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**Castle Rock High School**

High School Office hours: 7:15 a.m. until 3:30 p.m., Monday through Friday

- Main Office Telephone: 501-2930
- Fax #: 501-2999
- Attendance Secretary Telephone: 501-2930

**Castle Rock School District**

Susan Barker, Superintendent

Board of Directors:
- Vilas Sundberg
- Gayle Baker, Chair
- Harold Erdelbrock
- Skot Jones
- Glen Paget
Club and Activity Fees:

- All Ag classes including Welding: $25
- Annual: $50/60
- AP Testing: $78
- Art Classes: $20
- ASB Card: $35
- FBLA: $20
- FFA: $20
- Honor Society: $10
- International Club: $5
- Knowledge Bowl: $25
- Participation Fee per sport: $60
- Science Lab Fee: $15
- Trap Club: $30

Important Dates:

- Freshman Orientation: September 2
- First Day of School: September 7
- Homecoming Week: October 11-15
- Homecoming Dance: October 16
- Fall Conferences: October 25-Nov. 5
- No School—Veterans’ Day: November 11
- Progress Reports to Students: November 19 (approx.)
- No School—Thanksgiving Holidays: November 25 and 26
- No School—Winter Break: December 20-31
- No School—Martin Luther King Day: January 17
- End of First Semester: January 27
- No School — Weather Make-Up Day #1: January 28
- No School—Mid-Winter Break **: February 18
- Weather Make-Up Day #2 **: February 18
- No School—Presidents’ Day: February 21
- HSPE Testing (Writing): March 15-17
- HSPE Testing (Reading): March 22
- Spring Break: March 28-April 1
- HSPE Testing (Science): April 12
- Progress Reports to Students: April 15 (approx.)
- Student-Led Conferences: April 18-29
- No School—Memorial Day: May 30
- Baccalaureate: June 5
- Evening of Excellence: June 7
- Senior Night: June 9
- Graduation: June 10
- End of Second Semester (exc. Seniors): June 16
- Last Day of School: June 16
# Castle Rock School District No. 401

2010-11

- **No School on Shaded Days**

## July 2010

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**Number of Student Days = 0**

## January 2011

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## September 2010

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**16 & 2 District Directed Days**

## March 2011

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**25 Early Dismissal**

## October 2010

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**25- Nov 5 Conferences**

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**28 - Apr 1 Spring Break**

## November 2010

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**1 & 5 Conferences**

## May 2011

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**30 Memorial Day**

## December 2010

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**17 Early Dismissal**

## June 2011

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**10 Graduation**

Adapted by the Board of Directors: Mar 23, 2010

Contingency Days are for the purpose of making up closure due to inclement weather (#1 Jan 28; #2 Feb 18; #3 Jun 17; #4 Jun 20)
### Regular Schedule

| Period 1 | 8:15 – 9:05 |
| Period 2 | 9:10 – 9:10 |
| Period 3 | 10:05 – 10:05 |
| Period 4 | 10:55 – 11:00 |
| Lunch | 11:35 – 12:05 |
| Period 5 | 12:05 – 12:10 |
| Period 6 | 1:05 – 1:55 |
| Period 7 | 1:55 – 2:00 |

### 1st LUNCH

**1st Week**
- Period 1: 8:15 – 9:05
- Period 2: 9:10 – 9:10
- Period 3: 10:05 – 10:05
- Period 4: 10:55 – 11:00
- Lunch: 11:35 – 12:05
- Period 5: 12:05 – 12:10
- Period 6: 1:05 – 1:55
- Period 7: 1:55 – 2:00

### 2nd LUNCH

**2nd Week**
- Period 1: 8:15 – 9:05
- Period 2: 9:10 – 9:10
- Period 3: 10:05 – 10:05
- Period 4: 10:55 – 11:00
- Lunch: 11:35 – 12:05
- Period 5: 12:05 – 12:10
- Period 6: 1:05 – 1:55
- Period 7: 1:55 – 2:00

### Assembly Schedule

| Period 1 | 8:15 – 9:05 |
| Period 2 | 9:10 – 10:00 |
| Period 3 | 10:05 – 10:55 |
| Period 4 | 10:55 – 11:00 |
| Lunch | 11:35 – 12:05 |
| Period 5 | 12:05 – 12:10 |
| Period 6 | 1:05 – 1:55 |
| Period 7 | 1:55 – 2:00 |

### Inclement Weather Schedule

| Period 1 | 10:15 – 10:50 |
| Period 2 | 10:50 – 10:55 |
| Lunch | 11:30 – 12:00 |
| Period 3 | 12:00 – 12:05 |
| Period 5 | 12:05 – 12:45 |
| Period 3 | 12:45 – 12:50 |
| Period 6 | 12:50 – 1:25 |
| Period 7 | 1:25 – 1:30 |
| Period 6 | 1:30 – 2:05 |
| Period 7 | 2:05 – 2:10 |
| Period 7 | 2:10 – 2:50 |

