at a staff member, theft, threatening bodily harm, tobacco use/possession, vandalism and truancy.

Tardiness is not acceptable and will follow the same guidelines as listed above.

**Cheating/Plagiarism**

Plagiarism is the taking of language, ideas or thoughts from another person or source and representing them as original work. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action.

### **Detention Assigned by Teachers**

Students may be assigned after school, before school or lunch detention as a disciplinary action by the classroom teacher. The teacher shall notify the parents prior to the student serving the assigned after school/before school detention. Detention will be supervised by the classroom teacher or designated staff. Bus students assigned after school detention will be allowed to ride the activity bus home from school.

### **Discipline Code**

1. This policy contains the consequences of failure to obey standards of conduct designed for the maintenance of an atmosphere where orderly learning is possible and encouraged.
2. All school district personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school, on any property of the school, on any school bus going to or returning from school and/or during school-sponsored activities.
3. The administrative staff shall be allowed to exercise its own judgment in the administration of disciplinary options set forth under the Student Discipline Code policy.
4. Some violations of school rules and regulations may fall under two (2) or more categories of the disciplinary code. The administrative staff shall decide under which category it may be placed. Example: Water balloons would usually fall under possession or use of harmful devices. However, if the situation warrants, it may be placed in categories such as assault, vandalism, etc. Students who lie about violating the school's policies, rules, and regulations should expect additional disciplinary action.
5. Students who repeatedly violate school rules and regulations shall be moved beyond the first offense category where the offense would normally fall. For example, a student who has been in the office for three (3) prior offense violations may not again be placed in the first offense category.
6. The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, who threatens the orderly conduct of the school, or who is in violation of state statutes or city ordinances.

7. Any act occurring on school premises or at school-sponsored events, contrary to federal, state, or local laws, is prohibited by these regulations. When deemed necessary, the administration will contact the proper authority.
8. The administration staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation (s) of the school rules, regulations, and policies are of such a nature as to warrant it. The administration staff shall utilize appropriate alternative disciplinary methods when federal and/or state agencies and/or courts implement policies or court decision interpretations requiring alternate policies be applied to the appropriate groups.

#### **Disciplinary Reports**

Parents shall be contacted by telephone and/or mail if the student is involved in any disciplinary situations in which disciplinary action is imposed. When students are suspended from school, parents will be notified by a letter and/or telephone and the students will be given a copy to hand carry home (if possible).

#### **Disruptive Conduct and Devices Prohibited**

Conduct, which materially and substantially interferes with the educational process, is prohibited. Students shall not bring to school articles that are either disruptive to the educational process and/or of such value that the items are in danger of being stolen. This includes firecrackers, toys, electronic games, water guns, water balloons, skateboards, pea shooters, etc. **Open containers, except water, and glass containers are also prohibited.** Such items will be confiscated and returned at the appropriate time and appropriate disciplinary action may be imposed.

#### **Falsifying Documents**

Because forging names and otherwise falsifying documents is a serious breach of trust, students who forge notes or falsify documents are subject to penalty as specified by the Student Discipline Code.

#### **Family-Student Computer Information Access**

The administration and staff at Connell High School recognizes that many parents would like to take a greater role in their student's education. To make it easier for parents to get involved, CHS is

providing parents with the ability to view their student's school information day or night. Currently, parents will have access to view their student's family information, schedule, final grades, attendance and discipline. The teacher names listed on the schedule are links to their e-mail. Parents may contact the office at Connell High School for their username and password. Family Access is available through your website, <http://www.nfsd.k12.wa.us> or by this URL: <http://family.northfranklin.wa-k12.net/>

### **Fighting**

No student shall engage in fighting (or provoke a fight) during the school day, on school property (including buses), and/or at extra-curricular activities.

### **Fines**

Student fines are expected to be paid. Until fines are paid, students will not be issued a locker or have internet privileges in the next school year. If fines have been paid and books are subsequently found and returned after the school year starts, **fines will not be refunded.**

Students must have all outstanding fines and fees paid before they can participate in extra curricular events. Academic records will not be transferred, nor will diplomas be issued if fines are owed. Students may not walk at graduation if they owe a fine.

### **Harassment and Bullying Policy**

The North Franklin School District does not condone any form of harassment directed at students or staff. Harassment is defined as:

The threat to cause bodily injury, property damage, or to cause physical confinement or restraint of the person being threatened, or any other malicious act intended to substantially harm the physical or mental health of the person being threatened. This includes racial, sexual, oral, written, and physical harassment.

*The term harassment means words or actions that hurt or humiliate others. Harassment creates an environment that makes learning difficult and is not permitted at school. Harassment and discrimination based on race, religion, age, gender, marital status, national origin or disability are legally prohibited.*

*Harassment or bullying of ANY individual or group is not permitted. A student shall not intimidate any other student by force, threat of force or emotional duress.*

Violators are subject to discipline based on the progressive discipline system. Consequences for harassment include expulsion from North Franklin School District. If a student feels he/she is a victim of harassment or bullying, he/she should speak to his/her counselor or administrator to fill out a harassment report. The staff member can then follow through with appropriate action.

### **Sexual Harassment**

The high school is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

- sexually suggestive looks or gestures
- sexual jokes, pictures or teasing
- pressure for dates or sex
- sexually demeaning comments
- deliberate touching, cornering, or pinching
- attempts to kiss or fondle
- threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student, or suspension and /or termination of the employee.

### **In-School Suspension**

Connell High School will utilize a program of in-school suspension consisting of isolation, discipline, and working on classroom assignments and I.S.S. assignments. The successful implementation of an I.S.S. program requires the cooperation of student, parents, and school staff. A student will be assigned to I.S.S. by the building administrator.

A student attending in-school suspension shall receive credit for all work successfully completed in I.S.S. The student, when reporting to the in-school suspension room, shall bring all his/her books, supplies and materials needed for the entire day. He/she will not be permitted to leave the area during the school day unless authorized by the I.S.S. school supervisor. The student will not take breaks by the period as other students do. If a student, placed on I.S.S. , violates the rules of the I.S.S. program, he/she shall receive additional disciplinary penalties.

#### **Language**

Students must not use **vulgar or obscene language**, writing, pictures, signs, or acts. This includes gang-related language or signs.

