Home of the Wildcats

Colton Junior High
And High School
Parent and Student Handbook
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</table>

Revised 2015
School Staff

Administration:
Nathan Smith  Superintendent - 9/12 Principal
Kevin Graffis  K-8 Principal
Jim Moehrle  Athletic Director

Certificated Personnel:
Cathy Kinzer  Kindergarten
Vickie Fadness  Grades 1 / 2
Brenda Schultheis  Grades 3/4
Nora Moser  Grades 5/6
A.J. Miller  Music
Jody Moehrle  English/Spanish
Jim Moehrle  Math/AD
Eric Nordquist  Grades 7/8 and PE
Jason Nollmeyer  Social Studies/English
Clark Vining  Social Studies/ Digital Learning/PE/Health
Nathan Moore  Vo-Ag
Michele Blakely-Heitstuman  Special Ed. /Title I/LAP
Keith Stormo  Science
Pat Doumit  Elementary PE /PE / 6th grade math

Support Personnel:
Jen Costa  Counselor / Assessment

Classified Personnel:
Dyan Broemmeling  Day Care Manager / Bus Driver
Greg Druffel  Bus Driver
Marsha Druffel  Business Manager
Hong Truong  Custodian
Dave Jacobs  Bus Driver
Sarah Nagle  Instructional Assistant
Tammy McBaine  Secretary
Brad Nilson  Maintenance/Bus Driver
Pam Nilson  Cook
Sue Schultheis  Bus Driver
Kristen Weber  Instructional Assistant
<table>
<thead>
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<th>DATE</th>
<th>PROCEDURE</th>
<th>TIME</th>
<th>PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; QUARTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 13th</td>
<td>Grades due in office</td>
<td>3:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 17th</td>
<td>Grades Mailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; QUARTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 25th</td>
<td>Semester Test</td>
<td></td>
<td></td>
<td>Period 1,3,5</td>
</tr>
<tr>
<td>January 26th</td>
<td>Semester Test</td>
<td></td>
<td></td>
<td>Period 2,4,6</td>
</tr>
<tr>
<td>January 27th</td>
<td>Semester Test</td>
<td></td>
<td></td>
<td>Period 7,8</td>
</tr>
<tr>
<td>January 29th</td>
<td>Grades due in office</td>
<td>3:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 2nd</td>
<td>Grades Mailed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; QUARTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 1st</td>
<td>Grades due in office</td>
<td>3:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 12th</td>
<td>Grades Mailed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; QUARTER</td>
<td>Senior Grades Due</td>
<td>May 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Semester Test</td>
<td></td>
<td></td>
<td>Period 1,3,5</td>
</tr>
<tr>
<td>June 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Semester Test</td>
<td></td>
<td></td>
<td>Period 2,4,6</td>
</tr>
<tr>
<td>June 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Semester Test</td>
<td></td>
<td></td>
<td>Period 7,8</td>
</tr>
<tr>
<td>June 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Grades Due</td>
<td></td>
<td>3:00</td>
<td></td>
</tr>
<tr>
<td>June 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Grades Mailed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Updated 6/10/2015**

**PLEASE NOTE:** SENIOR GRADES SHOULD BE TURNED IN THE MONDAY PRIOR TO GRADUATION FOR VERIFICATION OF CREDITS.
**GRADUATION REQUIREMENTS**

**COLTON HIGH SCHOOL**

**CLASS OF 2016-2018**

**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>Minimum requirements for the Colton School District</th>
<th>Minimum requirements for public, four-year colleges and universities</th>
<th>Recommended courses for highly selective four-year colleges and universities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td>4 credits</td>
<td>4 years</td>
<td>4 years</td>
</tr>
<tr>
<td></td>
<td>1.0 credit of English 1, English 2, English 3 &amp; English 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>3 credits</td>
<td>3 years</td>
<td>3-4 years</td>
</tr>
<tr>
<td></td>
<td>1.0 credit of Algebra I, 1.0 credit of Geometry &amp; 1.0 credit of Algebra II</td>
<td>Must be Algebra II or higher.</td>
<td>Must be Algebra II or higher.</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td>2 credits</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>1.0 credit (lab science)</td>
<td>Include 2 or more lab sciences</td>
<td>Include 2 or more lab sciences</td>
</tr>
<tr>
<td><strong>SOCIAL SCIENCE</strong></td>
<td>4 credits</td>
<td>3 years</td>
<td>3-4 years</td>
</tr>
<tr>
<td></td>
<td>1.0 credit of Civics or Economics, 1.0 credit of U.S. History &amp; 1.0 credit of C/W/I</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAREER AND TECHNOLOGY EDUCATION</strong></td>
<td>3 credits</td>
<td>3 years</td>
<td>3-4 years</td>
</tr>
<tr>
<td></td>
<td>1.0 credit of a computer class &amp; 1.0 credit of School-to-Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HEALTH &amp; FITNESS</strong></td>
<td>2 credits</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>0.5 credit of Health &amp; 1.5 credits of Focused</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ARTS</strong></td>
<td>1 credit</td>
<td>1 year</td>
<td>2-3 years</td>
</tr>
<tr>
<td><strong>WORLD LANGUAGE</strong></td>
<td>0 credits</td>
<td>2 years</td>
<td>3-4 years</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td>9 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td>28 credits</td>
<td>15</td>
<td>17-21</td>
</tr>
<tr>
<td><em>(1 year is equal to 1.0 credit)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*In lieu of a third credit of mathematics students may choose an alternative mathematics course, if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals. Parents must sign a consent form.

**Additional State Graduation Requirements**

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<th>REQUIREMENT</th>
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<td>WASHINGTON STATE HISTORY</td>
<td>Yes</td>
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<td>HIGH SCHOOL &amp; BEYOND PLAN</td>
<td>Yes</td>
</tr>
<tr>
<td>SMARTER BALANCED ASSESSMENT</td>
<td>Yes</td>
</tr>
<tr>
<td>English Language Arts</td>
<td></td>
</tr>
<tr>
<td>(Class of 2016: Reading and Writing HSPE)</td>
<td></td>
</tr>
<tr>
<td>MATH END-OF-COURSE</td>
<td>Yes</td>
</tr>
<tr>
<td>Algebra 1 &amp; Geometry or MATH SBAC</td>
<td></td>
</tr>
<tr>
<td>(Class of 2016: No MATH SBAC option)</td>
<td></td>
</tr>
<tr>
<td>SCIENCE END-OF-COURSE</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology (or NGSS when developed)</td>
<td></td>
</tr>
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</table>
# Graduation Requirements

**Colton High School**  
**Class of 2019**

## Graduation Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Minimum Requirements for the Colton School District</th>
<th>Minimum Requirements for Public, Four-Year Colleges and Universities</th>
<th>Recommended Courses for Highly Selective Four-Year Colleges and Universities</th>
</tr>
</thead>
</table>
| English                  | 4 credits  
1.9 credit of English 1,  
English 2, English 3 &  
English 4 | 4 years | 4 years |
| Mathematics              | 3 credits  
1.9 credit of Algebra 1,  
1.0 credit of Geometry &  
1.0 credit of Algebra 2** | 3 years | 3-4 years |
| Science                  | 3 credits  
3.0 credits of lab science | 2 years | 2 years |
| Social Science           | 4 credits  
6.5 credit of Civics,  
1.0 credit of U.S. History,  
1.0 credit of Civics &  
1.5 credit of U.S. History &  
1.5 credit of U.S. History | 3 years | 3-4 years |
| Career and Technology Education | 3 credits  
1.0 credit of Advanced Computer & 1.0 credit of School-to-Work | 1 year | 2-3 years |
| Health & Fitness         | 2 credits  
0.5 credit of Health &  
1.5 credits of Physical Education | 1 year | 2-3 years |
| Arts                     | 2 credits  
1.0 credit may be PPR** | 1 year | 2-3 years |
| World Language           | 2 credits  
Both credits may be PPR** | 2 years | 3-4 years |
| Electives                | 5 credits | 15 | 17-21 |
| **Total Credits**        | 28 credits | 15 | 17-21 |

1 year is equal to 1.0 credit & 1 semester is equal to 0.5 credit

*In lieu of a third credit of mathematics students may choose an alternative mathematics course, if the parent/guardian agrees that the third credit mathematics elective is supportive of the student’s education and career goals. Parents must sign a consent form.

**Personal Pathway Requirements are related to courses that lead to a specific post high school career or educational outcome indicated in the student’s High School and Beyond Plan. Parents must sign a consent form.

<table>
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<th>Washington State History (0.5 credit)</th>
<th>Yes</th>
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<tr>
<td>High School &amp; Beyond Plan</td>
<td>Yes</td>
</tr>
<tr>
<td>Smarter Balanced Assessment English Language Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Smarter Balanced Assessment Math</td>
<td>Yes</td>
</tr>
<tr>
<td>Science End-of-Course</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*In lieu of English Language Arts, students may choose another language course or PPR.

**In lieu of Math, students may choose another course or PPR.

---

*PPR stands for Personal Pathway Requirement.*

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**Washington State History (0.5 credit)**

**High School & Beyond Plan**

**Smarter Balanced Assessment English Language Arts**

**Smarter Balanced Assessment Math**

**Science End-of-Course**

*In lieu of English Language Arts, students may choose another language course or PPR.*

**In lieu of Math, students may choose another course or PPR.* 

---

*Parents must sign a consent form.*
REGISTRATION FOR NEW AND RETURNING STUDENTS
1. All forms and immunization records must be turned in to the office before the first day of school attendance.
2. All medical care plans and medications must be turned in to the office before the first day of school attendance.
3. Purchase hot lunch or milk ticket (optional).

DRUG/ WEAPON FREE SCHOOL POLICY
It is the policy of Colton School District, as well as state law, that our school is a drug free, weapon free, tobacco free campus. It is the intent of the law, and the policy, that no use of drugs, alcohol, tobacco, or weapons are permitted on school grounds, at any time, including after school, evening, and weekend activities.

NOTE: The athletic fields and the school grounds of any district building are subject to enforcement of the laws. Adults as well as students are subject to enforcement according to the law. Students will be subject to consequences outlined in the discipline policy.

*** In accordance with RCW 28A.600.420, “Any student (elementary or secondary) who is determined to have carried a firearm onto, or to have possessed a firearm on public elementary or secondary school premises, public school provided transportation, or areas of facilities while being used exclusively by public schools, shall be placed on emergency expulsion until all information is reviewed.