### Conference Schedule

| Period 1/5 | 8:15 - 9:25 |
| Period 2/6 | 9:25 - 9:30 |
| Period 4 | 10:40 - 10:45 |
| Period 5 | 11:15 - 11:20 |
| Lunch | 12:30 - 1:00 |

**1st Week**
- Period 1/5: 8:15 - 9:25
- Period 2/6: 9:25 - 9:30
- Period 4: 10:40 - 10:45
- Period 5: 11:15 - 11:20
- Lunch: 12:30 - 1:00

### Assembly Schedule

| Period 1 | 8:15 – 9:05 |
| Period 2 | 9:10 – 9:10 |
| Period 3 | 10:05 – 10:05 |
| Period 4 | 10:55 – 11:00 |
| Lunch | 11:35 – 12:05 |
| Period 5 | 12:05 – 12:10 |
| Period 6 | 1:05 – 1:55 |
| Period 7 | 1:55 – 2:00 |

### Inclement Weather Schedule

| Period 1 | 10:15 – 10:50 |
| Period 2 | 10:50 – 10:55 |
| Period 3 | 11:30 – 12:00 |
| Period 4 | 12:00 – 12:05 |
| Period 5 | 12:05 – 12:45 |
| Period 6 | 12:45 – 12:50 |
| Period 7 | 12:50 – 1:25 |
| Period 6 | 1:25 – 1:30 |
| Period 7 | 1:30 – 2:05 |
| Period 7 | 2:05 – 2:10 |
| Period 7 | 2:10 – 2:50 |

### Conference Schedule

| Period 1/5 | 8:15 - 9:25 |
| Period 2/6 | 9:25 - 9:30 |
| Period 4 | 10:40 - 10:45 |
| Period 5 | 11:15 - 11:20 |
| Lunch | 12:30 - 1:00 |

**2nd Week**
- Period 1/5: 8:15 - 9:25
- Period 2/6: 9:25 - 9:30
- Period 4: 10:40 - 10:45
- Period 5: 11:15 - 11:20
- Lunch: 12:30 - 1:00

**1st Week**
- Period 1/5: 8:15 - 9:25
- Period 2/6: 9:25 - 9:30
- Period 4: 10:40 - 10:45
- Period 5: 11:15 - 11:20
- Lunch: 12:30 - 1:00
Who’s Who at Castle Rock High School

Administrative Team:

Jenny Risner  Principal
Tyson Vogeler  Assistant Principal
Jacqueline Hergert  Vocational Director/ASB Coordinator
Amy Montgomery  Academic Guidance and Assessment Coordinator
Neil Williamson  Health Coordinator/Athletic Director
Don Fias  District Technology Director
Dianne Swanson  Drug & Alcohol Prevention/Intervention Specialist

Teaching Team:

Ryan Allstot  Global Studies and Civics  Room 117
Julia Anderson  Agriculture and Leadership  Room 116
Mind Blair  English 9 and Drama  Room 129
Joseph Boertman  Band  Room 132
Jennifer Bybee  Algebra and Geometry  Room 106
Kathy Dunaway  Special Education  Room 127
Wayne Heuett  Geometry and Algebra II  Room 108
Kristi Jensen  Spanish  Room 124
Clarance Knutson  English and Choir  Room 128
Don Misner  Health and PE  Gym/Room 107
Phil Newburn  PE and Weight Training  Weight Room
Jim Oliver  Contemporary World Problems/US History  Room 123
Kimberly Palmer  Art  Room 120
Ryan Penner  Biology/Science II  Room 109
Kirk Reinbold  Agriculture and Careers  Room 118
Jaymie Robertson  English  Room 125
Carl Stello  Chemistry/Anatomy/Physics  Room 110
Sue Strickland  English  Room 112
Anne Town  Computers and Law & Government  Room 102
Jim VanFleet  Physical Science and Applied Math  Room 103
Art Walsh  Algebra II, Pre-Calculus, and Calculus  Room 104

Secretarial Team:

Jackie Stone  Administrative Assistant
Teresa Stagner  Attendance Secretary
Debbie Shulke  ASB Secretary

Support Staff:

Patti Enbody  Paraprofessional
Kim Faul  Paraprofessional
Patti Garcia  Paraprofessional
Kim Moore  Paraprofessional
Lisa Neves  Paraprofessional
Linda Solberg  Paraprofessional

Maintenance and Custodial Team:

Greg Misialek
Chad Perdue
Russ Stagner
Mary Swift
Tammy Davis
Gary Stroh
Eva Twitchell

School Lunch and Breakfast Staff:

Lisa Krone
Lisa Reed
Athletics, Clubs, and Organizations

Sports and Head Coaches

Fall:

Cheer Squad: Coach Tracy Catlin
Cross Country: Coach Jim Oliver
Football: Coach Art Walsh
Girls' Soccer: Coach Rick Schlect
Volleyball: Coach Jeana Bayes

Winter:

Boys' Basketball: Coach Kevin Johnson
Cheer Squad: Coach Tracy Catlin
Girls' Basketball: Coach Coach Don Misner
Wrestling: Coach Joe Godinho