#### **Lasers**

The use or possession of laser pointers is not allowed. In some cases, their use may constitute a criminal offense. Students with lasers will be subject to disciplinary action.

#### **Removal From Class**

Students shall not disrupt the educational process. If a student must be removed from a class, the teacher shall immediately notify the administration and parents will be notified by the teacher.

#### **\*Saturday Discipline Day**

Saturday Discipline Day (SDD) is a disciplinary measure implemented prior to the suspension of a student from school. SDD is an integral part of the progressive discipline system used at Connell High School. This is an additional step in the sanction chart between in-school suspension and out of school suspension. SDD will be given based on the re-occurrence and nature of the behavior. It is the goal of Connell High School to keep students in class to receive direct instruction as much as possible.

Saturday Discipline Day will be held on alternating Saturdays each month. Assigned students will meet in the high school library from 8:00

AM to 12:00 noon. During this time students will be assigned work detail tasks. Students must come prepared with study materials. Quiet study time will be part of the schedule.

**Failure to attend Saturday school will result in automatic suspension.**

\* Saturday school is an option if funding from the district has been approved for the current year.

### **School-Sponsored Activities**

Students who are engaged in school-sponsored activities who violate district adopted rules of conduct may be suspended or excluded from all or any specific activities. The principal may suspend a student from an extracurricular activity for general school misbehavior even though unrelated to the activity.

### **Suspension Definitions**

1. Short-Term Suspension – A suspension from school for 1-10 school days.
2. Long-Term Suspension – A suspension from school which exceed 10 days.
3. Expulsions – A denial of attendance from school for an indefinite period.

### **Vandalism**

Any student who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student, is subject to suspension and punishment. If any property of the school district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, the school district may withhold the grades, diploma, and transcripts of the student responsible for the damage or loss until the student or the student's parent or guardian has paid for the damages. If the student is suspended, the student may not be readmitted until the student or parents or legal guardian has made payment in full or until directed by the superintendent of schools. If the property damaged is a school bus owned and operated by or contracted to any school district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed by the superintendent.

**GRADES**

**Enrollment Requirements**

All students shall be enrolled in 3 ½ credits each semester. Exceptions due to extenuating circumstances (approved programs, classes, etc.) shall be approved by the counselor and building principal.

**Academic Honor Roll**

Students are eligible for academic honor roll by earning a GPA of 3.7 for 3 consecutive semesters.

**Honor Roll**

Each Semester, the Honor Roll will be calculated:

Superintendent's List: 3.5 – 4.0

Principal's List: 3.25 – 3.49

Honor Roll: 3.0 – 3.24

**Grade Level Requirements**

<b>Grade 9</b>			
<b>1st Semester</b>		<b>2nd Semester</b>	<b>Credit</b>
English		English	1.00
Math		Math	1.00
Science		Science	1.00
Geography	<--->	Health	1.00
PE	<--->	Info Processing 1	1.00
Elective		Elective	1.00
Elective		Elective	1.00
CAPS		CAPS	0.25
			7.25

<b>Grade 10</b>			
<b>1st Semester</b>		<b>2nd Semester</b>	
English		English	1.00

Math	Math	1.00
Science	Science	1.00
PE	PE	1.00
Elective	Elective	1.00
Elective	Elective	1.00
Elective	Elective	1.00
CAPS	CAPS	0.25
		<hr/> 7.25

<b>Grade 11</b>		
<b>1st Semester</b>		<b>2nd Semester</b>
English		English 1.00
US History		US History 1.00
Elect. (Math)		Elect. (Math) 1.00
Elect.(For.Lang)**		Elect.(For.Lang)** 1.00
Elective		Elective 1.00
Elective		Elective 1.00
Elective		Elective 1.00
CAPS		CAPS 0.25
		<hr/> 7.25

<b>Grade 12</b>		
<b>1st Semester</b>		<b>2nd Semester</b>
English		English 1.00
Government		Government 1.00
Economics	<--->	Elective 1.00
Elect.(For.Lang)**		Elect.(For.Lang)** 1.00
Elective (Math)		Elective (Math) 1.00
Elective		Elective 1.00
Elective		Elective 1.00
CAPS		CAPS 0.25
		<hr/> 7.25

Total Credits	29.00
Minimum Credits Needed to Graduate	26.00

\*\* required for entrance into a 4 year college/university

<b>TRI-TECH STUDENTS</b>		<b>Grade 11</b>	
<b>1st Semester</b>		<b>2nd Sem.</b>	
Tri Tech		Tri Tech	1.00
Tri Tech		Tri Tech	1.00
Tri Tech		Tri Tech	1.00
Ride Back		Ride Back	0.00
English		English	1.00
US History		US History	1.00
Elective		Elective	1.00
CAPS		CAPS	0.25
			<hr/> 6.25
<b>TRI-TECH STUDENTS</b>		<b>Grade 12</b>	
<b>1st Semester</b>		<b>2nd Sem.</b>	
Tri Tech		Tri Tech	1.00
Tri Tech		Tri Tech	1.00
Tri Tech		Tri Tech	1.00
Ride Back		Ride Back	0.00
English		English	1.00
Government		Government	1.00
Economics	<--->	Elective	1.00
CAPS		CAPS	0.25
			6.25
<b>Total Credits:</b>			
- if a student attends Tri-Tech for 1 year			28.00
- if a student attends Tri-Tech for 2 years			27.00
<b>Minimum Credits Needed to Graduate:</b>			26.00

**Grade Point System**

A 4.0 grade points

C 2.0 grade points

A-	3.7 grade points	C-	1.7 grade points
B+	3.3 grade points	D+	1.3 grade points
B	3.0 grade points	D	1.0 grade points
B-	2.7 grade points	F	0.0 grade points
C+	2.3 grade points		
P/F	(or non-graded courses) Student will receive a Pass (P) if they meet the minimum requirement of the course. Student will receive a Fail (F) if they do not meet the minimum requirement of course.		
I	Student is being given special privilege and extension of time to complete class work. <b>If work is not completed before the end of two additional weeks or other specified time an F will be given.</b>		
NC	No credit. Student has not been in class long enough to receive credit.		

