

**Clarkston High School
Student Handbook
2018-2019**



Welcome to the 2018-19 school year, **Go Bantams!** It is an exciting time to be a Bantam and as your principal my job is to support you in becoming a successful student, athlete, citizen, and person. Every adult on our campus is here to support your path to success and should be respected for their work as they will return that respect to you.

The Clarkston School District mission is **Be Valued, Be Inspired, Be Resourceful, and Be Together**. We will honor this mission by living it every day. Bantam students will **Be Valued** by finding value in their education and receiving help towards the improvement of their education. Bantam students will **Be Inspired** by the efforts of the administration and educational staff and in turn inspire others by their efforts. Bantam students will **Be Resourceful** by being proactive to solve problems, taking initiative, and being accountable as young adults. Bantam students will **Be Together** as we support all in their pursuit of success in all activities and in life.

As we work together to empower students to achieve a quality education, I will be meeting monthly with a student advisory group. This group will have random students chosen every month to have lunch with me and advise me how school is going. I want to include students in the conversation on how to improve the educational process. Our staff wants to partner with students not dictate what should happen and in partnering we will **Be Together**.

I am very excited to be your principal and to be a part of this school and community. You will see me in the hallways and classrooms daily. Please say hello and share your thoughts on how we are doing. I enforce three very important rules daily. First, be on time!! Punctuality is the first key to success. Tardy rules will be enforced consistently. Second, be respectful. To earn respect you must give respect. No relationship will be happy without respect for each other. This specifically addresses bullying and harassment. Third, do the work. Homework and classwork is not optional. Students are expected to complete all tasks assigned by teachers. Work not completed on a regular basis will be considered defiance. My point is not to punish but to educate because there is no way anyone can be successful in life without doing the work.

My door is always open, and I look forward to working with you and to help you be successful. A partnership is only as good as the effort that each person is willing to put forward. I promise you that I will not be the one who lacks effort. All students are as important to me as my own children and will be treated as such.

Welcome to Charles Francis Adams (Clarkston) High School! Welcome to the New Year! Let's get to work and as always **GO BANTAMS!**

Doug LaMunyan
Principal Clarkston High School
"Go Bantams"
Be Valued. Be Inspired. Be Resourceful. Be Together!

Administration

Principal, Doug LaMunyan

Assistant Principal, Dan LejaMeyer

Assistant Principal/Athletic Director, Shannon Wilson

Guidance Counseling

Guidance Counselor for A-K, Kathi Carlson

Guidance Counselor for L-Z, Janet Beitelspacher

Guidance Counselor/Testing Coordinator, Jeff Briney

Drug and Alcohol Counselor, Elise Staab

Secretary, Tina Cunningham

Main Office

Office Manager, Inga McCarter

Attendance Secretary, Tami Norland

Business Office, Nancy Sewell

Registrar, Crystal Smith

Student Resource Officer, John Morbeck

Auditorium, Bart Rambo

General Information

ADDING/DROPPING A CLASS - Class schedules may only be changed in the case of academic misplacement or computer error. Students can request such changes within the first 10 days of the semester. Class withdrawals after 10 days will result in an F for the semester in the class the student is attempting to attend and a W on the transcript for the class the student is attempting to drop. Any schedule change will require a student meeting with a counselor.

ADDRESS/TELEPHONE NUMBER CHANGES - Parents/guardians are asked to immediately report any change of address and /or telephone numbers to the school office. Also, please notify the office if there is a change in custody or guardianship of your child.

ASSEMBLIES - Students are required to attend all assemblies unless the administration announces otherwise prior to the event.

ATTENDANCE - According to Clarkston School District Board Policy 3121 Compulsory Attendance:

Excused and Unexcused Absences: Students are expected to attend all assigned classes each day.

Excused Absences: The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. **Participation in school-approved activity.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to illness, health condition, family emergency or religious purposes, court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.** When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail, in person or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail, in person or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences in the same manners listed above.

- C. **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.
- D. **Absence resulting from disciplinary actions--or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension or emergency expulsion shall have the right to make up assignments or exams missed during the time they were denied entry. Students on long-term suspension or expulsion shall be given access to alternative educational services and will not be considered absent while participating in the program as designed.
- E. **Extended Illness or Health Condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical.
- F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor.

Attendance Responsibilities:

A. Responsibility of the Teacher

- 1. The teacher must personally take daily class attendance (this is mandatory within the first 10 minutes) for the grade level keeping a record of both absences and tardies daily.
- 2. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:
 - a. The student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course (WAC 180-40-235).
 - b. The teacher informs students of the attendance policy/procedure of his/her classroom if it is in exception to building procedures. These exceptions must be approved by the principal prior to each semester and cannot differ from District policy and procedure.
- 3. Whenever a student is released from a teacher's class by request of another staff member, prior permission shall be obtained from that teacher or designated representative. Exceptions shall be determined by the principal/designee.