Spring:

Baseball: Coach Jason Mackey
Boys' Soccer: Coach Darren Daniels
Softball: Coach Jim VanFleet
Girls' Tennis: Coach Jennifer Bybee
Track: Coach Bob Pliler

Clubs and Advisors

ASB: Jacqueline Hergert
FFA: Julia Anderson & Kirk Reinbold
High School Choir: Clarance Knutson
FBLA: Jacqueline Hergert & Anne Town
Band and Pep Band: Joseph Boertman
Knowledge Bowl: Beth Coleman
Annual: Jacqueline Hergert
Honor Society: Sue Strickland
Equestrian Club: Jaymie Robertson
Science Club: Ryan Penner
Trap Club: Jim VanFleet, Jaymie Robertson
International Club: Kristi Jensen
Photography Club: Sue Strickland

Associated Student Body

The Castle Rock High School ASB is your student government that organizes student leadership activities, establishes lines of communication between schools in the league, promotes good sportsmanship, conducts student fundraising, sponsors clubs and activities, and encourages students to participate in school activities.

ASB Officers
President: Colt Davis
Vice President: Michael Sullivan
Secretary: Bailey Mitchell
Treasurer: Ashlee Ashby
Activities Directors: Charlie Hamilton, Taryn Paget, and Ashley Moore

12th Grade Officers
President: Ryan Ward
Vice President: Kyler Lake
Secretary/Treasurer: Hannah LeMonds

11th Grade Officers
President: Marissa Hardy
Vice President: Ashley Derrick
Secretary/Treasurer: Vacant

10th Grade Officers
President: Austen Moore
Vice President: Delaney Wheeler
Secretary: Tierney Uhlenkott
Treasurer: Colton Dow

9th Grade Officers
President: Haley Holborn
Vice President: Devin Anderson
Secretary/Treasurer: Linsey Sturgill
Student Rights and Responsibilities

We hear people say it fairly commonly: “It’s my constitutional right to . . .” And, often they are correct in stating that they have certain rights or freedoms that are protected by the constitutions. With these rights and freedoms, however, come related responsibilities. Student rights are protected by the U.S. Constitution, the Washington State Constitution, federal and state laws, and district policy. Student responsibilities are outlined in state law, district policies, school rules, and school or community norms.

**Student Rights**

**Educational Opportunity:**
Students have the right to a public education in Washington state, and our constitution identifies education as the paramount (most important) duty of the state.

**Equal Access:**
Students have the right to equal educational opportunity, and may not be unlawfully denied education or discriminated against because of national origin, race, religion, sex, gender or gender identity, pregnancy, economic status, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.

**Freedom of Speech:**
Students have the right to freedom of speech and may express their personal views and opinions without fear of consequence. The school may reasonably restrict when and how students can express their views in order to maintain an orderly learning environment.

**Right to Assemble and Petition:**
Students have the right to peaceably assemble, including the right to protest government actions. This also includes the right to petition school authorities when they feel they have been treated unfairly.

**Freedom from Unreasonable Searches:**
Students have the right to be secure in their persons, papers, and property against unreasonable searches and seizures. School officials must have a reasonable suspicion that a student is in possession of contraband in order to conduct a search.

**Freedom of Religion:**
Students have the right to practice the religion of their choosing and to be free from being controlled or influenced by any particular religious point of view while they are participating in any school activity.

**Student Responsibilities**

**Attend School and Make an Effort:**
Students have a responsibility to attend school and put effort into learning. The entire philosophy of free public education is to create educated citizens that strengthen our state and country.

**Respect Diversity:**
Students have the responsibility to treat all persons in our school with respect, and to respect the differences that make us all unique. Students have a responsibility to report any instances of discrimination, harassment, or unequal treatment based on the protected classes.

**Respect the Rights and Opinion of Others:**
Students have a responsibility to express their thoughts and opinions in a respectful manner. This freedom does not protect personal attacks, obscene or plainly offensive language, threats of violence, or interference with other people’s rights to express themselves.

**Don’t Disrupt or Interfere with School:**
Students have a responsibility to assemble or protest in a way that does not disrupt or interfere with learning or the operation of the school. Students may not miss class to assemble or protest.

**Leave Inappropriate Items at Home:**
Students have a responsibility to follow both school rules and laws that prohibit certain items at school. Students also have a responsibility to cooperate with reasonable searches, report others with dangerous items, and to follow reasonable directives of staff related to searches.

**Respect the Religious Rights of Others:**
Students have a responsibility to respect the right of others to practice the religion of their choosing, and may not interfere with or harass others on due to conflicting religious beliefs. Students who practice religion at school must do so in a way that does not disrupt learning.
The information in this handbook is intended to provide students and their parents with an overview of rules and procedures in effect at Castle Rock High School. This handbook is not a complete summary of all rules and procedures — students are also affected by classroom rules, verbal staff directives, school district policy, plus various laws. Students should become familiar with the contents of this handbook, and school and classroom rules. When in doubt, ask someone who knows!