Quarterly reports of the student's progress shall be issued to the parents of each student on a regular report form. Students shall be issued a letter grade on their report card to indicate their proficiency in the subjects at the end of each quarter.

**Graduation Attire**

Graduation attire for all students graduating is Sunday attire.

**Graduation Exercises**

In order for a student to participate in graduation exercises, he/she must have completed all required courses. Students short on credits will not be allowed to walk.

**Graduation Requirements      Each Semester = .5 credits**

<u>Subject</u>	<u>Semesters</u>	<u>Credits Required</u>
English	8 Semesters	4
Social Studies	6 Semesters	3
Math	4 Semesters	2
Science	4 Semesters	2
*P.E.	4 Semesters	2
Health	1 Semester	.5
Vocational	2 Semesters	1

Occupational

Fine, Visual, Performing Arts	2 Semesters	1
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CAPS Electives	8 Semesters (.25 per year) 19 Semesters	1
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**Total** **26.0 Credits**

\* One year of P.E. may be waived by completing 3 sports seasons. See the Counselors for further information.

**Home-Based Equivalency Course of Study**

Not more than two courses, or 1.0 credit may be applied for during any given school year, or twelve month period of time. No course of study will be accepted unless it was approved by the principal **prior** to the course of study being undertaken. Completed courses of study must be presented to the principal with corresponding documentation by the date agreed upon. Students who take courses by means of Home School Packets should know that these classes are graded Pass/Fail (P/F).

**Honor Cord Wearer**

Graduating seniors may wear gold honor cords if their high school grade point average is 3.25 or better.

**Honor Guard**

The 10 Junior class members who have the highest grade point average will be selected for Honor Guard for graduation. This group will be led by the Junior Class President.

**Progress Reports**

Progress reports will be printed and sent home to parents once every fifteen school days by the CAPS/Advisory teacher for his or her CAPS/Advisory students. Parents will be offered the opportunity to access progress reports on-line.

**Schedule Changes**

All student requests for schedule changes must be initiated with the High School Counselor and approved by the Administrator. Any change in schedules occurring after the first week of classes will be due to unusual circumstances or for the purposes of balancing classes.

### **Student Aides**

Only juniors and seniors may be aides. For every student aide position a job description will be written and minimum performance criteria established. Any student aide who abuses the privilege of being an aide by skipping class, or being habitually tardy to class or other misconduct, may be dismissed immediately without a second chance. **Student aides must remain on campus and be under adult supervision at all times.** Each student aide will receive .25 credit per semester. All aide grades will be Pass/Fail.

### **Valedictorian Criteria**

Subject to the criteria set forth below, Valedictorian honors are awarded to the Connell High School Senior (s) with the highest cumulative grade point average. Salutatorian (s) Honors are awarded to the graduating senior (s) with the next highest cumulative grade point average. In addition, the following criteria must be met:

- AP English Language or AP English Literature, four years of science, and trigonometry (or the equivalent math course offered at Connell High School), or the equivalent courses through Running Start program.
- Beginning with the class of 2010, must complete a minimum of three Advanced Placement classes.
- Must be enrolled in a minimum of six graded classes each semester. In addition to CAPS, a student has the option of taking one non-academic core class per semester that is graded pass/fail, provided that such class is not a graduation requirement, and is not one of the classes listed above as part of the Valedictorian Salutatorian criteria.
- Any credits used to calculate GPA must be earned from an accredited high school for college.
- Must be enrolled at Connell High School for the student's entire senior year.
- The Honor Awards (Valedictorian, Salutatorian, and Honor Cords) will be calculated at the end of the first semester of their senior year. (Students selected for an award at the end of first semester

who do not meet academic standards during second semester will have their award revoked.)

- Must pass all sections of the WASL.

## **POLICY**

### **Academic Lettering Criteria**

Students must complete three successive semesters with a minimum GPA of 3.7 while enrolled in a minimum of 6 graded classes. Letters are also available in the following club or classes: FBLA, FCCLA, Music, Knowledge Bowl, Art, FFA and Math Team. See advisors of these organizations for their criteria.

### **Access to Student Records and Permanent Records**

All dissemination, inspection, and review of the student records will be in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974.

Each year parents and students need to be reminded of the student records policy of the North Franklin School District. Parents and students, who wish to review any or all of the school records pertaining to the student, should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records.

Record information will not be released to most persons or agencies without the written consent of parents. None-the-less, it is the policy of this district to forward school records without parent consent to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

### **Activities**

Some of the clubs, organizations, or activities that are available at CHS are: Annual Staff, Athletics, Art, Band, Cheerleading, Cultural Leadership (CLS), Dance Team, Future Career Community Leaders of America (FCCLA), Future Farmers of America (FFA), Future Business

Leaders of America (FBLA), Math Team, Knowledge Bowl, National Honor Society (NHS), Upward Bound and Student Council.

### **ASB/Class Officer Requirements**

All students running for ASB or Class Office are required to be attending Connell High School full-time. All students running for an office will be required to have been enrolled at Connell High School for a minimum of one quarter prior to their running for office. Students must have an ASB card to run and are expected to purchase one for their year in office.

All students running for a position in the ASB must have a GPA of 3.0. Students running for class position will be required to be in possession of a minimum GPA of 2.5. Students must maintain this grade point while they are in office.

### **Athletic Requirements**

Connell High School is a member of the South Central Athletic Conference. Students are strongly encouraged to turn out for athletics. Connell High School has a full program of sports including football, cross country, girls' soccer, volleyball, basketball, wrestling, tennis, track, softball, baseball and boys' soccer. Student athletes shall be in attendance the entire school day in order to attend practice or participate in a contest on that day. The athletic director may grant exceptions.

### **Athletes must be on track for graduation to participate in athletics.**

#### **Students must provide proof of the following before the first turn-out:**

1. Have a physical examination by a medical doctor every two years.
2. Purchase a C.H.S. A.S.B. card.
3. Purchase school insurance or have an insurance waiver.
4. The parent / guardian and student have read and signed the Athletic Contract.
5. Complete the emergency medical form.
6. Complete the waiver warning.
7. Complete the transportation permission form.
8. Have all fines paid in full.
9. Pay the sports fee per sport or have made arrangements to pay with the Athletic Director.