B. Responsibility of the Principal

- 1. The principal/designee will have primary responsibility for building attendance procedures and will indicate to all staff, during annual preschool staff meetings, their role in student attendance monitoring and staff procedure compliance.
- 2. District and building attendance/tardy policies/early departure procedures will be made available to parents, teachers, and students on an annual basis.
- 3. If a student is absent in excess of 15% of the days of attendance, **the principal will require a**

doctor's note for future absences or the absences would be considered unexcused. Parent notification of the additional stipulation must be made in writing.

4. Official grade reporting shall include an accounting of student's attendance by class.
5. The principal/designee may establish procedures by which students with outstanding attendance records will be recognized for this achievement.
6. The principal/designee will be the final authority for the standards regarding the implementation of the definitions for excused and unexcused absences.

C. Responsibility of the Parent/Guardian

It is the responsibility of all parent/guardians of children of school age to see that their children regularly attend school on time.

Unexcused Absences

Unexcused absences fall into two categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously;

Or

- B. Failing to submit, whether by phone, e-mail, in person or in writing any type of excuse statement signed by the parent, guardian or adult student.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence. At CHS the majority of hours is 2 periods.

1. Each unexcused absence shall be followed by a warning letter, electronic message, or phone contact to the parent of the student.
2. After two unexcused absences within any month or 5 unexcused absences within a year, a conference shall be held between the parent, student and principal.
3. If the meeting with the principal does not stop the unexcused absences, then the student and/or parent/guardian must meet with the Clarkston High School attendance board, comprised of CHS staff, to work on a plan to make up missed class time and reduce or stop unexcused absences. Failure to meet with the CHS board will result in immediate referral to community truancy board. Failure to comply with the plan set by the board will result in discipline to include, but not limited to, additional academic time before or after school (ACT) or Saturday school
4. No later than the student's fifth unexcused absence in a month or seventh unexcused absence in a school year, the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

5. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action. No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student.
6. Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.

Tardy - Every student is expected to be in class on time. If a student is tardy beyond 10 minutes, the tardy becomes an unexcused absence.

Eighteen-Year-Old Students - All 18-year-old students will follow the regular attendance policies even if they have an attendance contract signed by a parent and an administrator allowing them to excuse their own absences. Attendance Contracts for 18-year-old students can be picked up in the Attendance Office and turned in to the Main Office.

BELL SCHEDULE

Normal A/B Day

Passing Time 7:55 – 8:00
1/5 Period 8:00 – 9:25
2/6 Period 9:30 – 10:55
LUNCH 10:55 – 11:30
3/7 Period 11:35 – 1:00
4/8 Period 1:05 – 2:30
Passing Time 2:30 – 2:35

Wednesday/Thursday ADVISORY

Passing Time 7:55 – 8:00
1/5 Period 8:00 – 9:20
ADVISORY 9:25 – 9:55
2/6 Period 10:00 – 11:15
LUNCH 11:15 – 11:50
3/7 Period 11:55 – 1:10
4/8 Period 1:15 – 2:30
Passing Time 2:30 – 2:35

CAFETERIA/COMMONS

Student behavior in the cafeteria is based on courtesy and cleanliness. Students are responsible for taking care of the cleanliness of the cafeteria. The lunchroom expectations are:

- Respect others while standing in the lunch line.
- Clean up tables and any mess you make! Take Pride in CHS!
- Sit on the benches rather than the tables.
- NO throwing food or any other object.

Clarkston High School is an open campus. Students may leave school grounds for lunch. Any student leaving campus for any reason other than Running Start must check out with the office.

COMPUTER LABS and INTERNET

Our school has computer labs and computers for individual use. All computers are connected to the Internet. Before any student may utilize this privilege they must have on file a permission form signed by their parent/guardian. Your child will receive **a form that MUST be signed for your child to have access to Internet.**

GRADUATING COLLEGE, CAREER, AND LIFE READY

CREDIT REQUIREMENTS - Each student graduating from Clarkston School District shall have completed the following credits and subject areas of study. Each semester class equals .5 credits.

*Career and Technical includes but is not limited to Industrial Arts, Family and Consumer Sciences, Business, and Applied Technology. Cross credit information is available in the Registration and Planning Guide.