Absences and Admits
Parents are asked to notify the school by 9:00 a.m. if their child is going to be absent. An admit slip is required to return to school after any absence, and is available at the attendance window. Either a note from a parent or a phone call is required to excuse an absence. Approved absences include:

- Illness or injury that prevents attendance
- Medical appointments when another time isn’t possible
- Approved school activity (athletics, Running Start)
- Death in family or other family emergency
- Required court appearance
- Religious observances
- Suspensions

Except for pre-arranged absences that are for approved reasons, students must be in attendance for at least one-half of the school day to be allowed to attend or participate in any extra-curricular or co-curricular event, including athletics.

Under district policy, students lose credit when they reach 11 absences in any class. This applies to both excused and unexcused absences. You may appeal the loss of credit. Please refer to the attendance section for more information.

Accidents
Please be cautious on campus and try to avoid accidents or injuries. If you see something you think is unsafe, please report it to a teacher or administrator. Any accident or injury should be reported to a teacher or the office immediately. If you need minor first aid, go Mr. Williamson’s office or the main office.

After-School Activities
Clubs and organizations meet after school. If you are involved in an after-school activity, you must have adult supervision or the activity will be canceled. If you are not involved in an approved after-school activity, you should be off campus by 3:30 p.m. unless you have permission of a teacher or administrator.

Announcements
Announcements are made each day during advisory period. The bulletin is posted daily in the attendance office. You are responsible for listening to announcements or reading the bulletin every day. Parents may opt to receive the daily announcements by email.

If you have an announcement for a club or organization, a form is available in the office. The form must be completed properly, signed by a faculty member, and turned in by the end of the school day (see Mrs. Anderson) to be included in the bulletin the next day.

To minimize interruptions, only critical announcements will be made between classes.

Assemblies
Usual school rules apply during assemblies — show respect for speakers, peers, and staff by your behaviors.

- Sit with your grade group.
- Unless asked to stand, please remain seated.
- Show respect for your country by standing politely and removing your hat during the flag presentation.
- Behave appropriately — no disruption or disrespect.
- Skipping an assembly may be counted as a truancy.

ASB Cards
Purchasing an ASB card supports activities at Castle Rock High School, and offers many benefits and savings. Students must have an ASB card to participate in school sports or activities. Purchasing an ASB card supports the extracurricular activities available on the Rock. You may purchase an ASB card from the office for 35 dollars.

The ASB card gives you:

- Free admission to all regular-season home games
- Reduced admission on away games
- Reduced price on home dances

Consider the rights of others before your own feelings, and the feelings of others before your own rights.

— John Wooden
Athletic and Activity Code of Conduct
Participation in an extra-curricular activity is a privilege, rather than a right. This includes all athletics and all ASB-sponsored activities. Participants in these activities represent Castle Rock High School and our community at all times. Students who participate in extra-curricular activities must understand that they are held to high standards of conduct, academic performance, and citizenship for this privilege.

The Code of Conduct for athletes and activity participants applies to any student involved in extra-curricular activities, and includes these expectations for conduct:
- Participants are expected to be good citizens at school and model appropriate conduct. Disruptive behavior, willful disobedience, persistent tardiness, truancy, and other violations of school rules are inexcusable.
- Athletes are expected to exemplify the highest standards of good sportsmanship. Sportsmanship is showing the qualities of courteousness, fairness, and respect to all associated with the sport or contest.
- Athletes or participants will not use any tobacco product at any time.
- Athletes or participants will not possess, distribute, or use alcohol, drugs, legend drugs, or drug paraphernalia. Athletes or participants who find themselves in a location where others possess or are using illegal substances or alcohol must leave the location as soon as safely possible.
- Athletes or participants will model respectful behavior toward all others, and will not engage in disrespect of staff or officials, use profanity or vulgar language, engage in inappropriate behavior including indecent exposure or mooning, participate in any form of initiation, join in any altercation or fight, or engage in any act of bullying or harassment.
- Athletes and participants must realize that their primary purpose for attending Castle Rock High School is to obtain an education. Athletes must maintain WIAA academic eligibility, and participants may be restricted from activities if they don’t meet academic expectations.

Athletes or participants who violate these standards of conduct or others contained in the complete athletic/activity code are subject to discipline or restriction.

Attendance Office
The attendance office is located at the front entrance, and is open from 7:30 a.m. until 4:00 p.m. If you need to leave school during the school day, you must check out with Mrs. Stagner. Please refer to the attendance section (p. 26) of this handbook for information on attendance policies and procedures.

Backpacks and Book Bags
Backpacks and book bags are not allowed in the classrooms because they present a safety hazard due to tripping. Purses or other small bags that fit under classroom chairs are permissible. Items left unattended in common areas will be picked up and may be searched.

Bicycles
If you ride your bike to school, it should be parked and locked in the designated area. CRHS will not be responsible for loss or damage to bicycles. Bikes must not be ridden during the school day, and violations of this rule may result in discipline.