Students must maintain their eligibility with regard to grades, residence, and amateur standing. Athletic forms are available in the office. Fill them out completely and return them to the office. Athletic game schedules are available in the office.

### **Bus Rules and Regulations**

Riding a school bus is a privilege, not a right. All normal school rules apply for bus behavior (no tobacco use, no alcohol, no throwing or littering, no hanging out of the windows, no obscene language, etc.) It is each student's responsibility to adhere to the policies, rules and regulations of the North Franklin District. If a student cannot obey these rules, he or she will be denied permission to ride the bus. It is the bus driver's responsibility to enforce the rules. Students in violation of the rules and regulations may be referred to the transportation supervisor and principal.

### **Career and Academic Planning Session (CAPS)**

The opportunity for students to meet weekly with an advisor will provide direction, and focus for academic planning and activities. The CAPS class will be the forum for instruction in worked based skills, career exploration, and high school planning. Elements of the CAPS class are: grade level themes, portfolio management, career knowledge acquisition, academic advising, community service learning, job shadowing, senior LEAP presentations.

### **Dance Policy**

Dances will be chaperoned by parents of CHS students and North Franklin School District staff members only.

1. Students who wish to bring a guest from another school must obtain a guest pass from the office.
2. **This form must be completed and submitted to the CHS Principal by 3:00 p.m. TWO days prior to the event. There will be **NO** exceptions.**
3. All guests must be of high school age (under 21 years of age).
4. All students must bring their ASB or a picture ID card to be admitted to the dance. If a student is dancing inappropriately, a school official will contact his/her parent/guardian and he/she will be removed from the dance floor. If the parent/guardian cannot be contacted, there will be a

separate room in the facility where the student may have to sit until the dance is over. Once the student leaves, the school is not responsible for the student's actions. Any student disciplined for this offense will not be allowed to attend future school sponsored dances and may also be subject to school discipline.

5. No one will be admitted to the dance after 10:30 p.m. No one will be allowed to return to the dance, should they wish to leave the dance at any time.
6. Any guest found to be under the influence of alcohol and any illegal substances will be removed from the dance facility and appropriate action will be taken, including police notification.

### **Dress Code**

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall be regulated when there is reasonable expectation that: 1) A health or safety hazard shall be presented by the student's dress or appearance; 2) Damage to school property shall result from the student's dress; or, 3) The student's dress or appearance will create a material and substantial disruption of the educational process at school.

In terms of this policy, disruption includes, but is not necessarily limited to:

- Clothing which promotes alcohol or drugs, including tobacco, is not allowed. Clothing, which is determined to be gang related, including bandannas, gloves, hairnets, etc., as well as clothing, which is sexually suggestive or depicts lewd, obscene or offensive pictures will not be permitted. Chains and other attire that may be considered dangerous or a disruption to the educational process are not permitted.

The superintendent shall establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to

his/her parents, when necessary, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- Create any health or other hazard to the student's safety or to the safety of others.
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The principal, in connection with the advisor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- Creates a hazard to the student's safety or to the safety of others.
- Shall prevent, interfere with or adversely affect the purpose, direction or effort required for the activity to achieve its goals.
- Violates any school or district rule or policy.
- The responsibility to interpret and enforce the Connell High School's Policy and Procedures rests with each principal's professional judgment for his/her school. The decision to allow for temporary exemption from certain guidelines shall be left to the discretion of the administration in situations such as Halloween, Spirit Week, or other school-related dress-up days, dances, sports events, etc.

These guidelines apply to both male and female students.

**Tops:** Tops shall completely cover the torso (the stomach and lower back) at all times, no cleavage shall be visible at any time; unacceptable tops include, but are not limited to, halter tops, off-the-shoulder tops, low-cut tops, bare-midriff tops, and fishnet tops. Sleeveless tops and

tank tops shall not have extremely large armholes which will unnecessarily expose undergarments or bare skin.

**Pants:** Sagging, or wearing of pants/shorts below the waist and/or in a manner that allows underwear or bare skin to show, and bagging, or the wearing of excessively baggy pants/shorts with low hanging crotches are prohibited.

**Skirts and Shorts:** Skirts, shorts and skorts shall not be shorter than mid-thigh (standing and sitting). If skirts, shorts or skorts have a slit, the top of the slit shall not go over mid-thigh (standing and sitting).

**Dresses:** The guidelines for tops and skirts shall also apply to dresses.

**Shoes:** As a health and safety precaution, students must wear shoes. During P.E. and/or sports activities students should wear closed-toe shoes to protect their feet. All appropriate street shoes are allowed, including tennis shoes, sandals, and other hard-soled shoes. Slippers are prohibited except for medical reasons or for specific short-term foot related injuries.

**Outerwear:** Spiked jewelry, chains, and belts with excessive length are prohibited.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed from the extracurricular activity for such period as principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Consequences:

1. Warning, referred to school administration, student to change clothing.
2. Lunch detention
3. Parent notification, Saturday School/Work
4. Short Term suspension

### **Emergency Evacuation**

In the past, Connell High School students and staff have demonstrated the ability to clear out of the building very quickly and efficiently. The continued safety of all people involved rests on the ability to further remove all persons from danger in an organized and controlled manner.

Students will be instructed in and practice evacuation procedures at the beginning of the school year. Practice drills will be held throughout the year. It will be necessary at times to evacuate to a more removed area. The following is a step by step process for this evacuation. Remember that the goal is to keep all individuals safe from harm.

Clear building by same method as previously practiced.

- Students should take their keys, wallet/purse and coat if close at hand.
- All other personal items are expendable in an emergency situation.

Teachers will take roll and submit names of missing people to supervisor.

Evacuate to football field by the most direct / safest route.

- If an emergency occurs during unstructured time (lunch and assemblies) or during passing, students move to the football field and go to the position of the teacher from their last assigned class and wait for him/her.
- If students were not on campus class prior to the emergency, they report directly to office personnel on the football field.

Teacher will take roll second time once in assigned position on the football field.

Students are to stay with their teacher and wait for further direction.

Students will not wander or play games.

Stay off cellular phones to ensure they don't interfere with emergency services.

Listen for instructions.

When all clear is given, students will wait for the teacher to enter the classroom first.