NON DISCRIMINATION STATEMENT
The Colton School 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. This 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. District programs will be free from sexual harassment. An inquiry regarding compliance and/or grievance procedures may be directed to the school district’s Civil Rights Compliance/Title IX/RCW 28A.640 Officer, Nate Smith, Superintendent, 706 Union, Colton, WA 99113 or by phone at 509-229-3385, or the Section 504/ADA Coordinator, Kevin Graffis, Principal at 706 Union, Colton WA 99113 or by phone 509-229-3386

NORMAL CLASS SCHEDULE TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25</td>
<td>First Bell</td>
</tr>
<tr>
<td>8:30</td>
<td>1st Period</td>
</tr>
<tr>
<td>9:12</td>
<td>End of 1st</td>
</tr>
<tr>
<td>9:15</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:57</td>
<td>End of 2nd</td>
</tr>
<tr>
<td>10:01</td>
<td>3rd Period</td>
</tr>
<tr>
<td>10:43</td>
<td>End of 3rd</td>
</tr>
<tr>
<td>10:46</td>
<td>4th Period</td>
</tr>
<tr>
<td>11:28</td>
<td>End of 4th</td>
</tr>
<tr>
<td>11:31</td>
<td>High School 5th Period</td>
</tr>
<tr>
<td>12:13</td>
<td>5th Period Jr. High</td>
</tr>
<tr>
<td>12:44</td>
<td>End 5th Period Jr. High School</td>
</tr>
<tr>
<td>12:47</td>
<td>6th Period</td>
</tr>
<tr>
<td>1:29</td>
<td>End of 6th</td>
</tr>
<tr>
<td>1:33</td>
<td>7th Period</td>
</tr>
<tr>
<td>2:15</td>
<td>End of 7th</td>
</tr>
<tr>
<td>2:18</td>
<td>8th Period</td>
</tr>
<tr>
<td>3:00</td>
<td>End of 8th</td>
</tr>
<tr>
<td>10:01</td>
<td>Late Start times: Students arrive and go to their 3rd period class.</td>
</tr>
</tbody>
</table>
SNOW REPORTS/POSSIBLE SCHOOL CLOSURE
During the winter the weather conditions may require a closure of school for a day or a change in the starting/ending time or bus schedule. Registering with the Colton School internet Instant Alert System will insure that parents are kept well informed. Parents may set up an online profile at https://instantalert.honewell.com. The announcements of these changes will also be made at 6:00 A.M. on the Pullman, Moscow, Lewiston, and Colfax radio stations and the Spokane TV stations. If there is an early dismissal due to weather conditions, the school will contact a parent or guardian or other designee prior to releasing an elementary child from school.

HOT LUNCH POLICY
School lunches are provided daily in the cafeteria. The menu will be posted monthly on the school webpage. Students may put money on their account to purchase milk, juice or lunch. Students may also bring a sack lunch from home. Checks for lunches should be made out to Colton School District. Money is deposited in an account and students can purchase either milk or lunches from that money. Enrolled siblings are placed on family accounts. Non-Family members can’t borrow lunches off another student. If a student is running low on lunches the student is reminded that they are out of lunch money. The district will allow the students to charge and if the amount of charges starts to become large the parents will be notified. Parents may check the status of the student’s lunch account on the Skyward link. The district also offers free and reduced lunches for those who qualify. Parents may pick up the paperwork at the district office. Contact the District Office at 229-3385 for further information.
Lunch is served at the following times:
7&8 Grade 11:28
Seniors 12:13
 Juniors
Sophomores
 Freshmen

DRESS CODE / STUDENT GROOMING AND DRESS
The primary responsibility for school dress and grooming rests with the parents of our students. The school's responsibility is not to permit dress and grooming which is disruptive to the educational process or to the health, safety, or propriety of our students. Students are expected to dress appropriately at all school functions/activities. School staff, who believe students are dressed inappropriately will take appropriate action and report that student to the superintendent/principal after repeated offenses.

A student may not wear clothing with offensive, profane, or suggestive language on it. Clothing which displays an alcoholic beverage, drug, or tobacco product is not allowed.
Tops which are cut off, midriff style, halters or tank tops or dresses and/or tops with spaghetti straps are not permitted in school, including physical education classes. Shorts, skirts and dresses should be the length of student fingertips when their hands are at their side. Any garment which reveals undergarments (or the lack thereof) is never appropriate. Hats and sunglasses shall not be worn in school. Students must wear shoes while in school.

CO-CURRICULAR ACTIVITIES
These activities include school sports and sporting events, class and club functions and fund raisers, band/choir, dances, some field trips, some assemblies, and any other activity that is sponsored, or supported, by the ASB.

Assemblies
Assemblies are a scheduled part of the curriculum to be attended by all students, and as such are designated to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior.

**School Dances**
1. All general activity rules and policies apply (behavior, drinking, drugs, tobacco, etc.)
2. Doors to the dance area may be open for ventilation: however, students and guest will not be allowed to enter, exit or sit outside these doors.
3. Outside doors will be locked one hour after the dance is scheduled to begin. Once a student or guest leaves the building or designated area he/she cannot return to the dance.
4. Sponsoring group is responsible for the set up and clean up of facilities.
5. Guest passes must be signed and turned into the High School Office 24 hours prior to the day of the dance. The person who signs the guest pass is responsible to see that the guest upholds all school rules. Signee will receive discipline for any rules and/or policy violation of the guest.
6. Each student is entitled to two guest passes per dance.
7. Guest passes must be used for anyone who is not currently enrolled as a Colton School Student regardless of age. Junior High School students will be allowed to attend High School Dances.
8. Minimum supervision must include two parents and two school advisors.
9. Dances following games will terminate at 12:00 midnight.
10. Major dances will not exceed four (4) hours in length. The exception would be the Junior Prom; however, this dance will be concluded at 12:00 midnight.
11. Advisors have the option of cancelling a dance after one hour, or at any time after that hour, if less than 15 students are present.
12. Doors shall be open to the pop machine area during dances. The sponsoring group is responsible to clean (by mopping) any spillage that night.

**ASSOCIATED STUDENT BODY**
The Student Council is the governing body of the Associated Students and directs students activities. Its function shall be to encourage student government, participation in activities, and improvement of school spirit. Associated Student Body election of officers will be held once yearly, during the spring semester. The four Executive officers of the Student Body shall be the President, Vice-President, Secretary/Treasurer, and Sgt. at Arms. Each office shall be held by one individual only.

Council meetings are held on a regular monthly basis to discuss student business and the expenditure of student body money. A faculty advisor attends these meetings. The council is the main source of relaying student desires, concerns and problems to teachers and administrators.

**CLASS AND ORGANIZATION MEETINGS**
All other class and organization elections will be held once yearly during the first quarter by office notice. Each class will elect the following: President, Vice-President, Secretary/Treasurer. At no time will meetings be held without the faculty advisor first requesting such a meeting and in attendance at such a meeting. Meetings will be orderly and conducted according to parliamentary rules. Activity period will be held during the school day. If there are any organization meetings, they shall be held on pre-scheduled days of the week.

**ADMINISTERING MEDICATION**
When a student needs to take medication (prescription or non-prescription) during the day a parent MUST have a doctor's signature and instruction on the Medication Authorization form to accompany the medication in its ORIGINAL, clearly labeled container. The state of Washington has passed legislation prohibiting the school office from dispensing medications without a doctor's or dentist's consent. Please
note that Tylenol, cough drops, Sudafed, Ibuprofen, etc, are considered medications, and need the same paperwork as prescription medication to be taken during school hours. Please keep a copy of the Medical Authorization form on hand to take to each appointment to avoid any delay in dispensing needed medication. Those students with inhalers who want to carry them in person must have the physician sign the Medication Authorization form stating that the student is capable of self-medicating and carrying the inhaler.

The orders shall be current, obtained at least yearly, and reviewed and updated whenever there is a significant change in the child's school activity program or change in prescription instructions. Only medication in containers appropriately labeled by a physician, dentist, or pharmacist will be accepted by the school. Such medication must be kept in a safe place secure from the possibility of inadvertent removal or theft. Medication will be dispensed only by authorized school office personnel. The school nurse or county health department must be informed of all students receiving medication under the supervision of authorized school personnel.

No medication shall be administered by injection except when a student is susceptible to a pre-determined life-endangering situation. Such a potential emergency exists in the case of enrolled students with a history of anaphylaxis due to insect stings. Please contact the School Office for further information (229-3386).

It is important to notify the school/nurse regarding any and all allergies, health problems, or any significant changes in a student's health status.

Illnesses that require a student to miss school:
* is or has been vomiting or experiencing diarrhea within 24 hours.
* is feverish. (Please do not give Tylenol and send to school)
* has had a fever within 24 hours.
* has any communicable illness or disease.
* has lice/nits (lice eggs) or scabies.
* has untreated pink eye (antibiotic prescription eye drops must be used a minimum of 24 hours before student may return to school).
* has untreated impetigo (must be treated with antibiotic before the student may return to school).

Children who become ill or injured at school are cared for by one of the office staff. Parents and guardians will be notified as the need is determined. Because time and facilities to care for sick children are limited, it is important that the school has current local emergency telephone numbers.

No ill student is to leave school during the day until the principal’s office has been informed, and the student’s home has been phoned. This procedure protects a very sick student from possible serious injury, and fulfills the legal obligation the school has for supervision.

**MAKE UP WORK FOR EXCUSED ABSENCES**
Students are responsible to make up work missed during an excused absence. Equal amount of time for an absence is allowed for making up work. (For example, if a student is absent for two days, then she/he has two school days from the day she/he returns to school in order to complete make up work.) It is the student’s responsibility to find out from the teacher what she/he missed during his/her absence.

**STUDENT RIGHTS AND RESPONSIBILITIES**
No student shall be denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, sexual orientation, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.

The student is responsible as a citizen to observe the laws of the United States, the State of Washington, and/or its subdivisions. In the school, the student shall respect the rights of others so that she/he does not interfere with their education. The teacher and the administrator are required by law to maintain a suitable environment for learning. Students who involve themselves in criminal or other improper acts on school property, off school property at school-supervised events, or off school property and which acts have a detrimental effect upon the maintenance and operation of the schools of the district are subject to prosecution under the law and/or disciplinary action by the school. The action taken insofar as possible shall be consistent with the level of misconduct.

Cooperation with school personnel - Students must obey the reasonable instruction of school district personnel. In addition, all persons must, upon request identify themselves to school personnel in school buildings, grounds, buses, bus stops, or school-sponsored events.

Attendance - Students shall be punctual and regular in attendance at scheduled classes unless officially released. Students who are so released shall report to the place designated by school officials. (see additional information)

Loitering - in lavatories, parking lots, and designated off-limit areas is prohibited.

Activities - Specific rules and expectations for athletic activities are contained in the Athletic Code. On game nights, student spectators are expected to stay in the gym. Band students must ride the band bus to and from all games unless they have prior permission from the band teacher.

Open campus - Students in grades 7-12 may go home during lunchtime to their own home for lunch, once a parent note approving leaving school grounds has been submitted to the office. Students are not allowed to go to the houses of people other than their family unless otherwise approved by the principal or designee. Closing campus is at the discretion of the administration.

Off campus events - Students at school-sponsored off-campus events shall be governed by school district rules and regulations. Failure to comply may result in loss of eligibility to attend school-sponsored off-campus events and may lead to other disciplinary actions.

Physical contact - Physical contact such as kissing, petting, etc. is inappropriate when done in a public place, such as a school. Display of affection shall be limited to holding hands.

Fighting – The act of quarrelling involving bodily contact is prohibited.

Profanity-vulgar lewd conduct - Vulgar, obscene or profane language, whether spoken, in writing, or gesture, is forbidden. Any lewd, indecent or obscene act or expression is prohibited.

Extortion, assault or causing physical injury - A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

Gang activity - A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.
Transportation - The bus schedule shall be posted on the school website. Students may drive automobiles to and from school. They may not be driven during the school day without the consent of the parent and principal. They may not transport another student during the school day unless consent has been granted by the student's parent. City parking ordinances need to be observed. A phone call will allow the student to leave the building at lunch or during the day if no note is on file. If a parent can not be reached the student will not be able to leave the building. There will be no exceptions.

Selling items at school - Only organizations authorized to sell may sell on school property or at school events.

Student expression- Freedom of expression, oral or written, may not be used to disrupt the educational process or interfere with the rights of others. Oral opinions shall not interfere with the freedom of others to express themselves. Written expressions must be signed by the author and approved by school authorities. The use of obscenities or personal attacks is prohibited.

Students, who edit, publish or distribute handwritten, printed or duplicated matter along with their fellow students within the school must assume responsibility for the content of such publications. Libel, obscenity, vulgarity, and personal attacks are prohibited in all publications.