Bullying
Bullying will not be tolerated at Castle Rock High School! We are a community, and it is unacceptable to purposely make any student feel less welcome or less valued in our school. If you want to make a difference, stand up against bullying! There are far more bystanders than bullies — do the right thing and tell them to stop, or report what you see.

Bullying can take many forms, from rude comments to demeaning text messages to threats to physical violence. In some cases, these acts are actually crimes, and may be reported to the police. State law requires that the school take action, and this can include consequences up to and including expulsion. Bullying creates an unwelcoming climate, and the administration will deal with it swiftly.

What can you do if you’re being bullied? First, tell the bully to stop and that their actions are unwelcome. Don’t give a bully the reaction to their taunts or rude comments they are looking for — it only encourages them to continue. If you are threatened or bullying continues, tell a teacher or an administrator. You can report anonymously by calling Mr. Vogeler’s line (501-2994) from home.

Bus Conduct
Riding the school bus is a privilege. In addition to specific school bus rules, students must follow all school behavior expectations and all school rules apply when riding school busses. Students are expected to treat bus drivers with the same level of respect they give teachers and other staff and follow all directives of the driver. Violations of rules may result in loss of bus privileges and/or other school discipline up to and including suspension and expulsion.

Summary of Castle Rock School District school bus rules:
- Unacceptable behaviors: scuffling, fighting, horseplay, disruptive behaviors, disrespect to driver, being abusive toward any person, throwing or shooting any object, spitting, profanity or vulgar language or gestures, sticking any body part out windows, opening windows without permission, and eating or drinking anything without driver permission.
- Items not allowed: large items that cannot be held on your lap, aerosol cans, glass or sharp objects, food or gum, open drink containers, balloons, animals, lighters or matches, and anything that is prohibited at school.
- Students must remain seated upright with feet on the floor at all times, face forward while seated, remain in the same seat unless given permission to move, keep isles and emergency exits accessible at all times, and cross only in front of the bus.
- Students will only be dropped off at their regular stop unless the driver has a signed permission slip in advance.

Complete school bus rules and information are available on the school district Web site.
Cadets
Teacher assistants at Castle Rock High School are called Cadets. They assist teachers in the classroom with tasks such as lab preparation, paperwork, copying of materials, and other simple tasks. Being a Cadet is a privilege that is extended to students with a history of being responsible and hard working.

Career Center
Our guidance advisor is available to help you with choosing classes, applying to colleges and universities, applying for scholarships, and for helping you with personal problems. Please try to make appointments before school or during lunch.

Cell Phones
Castle Rock High School recognizes that technology is a part of modern life. Cell phones are allowed at school with certain restrictions — we expect students to use proper etiquette to avoid disrupting learning and teaching.

Cell phones may be used at school, except in the classrooms during class times. Before a student enters a classroom, cell phones need to be turned off, put away, and not taken out until the bell rings at the end of class. Violation of this rule will result in cell phones being confiscated by staff and returned at the end of the day. Repeated violations of this rule will result in parents having to pick up phones from school and potentially consequences up to and including suspension.

Cheating and Plagiarism
Academic dishonesty is as unacceptable as any other dishonest act. Cheating on assignments or tests is unacceptable at CRHS, and will result in consequences. Any time you turn in work that is not your own effort, or use a cheating device on an assignment or test, you are being academically dishonest. Cheating includes, but is not limited to: wandering eyes, crib sheets, copying assignments, discussing material, sharing notes, and plagiarism.

Plagiarism is taking the ideas or written words from another source (including the Internet) and claiming them as your own work. If you use the words or ideas of another person, they deserve credit by using quotation marks and listing the source. If you paraphrase ideas, the source deserves credit in the form of a citation.

- Cheating on assignments will result in “no credit” for that assignment. Cheating will result in referral to the assistant principal on the first infraction and parent contact.
- Cheating on a test or major assignment will result in “no credit” for that assignment, referral to the assistant principal, and a parent conference.
- Academic dishonesty from athletes will be reported to coaches and the athletic director.
- Repeated violations will result in and progressive consequences: a second violation results in one letter reduction of grade at quarter, and a third violation results in F grade for quarter that cheating occurred in.
- No make-up or extra credit work will be provided to students who have lost points due to cheating.

Classroom and School Expectations
Your behavior at school reflects your attitude about learning — let your classroom behavior reflect your Rocket pride and the value of education! Your success (here and beyond) and the success of others depends on maintaining an environment that supports learning. These expectations help ensure the success of all CRHS students:

- Treat everybody with the respect you would appreciate.
- Be in class on time with the needed materials.
- Display appropriate, workplace-like behaviors that show respect for school and learning.
- Demonstrate respect for teachers and peers by not talking during classroom presentations.
- Avoid the use of profanity that may offend others.
- Do not engage in disruptive behavior nor encourage it by accepting it.
- Avoid making noise in hallways during class time.
- Show respect by removing your hats in the building.
- Pay attention! Sleeping in class will not be tolerated.
- Refrain from sitting in the hallways.