If unable to reenter the building, alternate arrangements will be made.

- Bus and parent pickup zone will be located at the football field main gate (west gate).
- Student vehicles will be allowed to leave after signing out and a route around emergency vehicles has been secured.

### **Eighteen Year Old Students**

The State of Washington recognizes a student who has reached his or her eighteenth birthday as being responsible for his or her own actions. This fact does not alleviate responsibility to adhere to all of the rules and policies of the school board in order to maintain enrollment.

Information may be released to parents of an adult student (over 18) if parents provide more than half of the student's support. We will, therefore, use the student's residence as one of the determining factors. If a student over 18 is living with his/her parents, Connell High School will release information to the parents.

### **Electronic Devices**

Electronic devices and cell phones will not be allowed at school until after 3:00 p.m. (ending of the school day). On early release days, they are not allowed until after 12:05 p.m. as that is the end of school. This means that the cell phone(s)/ electronic devices should not be heard, seen, should not be on the person or used for any purpose during school hours. This includes BEFORE school.

1<sup>st</sup> offense: Electronic device/cell phone will be confiscated for 1 week with parent notification.

2<sup>nd</sup> offense: Electronic device/cell phone will be taken for the rest of the year. A student and or their parents may go through the appeal process with the Principal.

3<sup>rd</sup> offense: The third time a student violates the policy. They will be suspended for 1 day with cell phone/electronic devices taken for the rest of the year. For every additional violation, the suspensions will double along with the cell phone/electronic devices being taken.

Cell phones and other electronic devices (IPOD, MP3 players, CD players etc...) which are brought to school are brought at the students own risk and students need to understand that they are easily stolen or taken from their possession.

If a student has a unique or special situation where they must have a cell phone during school, then they should make arrangements with the principal.

Emergency calls during school operating hours must be made through the high school office.

### **Food and Drinks**

Food items and beverages shall be consumed only during the high school lunch periods, before school or after school in designated areas only.

During the school day, open, unsealed containers (soft drinks/beverages) will **NOT** be allowed on the school grounds except during the lunch period at specific locations. The only exception is water bottles. Students shall not be allowed to bring open unsealed containers back to school from town during lunch. Students are prohibited from having glass or breakable containers for safety precautions.

### **Identifying Self**

All students must upon request, identify themselves to school personnel in the school building, on the school grounds, or at school-sponsored events. (See Insubordination)

### **Illness or Injury**

The school district does employ a nurse for school nurse duties on a part time basis. Consequently, she will be at CHS on a limited basis only. Students who become ill or suffer injury should notify their classroom teacher who will send them to the high school office. At the office, a recommendation will be made that he/she : (1) see the school nurse, (2) see a physician, (3) go home to rest if a parent can be contacted, or (4) return to class. Ill students are not to stay in locations other than where scheduled without permission from the office. Choosing to do so will make the student subject to the disciplinary penalties for truancy.

### **Immunizations**

Students enrolling in Connell High School must have proof of full immunization. Students not providing proof of immunization will not be admitted. WAC 180-38-045

### **Junior High Campus**

High School students are not to be on the Junior High School Campus without authorization from the high school.

### **Lockdown Procedures**

There are two types of lockdown. The first, “danger close” is used when a threat is present in the community. The second, “danger eminent” is used when there is a threat on or near the campus. In case of emergency the following steps will be taken by staff:

#### Danger Close

1. Close and lock both doors and windows.
2. Close the shades or window coverings.
3. Continue to teach.
4. Do not leave the room until the “all clear” is given.

#### Danger Eminent

1. Conduct the first two steps for “danger close”.
2. Have students get on the floor out of sight from outside, in the safest area of the room.
3. Remain quiet
4. Do not leave the room until the “all clear” is given.

#### **Lockers**

Lockers are furnished to all students free of charge. Students are required to maintain the lockers and keep them in good condition. Students are responsible for any damage done to their lockers and must pay for damages.

Student lockers are for the convenience of the student. This privilege can and will be taken away if the student abuses the privilege by abusing the locker or using it to hide alcohol, drugs, weapons, stolen items, or any other material that does not belong in school. The lockers may be inspected by the administration without prior notification to the students.

#### **Medication At School**

If a student must receive prescribed or over-the-counter medication while at school, the following conditions must be met:

1. The parent must sign a Medication Permission Form signed by the parent/guardian **and** physician / dentist. The medication must be brought to the school in the original container. The container must be labeled with the student’s name, physician’s name, drug name, dosage and instructions.
2. Long term requests shall be valid for not more than the current school year.
3. Upon request the form can be faxed to the physician or dentist.

#### **Minors Living Away From Parents**

In most cases students are responsible to their parents. Moving out and living without parent support does not establish a minor as emancipated.

Emancipation of a minor over sixteen years of age is the result of a judicial proceeding and finding the minor has the ability to manage his/her financial, personal, social, and educational affairs and that the denial of the petition would be detrimental to the interests of the student. It is rarely granted.

### **Motor Vehicles/Parking Lots**

If the parent elects that a student would be allowed to drive a motor vehicle to school, it should be with the understanding that the student will be required to adhere to all related school policies. The regulation may include any or all of the following.

1. All students operating a motor vehicle to and from Connell High School must possess a valid driver's license.
2. All student vehicles must be parked in one of the two student parking lots.
3. No student will be permitted to operate a motor vehicle during the school day (except during lunch break), unless student has special permission from the high school office to be dismissed from school.
4. Students, in the operating and driving of motor vehicles on school property, shall abide by all the motor vehicle laws of the State of Washington to the same extent as if the student were operating the motor vehicle on a public highway.
5. Any motor vehicle used to transport persons to school or to school activities that is parked on North Franklin School District property will be subject to search by school authorities.
6. Students are not allowed in the student parking lots during class time or to loiter in and /or around cars in the parking lots at any time.

### **Students shall park in the following school designated student parking lots:**

- Parking lot north of the football field. (Sophomores and Juniors)
- Parking lot east of senior hall (Seniors)

Students shall not park in front of the school or in the Central Office parking area. This area is reserved for assigned parking and visitors.

**Nondiscrimination**

North Franklin School District believe in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, social economic status, martial status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the students, the educational programs and services of the district.