Students have the freedom to assemble peacefully. There is an appropriate time and place for expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as part of the formal educational process or as authorized by the principal.

Commercial solicitation will not be allowed on school property unless expressly approved by the school administration.

Lockers - Upon entrance, each student is issued a locker. All books and personal items should be stored in lockers. Book and equipment bags left in the halls need to be kept out of the walkway. Band equipment should be stored in appropriate places and not in the hallways. A student may be subject to a fine for any willful damage to school property. No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules.

Lost and found - Students are urged to turn in all items found to the main office. The bulletin will not list lost and found information. Any clothing unclaimed by the time school is out in June may be given to Goodwill or other charitable organizations.

Student valuables/theft reports- Students are cautioned not to bring large amounts of money, or expensive items to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for personal property.

Theft of personal property is a concern at the high school. A large percentage of the thefts occur in the hall lockers and P.E. lockers. To discourage thefts, please take the following precautions:

1. Report theft or loss of property to the office.
2. Identify P.E. clothing with a laundry marking pen.
3. Locks on lockers for P.E. will be required and utilized.
Student electronic devices - Student use of radios, tapes, CDs, iPods, Laptop computers, etc. is at the discretion of each individual teacher. Students who do not follow these policies will receive disciplinary consequences to include, but not limited to, teacher confiscation of the device leading to suspension should defiant behavior occur. The school will not be responsible for lost, stolen, or damaged players or recording medium. It is strongly recommended that students do not bring them to school.

Cellular Phones - Cell phones are only to be used before school, during lunch, and after school. Any staff member may confiscate the device, which shall only be returned to the student’s parent/guardian by the school superintendent/principal. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Cheating/ Forgery - Whenever a student is guilty of cheating, the teacher shall collect the student’s paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. This includes copying or forging another student’s work and or fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms.

ATTENDANCE
It is the policy of the board of directors of the Colton School District to establish and enforce the concept of prompt and regular attendance. Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for helping their students in regular attendance, recognizing that classroom attendance and punctuality are essential. Daily attendance is required in accordance with state law and local district rules. Students will attend regularly scheduled classes and activities unless officially excused by the designated person(s) at the building level. Written excuses are required upon return from absences. Any student, grades seven (7) through twelve (12) who misses fifteen (15) school days during any one semester, will be dropped from school and lose all credits for that semester. A student is guaranteed the right to appeal this decision as outlined in the Student’s Rights and Responsibilities Code. Home instruction is available for medically prescribed confinement that will be of four (4) weeks duration or longer that is verified by a doctor. WAC 397-171-100. Please note that absences, either excused or unexcused, can have a detrimental effect on a student’s grades, and excessive absences may prevent a student from receiving credit in a class. Briefly stated, the school cannot teach pupils who are not present.

ABSENCES DEFINED
1. Excused are absences approved by both the parent and the school and MUST BE CALLED IN to the office during the day of the absence. We encourage routine doctor and dentist appointments be made outside of school hours.

2. Tardiness is defined as not being in the classroom and ready to begin class when the bell rings. A Tardy may be excused when accompanied with a note from another staff member. Students who arrive at school after 8:40 AM will be marked as absent not tardy. Every three tardies will be considered as an unexcused absence. Excessive tardiness may result in disciplinary action which could include a Short-Term or Long-Term Suspension from school.

3. Unexcused are for which parents provide no excuse. Unexcused absences may include failure to bring a note within 48 hours (2 days) for a legitimate absence.

4. Truancy is the willful absence of a student from school without the consent of or the knowledge of the parent, guardian, or school authorities. Repeated truancy may be cause for disciplinary action, suspension, or expulsion. A student is truant if he or she:
   - Leaves school without checking out in the office;
   - Is absent without the knowledge and consent of a parent;
• Is absent from class without permission; (from the teacher of that class or an administrator)
• Obtains a pass to go to a certain place and does not report there;
• Becomes ill and goes home or stays out of class without reporting to the office;
• Has permission to walk home for lunch, becomes ill and remains there without having a parent call the school;
• Comes to school but does not attend class;
• Fails to attend a scheduled assembly;
• Falsifies parental notification; or
• Is absent from school after once arriving on campus without the knowledge and consent of the school.

5. Pre-arranged absence is any absence planned in advance including, but not limited to doctor's appointment, family business, or school event. The student must get his/her assignments prior to the absence in order to receive credit for work. Students must have a prearranged slip signed or initialed by each teacher PRIOR to the absence. Teachers have the right of refusal. All work needs to be turned in the first day back to school to receive full credit. If work is turned in on the day after it is due, the student will receive half of the credit for the work. If the work is received two (2) days after the due date, the student will receive a "zero" for the work on that assignment. Work after this date will not be accepted.

6. Extended Absences are absences totaling two (2) or more days. For extended trips with immediate family, a student should prearrange with his or her teachers or administration. Each teacher will decide if absences count towards maximum allowed for credit for their class. For extended illness-related absences, parent/student should make contact with the office by the 3rd day, prior to the school day, to request missed assignments. State law requires 180 days for a full school year. Students need to be in attendance on the last day of school to go through the proper procedures to check out of all their classes, as well as the office and any other areas they were involved in. This day is included as one of the 180 required days. Any student who is gone due to an excused absence will be required to contact the office for a later, alternate checkout date. It is the responsibility of the parent and student to produce written verification upon request. If the school judges the reason as justifiable, the absence or tardiness may be considered "excused." "Unexcused" absences, non-attendance, and/or tardiness shall be cause for disciplinary action.

Consequences
Failure to bring a note within 2 days will cause an unexcused absence to be regarded as truancy. NO HOMEWORK AND/OR TESTS will be made up and the student receives an "F" for the day/s absent. Grades may be adversely affected by excused and unexcused absences (WAC 180-40-235). Every 3rd unexcused tardy will count as an unexcused absence. After 5 unexcused absences in one month, or 10 in one year, the Becca Bill will be enforced.

Checking in and out of the building - A student (grades 7-12) must sign in and/or out in the office when coming late or leaving early. This must be initialed by a central office employee (secretary or administrator) BEFORE either leaving the building or returning to class. A note from the parent, or himself/herself if 18, must be presented BEFORE checking in or out. Students may not otherwise check out unless phone approval is authorized in an emergency situation only. Failure to follow this procedure may result in an unexcused absence. If a parent is not contacted the student may not leave the building. There are no exceptions to this rule.

Student Athletes must be in attendance for .5 of the school day to attend practice. Exceptions will be made for verified doctor or dental appointments and for other absences where prior approval is obtained through an administrator.
Extended illness or health condition - If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practicable once notification is provided from a physician. If the student is unable to do his or her school work, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

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 parents or guardian shall apply to the principal or superintendent and a limited program shall be written following advice and recommendation of the student's medical advisor. The recommended limited program shall be approved by the school principal. The staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Married students - Students who are married are expected to declare their marital status at the time of marriage or enrollment in school. Any problems arising because of the marriage that affects the school will be handled on an individual basis.

Pregnant students - Students are protected from discrimination based on pregnancy or parental status. The district provides pregnant and parenting students equal access to school programs, extracurricular activities, athletic programs, and educational opportunities. The district does not require students to change educational (e.g. drop out of a class or program) or deny an honor or award based on pregnancy or parental status, including valedictorian statue, scholarships, participation in graduation, or election for class office or homecoming court. The district does not expel or suspend a student for being pregnant or being a parent. (see title IX, 34 C.F.R. Part 106)

TEXT BOOKS AND SUPPLIES
There is no charge for textbooks. When a book is issued there is a number on the textbook. The number and condition of the book are recorded. Parents are encouraged to note the condition of the text books. Any student or staff who loses a book belonging to the district, or destroys a book beyond any usefulness while in their possession, shall be assessed the reimbursement cost for that book.

Each teacher has his/her own teaching routine and may require different supplies for their class. It is up to the student to come to class prepared with their book, pencil, paper and any other items they may need.

HOMEWORK
Homework is to supplement or to reinforce concepts presented in class. Students need to be conscientious about completing assigned homework and turning it in on time. Parents are encouraged to provide a quiet, well lighted area for students to study. Teachers are available for extra help before and after school.

Efforts will be made to avoid preparation for more than three tests scheduled for the same day. Absences will not waive the obligation of completing homework. With each school day absence, students would have one school day to complete assigned homework. Homework for prearranged absences needs to be arranged with teachers prior to the absence.

“AFTER SCHOOL PROGRAM” GUIDELINES
Terms:
Flagged – Category for a student who has a grade percentage ranging from 60-69 % or the category for a student who has plummeted from a passing grade to a failing grade.

X’d – Category for a student who has moved from the “Flagged” because their grade percentage has dropped below 60-%.

Saturday School – A block of time on Saturday mornings from 8 a.m. till noon.

**Process:**
Every Thursday all Jr. and Sr. High School teachers will turn in their individual lists of students who are to be Flagged or X’d. Students who are placed on the after school list will be notified by Friday afternoon and will begin attending the following Monday afternoon. Parents will be notified by mail of the student’s status. The after school program will meet Monday – Thursday from 3:05 to 3:45 in the library. Students are bused home at the end of day.

**Conditions:**
1. Once a student has raised his/her grade to a 70% or higher, they will be immediately removed from the after school list.
2. A student who is flagged may practice with his/her group or team and may participate in contests.
3. A student who is X’d may practice with his/her group or team, but may not participate in contests until their grade percentage is raised to 60% or higher. Once a student has raised his/her failing grade to a 60% or higher, they will be immediately allowed to participate in contests.
4. **Extracurricular activities for which students may become ineligible include:** athletics, music, Science Olympiad and FFA.
5. Students must be Flagged for at least one week before being placed on the X’d list.
6. Saturday school is for those students who have not raised their grade above a 60% by the end of the week and need either some extra time to work or some extra help with the work. Also, at the professional discretion of the teacher, Saturday school may also be used for students who are chronically flagged.
7. A parent conference will be considered if a student is on the list for multiple subjects and/or for multiple weeks.
8. Come with all materials needed. **Expect to work the whole time.**
9. No food or drink will be allowed.
10. A teacher may use their professional discretion to list a student or not.
11. The status of students with an IEP must be considered.
12. The program begins the third week of each semester and will continue throughout the rest of the semester. Quarter and/or semester grades may be the second and fourth quarters.

**Attendance requirements:**
Attendance in the after school program is mandatory for those listed as flagged or X’d. If the student skips the after school program, they will be granted one free day. (Everyone can forget one time.) After that, each skip of the after school program earns a day of Saturday school.

If you have an excused absence from school, then you are excused from the after school program that day as well.

If a student skips Saturday school:
1. The first skip doubles to two Saturdays.
2. The second skip results in an automatic suspension which will continue until a parent meeting takes place.

**Exceptions to after school program attendance:**
1. Excused absences from school
2. Medical appointments
3. Family emergencies
4. Extra-curricular activities on school days for Flagged students only.

**Exceptions to Saturday School Attendance:**
5. Medical appointments
6. Family emergencies

The Colton School District does not consider family visitations due to a divorce or separation as a valid excuse for missing Saturday school. The student can simply be picked up at noon on Saturday.

**GRADING REGULATIONS**
**COLTON HIGH SCHOOL GRADE POINTS**
The standard grading system is a plus and minus system but does not include A+ or D- calculations. This is in compliance with the new Washington transcript system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Semester grades will be posted to student’s transcript as well as eight period quarter grades.

When an incomplete grade (I) is given, the student must complete course work within the following two weeks. If the work has not been completed, the incomplete grade becomes an F.

The student’s cumulative GPA will be computed from all of the courses taken for letter grades.

The numerical rank in class will be determined by using the cumulative grade point average.