In addition to the credit requirements, students must complete the following:

1. Senior Portfolio and Presentation
2. Five Year Plan for High School and Beyond
3. Pass Required state assessments as determined by legislature

| Classes of 2019 – 2020 | |
|--|--------------------|
| One half credit per semester is provided for a “D” or better. 23.5 total credits are required for graduation. | |
| English | 4.0 credits |
| Mathematics (Algebra 1, Geo, 3 rd yr Math) | 3.0 credits |
| Science (2 lab, 3 rd yr Science) | 2.0 credits |
| Social Studies (US His, Gov, Civics, CWP or alt) | 3.0 credits |
| Health & Fitness (0.5 Health, 1/5 Fitness w/CPR-AED) | 2.0 credits |
| Career & Technical Ed (occupational) | 1.0 credits |
| Fine Arts (1 credit Personal Path possible) | 1.0 credits |
| <u>Electives</u> | <u>7.5 credits</u> |
| | 23.5 total |

| Class of 2021 | |
|--|--------------------|
| One half credit per semester is provided for a “D” or better. 24 total credits are required for graduation. | |
| English | 4.0 credits |
| Mathematics (Algebra 1, Geo, 3 rd yr Math) | 3.0 credits |
| Science (2 lab, 3 rd yr Science) | 3.0 credits |
| Social Studies (US His, Gov, Civics, CWP or alt) | 3.0 credits |
| World Language (2 credits may be Pers. Path) | 2.0 credits |
| Health & Fitness (0.5 Health, 1/5 Fitness w/CPR-AED) | 2.0 credits |
| Career & Technical Ed (occupational) | 1.0 credits |
| Fine Arts | 2.0 credits |
| <u>Electives</u> | <u>4.0 credits</u> |
| | 24.0 total |

Classes of 2022 and Beyond

One half credit per semester is provided for a “D” or better. 27 total credits are required for graduation.

| | <u>CHS Diploma</u> | <u>CSD/State Diploma</u> |
|---|--------------------|--------------------------|
| English | 4.0 credits | 4.0 credits |
| Mathematics (Alg 1, Geo, 3 rd yr Math) | 3.0 credits | 3.0 credits |
| Science (2 lab credits, 3 rd yr. Science) | 3.0 credits | 3.0 credits |
| Social Studies (US History, Gov, Civics, CWP or alt) | 3.0 credits | 3.0 credits |
| Arts (1 credit Personal Pathway possible) | 2.0 credits | 2.0 credits |
| World Language (2.0 credits may be Personal Pathways) | 2.0 credits | 2.0 credits |
| Health & Fitness (0.5 Health, 1.5 Fitness w/CPR-AED) | 2.0 credits | 2.0 credits |
| Career & Technical Ed (occupational) | 1.0 credits | 1.0 credits |
| <u>Electives</u> | <u>7.0 credits</u> | <u>4.0 credits</u> |
| | 27.0 total | 24.0 total |

***For more information see Policy 2410

GRADUATION/COMMENCEMENT: The Clarkston School District considers participation in commencement exercises and related activities a privilege and not a right. *Therefore, any student who is withdrawn from school and placed on suspension for exceptional misconduct per District policy during the 4th quarter of the senior year will not be allowed to participate in school commencement exercises.* This applies to exceptional misconduct on school district property or at a school sponsored event. *Credits to meet graduation requirements must be completed by graduation in order for seniors to participate in the commencement ceremony. All fines must be paid in full for seniors to participate in commencement activities. Payment plans may be worked out with the principal prior to commencement activities.*

GRADING, PROGRESS REPORTS, AND REPORT CARDS - Progress Reports will be issued to students by teachers as needed or as requested. Report cards will be posted at the end of each quarter. If a Progress Report fails to reach home, parents may call for a copy to be mailed home.

Report Cards will be posted and mailed home at the end of each semester.

CREDIT DEFICIENCY - To be on track for graduation, students must have completed the following units of credits:

- Entering the 10th grade should have a minimum of 6 credits.
- Entering the 11th grade should have a minimum of 12 credits.
- Entering the 12th grade should have a minimum of 18 credits.

VALEDICTORIAN and SALUTATORIAN - The Valedictorian and Salutatorian will be the person(s) with the highest grade point average, based on a 4.0 scale, and must meet the following criteria, in addition to the standard graduation requirements:

Classes of 2019 - 2020

- 2 years World Language
- 1 year additional credit of Science
- 1 year of Math higher than Algebra II
- 2 years of AP courses
- At least one activity per year, four total.
This includes any sport, activity, or club.

Classes of 2021 and Beyond

- 2 years World Language
- 1 year of Math higher than Algebra II
- 2 years of AP courses
- At least one activity per year, four total. This includes any sport, activity, or club

Home school transfer students are not eligible to be Valedictorian or Salutatorian. See Registration Guide for more information.

HALL PASSES - Students who leave the classroom for any reason must have a hall pass. Students in the halls without a hall pass will be subject to discipline. Students are not to be using cell phones in the hallways.

HOMEWORK REQUESTS - Students are responsible for contacting teachers for make-up homework. The main office will collect homework assignments for any absences over three days or suspensions over five days in length. Homework is not optional. All work assigned is expected to be completed or it may be defined as defiance.

IDENTIFICATION - All persons must, upon request, identify themselves by name to any school district personnel while on the grounds or at school-sponsored events. School ID cards are required for admittance to all school activities and must be carried at all times.