Closed Campus
The Castle Rock High School is a “closed” campus. This means that students must remain on campus from the time you arrive until school is dismissed, unless they have permission to leave. Both parent and office permission is required to leave during the school day, including at lunch time. If you are leaving campus because you are sick, you must also notify the office. Leaving campus without parent and school permission may result in discipline for truancy.

Do the math:

High school graduates earn about $7000 per year more than dropouts … which totals at least $350,000 over a career.

This means you “earn” nearly $500 per day you are in high school.
Dances

School dances are open to students, alumni, and visitors who meet the requirements below and who choose to follow Castle Rock High School behavior expectations. These expectations will help us maintain a fun, healthy environment for everybody.

1. Castle Rock High School students will be admitted if they have school-issued ID or are recognized as a current student by the person in charge. Students on suspension may not attend dances.
2. Visitors may attend a CRHS dance if:
   - They have completed and had approved a visitor form by the day before the dance.
   - She or he abides by all Castle Rock rules.
3. Backpacks, bags, purses, and personal beverage containers are not allowed at any time.
4. Glow lights, pacifiers, and other mouth devices are not allowed at any time.
5. Sexually suggestive dancing (front-to-back, pelvic contact, freak dancing, hands on private areas) will not be tolerated. Violators will be warned once and then asked to leave.
6. Students and visitors must be dressed in acceptable school attire to enter the dance. Short shorts, tank tops, midriff shirts, and sunglasses will not be allowed.
7. ALL REGULAR SCHOOL RULES WILL BE IN EFFECT AT DANCES.
8. Once you leave a dance, you may not re-enter and you need to leave school property.
9. Violation of dance rules may result in students being asked to leave and possible school discipline including restricted from future dances or suspension from school.

Detention

Detention is used as a consequence for minor infractions including disruption of learning, being disrespectful (minor), multiple tardies, not having materials/homework, and not following directions. Detention can be served during lunch in the Reflection Center or a teacher may let you serve your time in their classroom after school. You must bring homework or school-related reading with you and be prepared to work quietly or read for the entire time.

Discrimination Prohibited

The Castle Rock School District does not discriminate against any student or person on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, any disability, or the use of a trained dog guide, religion, because of your gender. If you feel you have been discriminated against, you have the right to file a grievance with the district. Grievance procedures are available at any school or the school district office. Inquiries concerning perceived or alleged violations of this policy should be directed to: Susan Barker, Superintendent

Dress Code

How we dress communicates a lot about what we believe and value, and can influence our attitudes and actions. The general guideline for dress code at Castle Rock High School is “Workplace Appropriate.” This means you should wear clothing that respects the school as a place of work and learning, and refrain from wearing clothing that might disrupt the educational process, activities, or distract or offend others.

School administrators will exercise professional judgment in determining what is “school appropriate” clothing. Reasonable accommodation will be made for legitimate religious or medical reasons. Students violating dress code will receive a warning and will be directed to change their clothing. Inappropriate items may be confiscated. Administrators may contact parents about dress code violations. Repeat violations will result in progressive discipline.

- No attire that directly or indirectly references sex, alcohol, tobacco, profanity, racism, violence, drug use, or illegal acts.
- No attire that is plainly offensive or might cause disruption or encourage violence, including racist, gang-related, or hate-group related clothing or symbols — specifically prohibited are bandanas, swastikas, and Confederate flags.
- No plunging necklines which extend beyond the mid-point of the breastbone. This is measured as three finger-widths below the collar bone.
- Shorts, skorts, or skirts must be mid-thigh length and extend to your fingertips with your hands at your sides and shoulders relaxed.
- No attire that directly or indirectly references sex, alcohol, tobacco, profanity, racism, violence, drug use, or illegal acts.
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Early Dismissal and Late Arrival

If you have early dismissal or late arrival, you may only be on campus 10 minutes before or 10 minutes after your classes. Exceptions must be cleared in writing by an administrator, and will permit you to be in the library or forum area only — not in the hallways. Violation of these exceptions will result in early dismissal or late arrival privilege being revoked.
Electronic Devices
Electronic devices such as cell phones, iPods, MP3 players, and cameras may be used in between classes if they do not create a substantial disruption. Laser lights are prohibited on school district property at all times. Prohibited devices may be confiscated by any staff member. Items turned over to administrators will only be returned after school. On a second infraction, the parent must pick up the item. Multiple infractions will result in further consequences.

Emancipated Students
You may be considered emancipated if you are 18 years of age or older and have taken responsibility for your own education. A parent/student conference with an administrator is generally required before a student will be considered emancipated. Once the student is emancipated, no parent contact will be required.

Emergency Drills
Emergency drills are held on a regular basis, at least one per month. By law, we must do drills for evacuation (fires), lockdowns, and shelter-in-place. We also do earthquake drills. Drills are intended to prepare all of us to deal with emergencies we hope will never happen. Please treat these drills seriously — they have saved lives in other schools.

To acquaint you with the routine of evacuation, each of your teachers will develop and post primary and secondary evacuation routes. Exit the building quickly, but do not run. Stay clear of the building. Students will always report to their advisory teacher in the event of a fire drill or if the building must be evacuated.