**NATIONAL HONOR SOCIETY**
Those students who have achieved a cumulative grade point average of 3.5 or better by the end of the first semester of their sophomore year will be eligible to apply for Colton’s Chapter of National Honor Society.

*Selection of members for the Colton chapter of the National Honor Society*  
(Updated – February 14, 2006)

1. To be eligible for consideration as a member of the Colton Chapter of the National Honor Society, a student must attend Colton High School full-time and have a cumulative grade point average of at least 3.500.
2. Those students who meet the G.P.A. standard of 3.500 will be evaluated by five members of the high school teaching staff following the process outlined below:

   Step 1: Applications of the students who have met the eligible G.P.A. standard and completed an application will be presented by the Honor Society Advisor to the high school teaching staff council. A discussion concerning the candidate will be followed by a secret ballot by five members of the faculty council. This process will be followed for each student presented by the advisor.

   Step 2: Students shall be chosen by a point system with the points given in the following manner:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td>40</td>
</tr>
<tr>
<td>Leadership</td>
<td>20</td>
</tr>
<tr>
<td>Service</td>
<td>20</td>
</tr>
<tr>
<td>Character</td>
<td>16</td>
</tr>
</tbody>
</table>

   A student must have 75 points to get into the Honor Society. Students who fail to reach the accumulative 75 points could be immediately reconsidered by the staff. A re-vote by the faculty council will follow the reconsideration process.

3. The nomination process will occur prior to the county installation ceremony. Sophomores, juniors, and seniors will be eligible for nomination. Under unique circumstances, the faculty council may allow the process to be conducted during the 4th quarter of the same year.

4. If no candidates are eligible, it is not necessary to elect new members each year.

6. Members must maintain an accumulative G.P.A. of 3.500 as well as high standard of leadership, character, and service or membership is forfeited.

7. Foreign exchange students must meet the same eligibility requirements as regular high school students. At the end of the first semester all foreign exchange students will have their grades reviewed. If they meet the 3.500 G.P.A. standards then the process outlined in (II.) will be followed. Foreign exchange students who fulfill all the requirements for membership in the Colton Chapter of the National Honor Society will become honorary members. A local induction ceremony will be held to receive these students into honorary membership. Honorary members will be subject to the same rules and privileges as regular members.

HONOR ROLL

The honor roll is posted each quarter and/or semester (four times a year). Highest honors are given to students who receive a 4.0 grade point average; high honors are given to students who receive a 3.4 – 3.99 grade point average without a D+, D, F or Incomplete; and honors are given to students who receive a 3.0 – 3.39 without a D+, D, F or Incomplete.

CREDIT INFORMATION

Explanation of credit terms:
1. The school year is divided into two semesters. Semesters are made up of two quarters each.
2. Each student enrolls in eight subjects.
3. One half-credit (0.50) is granted for the successful completion of one semester’s work in a subject.
   One quarter credit (0.25) is granted for the successful completion of one quarter’s work in a subject.
4. Students have five school days at the beginning of each semester to change their course of study. Students must complete a form that requires the signatures of the teachers involved in the course changing. For each class dropped, another class must be substituted and have prior approval from the counselor. Prior to changing a core class, the student must complete a form that requires his/her parent's signature of approval as well as the signatures of the teachers involved in the course changing and the building counselor. **Students may NOT drop a required class.**

5. Grade point average is computed on the basis of semester and eight period quarter grades.

Parents will be sent the log in information for the Skyward Parent access Program. This program allows parents to track how their student is progressing along with their attendance in the classroom.

Students will select their course of study in the spring of the year for the following year. It is strongly recommended that these schedules remain intact for the entire school year. Faculty members, counselor, building principal, and parents may aid in the selection process, keeping in mind the student's vocational interest, special abilities, and high school graduation requirements. Students may change this course of study if they provide reasonable alternatives and if the changes will not overload another class or jeopardize the student's planned course of study outlined in the paragraph above.

**Rights of access to student records** - Parents of students, or 18 year old students, who wish to review any or all of the school records pertaining to the student should contact the principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the record.

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the Superintendent for a hearing.

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, 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.

**Standardized testing** - Students will be asked to take tests. These tests attempt to measure interests, aptitudes, and ability to do school work. The results of these tests are used to assess academic achievement and vocational aptitudes. Students are encouraged to do as well as possible on each of these tests.

**School visitations rights of non –students** - All visitors to the school or classroom shall obtain the permission of the principal or supervisor in charge with a minimum 24 hour prior approval. If the visit is to a classroom, the approval may be deferred by the principal until an appropriate time for the visit can be arranged with the teacher.

**Student interrogation and custody policy** - Cooperation between school district officials and law enforcement officials, or juvenile authorities, is essential to ensure social order in public schools. Occasionally it may be necessary for law enforcement officials or juvenile authorities to interrogate or visit a student during school hours and on school grounds. If such action is necessary, the following guidelines shall be followed:

- If the matter under discussion relates to a school problem, a school official shall be present during the interrogation.
• If the matter under discussion happened after school hours or off the school grounds, the custodial parent or guardian may be notified and invited to be present during the interrogation by law enforcement when possible. If a parent cannot be contacted, a school official shall be present during the interrogation.

FIRE DRILLS / LOCK DOWN DRILLS
Fire drills will be held regularly as prescribed by state law. Students are to stay with their teacher and move to the end fields of the football field. Lock down drills will be held during the school year to prepare students and staff for an actual lock down emergency. Please contact the office if you have questions about emergency procedures.

INTERNET POLICY
In order to allow the use of the Colton School District Technology System, including computer equipment, videoconferencing/teleconferencing equipment, software, network(s), and Internet access, the following Acceptable Use Terms and Conditions have been established.

1. The user agrees not to use any technology to harm or disrupt other people, their work, any network, hardware, software, or data.

2. The user will not send, install, or create a computer virus or use the District technology in a way that violates Policy.

3. The user will keep their password confidential and will not reveal others’ addresses, phone numbers, or passwords.

4. The user understands and agrees that their electronic mail (e-mail) and/or data on any district computer or media is not private and that the District has access to all mail and other data, including internet logs, and these may be reviewed by the District at any time.

5. The user may not use the District technology for financial gain or to support or oppose political candidates, groups, or ballot measures.

6. The user will not access, submit, publish, display, and/or install on or through the District network any defamatory, harassing, obscene, sexually explicit, threatening, or illegal material or other material that is disruptive to the educational environment.

7. The user is aware that some sites accessible through the District network may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, or illegal material and the user understands that the Colton School District does not condone the use of such materials. Users should be aware that the filtering software used by the district is not infallible and that users may be able to access inappropriate materials.

8. The user will not use the District network to encourage use of alcohol/controlled substances or violence against others or access sites that do so.

9. The user will treat the files of others as private and will not access anyone’s folders, work, or files without that person’s permission or that of the Superintendent or designee.

10. The user will not attempt to use another person’s login or password.
11. The user understands and consents to the fact that actions taken on or through the network may be recorded and replayed, including, but not limited to, audio and video recordings through teleconferencing, videoconferencing, and/or creation of multimedia projects.

12. The user agrees not to install any software on School District computers without prior written approval from the school administration.

13. The user will not install or transmit copyrighted material through the District network illegally.

14. The user will not attempt to bypass any District filtering or security software. When accessing other networks or systems through the District System the user will abide by all rules of the network.

15. The user understands that the District has the right to reformat any system’s drives and/or remove/relocate any given data or computer at any time. Though every attempt will be made to save data from being lost, the District is not responsible for any loss of data.

16. The user understands and agrees that use of the District network is at their own risk and the Colton School District is not liable for harm suffered by any party as a result of using the District System. Opinions, advice, services and all other information expressed or displayed by others on, through, or about the District network are not those of the Colton School District.

17. The user agrees to be accountable for their actions. If the user intentionally or recklessly inflicts any damage or harm on any portion of the District network, or to any party through the District network, the user will be subject to discipline and restitution. If the user observes other uses violating these terms and conditions, violators will be reported to their supervisor.

18. The user may not use the District network to participate in any activities that violate state or federal law, school district policy, or these Terms and Conditions.

**DISCIPLINE GUIDELINES**

Students should act in such a manner as to enable themselves to acquire the fullest education possible; they should avoid any behavior that is harmful to themselves, to fellow students, or to the good order of the school.

*Specific Regulations* - The general guidelines stated above should be sufficient for students to judge whether their actions are proper or improper for school. There are a number of specific problems that occur for which more definite rules and regulations have been set. In common areas (non-classroom area) students are expected to conduct themselves in a proper manner. This includes, going to and from school, while attending school-sponsored activities such as concerts, assemblies and athletic events, or at any time in the building or on school grounds.

*Behavioral rules*  
The following rules are basic and must be followed at all times:  
1. **BE ON TIME**  
   Teachers detaining any student after class for a brief period of time should supply the student with an admit slip to his/her next class if the teacher determines he/she cannot be in the next class on time. Efforts to pre-arrange extra time should be made.
2. **COME READY TO LEARN, WITH ALL NECESSARY SUPPLIES AND BOOKS.**
3. **RESPECT OTHER’S RIGHTS AND YOUR OWN RIGHTS TO LEARN**
4. **WORK AT LEARNING**
5. **ASK FOR HELP**
6. Hats - not in the classroom; students may wear them to and from school, but put in locker as soon as student gets to school
7. Offensive clothing — change immediately
8. Improper Language, Profanity, Sexual remarks - Teachers will speak with students immediately
9. Telephone - No student calls (incoming or outgoing)
10. No pagers or cellular telephones unless authorized

All employees of the district shall have the authority and share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established by the Board or its agents.

School building administrators are permitted to make such reasonable rules and regulations necessary for the effective preparation of their school buildings. Such rules and regulations are consistent with state statutes and district policy and conform to the principle of due process of the law.

Anti Bullying Policy - Everyone at Colton School is committed to making school a safe and caring place for all students. Everyone will treat each other with respect, and will refuse to tolerate bullying in any form at school.

Bulling is defined as follows:
Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:
- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging other person’s things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone’s race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:
- Closely supervise students in all areas of the school and school grounds.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly to bullying reports.
- Take seriously families’ concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:
- Treat each other respectfully.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in activities, especially those who are often left out.
• Report bullying to an adult.

**SEXUAL HARASSMENT POLICY**
The district is committed to maintaining learning and working environments that are free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

As a first step, any individual who believes he or she has been sexually harassed is encouraged to directly inform the harasser the behavior is offensive, unwelcome, and must stop.

Sexual harassment may include, but is not limited to:
1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Pressure for dates or sexual activity;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person;
7. Offensive sexual graffiti, pictures, or photographs;
8. Hazing, pranks, or other intimidating behavior directed toward an individual in the educational environment;
9. Sexual jokes or teasing.

Any student who believes that he/she has been subjected to sexual harassment in the educational environment is strongly encouraged to bring his/her complaint to the immediate attention of any adult staff member. Third party harassment will also be disciplined under this section.

Engaging in sexual harassment will result in appropriate disciplinary action up to and including suspension or other appropriate sanctions against offending staff and contractors.

No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of sexual harassment. Persons found knowingly reporting false allegations will also be subject to disciplinary action.

Any person can report sexual harassment to any school staff member or the district Title IX Officer, Nate Smith, Superintendent, 706 Union, Colton WA 99113 or by phone 509-229-3385.

For a copy of the district’s Sexual Harassment policy contact the school district office or the website: [www.colton.k12.wa.us](http://www.colton.k12.wa.us).