LIBRARY - The library is available from 7:30am—2:40pm; Monday—Friday

*Times may change due to testing and afternoon meeting schedules. Changes will be posted. Library standards that we expect students to maintain are as follows:

GENERAL USE:

*Respect the rights of others to work in a quiet atmosphere.

*Water is the only food or drink allowed in the library.

*Be respectful of all library materials and equipment.

*The use of cell phones, for calls or text messages, is not allowed.

*Lost or damaged books must be replaced or paid for. Replacement requires approval of the Library Media Specialist.

*Unless you are here with a class or it is lunchtime, you must have a pass from your teacher to use the library. Please leave your pass at the circulation desk.

LOCKERS - Locks and lockers are the property of the Clarkston School District and are made available as a convenience to students. Students who use lockers agree to the following conditions:

- Only students who are assigned lockers by the main office are permitted to use the lockers.
- School authorities reserve the right to open and search all lockers of the school without the need for individualized suspicion in accordance with State Law.

A school principal, vice principal, or principal's designee may conduct a reasonable and appropriate search a student, the student's possessions, and the student's locker, if the principal, vice principal, or principal's designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW [9.41.280](#).

- Student using assigned lockers assume responsibility for the care and condition of lockers. Student's damaging lockers will be responsible for paying for repair.
- The school is not responsible for locker theft either in the locker rooms or the school proper.

******It is not a good idea to store valuables in lockers or desks. The school assumes no responsibility for the safeguard of articles left in lockers or desks. At the end of the school year, students are expected to clean out their lockers. Any items left over the summer will be donated.***

VIDEO CAMERAS - For safety purposes, video equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video recordings routinely and the video may be used as evidence to document student misconduct.

VISITORS - All adults must check in the main office to obtain a guest pass. Students from other schools are not allowed on campus during the school day.

Food Services 2018-2019

Each school operates a breakfast and lunch program. The lunch program is a “choice” program where your child will be given the opportunity to choose at least 3 items from the servings. One of these choices must include a ½ cup serving of fruit or vegetable. Parents are encouraged to complete the application for eligibility for free or reduced lunch. Families only need to submit one form per family, regardless of the schools their children attend.

| | | | |
|--------|-------------------|--------|---------------|
| FREE | Reduced Breakfast | \$0.40 | Reduced lunch |
| \$1.75 | Student Breakfast | \$2.85 | Student Lunch |
| \$2.00 | Adult Breakfast | \$4.00 | Adult Lunch |
| | | Varies | DECA DELI |

Meal fees should be paid in the morning in the cafeteria or online using RevTrak. Meal account balances can be checked through Skyward access. Please visit our school website or the Food Service website for a link. Accounts need to remain in a positive balance. No charging will be allowed on students’ accounts. For more information check district policy and procedures. Families are encouraged to deposit money into student accounts for a week, month, or more to ensure the positive balance.

Students not participating in the school lunch program are encouraged to bring a nutritious meal from home. The meal must be ready to eat. There will be no microwave, hot water, or flatware available to students at any time or anywhere in the school.

Fee Schedule 2018-2019

All fees are paid at registration through the Business Office.

| | |
|-------|--|
| \$5 | Science Lab |
| \$10 | AG Floral Design Lab Fee |
| \$20 | DECA Dues |
| \$20 | FFA Dues |
| \$20 | FCCLA Dues |
| \$30 | Associated Student Body Card, "ASB card" |
| \$55 | Yearbook |
| \$0 | Summer School ½ credit |
| \$175 | Marching Band |

**Notice - All outstanding fees/fines must be paid in full before current year fees.

Athletic Admission Prices 2018-2019

| | |
|------|---|
| \$50 | Adult Season Passes are available through Bantam Boosters |
| \$6 | Adult |
| \$4 | Student |
| Free | Child Preschool and younger |
| \$4 | Senior Citizen |

Why get an ASB card?

- Admits students to all regular season home sport events for FREE!
- Student ID or ASB card is necessary for dances.

Who needs an ASB card?

- All students participating in ASB groups (sport, club, or activity) are required to purchase an ASB card.
- Optional for all other students.

Student Safety, Behavior and Discipline

CLARKSTON HIGH SCHOOL PHILOSOPHY - The goal of the CHS discipline policy is to provide all students the opportunity to develop self-control, successful interpersonal skills, self-direction, self-understanding, and the self-worth that comes with achieving their academic goals while maturing as an individual. The policy will be communicated and consistently enforced. Conduct that is counterproductive to an individual's learning and that is detrimental or unsafe to persons or property; that violates the laws, policies, or commonly accepted standards will not be tolerated. All students have the right to due process.