Field Trips
You must have a permission slip signed by your parent or guardian to participate in any off-campus field trip. Permission slips are due 48 hours before the field trip. If you return from a field trip early, you are expected to go directly to class. Your participation in activities may be restricted if you are failing a class or if you are on an attendance waiver.

Fights and Assault Incidents
Fighting and assaultive behavior at Castle Rock High School is unacceptable — it is a major infraction that will result in an immediate consequence of suspension. Students participating as an observer are also subject to school consequences. Police will be called in all fight/assault situations for possible judicial action. Students who promote, incite, or participate in inciting a fight, or who refuse to leave the area will also receive sanctions.

Fines
Students will be assessed a fine for any loss or damage to school property for which the student is responsible. This includes damage to textbooks or library items beyond normal wear and tear, lost athletic equipment, and any other fees that have not been paid. Official grades or records will not be released if a student has an outstanding fine, and all fines must be paid before a student will be allowed to receive a diploma. A student or parent may appeal to the administration if they disagree with a fine that is imposed.

Food and Drink
To help us preserve the cleanliness of our school, you are not allowed to consume food or beverages (other than water) in classrooms or in carpeted areas. Lunches and other food or beverage items should be kept in your locker. Cafeteria lunches must be eaten in the forum except in special situations with teacher/administrator approval. Food and drink are never allowed near the computers.

Grade Point Average
Your grade point average is calculated from all of your graded classes at Castle Rock High School, excluding any classes that are pass/fail graded. Grade point average is often used for college and scholarship applications and athletic eligibility. The following number values are used to calculate grade point average:

- A = 4.0 points
- A- = 3.7 points
- B+ = 3.3 points
- B = 3.0 points
- B- = 2.7 points
- C+ = 2.3 points
- C = 2.0 points
- C- = 1.7 points
- D+ = 1.3 points
- D = 1.0 points
- F = 0.0 points

Good character is more to be praised than outstanding talent. Most talents are to some extent a gift.

Good character, by contrast, is not given to us. We have to build it piece by piece by thought, choice, courage, and determination.

— John Luther
Grades
Grades are an indicator of student achievement toward objective learning standards in each course. Castle Rock High School follows a standard A-F grading system using the following grading scale:

A: the grade of “A” certifies superior performance, extraordinary class participation and application of subject matter. It indicates a very high degree of initiative and originality.
  A = 100 to 95%  A- = 94 to 90%

B: the grade of “B” certifies high performance with better than average preparation. It indicates that the student can work successfully and independently of others.
  B+ = 89 to 87%  B = 86 to 83%  B- = 82 to 80%

C: the grade of “C” certifies average performance with average participation. It indicates that the student has a concept of material covered and with some suggestion can apply basic principles of the course.
  C+ = 79 to 77%  C = 76 to 73%  C- = 72 to 70%

D: the grade of “D” certifies minimum performance. It indicated the student cannot apply general principles of the course without constant assistance.
  D+ = 69-65%  D = 64-60%

F: the grade of “F” certifies the student has not completed work sufficiently in this subject.

I: Incomplete. The grade may be made up or completed within six weeks. Becomes an “F” if course requirements are not completed.

P: Pass. Indicates credit earned for the course, but does not count in calculating grade point average.

NC: No Credit.

Harassment, Intimidation, and Bullying
In order to create and maintain a safe, civil, respectful, and inclusive learning community, harassment, intimidation, and bullying are prohibited at Castle Rock High School.

Prohibited harassment, intimidation, or bullying:
- Is an intentional written, verbal, or physical act;
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. These behaviors will not be tolerated at Castle Rock! Many behaviors that do not rise to the level of harassment or intimidation are prohibited by other district policies, and school, classroom, or program rules.

Honor Roll
CRHS encourages academic achievement and recognizes students who achieve at a high level by compiling an Honor Roll at the end of each semester. To be recognized on the Honor Roll, students must have an average grade point of 3.0 or better.

Horseplay
To ensure the safety of all students, horseplay and aggressive horseplay are prohibited on school grounds and at school activities except when specifically permitted under controlled conditions for competitions, sports, or physical education. Horseplay includes, but is not limited to, pushing, tripping, water fights, keep-away (grabbing a possession of another student and not giving it back), throwing things at others, chasing or running in the halls, or any action which could potentially cause injury. Horseplay will result in detention. Repeated violations may result in suspension/expulsion.

Aggressive horseplay includes such aggressive actions as hitting, kicking, choking, wrestling, arm or head locks, sparring, etc. Because of the high potential for injury, the consequence for a first offense of aggressive horseplay may be suspension.

Immunizations
In order to protect children against a number of childhood diseases, Washington law (RCW 28A.210.060) requires that all children admitted to public and nonpublic schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and Hepatitis B. Students may be excluded from school if they do not meet the immunization requirements. Exceptions are made for religious reasons. Please see CRSD Board Policy 3413 for more details.
Internet and Computer Use

Students have access to computers and the internet for legitimate school-related work. Non-authorized use of computers and the internet may result in loss of privileges. Make sure to read the complete computer and internet policy, starting on page 32.