In keeping with the requirements of federal and state laws, this school district strives to remove any vestige of discrimination in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The administration shall continue all necessary actions to ensure that discrimination does not occur in the educational program or activities of the school.

**Nondiscrimination on the Basis of Sex**

The high school does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the district. The provisions of Title IX extend to students with regard to educational opportunities. It will be the policy of the high school to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to sex to all of its students.

**Open Campus/Lunch**

Open campus is a privilege, not a right. This privilege can be revoked at any time for any reason.

**Posting Items**

Materials are not to be posted on the walls or bulletin boards unless approval has been given by the building principal. The item (s) shall be posted only in the area (s) designated by the principal. The materials shall be taken down by the student (s) posting the material on or before the specified date.

### **Public Display of Affection**

One of the responsibilities of the public school is to help teach behavior generally acceptable to society. Public displays of affection are not usually considered appropriate. Consequently, students are to refrain from them. **Physical contact that exceeds the holding of hands is considered excessive and will not be accepted.**

### **School Fees**

District Activity Fee (to join any club)	\$15.00
Art per semester	\$10.00
A.S.B. Card	\$20.00
Athletic Fee (per sport)	\$25.00
Government Magazine	\$10.00

### **Search and Seizure**

School authorities may seize any contraband substance or object that possession of which is illegal, or any material or object which violates school rules or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by the law.
2. General Inspection – School authorities will be making general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable specific suspicion exists.
3. Locker/Desk/Storage Area Inspections – All lockers and other storage as provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

4. Personal Searches – A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
5. Motor Vehicle Searches – Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student’s parent/guardian (s) and/or law officials as appropriate.

### **Student Expression**

Although freedom of student expression is part of the district’s instructional program, free speech may not be used to disrupt the educational process.

No material is to be distributed by non-students on school property without express permission of the principal or his/her designee.

Students are entitled to distribute printed or written materials at reasonable times and places (set forth by the school administrator), provided that the author or person responsible for the materials is noted thereupon. No student may publish or distribute on school property, written materials which have a libelous or obscene content.

No unauthorized commercial solicitation will be allowed on school property at any time unless approved by the Board of Directors.

Student meetings on school property may function only as a part of, and under the sponsorship of, approved Student Body organizations and/or authorization from the principal or his/her designee.

Violators will be referred to the principal or his/her designee, who may take appropriate disciplinary action up to, and including, recommendation for suspension from school.

### **Telephones**

Students are privileged to use the telephone in the office only for emergency business purposes, but not for social conversations or

distinctly personal calls. Since much of school business is transacted over the office telephone, the office telephone lines must be kept clear.

Only in cases of emergency will students be called from class to accept phone calls. Important messages will be delivered to students at the end of the class period.

Students are allowed to use the office telephone only for **emergencies** after receiving permission from their classroom teacher and office staff.

### **Visitors**

Parents are welcome at all times to visit the school, or call the offices to discuss any school matters. Parents are also welcome to visit classrooms, but must first check in through the High School office and obtain a visitor's pass.

No pre-schoolers, non-Connell High School students, recent graduates, etc. shall be allowed to visit the school classrooms due to the distractions and disruptions to the educational environment and process. **DURING SCHOOL HOURS STUDENTS ARE NOT ALLOWED TO BRING VISITORS TO SCHOOL.**

### **Weapons**

The safety of students and staff in our schools is paramount. As such illegal weapons on school grounds are an immediate threat to students and staff and will not be tolerated. Therefore, all persons are prohibited from bringing or being in possession of weapons, dangerous or otherwise, on any school grounds, school-provided transportation, school facility, or to any school- sponsored activity.

For the purpose of this policy, the district adopts the definition of dangerous weapons as set forth in RCW 9.41.250 as now or hereafter amended.

Any student found to have in his or her possession, or in his or her desk or locker, or on the school premises, any dangerous weapon or replica of a dangerous weapon, shall be subject to any or all of the following:

1. Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, metal knuckles, certain knives, "nun-chu-ka"

sticks, "throwing stars," and air guns, including BB guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in RCW 9.41.270 as now or hereafter amended.

2. Immediate expulsion from North Franklin School District for one year pursuant to RCW 9.41.280 and WAC 180-40-275.
3. Being charged for violation of RCW 9.41.280 as now or hereafter amended (statute prohibits any person to knowingly carry onto public or private elementary school or secondary school premises a dangerous weapon and making such crime a gross misdemeanor, with exceptions as provided by statute).
4. Referral of the student to the local police agency and other appropriate agency, including counseling or psychological services as appropriate.
5. Parents will be notified of the infraction and informed of their right to appeal.

### **STUDENT CONDUCT GUIDELINES**

The staff of Connell High School cares about its students and wants to provide a wholesome and productive school environment for learning and school activities. To accomplish this, we cannot allow abusive or disruptive behavior. The following are guidelines for consequences that will occur for the listed infractions. The administration reserves the right, based on the seriousness of the violation, to determine the severity of the consequence to be imposed. **This policy is in effect on all school district property and on property adjacent to school grounds. These guidelines are in effect throughout the school day and during all school sponsored activities, including lunch.**

**CONNELL HIGH SCHOOL IS A VIOLENCE FREE, WEAPONS FREE, AND DRUG FREE ZONE. ANY VIOLATION WILL RESULT IN SERIOUS CONSEQUENCES. THE ENVIRONMENT AT CONNELL HIGH SCHOOL MUST BE SAFE FOR ALL STUDENTS AND STAFF.**

(In-school suspension and Saturday school is listed below as a possible consequence to certain offenses. This option is only available if funding from the district has been approved for the current year.)

### **AGITATING INCIDENT**

#### Offense/Consequence

Encouraging, taunting or instigating a fight or incident causing potential harm or disruption to the school environment.

**1<sup>st</sup> Offense** - 1-3 day in-school suspension.

**2<sup>nd</sup> Offense** - 2-3 day in-school suspension OR 2-3 day suspension.

**3<sup>rd</sup> Offense** - 3-6 day suspension.

### **ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, CONTROLLED SUBSTANCE AND PARAPHERNALIA**

#### Offense/Consequence

Knowingly possessing, using, transmitting, being under the influence of, or showing evidence of having used any alcoholic beverage, illegal drug, controlled substance and/or paraphernalia.