CHS will not tolerate violence, harassment, or disruptive related activity. All students are expected to comply with the school regulations and to respect the authority of the school staff. All staff members are expected to enforce school and district policies in a fair, firm, and consistent manner. It is our goal as a school community to encourage students to exercise self-discipline and for students to share the responsibility for creating an atmosphere that is conducive to learning.

STUDENT EXPECTATIONS - It is the responsibility of the student to attend school regularly, to show conscientious effort in the classroom work, and to conform to school rules and regulations. Most of all, the student shares with the administration and staff the responsibility to develop a climate within the school that is conducive to effective learning.

No student has the right to interfere with the education of other students.

To fulfill this, each student should:

1. Respect the rights of everyone in the educational process.
2. Practice academic honesty.
3. Express ideas and opinions in a respectful manner which does not slander others.
4. Be aware of the rules and expectations for student behavior and abide by them.
5. Dress and groom to meet the standards established by the CHS Dress Code.
6. Assist the school staff in running a safe school for all students.
7. Protect and take care of school property.
8. Attend school daily and be on time to all classes and other school functions.
9. Make up work when absent or suspended from school following established guidelines.
10. Pursue and attempt to satisfactorily complete the courses of study.

CLASSROOM BEHAVIOR MANAGEMENT - Teachers will establish classroom regulations at the beginning of each semester, including in-class interventions for misbehaviors. Students who choose not to follow classroom expectations will be referred to the progressive discipline system.

BUS BEHAVIOR - All school policies apply to conduct on school buses. Failure to follow bus policy will result in disciplinary action which may include denial of bus riding privileges.

CELL PHONES - Cell Phones or MP3 Players or CD Players or any Electronic Devices

Students **BRING ALL ELECTRONIC DEVICES AT THEIR OWN RISK!** CHS is **NOT** responsible for lost or stolen electronic devices.

Teachers will inform students about the class cell phone policy and enforce the policy.

The administration will give a blanket warning the first few days. Phones are not allowed for use in the hallway during instructional time.

- First offense* - Admin warning.
- Second offense* - Phone is confiscated by the administrator for remainder of the day.
- Third offense* - Parent will be required to pick up the phone at the end of the next school day.
- Additional offense may result in loss of cell phone at any time during the school day.*

DANCE CONDUCT - To create an enjoyable and safe environment at ASB sponsored dances, the following expectations apply:

- All students attending the dance must have a current CHS ASB or student identification card and be currently enrolled.
- Once a student leaves a dance, they will not be allowed to reenter.
- Dancing that creates potential harm or injury to self or others or is sexually provocative will not be allowed.
- Students may not loiter in school parking lots or on campus during dances.
- Dance Guest forms for visitors attending a CHS dance are available in the office.

Students who violate these expectations will be asked to leave the dance and risk forfeiting their privilege to attend future dances.

DRESS CODE

- Visible undergarments are not acceptable
- All tops and shirts must completely cover the midriff, chest, and back
- All shorts must cover top and bottom of buttocks
- Sunglasses are not to be worn indoors
- Clothing or jewelry promoting alcohol, tobacco, drugs, or obscene and vulgar message is not permitted
- Gang related apparel of any kind is not permitted

Students referred to the office for dress issues will be asked to change into appropriate clothing or cover the offensive clothing or message. A second or repeated offense of this policy will result in disciplinary action in accordance with school policy and procedure.

GANG RELATED ACTIVITY - Groups that initiate, advocate, or promote activities which threaten the safety or well-being of person or property on school grounds or at school activities, or which disrupt the educational environment, are harmful to the educational process. The use of signals, graffiti or the presence of any apparel, jewelry, accessory, (including electronic devices) or manner of grooming which by the virtue of its color, arrangement, altered symbol, or any other attribute, may indicate membership or affiliation with a gang. Hand signals or any of these behaviors which in the judgment of staff presents a clear and present danger to students, staff and patrons are prohibited.

PROGRESSIVE DISCIPLINE - The sequence of disciplinary consequences follows the “progressive discipline” model and begins with minimal actions, which can be taken, and ends with the maximum action, which can be administered. This listing does not imply that a “step by step” progression of increasing severity needs to be used by the school staff in dealing with the violation. Parents will be contacted by a teacher for incidents occurring within their supervision. Office Administrators will contact parents for all other major incidents. Consequences are based on circumstances unique to each individual incident of inappropriate behavior and will be dependent on such factors as:

- The severity of the incident
- The student’s attitude, which includes the student’s sense of ownership of the behavior and willingness to change.
- The student’s discipline record.

- Consideration of the unique circumstances which may include cultural considerations and a student’s special needs.