**PHYSICAL EXAMS / PHYSICAL EDUCATION**
Junior high and high school students participating in athletics are required to have a current physical exam from a practicing physician. It is recommended that students who are new to the district have a physical exam. It is recommended a current physical be on file at the school before the student actively participates in the P.E. program. Exam forms are available in the high school office. Exams used for summer camp will satisfy school’s request. Every student who is assigned to a P.E. class and does not have a medical excuse from a physician will participate in physical education, and will change to appropriate clothing. A doctor’s note is required to re-enter P.E. activities after an injury. P.E. locks will be issued to all students with no charge. If the lock is lost, there will be a $5.00 replacement fee.
CREDITS FOR PHYSICAL EDUCATION:
Credits for Physical Education may be earned by students participating in school athletics as specified in RCW 28A.230.050. Students participating in two sports may earn 0.5 credit and students participating in three sports may earn 1 credit per school year. Those student athletes applying for credit in Physical Education will be graded on a P/F Basis. The grade will not affect their grade point average. Students are still required to attend school for a full day.

ATHLETICS / ACTIVITIES – POLICY NO. 3202
In Colton High School, interscholastic athletics and extracurricular activities are a privilege and rewarding experience. Those who take part in these activities are expected to maintain high behavioral standards. Those standards include academic standards and requirements, citizenship, sportsmanship, conduct and loyalty. Our school's pride and spirit is reflected in our athletic and activities program. The general purpose of this code is to discourage students from using alcohol, tobacco and/or drugs. The following policies have been formulated to guide students to successful school experiences and shall apply to all persons who participate in athletics and/or extracurricular activities.

1. Colton High School athletes/activity participants are special, and we expect them to be productive citizens and follow the rules and policies of the school, classroom and community.
2. Alcohol, tobacco and drugs have an adverse physical and psychological effect on athletes and activity participants. The use or possession of these items is prohibited and not condoned. Possession will be defined as constructive possession, anyone exercising control over substance. Examples: host of party, driver of vehicle, anyone handling full or empty containers.
3. Attendance at functions where minors are consuming or possessing alcohol or drugs is prohibited and not condoned. Attendance is not a violation at functions such as community activities, weddings or anniversaries where adults are drinking. At no time during these functions are minors allowed to drink.
4. Each athlete/activity participant is expected to attend school regularly and meet school attendance policies. In addition, each athlete/activity participant must be in attendance at school for at least one half of the academic periods of the school day on which the contest or activity occurs. Planned absences on the day of the game must be cleared by the principal. Students who do not meet this requirement will not be eligible to participate in that contest.
5. All students participating in school athletics/activities must provide evidence of coverage by a family health and accident insurance policy or purchase school insurance.
6. An Associated Student Body Card is required by the first practice of any sport or activity.
7. A High School student shall have passed all subjects with at least a 60% score in the current semester. If below a 60% score, the athlete must commit to the after school program procedure to remain eligible to play. The records at the end of the semester shall be final, except for those credits earned in a regular accredited summer program and accepted by the school district. Special education students may be an exception.
8. All athletes must have a current physical, within a twenty four month period. To resume participation following an illness or injury serious enough to require medical care, a participating student must present to the school officials a physician's written release.
9. Coaches/advisors of the in-season sport have the right to request additional requirements, i.e. dress standards, curfew and practice procedures. These demands are not considered major training violations and are handled by the head coach/advisor of the activity concerned. Coaches/advisors will meet with the athletic director and principal to determine a course of action.
10. 23.30 WASHINGTON LAWS AND STUDENT ELIGIBILITY. Whenever state of Washington Laws prohibit eligibility, or as a result of violation student eligibility is restricted by law, the member schools of WIAA shall restrict participation in those activities under WIAA's jurisdiction as prescribed by law. (See Attachment No. 1. State regarding student drug use supersedes district policy. Any student found in attendance or in possession of, or using drugs will be subject to district code and/or state law.)
This policy is in effect from the date of the student signature through the remainder of the school year.
(Seasons shall commence with the parent meeting and/or WIAA season which ever is first and proceed through the last team/club activity for that season. Music seasons will correspond to the athletic seasons. Any club/activity not specified will adhere to the athletic seasons.) This policy applies to all school sponsored summer activities. All ASB recognized clubs and organizations will be subject to these rules and regulations. However, clubs and organizations may have bylaws and/or additional sanctions that are more stringent than this policy.
Any violation of regulations concerning the consumption, constructive possession, or attendance at functions where minors are consuming or possessing alcohol during the school year shall result in the following specific disciplinary action.
Any violation of regulations concerning the use or constructive possession of tobacco during the school year shall also result in the following specific disciplinary action.

First offense:
The student will be suspended from the next scheduled team event. The student will be allowed to practice during the suspension. The participant will be given a warning in writing. A copy will be sent to the student's parent(s) or guardian(s).

Second offense:
The second violation for the above infractions during the school year shall be considered a serious violation and will result in dismissal from all athletic/activities for the remainder of that school year's athletic/activities.

Third offense:
The third violation for the above infractions during the student's four years of eligibility shall be considered a serious violation. Due to the re-occurring nature of the violations, all earlier penalties apply and in addition, the student must demonstrate (via Whitman County Drug & Alcohol center sign off) proof of active participation in Drug and Alcohol Rehabilitation Program. This sign off of successful participation must be presented to regain his/her eligibility for the next school year. If a student refuses to participate in a Drug and Alcohol Rehabilitation Program the student is ineligible for a twelve-month period.

Additional offenses:
Any additional offenses to this policy/code will result in the consequences under THIRD OFFENSE above.
If a student finds himself/herself put unknowingly into a situation that is in violation of the code, he/she must make an immediate, clear effort to disassociate himself/herself from the ongoing situation. Such efforts might include but not be limited to 1) driving away, 2) calling for a ride home, or 3) walking away.

Criteria used for invoking a violation:
   a. Actual observance reported by a witness(es) to a coach, advisor, or principal, and signified in writing with a signed statement. (Administration should keep witness(es) confidential.)
   b. Self-Admittance (Written statement must be signed)
   c. Criminal activity (Ticket or other legal action is sufficient)
   d. Athlete's parents (Written statement must be signed)
Any violation of the rules and regulations of the Colton School District as set forth in the Student Rights and Responsibilities Handbook and/or the District Policy Manual will be decided as prescribed therein for all district students.

Any appeal of disciplinary actions for violations of the Athletic/Activities Code will be processed through the athletic director. Copies of the Activities Discipline Hearing procedures are available in the principal's office (Board Policy 3200, page 12,13).

Legend Drugs 23.30.1
Penalties for violation of RCW 69.41.020-69.41.050 (Legend drugs including anabolic steroids possession, sale and/or use). A violation of RCW 69.41.020-69.41.050 shall be considered a violation of the eligibility code and standards and shall subject the student to disciplinary actions. The following penalties will be administered:

First Violation – The student athlete shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season.

Ineligibility shall continue until the next sports season in which the student athlete wishes to turn out. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with the school eligibility board, consisting of coaches and administrators selected by the principal to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student athlete’s case. The school principal shall have the final authority as to the student athlete’s participation in the interscholastic sports program.

A student athlete who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility re-instated in the athletic program, pending recommendation by the school eligibility authority.

2nd Violation - A student athlete who again violates any provision of RCW 69.41.020 through 69.41.050 shall be ineligible and prohibited from participating in any WIAA member school interscholastic sports program for a period of one calendar year from the date of the second violation.

3rd Violation - A student athlete who violates for a third time RCW 69.41.202-69.41.050 shall be permanently prohibited from participation in any WIAA member school athletic program.

PROGRESSIVE DISCIPLINE
The purpose of student discipline is not only to punish misbehavior but to prevent further offenses. Thus, students whose misbehaviors warrant an office referral (as determined by the school staff) will be placed on the progressive discipline program outlined below:

1st Referral: A letter concerning the incident will be sent home and a parent conference may or may not be requested by the principal or staff member. The principal will administer such punishment as he/she may deem necessary, (detention, written apology, etc.), and the student will be placed on two weeks of monitored probation.

During a period of monitored probation the principal will keep a file on the student and check with his or her teachers at least twice a week. If a students' deportment is continuously rated as steady or improving by his or her teachers, he or she will be removed from probation after two weeks. If at any check the students' deportment is rated as unsatisfactory by any teacher, he or she will continue on probation for an
additional week. When a student completes a probationary period, his or her status becomes the same as that of any other student in the school.

2nd Referral: If the student is not on monitored probation, process one is repeated. If, however, the student is on monitored probation at the time of the second referral, the principal shall administer the following: One day in-house suspension, a letter to the students’ parent or guardian, a conference between principal, teacher, student, and parents or guardian, and three additional weeks of monitored probation.

3rd Referral: Again, if the student is not on monitored probation, process one is repeated. If the student is still on monitored probation, a third referral produces: A three day suspension, another three week extension of monitored probation, the usual documentation and a meeting of the individuals named above. This meeting generally occurs as the student returns from his or her suspension.

4th Referral: If a fourth referral occurs during monitored probation, the individual will be removed from school and the principal shall decide whether to recommend long-term suspension or expulsion to the superintendent and school board. Should the student disagree with the findings and recommendations of the principal at this level, he or she may file an appeal with the school superintendent.

This progressive discipline process is meant to be a guideline, applicable in most circumstances. Still, no process such as this is foolproof and individual circumstances do vary. Thus, the staff at Colton School recognizes that certain first offenses may call for more severe punishments. On the other hand, the principal or teacher also has the right to mitigate or modify this process should circumstances seem to warrant such adjustments.

APPEAL PROCESS
In the course of the school year, students, parents, guardians or members of the general public may have questions or concerns regarding school policies or procedures. In the event such concerns arise, the District has specific standard procedure to follow.

1. The individual(s) should first attempt to resolve the concern with the party or parties involved.

2. If the concern is not resolved to satisfaction of the individual(s), a conference may be requested and held with the immediate supervisor.

3. Within 10 school days, the individual(s) and the district employee will be given an explanation from the supervisor.

4. If the determination is not to the satisfaction of the individual(s), she/he (they) may appeal to the superintendent, where the decision is considered final.

This policy shall not preclude discussion and resolution of school problems by various departments of the District or the right of any member of the public to be permitted to address the Board of Directors in open meetings. It is our belief that problem solving is most effective when dealt with at the first, most immediate level.

OTHER ACTIONS:
Long-term suspension: Long-term suspension from school can be used when a student exceeds a specified number of absences in a term. If this action is taken by the school, the student must be provided with the opportunity for a hearing. (See Policy and Procedure 3224, Appeal Process for Long-Term Suspension or Expulsion.) If the hearing officer upholds the suspension action, the student would be withdrawn from school and would not receive any grade on the report card or transcript.

Reduction of a student's grade because of absences: WAC 180-40235(2) permits a student's grade to be affected when the student's attendance and/or participation has been identified by the teacher pursuant to policy of the district as a basis for grading. (See Policy 2420.) In order to lower a student's grade for absences or tardiness, the student's attendance and/or participation must be related to the instructional objectives or goals of the particular subject or course.

Cross References: Board Policy 3320 Suspensions or Expulsions
Legal References: RCW 13.34.300 Failure to cause juvenile to attend school as evidence under neglect petition
RCW 28A.225 Compulsory School Attendance
WAC 180-16-215(4) Minimum 180 school day year--Five day flexibility--Students graduating from high school
WAC 180-40-235 Discipline--Conditions and limitations
WAC 180-40-260 Long-term suspension--Conditions and limitations

ARTICLE V
Due Process and Disciplinary Procedures

Who May Impose Suspensions or Expulsion (WAC-180-40-230)
1. Each certificated teacher, each school administrator, each school bus driver, and any other school employee designated by the Board of Directors of a School District shall possess the authority to impose; discipline upon a student for misconduct which violated rules of the School District established pursuant to WAC-180-40-290.