A. On the school grounds during, immediately before, immediately after school hours, or school activities.

**1<sup>st</sup> Offense** - 5-10 day suspension.

**2<sup>nd</sup> Offense** - 11-90 day suspension.

**3<sup>rd</sup> Offense** - Increased 11-90 day suspension.

B. On the school grounds at any time when the school is being used by any school group.

**1<sup>st</sup> Offense** - 5 day suspension and police notification.

**2<sup>nd</sup> Offense** - 11-90 day suspension and police notification.

**3<sup>rd</sup> Offense** - Increased 11-90 day suspension.

C. Off the school grounds at a school activity, function or event.

**1<sup>st</sup> Offense** - 5 day suspension and a 30 calendar day suspension from all activities and police notification.

**2<sup>nd</sup> Offense** - 11-90 day suspension, and/or 60 school day suspension from all activities, and police notification.

**3<sup>rd</sup> Offense** - Increased 11-90 day suspension, and/or 60 school day suspension from all activities,

and police notification.

## **ASSAULT**

### Offense/Consequence

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person (a) on the school grounds during and immediately before or immediately after school hours, (b) on the school grounds at any other time when school is being used by a school group, or (c) off the school ground at any school activity, function or event.

**1<sup>st</sup> Offense** - 1-10 day in-school suspension OR 11-90 day suspension.

**2<sup>nd</sup> Offense** - 11-90 day suspension OR expulsion.

**3<sup>rd</sup> Offense** - Expulsion.

## **CHEATING**

### Offense/Consequence

Being caught cheating with documentation to back the claim.

**1<sup>st</sup> Offense** - No credit for the test or assignment and 2 day in-school suspension.

**2<sup>nd</sup> Offense** - No credit for the test or assignment, and 3 day suspension, and conduct conference of all involved parties.

**3<sup>rd</sup> Offense** - No credit for the test or assignment and 5-10 day suspension.

## **COMPUTER CONTRACT VIOLATIONS/MISUSE**

### Offense/Consequence

Failure to abide by the North Franklin School district Network/Internet User Agreement.

**1<sup>st</sup> Offense** - 1-2 day in-school suspension and/or computer use limited or terminated

**2<sup>nd</sup> Offense** - 3-5 day suspension and/or computer use limited or terminated.

**3<sup>rd</sup> Offense** - 6-10 day suspension and computer use terminated.

## **DISRUPTIONS/MISCONDUCT**

### Offense/Consequence

A “**continued**” disruption of the educational process.

- 1<sup>st</sup> Offense** - 1-3 day in-school suspension OR 3-10 day suspension.
- 2<sup>nd</sup> Offense** - 3-90 day suspension.
- 3<sup>rd</sup> Offense** - 11-90 day suspension.

**DISRUPTIONS/MISCONDUCT** (halls, cafeteria, assemblies, school grounds, school activities, etc.)

Offense/Consequence

Any interruption or disorderly behavior such as throwing things, yelling, etc.

- 1<sup>st</sup> Offense** - After school detention OR 1-2 day in-school suspension.
- 2<sup>nd</sup> Offense** - 1-3 day in-school suspension OR 1-4 day suspension.
- 3<sup>rd</sup> Offense** - 5-10 day suspension.

**DRESS** (inappropriately)

Offense/Consequence

Failure to meet the school's dress code standards.

- 1<sup>st</sup> Offense** - Choice of putting on a school issued shirt OR calling home for a parent to bring appropriate clothing.
- 2<sup>nd</sup> Offense** - Parent conference and/or after school detention time.
- 3<sup>rd</sup> Offense** - 1-2 day in-school suspension OR 1-3 day suspension.

**EXTORTION, COERCION, ETC.**

Offense/Consequence

Any act of intimidation or coercion by a student directed toward other students or school personnel.

- 1<sup>st</sup> Offense** - 3-10 day suspension.
- 2<sup>nd</sup> Offense** - 6-90 day suspension.
- 3<sup>rd</sup> Offense** - 11-90 day suspension.

**FAILURE TO WORK ON ASSIGNMENT DURING CLASS PERIOD**

Offense/Consequence

Repeated documented chronic failure to use class time appropriately.

- 1<sup>st</sup> Offense** - Warning and/or parent conference request.
- 2<sup>nd</sup> Offense** - 1-2 day in-school suspension and/or parent conference .
- 3<sup>rd</sup> Offense** - 3 days in-school suspension OR 1-2 day suspension.

**FALSIFYING DOCUMENTS** (including forged notes)

Offense/Consequence

To adjust, mislead, deceive, inaccurately change and/or provide erroneous documents.

- 1<sup>st</sup> Offense** - 1 day in-school suspension.
- 2<sup>nd</sup> Offense** - 2-3 day in-school suspension OR 2 day suspension.
- 3<sup>rd</sup> Offense** - 5 day suspension.

**FIGHTING**

Offense/Consequence

(1) Being involved in fighting on the school grounds or at school-sponsored events (2) Mutual combat in which both parties have contributed to the conflict either verbally or physically.

- 1<sup>st</sup> Offense** - 3-10 day suspension, recommend counseling, notify police and have them remove student. Parent conference shall be required before the student returns to school.
- 2<sup>nd</sup> Offense** - 6-90 day suspension.
- 3<sup>rd</sup> Offense** - 11-90 day suspension OR expulsion.

**HARASSMENT**

Offense/Consequence

The direct involvement in harassing any person or contributing to a harassment situation. Harassment in any form will not be tolerated at Connell High School. Serious harassment issues may warrant immediate suspension or expulsion from NFSD.

- 1<sup>st</sup> Offense** - Warning and/or 2 hour detention OR in-school suspension.
- 2<sup>nd</sup> Offense** - 2-10 day suspension.
- 3<sup>rd</sup> Offense** - 11-90 day suspension OR expulsion.

**HARMFUL/DISRUPTIVE DEVICES**

Offense/Consequence

Possession or use of water balloons, pea shooters, rocks, etc.