Corrective Disciplinary Consequences

- Teacher-Student Conference:** Clarify expectations and let student know what consequences will be recommended or assigned if inappropriate behavior continues.
- Detention:** Teacher assigned opportunity with the teacher or lunch opportunity, outside of the regular instructional time.
- Parent Conference:** Parent informed by phone, email, or in person with conference documented, incident explained, and future consequences reviewed.
- Student removal from class for up to the remainder of the school day.**

Administrator – Assigned Disciplinary Consequences

- Opportunity (After School):** Students will be required to attend school-sponsored opportunity for up to one hour after school. Students who do not serve their assigned opportunity are returned to additional duties. For minor offenses, there is also lunch detention.
- In School Suspension:** Students will serve suspension in the ISD room all day. This includes lunch and after school detention. Students assigned in school suspension will be given an opportunity to work on current assignments and make up work.
- Out of School Suspension (At Home):** Student is removed from school due to the serious nature of the inappropriate behavior. Students will have an opportunity to make up work that is missed. The student is not to appear on campus nor attend any school functions (after school or evening) while on home suspension, unless part of the students educational supports or program while on disciplinary removal.
- Work Duty:** Work duty will also be an option for students to do before school, during lunch, or after school as a community service opportunity to reduce suspension time.

Referral to Law Enforcement - Inappropriate behavior may not only violate school and district policies, but state and local criminal law. If it is determined that criminal laws have been violated by our students, school officials will notify appropriate law enforcement authorities as well as take appropriate action to satisfy Education and Penal Code mandates.

CLARKSTON HIGH SCHOOL STUDENT BEHAVIOR CONSEQUENCES

The Methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- Consistent from day to day and student to student on a semester basis.
- Balanced against the severity of the misconduct.
- Appropriate to the student's nature and prior behavior.
- Consider other relevant factors as required by State Law.

| Consequences: INFRACTION | FIRST OFFENSE |
|--|--|
| 1. Abuse of computer (included internet and email abuse) | STS: 1-5 days |
| *2. Alcohol, Drugs, Paraphernalia - Possession or use | 10 day LTS, reduced to 3 days w/assessment and treatment |
| *3. Alcohol or Drugs, sale or delivery | STS |
| *4. Arson | LTS or Exp |
| *5. Assault / Threat of | STS: 1-5 days |
| • Attendance | Conference or School service |
| *7. Bomb Threat | LTS or Exp |
| 8. Cellphone / Electronic device | Taken by Teacher |
| 9. Cheating | STS and/or refer to syllabus |
| 10. Leaving Campus without signing out | LO |
| 11. Damage, Destruction of Property (Vandalism) | Depends on extent: School Service or STS: 1-5 days |
| *12. Dangerous Weapons / Firearms | Exp or LTS |

| | |
|--|--|
| *13. Defiance | Depends on incident. School service or STS or ASD |
| 14. Disobedience | School service |
| *15. Disruptive Conduct | Depends on incident. School service |
| 16. Disruptive Dress / Appearance | Conference |
| *17. Extortion | STS: 5 days |
| 18. False Accusations | Depends on incident. School service |
| *19. False Alarm | STS: 1-3 days |
| *20. Falsification / Forgery of Documents | STS: 1 day |
| *21. Fighting | STS: 3-5 days |
| *22. Gangs/Gang activity | Depends on extent. School service or STS |
| *23. Harassment: intimidation & Bullying, unlawful discrimination, sexual harassment | Depends on extent. School service or STS or ASO |
| 24. Inappropriate displays of affection | Depends on severity. Warning |
| 25. Inappropriate language/verbal abuse | Depends on incident. Conference-Warning |
| *26. Intimidation | School service or STS: 1-3 days |
| *27. Lewd behavior / Sexual misconduct | Depends on incident. School service or STS: 1-3 days |

| INFRACTION | FIRST OFFENSE |
|--|---|
| *28. Negligent / reckless Driving | Referred to SRO |
| *29. Obscene or disruptive material | Depends on incident. School service or STS: 1-3 days or ASO |
| 30. Occupying unauthorized area | School Service or ASO |
| *31. Possession/use of explosive or ignition devices | STS: 1-5 days |
| *32. Possession or use of tobacco | Referral for counseling. STS: 1-5 days |
| *33. Robbery | STS: 1-5 days |
| 34. Simple Assault | STS: 1-5 days |
| *35. Theft/possession of stolen property | STS: 1-5 days |
| *36. Unauthorized use of technology | Conference and parent phone call, school service |
| | |

*Exceptional Misconduct: these offenses may be disruptive enough to the educational environment to warrant a short term suspension upon first offense.

NO TOLERANCE FOR WEAPONS ON CAMPUS: IT'S THE LAW
Students bringing weapons (including items made to “look like” real weapons or toy weapons) can be expelled.