2. The Principal or Superintendent may impose suspensions pursuant to WAC 180-40-225.

3. The Superintendent is the District Officer assigned pursuant to WAC 180-40-225 to handle all expulsions.

4. Each certificated teacher and each administration shall possess the authority to recommend suspensions and expulsions for such misconduct.

Discipline - Grievance Procedure (WAC 180-40-240)

1. Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance.
2. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible.

3. During such conference the student, parent, or guardian shall be subject to questioning by the Building Principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved.

4. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the Superintendent of the District or his/her designee.

5. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting.

6. The Board shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting.

7. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this action unless the Principal or his /her designee elects to postpone such action.

ARTICLE VI (WAC 180-40-245)
Short-Term Suspension

A short-term suspension may be imposed upon a student for violation of School District rules and/or rules stated in the student handbook subject to the following Conditions and Limitations (WAC 180-40-245), subject to Prior Conference Procedures (WAC 180-40-250) and subject to Grievance Procedures (WAC 180-40-225).

Conditions and Limitations (WAC 180-40-245)

1. The nature and circumstances of the violation must reasonably warrant a short-term suspension and length of the suspension imposed.

2. No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

3. No student in the program shall be subjected to short-term suspensions for more than a total of 15 school days during any single semester.

4. Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension if:
   a. Such assignments or tests have substantial effect upon the student's semester grade.
   b. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

5. Any student who has been suspended shall be allowed to make application for readmission at any time. Each School District Board of Directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed.
6. Readmission applications may be obtained from the Building Principal, need to be returned to the Building Principal, and upon receipt, the Building Principal will respond within three school business days.

**Prior Conference Procedures (WAC 180-40-250)**

1. Prior to the short-term suspension of any student a conference shall be conducted with the student as follows:
   a. An oral or written notice of the alleged misconduct and violation(s) of School District rules shall be provided to the student.
   b. An oral or written explanation of the evidence in support of the allegations shall be provided to the student.
   c. An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student, and
   d. The student shall be provided the opportunity to present his or her explanation.

2. In the event a short-term suspension is to exceed one calendar day the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the United States mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to WAC 180-20-225 and that the suspension may possibly be reduced as a result of such conference.

3. All short-term suspensions and the reasons therefore shall be reported in writing to the Superintendent of the School District or his or her designee within twenty-four hours after imposition of the suspension.

**Grievances Procedures (WAC 180-40-225)**

1. Any student, parent, or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the Building Principal or his or her designee for the purpose of resolving the grievance.

2. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible.

3. During such conference the student, parent, or guardian shall be subject to questioning by the Building Principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved.

4. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice shall have the right to present a written and/or oral grievance to the Superintendent or the District or his /her designee.

5. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting.

6. The Board shall notify the student, parent, or guardian of its response to the grievance within ten school business days, after the date of the meeting.
7. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the Principal or his or her designee elects to post-pone such action.

ARTICLE VII
Long-Term Suspensions

A long-term suspension may be imposed upon a student for violation of Colton School District Rules and/or rules stated in the student handbook subject to the following Conditions and Limitations (WAC 180-40-260) subject to Hearing Requirements (WAC 180-40-270).

Conditions and Limitations (WAC 180-40-260)

1. The nature and circumstances of the violation must reasonably warrant a long-term suspension and length of the suspension imposed.

2. No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

3. No single long-term suspension shall be imposed upon a student in a manner which causes the student to lose academic grades or credit for in excess of one semester.

4. Any student who has been suspended shall be allowed to make application for readmission at any time.

5. Readmission applications may be obtained from the Building Principal, need to be returned to the Building Principal, and upon receipt, the Building Principal will respond within two school business days.

6. All long-term suspensions and the reasons therefore shall be reported in writing to the Superintendent of the School District or his or her designee within twenty-four hours after the imposition of the suspension.

Hearing Requirements (WAC 180-40-265) (Notice of Hearing)

1. Prior to the long-term suspension of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parents(s) or guardian(s).

2. The notice shall:
   
   a. Be provided in the predominant language of the student and/or a parent(s) or guardian(s) who predominantly speak a language other than English, to the extent feasible.

   b. Specify the alleged misconduct and the School District rule(s) or policy alleged to have been violated.

   c. Set forth the corrective action or punishment proposed.

   d. Set forth the right of the student and/or his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s) and
e. Set forth the facts that:
   (1) A written request for hearing must be received by the High School Principal, or by his or her office, on or before the expiration of the third school business day after receipt of this notice of opportunity for a hearing, and

   (2) If such a request is not received within the prescribed period of time, then the right to a hearing must be deemed to have been waived and the propose long-term suspension may be imposed by the School District without any further opportunity for the student or his or her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing rights should be included with the notice.

3. The student and/or his or her parent(s) or guardian(s) reply to the notice of opportunity for a hearing and request a hearing within three school business days after the date of receipt of notice. A request for a hearing shall be provided to the High School Principal specified in the notice of opportunity for a hearing. A request for a hearing shall be accepted if in writing.

4. If a request for a hearing is not received within the required three school business day period, the School District may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed long-term suspension maybe imposed.

(Pre-Hearing and Hearing Process) (WAC 180-40-270)

If a request for a hearing is received pursuant to WAC (180-40-265), a hearing shall commence within three school business days after receipt of that request.

In that hearing the student and his parent(s) or guardian(s) shall have the right to:
   1. Inspect in advance of the hearing any documentary and other physical evidence which the School District intends to introduce at the hearing.

   2. Be represented by legal council.

   3. Question and confront witnesses.

   4. Present his or her explanation of the alleged misconduct and

   5. Make such relevant showing by way of witnesses and the introduction of documentary and other physical evidence that he or she desires.

In addition the following condition will pertain to the hearing.

1. The designee(s) of the School District assigned to present the District's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.

2. The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.

3. Either a tape-recorded verbatim record of the hearing shall be made.
4. A written decision setting forth the findings of fact, conclusions, and the nature and duration of the long-term suspension or lesser form of corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel or, if none, to the student and his or her parent(s) or guardian(s).

Appeals for Long-Term Suspension (See WAC 180-40-310)

ARTICLE VIII (WAC 180-40-275)
Expulsions

A student may be expelled for violation of School District rules adopted pursuant to WAC 180-40-225 subject to the following Limitations or Conditions (WAC 180-40-275), subject to Notice Requirements (WAC 180-40-280) and subject to Hearing Requirements (WAC 180-40-285).

Conditions and Limitations (WAC 180-40-275)

1. The nature and circumstance of the violation must reasonably warrant the harshness of expulsion.

2. No student shall be expelled unless other forms or corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

3. Once a student has been expelled in compliance with this chapter the expulsion shall be brought to the attention of appropriate local and State authorities including, but not limited to juvenile authorities acting pursuant to Chapter u13.04RCW in order that such authorities may address the student's educational needs.

4. Any students who have been expelled shall be allowed to make application for readmission at any time. Each School District Board of Directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed.

5. Readmission from an expulsion must be made in writing to the Superintendent of Schools who will make a written response to the application letter within 25 school business days.

6. All expulsions and the reasons therefore shall be reported in writing to the Superintendent of School District or his or her designee within twenty-four hours after the imposition of the expulsion.

Notice of Hearing (WAC 180-40-280)

1. Prior to the expulsion of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parent(s) or guardian(s).

2. The notice shall:
   a. Be provided in the predominant language of the student and/or a parent(s) or guardian(s) who predominantly speak a language other than English, to the extent feasible.

   b. Specify the alleged misconduct and the School District rule(s) or policy alleged to have been violated.

   c. Set forth the corrective action or punishment proposed.
d. Set forth the right of the student and/or his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s)

e. Set forth the facts that:
   (1) A written request for hearing must be received by the School District employee designated, or by his or her office, on or before the expiration of the third school business day after receipt of this notice of opportunity for a hearing, and

   (2) if such a request is not received within the prescribed period of time, then the right to a hearing must be deemed to have been waived and the proposed expulsion may be imposed by the School District without any further opportunity for the student or his or her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing rights should be included with the notice.

3. The student and/or his or her parent(s) or guardian(s) shall reply to the notice of opportunity for a hearing within three school business days after the date of receipt of notice. A request for a hearing shall be provided to the School District employee specified in the notice of opportunity for a hearing or to his or her office. A request for a hearing shall be accepted if in writing and may be accepted orally if expressly provided for and allowed by rule or policy of the School District.

4. If a request for a hearing is not received within the required three school business day period, the School District may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed expulsion maybe imposed.

Pre - Hearing and Hearing (WAC 180-40-285)

If a request for a hearing is received pursuant to WAC 180-40-280, a hearing shall commence within three school business days after receipt of that request.

In that hearing the student and his parent(s) or guardian(s) shall have the right to:

1. Inspect in advance of the hearing any documentary and other physical evidence which the School District intends to introduce at the hearing.

2. Be represented by legal counsel

3. Question and confront witness

4. Present his or her explanation of the alleged misconduct, and

5. Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

In addition the following conditions will pertain to the hearings.

1. The designee(s) of the School District assigned to present the District's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student or his or her parent(s) guardian(s) intend to introduce at the hearing.

2. The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
3. Either a tape-recorded or verbatim record of the hearing shall be made.

4. A written decision setting forth the findings of fact, conclusions, and the expulsion or lesser form of corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel, or if none, to the student and his or her parent(s) or guardian(s).

ARTICLE IX (WAC 180-40-290)
Emergency Removal from a Class, Subject or Activity

1. Notwithstanding any other provisions of this Chapter, a student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the Building Principal or designated school authority. PROVIDED, that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school. The removal from the classes, subjects, or activities shall continue only until:

   a. The danger or threat ceases, or

   b. The Principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or expulsion, or impose an emergency expulsion, pursuant to this Chapter.

2. The Principal or School authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment.

   a. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day.

   b. Prior to, or at the time any such student is returned to the class(es), subject(s), or activity(ies), the Principal or school authority shall notify the teacher or administrator who removed the student the form of the action which has been taken or initiated.

ARTICLE X (WAC 180-40-295)
Emergency Expulsion - Limitations

Notwithstanding any other provision of this Chapter, a student may be expelled immediately by a School District Superintendent or a designee of the Superintendent in emergency situations: PROVIDED, that the Superintendent or designee has good and sufficient reason to believe that the student's presence imposes an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until rescinded by the Superintendent or his or her designee or until modified or reversed pursuant to the hearing provisions et forth in WAC 180-40-315.

Notice of Hearing (WAC 40-300)

1. The student and his or her parent(s) or guardian(s) shall be notified of the emergency expulsion of the student and of their opportunity for hearing by certified letter(s) deposited in the United State mail within 24 hours of the expulsion. In addition, reasonable attempts shall be made to notify the student
and his or her parents(s) or guardian(s) by telephone or in person as soon as reasonably possible. Such written and oral notice shall.

a. Be provided in the predominant language of a student and/or a parent(s) or guardian(s) who predominantly speaks a language other than English, to the extent feasible.

b. Specify the alleged reason(s) for the emergency expulsion.

c. Set forth the corrective action or punishment taken and proposed.

d. Set forth the right of the student and/or his or her parents(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s) as soon as reasonably possible.

   (1) A written (or "oral" if provided for by School District policy) request for a hearing must be received by the School District employee designated, or by his or her office, on or before the expiration of the tenth school business day after receipt of the notice of opportunity for a hearing.