**1<sup>st</sup> Offense** - Warning OR 1-2 day in-school suspension.

**2<sup>nd</sup> Offense** - 2-3 day in-school suspension OR 1-3 day suspension.

**3<sup>rd</sup> Offense** - 3-6 day suspension.

### **INSUBORDINATION, LACK OF COMPLIANCE, WILLFUL DISOBEDIENCE**

#### Offense/Consequence

Direct defiance, insubordination, serious refusal to follow directions, open/direct defiant behavior, willful disobedience toward any staff member.

**1<sup>st</sup> Offense** - 1-4 day suspension.

**2<sup>nd</sup> Offense** - 4-7 day suspension.

**3<sup>rd</sup> Offense** - 7-10 day suspension and parent conference before student may re-enter school OR 11-90 day suspension.

### **LEWD OR OBSCENE LITERATURE, WRITING, OBJECTS, MATERIALS, LANGUAGE, ETC.**

#### Offense/Consequence

Possession of vulgar or obscene writing, objects, materials and/or the use of vulgar or obscene language or gestures.

**1<sup>st</sup> Offense** - Warning OR 1-2 day in-school suspension.

**2<sup>nd</sup> Offense** - 1-3 day in-school suspension OR 1-3 day suspension.

**3<sup>rd</sup> Offense** - 4-10 day suspension.

### **MODERATE SPEEDING OR CARELESS DRIVING**

#### Offense/Consequence

Driving on school property carelessly without exercising due caution, or in such a manner as to endanger oneself and/or others, or property.

**1<sup>st</sup> Offense** - For 3-5 school days—no vehicle permitted nor driving on school property between 8 a.m. – 4 p.m.

**2<sup>nd</sup> Offense** - For 10 school days—no vehicle permitted nor driving on school property between 8a.m. – 4 p.m.

**3<sup>rd</sup> Offense** - 3-10 day suspension.

**OFFENSIVE/OBSCENE LANGUAGE/GESTURES/VERBAL ABUSE**

(directed at a staff member)

Offense/Consequence

Vulgar or obscene language, writing, pictures, signs or acts diverted at a staff member.

**1<sup>st</sup> Offense** - 3-10 day suspension.

**2<sup>nd</sup> Offense** - 6-90 day suspension.

**3<sup>rd</sup> Offense** - 11-90 day suspension OR expulsion.

**SERIOUS VEHICLE OR PARKING LOT VIOLATIONS**

Offense/Consequence

Not maintaining safe legal driving and parking practices such as speeding, reckless driving, illegal parking, driving in an area not reserved for motor vehicles and/or endangering others.

**1<sup>st</sup> Offense** - For 10 school days—no vehicle permitted nor driving on school property between 8 a.m. – 4 p.m.

**2<sup>nd</sup> Offense** - No vehicle or driving on school property for the remainder of school year.

**3<sup>rd</sup> Offense** - 3-10 day suspension.

**STRIKES, SLAPS, KICKS** (directed at a staff member)

Offense/Consequence

Physical aggression or attempt to strike a staff member.

**1<sup>st</sup> Offense** - 6-90 day suspension.

**2<sup>nd</sup> Offense** - 11-90 day suspension.

**3<sup>rd</sup> Offense** - Expulsion.

**THEFT**

Offense/Consequence

Any form of stealing or attempting to steal private or school property.

**1<sup>st</sup> Offense** - 2-3 day in-school suspension OR 1-10 day suspension.

**2<sup>nd</sup> Offense** - 4-90 day suspension.

**3<sup>rd</sup> Offense** - 11-90 day suspension.

**THREATENING BODILY HARM TO ANY STAFF MEMBER**

Offense/Consequence

Any verbal, written, or gesture which threatens the health or safety of a staff member.

**1<sup>st</sup> Offense** - 5-90 day suspension.

**2<sup>nd</sup> Offense** - 11-90 day suspension OR expulsion.

**3<sup>rd</sup> Offense** - Expulsion.

### **THREATENING BODILY HARM TO ANY STUDENT**

Any verbal, written, or gesture which threatens the health or safety of a student.

**1<sup>st</sup> Offense** - 1-3 in-school suspension OR 1-5 day suspension.

**2<sup>nd</sup> Offense** - 4-90 day suspension.

**3<sup>rd</sup> Offense** - 11-90 day suspension.

### **TOBACCO AND SNUFF USAGE**

Possessing or using any form of tobacco on the school grounds.

**1<sup>st</sup> Offense** - 1-2 day in-school suspension OR 1-2 day suspension.

**2<sup>nd</sup> Offense** - 3 day in-school suspension OR 3-10 day suspension.

**3<sup>rd</sup> Offense** - 11-90 day suspension.

### **VANDALISM**

Willfully defacing or causing damage to property belonging to the school, staff, students, or other individuals while at school, on school property, or at a school activity.

**1<sup>st</sup> Offense** - 1-90 day suspension plus restitution.

**2<sup>nd</sup> Offense** - 90 day suspension plus restitution.

**3<sup>rd</sup> Offense** - Expulsion plus restitution.

### **VANDALISM (LESS THAN \$100.00)**

Willfully defacing or causing damage to property belonging to the school, staff, students, or other individuals while at school, on school property, or at a school activity that has a value of less than \$100.00.

**1<sup>st</sup> Offense** - 1-3 day in-school suspension plus restitution OR 11-90 day suspension plus restitution.

**2<sup>nd</sup> Offense** - 7-90 day suspension plus restitution

**3<sup>rd</sup> Offense** - 11-90 day suspension plus restitution.

### **VERBAL ABUSE (directed at a student)**

Ridiculing, teasing, name calling or taunting of another student

**1<sup>st</sup> Offense** - Warning OR 1-2 day in school suspension OR 1-3 day suspension.

**2<sup>nd</sup> Offense** - 1-3 day in-school suspension OR 3-6 day suspension.

**3<sup>rd</sup> Offense** - 4-10 day suspension.

**WRESTLING, SCUFFLING, TRIPPING, PILING ON, ETC.**

Rough house behavior which could cause a safety hazard or possible injury

**1<sup>st</sup> Offense** - Warning OR 1-2 day in-school suspension.

**2<sup>nd</sup> Offense** - 2-3 day in-school suspension OR 2-3 day suspension.

**3<sup>rd</sup> Offense** - 4-6 day suspension.

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