Gun Free School Policy 4210

The district has a gun-free school policy that includes one year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief

SAFE & DRUG FREE SCHOOLS The unlawful possession, use, or distribution of illicit drugs, including marijuana, and/or alcohol by students or employees while on Clarkston School District property or as part of a Clarkston School District activity is prohibited. This includes, but is not limited to, the possession or consumption of alcohol or marijuana by an individual under the age of 21, possession or consumption in areas open to and commonly used by the public on leased buildings or grounds. It is illegal to sell, service or furnish alcoholic beverages to a person under the age of 21. Compliance with these standards of conduct by both employees and students is mandatory. Any student found in violation of these standards or conduct may be subject to disciplinary action including, but not limited to, warnings, probation, suspension, expulsion, and special sanctions as appropriate such as required counseling, and/or treatment, and referral for prosecution.

USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES Policy 4215

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image, including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

Prevention The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will see partnerships with families, law enforcement, and other community agencies.

Interventions Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The compliance officer is Roger Trail 509.758.2331.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

SEXUAL HARASSMENT, DISCRIMINATION AND COMPLAINT PROCEDURES

What is discrimination? Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee’s disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class? A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin/Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status
- Disability or the use of a trained dog guide or service animal

What should I do if I believe my child is being discriminated against? You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school? If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter? Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing? You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision? You may appeal the school Board's decision to the Office of

Superintendent of Public Instruction (OSPI). You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do. Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

BULLYING PREVENTION It is the policy and procedure (3207) of the Clarkston School District to prohibit harassment, intimidation and bullying. This includes direct or indirect electronic, written, oral or physical acts which physically harm a student, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school.

Bullying is repeated negative behavior towards a less powerful person or persons. Hitting, name-calling, shunning, and shaming are forms of bullying. Spreading rumors, gossiping and making threats are also forms of bullying.

Anti-Bullying Corrective Actions If your child is experiencing bullying behavior at school, here a few steps you should take:

- Promptly bring the behaviors to the attention of your child's teacher or counselor. The more information you can provide to the teacher or counselor, such as the name of the other student or student(s), the date the behaviors took place, and the location(s), the better.
- If bullying behavior continues, promptly bring the behaviors to the principal's attention. This may include asking for a meeting in person to discuss your concerns, asking for implementation of a Safety Plan for your child to prevent future incidents or for a Student Intervention Team meeting to be held.

If bullying behavior continues, you may file a formal complaint with your school's principal. Forms are available at the front office of each school and can also be located on-line at www.csdk12.org under "Quick Links" (*Harassment, Intimidation, Bullying (HIB) Incident Reporting Form*). If you are unable to resolve your concerns at the building level, contact the Clarkston School District Vice-Principal, Jim Fry, at (509) 758-2531.

Thank you for working with us to address bullying behaviors that take place at our school. As a team of school professionals, parents, and students we can work to reduce and eliminate such behaviors at school.

Activities and Athletics

All students involved in activities and athletics must purchase an ASB card and sign the Code of Conduct.

ACTIVITY ADVISORS

Auditorium Tech Club - Bart Rambo

Cheerleading - Rachael Householder

Color Guard / Winter Guard - Kirsten Quam

DECA - Lynn Carey and Margie Denton

FCCLA - Lindsey Slaybaugh

FFA - Cami Browne

JROTC - Lieutenant Colonel Steve Heflin and T Sergeant Doug Lincoln

Knowledge Bowl - Cindy Stoffregen

Music Programs - Greg Kolar

National Honor Society - Sam Adams and Col. Heflin

Academic Awards Night - Debbie Lynch

Student Council - Debbie Lynch

Theater Club - Larry Goodwin

Yearbook - James York

"CHS FIGHT SONG"

CLARKSTON HIGH SCHOOL
CLARKSTON HIGH SCHOOL
'TIS FOR YOU WE PLAY.
IN OUR HEART, CLARKSTON HIGH SCHOOL
GROWS DEARER EVERY DAY RAH! RAH! RAH!

CLARKSTON HIGH SCHOOL
CLARKSTON HIGH SCHOOL
FIGHT ON
FOR YOUR FAME
FIGHT BANTAMS, FIGHT, FIGHT, FIGHT
TO WIN THIS GAME

C-L-A-R-K-S-T-O-N



ATHLETICS

CHS is a member of the Great Northern League that is a 2A league classification in the state of Washington.

A student who plans to participate in athletics and activities must have the following completed prior to the start of the season. All forms are completed online through Skyward Family Access. Sport Physicals are good for 2 years and must be turned in to the office. Online forms include:

- Physical Form (printed, taken to Dr. office, returned to office)
- Safety Form
- Athletic Registration
- Concussion
- ASB card
- Code of Conduct Form

FALL SEASON

| | |
|---------------|-----------------|
| Football | Brycen Bye |
| Volleyball | Adam VanVogt |
| Cross Country | Kelsey Klettke |
| Swimming | Savannah Kuther |
| Soccer (G) | Ryan Newhouse |