   (2) If such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the emergency expulsion may be continued as deemed necessary by the School District without any further opportunity for the student or his or her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.

3. The student and/or his or her parent(s) or guardian(s) shall reply to the notice of opportunity for the hearing and request a hearing within ten school business days after the date of receipt of the notice. A request for a hearing shall be provided to the School District employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted if in writing and may be accepted orally if expressly provided for and allowed by rule of the School District.

4. If a request for a hearing is not received within the required ten school business day period, the School District may deem the student and his or her parent(s) or guardian(s) to have waived the right to hearing and the emergency expulsion may be continued as deemed necessary by the School District.

Pre Hearing and Hearing Process (WAC 180-40-305)

1. If a request for hearing within the required ten school business days is received pursuant to WAC 180-40-300, the School District shall immediately schedule and give notice of a hearing to commence as soon as reasonably possible and in no case later than the third school business day after receipt of the request for hearing.

2. The student and his or her parent(s) or guardian(s) shall have the right to:

   a. Inspect in advance of the hearing any documentary and other physical evidence which the School District intends to introduce at the hearing.

   b. Be represented by legal counsel.

   c. Question and confront witnesses.
d. Present his or her explanation of the alleged misconduct.

e. Make such relevant showing by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

3. The designee(s) of the School District assigned to present the District's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the student and his or her parent(s) guardian(s) intend to introduce at the hearing.

4. The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.

5. Either a tape-recorded or verbatim record or the hearing shall be made.

6. Within one school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be rendered, and the student's legal counsel, or if none, the student and his or her parent(s) or guardian(s) shall be notified thereof by depositing a certified letter in the United States mail. The decision shall set forth the findings of fact, the conclusions (including a conclusion as to whether or not the emergency situation giving rise to the emergency expulsion shall be continued or a lesser form of corrective punishment is to be imposed).

7. An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues and/or as corrective action or punishment for the action(s) giving rise to the emergency expulsion in the first instance.

ARTICLE XI (WAC 180-40-310)
Appeals - Long Term Suspension and Expulsion

Appeals from decisions rendered pursuant to WAC 180-40-270 (Long-term suspension), 180-40-285 (Expulsion) and 180-40-305 (Emergency Expulsion) shall be governed as follows:

1. If the case was not heard and decided by the School District Board of Directors, the student and his or her parent(s) guardian(s) shall have the right to appeal the decision to the Board of Directors.

   a. Notice indicating that the student or his parent(s) or guardian(s) shall be provided to either the office of the School District Superintendent or to the office of the person who rendered the decision within three school business days after the date of receipt of the decision.

   b. The notice of appeal shall be accepted if in writing and may be accepted orally if expressly provided for a and allowed by rule or policy of the District.

2. If an appeal is not taken to the Board of Directors within the required three school business day period, the suspension or expulsion decided upon my be imposed as of the calendar day following expiration of the three school business day period.

3. If a timely appeal is taken to the Board of Directors, the imposition of the suspension or expulsion shall not be imposed until the appeal is decided: PROVIDED, that an emergency expulsion that is continued pursuant to WAC 180-40-305 need not be either interrupted or stayed if the decision rendered includes a conclusion that the student continues to pose an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process of the student's school.
4. An appeal from any decision of a School Board to impose or to affirm the imposition of a long-term suspension or an expulsion shall be to the courts. Whether or not the decision of a School Board shall be postponed pending an appeal to superior court shall be discretionary with the School Board except as ordered otherwise by a court.

Appeals - Hearing Before School Board (WAC 180-40-315)

1. If a notice of appeal to the School Board of Directors is received pursuant to WAC 180-40-305 within the required three school business days, the Board shall schedule and hold an informal conference to review the matter within ten school business days after the date of receipt of such appeal notice. The purpose of the meeting shall be to meet and confer with the parties in order to decide upon the most appropriate means of disposing of the appeals as provided for in this section. At that time the student or the student's parent(s) or guardian(s) or legal counsel shall be granted the opportunity to present such witnesses and testimony at the Board deems reasonable. The Board shall agree to one of the following procedures prior to adjournment or recess:

   a. Study the hearing record or other material submitted and render its decision within ten school business days after the date of informal conference, or

   b. Schedule and hold a meeting to hear further arguments based on the record before the Board and render its decision within fifteen school business days after the date of the informal conference.

   c. Schedule and hold a meeting within ten school business days after the date of the informal conference for the purpose of hearing the case de novo.

2. In the event the School Board of Directors elects to hear the appeal de novo, the following right and procedures shall govern the proceedings:

   a. The student and his or her parent(s) or guardian(s) shall have the right to:

      (1) Inspect in advance of the hearing and documentary and other physical evidence which the School District intends to introduce at the hearing.

      (2) Question and confront witnesses.

      (3) Present his or her explanation of the alleged misconduct.

      (4) Make such relevant showing by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

   b. The designee(s) of the School District assigned to present the District's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.

   c. Either a tape-recorded or verbatim record of the hearing shall be made.

School Board Decisions (WAC 180-40-300)

Any decisions by a School Board of Directors pursuant to this Chapter to impose or to affirm, reverse, or modify the imposition of discipline, suspension, or expulsion upon a student shall be made:
1. Only by those Board members who have heard or read the evidence.

2. Only by those Board members who have not acted as a witness in the matter.

3. Only at a meeting at which a quorum of the Board is present and by majority vote.

APPLICATION FOR READMISSION
TO
COLTON PUBLIC SCHOOLS

Colton School District affords you the opportunity to make a written statement of reasons you may have to allow your son/daughter to be considered to be readmitted to Colton Public Schools. Below are statements which must be answered before action on your application can be taken.

1. For what reason(s) should your application be considered?

2. Why would it be to the School District's advantage to admit your son/daughter early?

3. What corrective action have you taken as a parent to insure us that a repeat of the disciplinary problem will not repeat itself?

4. Why would it be to the student's advantage to have his/her suspension shortened?

ARTICLE XIII
Rights, Responsibilities, and Authority of Certificated Staff

Certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated staff shall have the right to:

1. Expect students to comply with school rules.

2. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.

3. Have the authority to discipline any student for any disruptive or disorderly conduct which may occur in the presence of the teacher's supervision.

4. May recommend the suspension or expulsion of student(s) to the school principal.

5. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certificated staff shall have the responsibility to:

1. (Principal shall) Distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.
2. Observe the rights of students.

3. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported orally and/or in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher.

4. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses including (field trips).

5. Maintain accurate attendance records and report all cases of truancy.

6. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.

7. (Principal shall) Notify parents when students are suspended or expelled.

**Certificated staff shall have the authority to:**

1. Use such reasonable action as is necessary to protect him/her, a student, others from physical abuse or injury.

2. Remove a student from a class session for sufficient cause.

3. Detain a student after school for up to 40 minutes with due consideration for bus transportation. (3318 Detention of Students)

4. Impose moderate corporate punishment in accordance with board policy.

5. (Principal shall) Impose suspension(s) and recommend expulsion(s) when appropriate.

**3231 SEARCHES OF STUDENTS AND THEIR PROPERTY**

Searches may be made for dangerous or disruptive articles or for missing school property and these articles may be seized as allowed by the laws and regulations of the state of Washington.

General searches of school properties may be conducted at any time.

Search of school property individually assigned to students should be conducted at those times when a reasonable belief exist that some specific illegal item is in the possession of the student and that such possession constitutes a crime or a school rule violation.

At the time of the search of school property individually assigned to a student, the student should be present if reasonably possible.

Illegal items (firearms, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.

Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
Items belonging to the school and not authorized for student possession may be seized at any time by school authorities.

Items belonging to another student or person taken against their will may be seized at any time by school authorities.

3318 DETENTION OF STUDENTS

It is the policy of the Board that the involuntary detention of students after the regular hour for dismissal shall be imposed only if the purpose for such detention is significant in terms of educational benefits and/or student’s behavior.

In no case shall the detention of a student exceed forty (40) minutes beyond the regular hour for dismissal.

If the student is transported by bus to and from school and the detention will extend beyond the time for the bus departure, the teacher or Principal must notify the parent or guardian of the detention at least one day prior to the regular time for dismissal.

ARTICLE IV (WAC 180-40-225)
Specific Student Responsibilities

As part of the maturing process, students eventually learn that on occasion, individual desires must be subordinated to the purpose and requirements of society and that the school is an organization of society. The following school rules outline the responsibilities among those defined as criminal under the laws of the State of Washington. The commission of, or participation in such activities in school buildings, on school property (immediately before, during, and immediately after school hours) or at school-sponsored events is prohibited, or off the school grounds at a school activity, function, or event.

For violation of the following rules students can expect to receive a form of discipline, as short-term suspension or a long-term suspension. Repeated or severe violations may be cause for expulsion.

1. State Criminal Laws-
   a. Alcoholic Beverages, Controlled Substances or Illegal Drugs, Sale, use or possession of. RCW Chapter 66.44, Chapter 69.41 and Chapter 69.50.

   b. Arson - The intentional setting of fire. RCW 9.09.010, RCW 0.09.060, RCW 9A.48.010, RCW 9A.48.100.

   c. Assault - Physical threats or violence to persons. RCW 9A.36.010, RCW 9A.36.070.

   d. Bomb Threats - Making a bomb threat shall be subject to state and federal law, as well as disciplinary action. RCW 9.61.160.

   e. Burglary - School break-in with intent to steal. RCW 9A.52.010, RCW 9A.52.060.

   f. Criminal Acts - Any act occurring on school premises or at school-sponsored events, contrary to federal, state or local laws, is prohibited by these rules.

   g. Dangerous Weapons - Firearms or other dangerous weapons are prohibited on school property or at school-sponsored events. RCW 9.41.010, RCW 9.41.270.
h. Disclosure of Exam Question - Disclosure of examination questions prior to the schedule use. RCW 28A.87.0709.

I. Disturbances - Willfully creating a disturbance on school premises during school hours or at school activities or meetings. RCW 28A.87.070.

j. Explosives - Explosives are prohibited on school property or at school sponsored events. RCW 948.140.

k. Extortion, blackmail or coercion - obtaining money or property by violence or threat of force. RCW 9A.56.110, RCW 9A.56.130.

l. Forgery - Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms, RCW 9A.60.020.

m. Tampering with Fire Apparatus or False Alarms - Setting off false alarms, discharging or stealing fire extinguishers, or damaging alarm system. RCW 9.40.100.

n. Firearms - Firearms are prohibited on school property or at school-sponsored events. RCW 9.41.010, RCW 941.250.

o. Larceny - Theft. RCW 9A.56.100.

P. Littering - Throwing, dropping or depositing or discarding of litter is prohibited on public property. RCW 7.93.060.

q. Malicious Mischief - Property damage whether school or personal. RCW 28A.897.140.


s. Treatment of Teachers - Insulting or abusing a teacher on school premises. RCW 28A.87.010.

t. Trespass - Being present in an authorized place or refusing to leave when ordered to do so. RCW 9A.52.100.

u. Unlawful Interference with School Personnel - interfering with school personnel by force or violence. RCW 28A.87.231.

V. Unlawful Intimidation of School Personnel - interfering with school personnel by intimidation with threat of force or violence. RCW 28A.87.231.

w. Injury to Property - Provides that pupils who deface or injury school property may be suspended and punished. RCW 28A.87.120.

y. Interference with Teacher or Pupil - Makes it a crime to interfere by force or violence with any administrator, teacher or student who is in the peaceful discharge or conduct of his or her duties or studies. RCW 28A.87.230.
z. Pupils to Obey - Requires pupils to comply with rules established for the government of schools, to pursue required courses and to submit to the authority of teachers, subject to such disciplinary action as school officials shall determine. RCW 28A.58.200.