SPRING SEASON

| | |
|------------|-------------------|
| Golf (B) | Brian Frazier |
| Golf (G) | Paige Frazier |
| Track | Brian McElroy |
| Tennis | Sam Adams |
| Baseball | Bruce Bensching |
| Softball | Shane Burke |
| Soccer (B) | Corinthia Richert |

WINTER SEASON

| | |
|----------------|----------------|
| Basketball (B) | Justin Jones |
| Basketball (G) | Debbie Sobotta |
| Wrestling | Duane Benton |

If you need to contact a coach please call the main office at 509-758-5591

Programs, Services

TITLE I, PART A AND LEARNING ASSISTANCE PROGRAM (LAP)

Title I, Part A

What is Title I? Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state's challenging performance standards in reading mathematics, and writing. Schools qualify for Title I funds through their free/reduced lunch percentage. If a school is a Title I school wide program, this means every student K-6 is eligible to receive additional support services through Title I, Part A.

Teacher Qualifications Title I schools must meet federal rules related to teacher and paraprofessional qualifications. At the beginning of each school year, any parent who has a child attending any school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his/her qualifications (Section 1111P(6)(A) ESEA).

Parent Involvement Each school in the district receiving Title 1 funds shall jointly develop with parents of students served in the program a School-Level policy outlining the manner in which parents, school staff and student share responsibility for improved student achievement in meeting academic standards (CSD policy 2108P, 4130P, and Section 1118 (c)-(f) ESEA). Each Title I school will develop a School-Parent Compact. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title 1 program to meet the district's academic standards.
2. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.

3. Review expectations for students to take responsibility for their own learning and actions.
4. Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent- teacher conferences, frequent reports to parents, and reasonable access to staff.

For more information regarding Title I parent involvement, please refer to Policy 2108P and 4130P on the CSD website: www.csdk12.org

Learning Assistance Program (LAP) Learning Assistance Program (LAP) is Washington’s state-funded program that provides supplemental academic support to eligible students. LAP must first focus on addressing the needs of students in K-4 who are deficient in reading or reading readiness skills. However, LAP may also provide supplemental interventions for students K-12 in reading, writing, mathematics, and readiness associated with these content areas. LAP may also support 11th and 12th grade students at risk of not meeting local and state graduation requirements.

Citizen Complaint Procedures for State or Federal Programs A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form
- There is no need to know the law that governs a federal program to file a complaint.

If you have a complaint against a school, the district, Educational Service District (ESD), or School Service Provider, please follow steps 1 through 5:

1. Use your local complaint process first (board policy 2108P)
2. File a citizen complaint through the Office of Superintendent of Public Instruction (OSPI)
3. Mail or Fax your written citizen complaint to OSPI
4. OSPI will process your complaint
5. OSPI will send a final decision within 60 calendar days of the date they received your complaint.

For a more detailed description of this process, please refer to the Title I link on our website: www.csdk12.org

Crisis and Emergency Procedures

The safety of the students is of prime concern. Our school has a written crisis and emergency procedures plan. Emergency planning is monitored and revised regularly. We will practice these procedures during the school year. The cooperation of the parents and guardians is essential at the time of emergency.

EMERGENCY DRILLS Emergency drills will be held monthly during the year. These drills will be conducted according to emergency procedures in the school's emergency plan. Students will be expected to act according to the established rules for the emergency. Students will be informed of these rules and procedures during the year.

Please discuss with your child how important it is to listen carefully to their teacher and other emergency staff during drills or if there are actual events. Students must comply with emergency procedures at once without question. This is for their safety.

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Jim Fry, Assistant Superintendent, 1294 Chestnut, Clarkston, WA 99403 (509)758-2531, fryj@csdk12.org; Section 504/ADA Coordinator, Rebecca Lockhart, Executive Director of Student Services, 1294 Chestnut, Clarkston, WA 99403, (509) 758-2531, lockhartr@csdk12.org.



PHOTOGRAPH/VIDEO

NON-PERMISSION/OPT-OUT FORM

(PARENTS: Complete and return this form only if you do NOT give permission for your student's image to appear in possible school publications, including postings on the website.)

From time to time, photographs or videos of students are taken during the school day for use in district and educational news releases, publications, video productions, social media, educational projects, and the district website.

If you do NOT wish to have your child photographed/videotaped for news media or school publicity purposes, sign and return this form to the school's principal. Parents must submit to their student's principal by September 15 of each year. This form applies *only* to the current school year. Please fill out a new form each school year if you do not want your child's image published.

Student's full name (please print) _____

Current school _____ Grade level: _____ School year _____

Parent/Guardian name (please print) _____

Parent/Guardian signature _____ Date _____

Please note that if your student participates in public events (such as a sporting event or drama production that is open to the community) the school/district may have little or no control over photographs taken by media, other parents, or community members attending the event.

Students 18 years of age do not require parental consent for photo use. For more information, contact the District Office at 509.758.2531.



STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveugays.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS:

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



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