Buss Rules

General Rules
1. Take your seat quickly.
2. Talk quietly with your neighbors on the bus. No shouting out the windows.
3. Remain in your seat for the entire ride. No standing at any time.
4. Keep your hands, arms, feet, and all objects inside the bus. (No heads out the windows)
5. Keep aisles clear at all times. No knees, arms, hands, etc. in the aisles.
6. No animals or pets allowed on the bus.
7. No food or beverages are allowed on the bus.
8. No milk products are allowed on the bus at any time.
9. Obey all the rules, and follow directions given by the bus driver.
10. Be courteous to your bus driver and to all the other passengers.
11. Carry on the bus only what you can hold on your lap.
12. Think of the bus as your property; don’t damage any part of it. Students will reimburse the school district for damage to buses resulting from student misconduct.
13. Ask the bus driver’s permission to open a window.
14. Don’t bother the bus driver; talk to him/her only if an emergency arises.
15. If your child is not going to ride the bus, please call the bus garage by 7:00 a.m.

* Exceptions to this rule need prior approval by bus supervisor.

Prior to Loading or while Waiting
1. Students need to be on time, and wait for the bus in an orderly manner.
2. Students shall not litter or damage public or private property or throw articles of any kind while waiting for the bus.

Loading and Unloading
1. Students must never approach a bus until it has come to a complete stop and the access doors have been opened.
2. Students shall cross the roadway only when the driver has given approval, and the crossing must be only in front of, and never behind, the bus.
3. Students shall not be allowed to depart the bus other than at their boarding or alighting stop unless permission is first obtained from the school principal via a note from a parent or guardian.

The Colton School District requires written and signed notes prior to altering a student’s regular bus schedule (for example, if one child is going home with a friend for the afternoon, or your child is bringing a friend to school). Please understand that we can not go solely on your child’s word - a written and signed request must be presented to the driver.
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Constitution

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Constitution of the
Associated Students
of
Colton High School

Article I

Name and Membership

Section I
Name: The name of this organization shall be the Associated Student Body of Colton High School.

Section II
Membership: All students of C.H.S. shall be members of this organization upon purchase of the school activity card.

Article II

Student Council

Section I
Duty: The Student Council is the governing body of the Associated Students and directs student’s activities. Its function shall be to encourage student government, participation in activities, and improvement of school spirit.

Section II
Officers: The four Executive officers of the Student Body shall be the President, Vice-President, Secretary/Treasurer, and Sgt. at Arms. Each office shall be held by one individual only.

Section III
Representatives: One representative from each homeroom shall serve on the Student Council as well as each Class President, F.F.A., Cheerleader Representative, Annual.

Section IV
Advisor: The Principal or his appointed representative shall be the advisor of the Student Council. The Advisor holds the power to veto over any Student Council business or decisions that he may feel detrimental or disadvantageous to the school.

Section V
Meetings: The regular meeting time of the Student Council shall be set by the governing body and the Principal at the beginning of the school year. At least one Student Council meeting shall be held each month. The Executive Officers and Principal shall hold an Executive Board meeting to set the agenda before each Student Council meeting.
Section VI

**Parliamentary Procedure**: All meetings shall be conducted according to Roberts' Rules of Order.

Section VII

**Quorum**: A two-thirds majority must be present to pass any bill or motion or transact any business. A simple majority of the quorum is necessary to pass any bill or motion.

Section VIII

**Absences**: Any Student Council Officer or Representative with two unexcused absences or four unexcused tardies to Council meetings shall forfeit this position and be replaced by a duly elected person according to the specifications of this Constitution.

Section IV

**Distribution of Minutes**: The minutes for the preceding council meeting and agenda for the present meeting will be prepared by the Secretary in advance of the weekly meeting and picked up by each council member on the day preceding the meeting from the A.S.B. President's box in the office.

**Article III**

**Nominations and Elections**

Section I

**Qualification of Officers**: All officers of the Student Body shall be paid up members and must maintain at least a G.P.A. of 2.5 (C+) for the semester preceding the election and throughout his/her term of office. The President shall be a junior class member upon his/her election and regularly enrolled at C.H.S. for the two semesters preceding his/her election and regularly enrolled at C.H.S. for the two semesters preceding his/her election. Any other Student Body officers may be elected from either the junior or sophomore class and must have been enrolled for one full semester preceding his/her election.

Section II

**Nominations Committee**: A nominating committee of eight members will be chosen from the Student Council. The committee, working with the Council advisor, shall submit a slate of candidates for office to be considered in the election; they also will supervise at the election tables and in the counting of votes. All candidates shall be informed as to procedure in carrying out their campaign for office. It is recommended that each candidate have a campaign manager working with him/her. This manager cannot be a present ASB officer. Also, ASB officers cannot speak in favor of any candidate for any office at the speech assembly. Campaign signs, posters, etc., are permissible and fall under the direct approval of the Student Council Executive Board. Any student, who is not nominated by the Nomination Committee or does not file the proper petition, may not be elected by write-in votes.

Section III

**Declaration of Candidacy**: In order to run for an office, students not nominated by the Nominating Committee can declare candidacy by obtaining petition of nomination and receive no less than 25 signatures of A.S.B. members. This petition must be turned in to the Council advisor for the purpose of checking class rank and G.P.A. requirements. All petitions of nomination must be in the office no later than noon on the day set aside as the closing on nominations and the opening of the active campaign.
Section IV  

Election of Officers: The annual Student Body Association elections and campaigning shall be held during the second week of May. There shall be a primary and general election unless there are less than three candidates for the offices of President, Vice-President, and Secretary-Treasurer. In the primary elections, the two candidates for each office shall be determined, to be voted on in the general election.

The general election will occur over a period of two days.

• First Day - Voting will occur for the offices of President and Secretary-Treasurer
• Second Day - Voting will occur for the offices of Vice-President, Sergeant at Arms, and Inter-high Representatives.

A losing candidate for either President or Secretary-Treasurer has the right to enter the second day elections for the positions of Vice-President, Sergeant at Arms, or Inter-high Representative. In order to do so, an individual must present a petition signed by twenty students to the student council.

At a special election assembly, each nominee shall be required to give a campaign speech showing evidence of his/her qualifications. All voting will be done by marking secret ballots. Candidates receiving the greatest number of votes shall be the duly elected A.S.B. officers. The Council advisor must supervise the counting of ballots. All counted ballots and the tally sheet must be kept in the school vault for at least one full semester following the election. Absentee balloting will be carried on in the form of a phone call from the office if the student is sick, or those students who know they will be absent the day of elections may pick up a ballot when they get their prearranged excuse slip. Ballots of this type must be picked up two days ahead of voting and returned one day before.

Article IV  

Officers  

Terms, Duties, and Impeachment  

Section I  

Term of Office: The term of office of all Student Body Officers shall begin with the first meeting in September.

Section II  

Duties of President: The duty of the President will be to preside at all meetings of the Associated Students and Student Council, and announce and transact all business before the assembly in its proper order and manner. He/she shall be the official representative between our A.S.B. and those of other schools and the Colton High School Faculty.

Section III  

Duties of Vice-President: The duty of the Vice-President will be to preside in the absence of the President and be of assistance to the A.S.B. at Student Council Meetings. He/she shall act as general chairman of the Homecoming and other appointed committees.

Section IV  

Duties of the Secretary-Treasurer: The Secretary-Treasurer shall keep the minutes of all A.S.B. and Student Council meetings. He/she shall be the presiding officer in the absence of the President and Vice-president. It shall be
his/her duty to prepare agendas in advance of the regular meeting and publish
minutes following the meeting. She/he shall make permanent record of all
business transacted in conduction of the major activities in relation to
Homecoming, and other special A.S.B. functions. She/he will help in handling
all funds of the A.S.B., classes, clubs, and organizations of C.H.S. She/he shall
work closely with the Principal and high school secretary in the handling of
funds.

At the end of each month, she/he shall report to the Student Council on the
financial condition of our Association and post copies of her/his report in the
properly designated place.

Section V

Duties of the Sgt. at Arms: The Sgt. at Arms will take roll at all Student Council
meetings and report the results to the Secretary with such information being included in the minutes. He/she shall see that all members of the Council
have received copies of the agendas, minutes, and the treasurer's report when it is
published. He/she is to maintain order in all A.S.B. meetings.

Section VI

Impeachment: Impeachment proceedings may be started against any A.S.B.
Officer if a petition with one-third of the A.S.B. members' signatures be
presented to the Student Council, after which a vote of the A.S.B. members must
be conducted. A two-thirds majority of the votes cast will be deemed sufficient
to remove the officer. If a petitioned officer requests a hearing, the hearing may
be granted before the student body.

Section VII

Vacancies in Office: In the event of a vacancy in the office of President, the
Vice-President will succeed. A vacancy in the position of one or the other
Executive Board will be filled through a general election by the student body.
All procedures of a general election apply with the following exceptions:

1. Candidates will sign up in the office.

2. A senior may be elected to the office if the vacancy occurs during the second
   semester of the given term of office.

Article V

General A.S. B. Meetings

Section I

Meetings: All A.S.B. meetings will be called at the request of the President of
the Student Council, subject to approval of the Principal.

Section II

Governing of Meetings: All A.S.B. meetings will be conducted by the President
and according to Robert's Rules of Order. A record of business shall be kept by
the Secretary. The Sgt. at Arms shall exercise full responsibility of his/her office.

Article VI

Associated Student Body Fees
Section I

Student Body Card: A.S.B. fee is $25.00. This activity card entitles all holders to admission to all home athletic events, and a reduced rate at all athletic events away from home, and school dances. Any student not purchasing an activity card will be considered ineligible to participate in any school election of the A.S.B. or hold any office in this association or participate in any school organized activity or athletics.

Section II

Faculty Members: They shall be guests of the Student Body at all activities, athletic event and social functions.

Article VII

Classes and Organizations

Section I

Classes: The classes of this high school shall be known as the Freshman, Sophomore, Junior, and Senior classes. The first class meeting of each school term will be for the purpose of electing the officers known as President, Vice-President, Secretary-Treasurer, and Sgt. at Arms. The Secretary-Treasurer shall keep a continuous record of all meetings which is to be filed in the office at the end of each school year and which will follow the class through its four years of high school. Advisors for respective classes will be appointed by the Principal at the beginning of each school term.

Section II

Organization: All student organizations must be chartered through the Student Council. In order to gain a charter, each club or organization must submit an outline of requirements, duties, functions, and a copy of its constitution to the Council. This outline must be approved by the Student Council, Advisor of the organization, and the Principal. The charter must be passed by a two-thirds vote of the Council. The Council may suspend any charter when the club or organization fails to fulfill the provisions of its charter.

Article VIII

Constitutional Amendments

Section I

Procedure for Amending this Constitution:

A proposed amendment to the Constitution shall be presented to the Associated Student Body President and Principal in writing. It must then be presented to the Student Council for discussion and consideration. If the Student Council approved it with a two-thirds majority vote and be approved by the Principal.

Amendment I

The official school colors for Colton High School shall be Royal Blue and White, with silver/gray as the accent color.

Amendment II

The school mascot shall be the Wildcat.

Amendment III

The students of Colton High School shall be allowed to purchase and wear class and school jewelry on an optional basis. Class rings will be ordered at the beginning of the sophomore year. All expenses for the class and school jewelry
will be paid by the individual. All orders with company representatives are subject to the approval of the Principal.

Amendment IV

Graduation caps and gowns for the senior class shall be basically royal blue, white or silver. The senior class may reserve the right to choose any shades or tones of these two colors.