Internet activity is filtered for content. All student activity on the computers can be and is monitored — “Every move you make, every click you take, we’ll be watching you.”

• School-related uses only!
• No teacher, no internet.
• No pornography!
• No drugs or alcohol-related information (except for class assignments).
• No chat rooms!
• Accessing MySpace.com or similar sites violates these rules!

Interview by Law Enforcement

With the permission of building administrators, students may be interviewed by law enforcement officers or representatives of the Department of Social and Health Services. State law allows students age 13 and over to be interviewed by police officers without a parent and without the permission of a parent. A school representative(s) will normally be present during an interview, unless the student or officer request otherwise.

Library/Media Center Expectations

The library/media center is open to all students, staff, and parents. It is intended to be a welcoming place where all patrons can read, learn, work, and relax. Open during school hours including both lunches, and until 3:30 p.m. each school day.

Our expectations:

• No food or beverages in the computer area.
• No cell phones or personal music devices during school hours.
• Please talk in quiet tones to not disturb others.
• Please replace newspapers and magazines where they were found. Return them to the book drop if you are not sure where they go.
• Ask if you need any help or assistance locating an item, or help or assistance with a project.

Book policies:

• Three books at a time may be checked out.
• Standard books are checked out for three weeks.
• Reference books are checked out for two days.
• Reserve books may be checked out overnight.
• Books on the 100 book list are checked out for four weeks.
• Overdue book charges are forgiven if the book is turned in in the current semester.
• Lost books will be charged at the purchase price and the fine placed on the student’s account.

Lockdowns

If an intruder or other situation creates an immediate concern for student and staff safety during a class period, a “full lockdown” will be called. This is a response to minimize the risks to staff and students. By law, we will practice lockdowns each year.

During class time, a lockdown may be announced over the intercom: “Staff and students, we are in a full lockdown.” Before school, after school, and during lunch or passing times, a long continuous tone will be sounded. It may be repeated.

During a lockdown:

• Please follow teacher instructions immediately and without question. Act quickly and calmly.
• Students not in a classroom or safe area should go to the nearest classroom that has a teacher or staff. If you are in the hall, go to the nearest classroom.
• Stay seated, quiet, and calm. The teacher will close the blinds and cover other windows.
• Wait for instructions from the teacher.
• Do not leave the room until an “All Clear” is given.
• Do not exit if the fire alarm sounds, unless directed to do so by a staff member.

When the school is in lockdown, parents will not be able to pick up or drop off students. Please don’t come to the school or telephone if you know we are in lockdown. We will communicate with parents afterward and share what information we can.

Lockers

You will be assigned a locker through the main office. You will normally have the same locker for your entire stay at Castle Rock. Lockers are provided for storage of books, materials, and personal items. By law, lockers are school property and may be searched.

• Keep your locker clean, closed, and locked to prevent theft.
• Do not share your locker combination with others.
• Do not tamper with the lockers of others.
• Do not leave money or valuables in lockers.
• Do not padlock your locker.
• Do not leave your locker “set” to unlock.
• Notify the main office if you vacate or change lockers during the year.
• Remember there is no expectation of privacy for your locker — it may be searched at any time and inappropriate items may be confiscated. Backpacks and purses will not be searched without reasonable suspicion of rule violations.

You must check out of your locker when you leave Castle Rock High School. Leave your locker clean and free of writing, stickers, etc. Damage may result in fines.
Lunches
Lunches and milk are served daily from 11:35-12:05 and from 12:30 to 1:00. Lunches purchased in the cafeteria must be eaten there. You may not leave the forum area with food or food trays. Money must be deposited at the attendance window by 10:00 a.m. daily.

Breakfast $1.50    Lunch $2.50

You may be eligible for reduced price or free lunch — applications are available online, and the information is confidential. Your parents will have to provide information to qualify for free or reduced lunches.

Make-Up Work
If an absence is excused, school-related, or the result of school discipline, the student will be permitted to make up missed assignments outside of class time and earn credit under reasonable conditions and time limits established by the teacher. Students may lose credit for class participation even when an absence is excused.

Teachers are not required to give credit for make-up work for an unexcused absence. Teachers must, however, provide make-up work upon request if, in the teacher’s opinion, that work is crucial for future learning.

Medications
You may not have any medications in your possession at school. This includes both prescription and over-the-counter (OTC) medications. If you need to take medication during school hours, it must be held and given by office staff. In some cases, students may carry medications with the request of a physician and good reason.

All medications require a doctor’s authorization to administer the medication. Your parent must come to the attendance office and complete a form to authorize prescription medication at school. Students who use asthma inhalers or epi-pens for severe allergies should see the nurse and arrange to have a spare inhaler or epi-pen kept at the school. Violating this policy may result in discipline, suspension, or expulsion.

Nurse
The Castle Rock School District has a contracted nurse assigned to the district one day each week. Our nurse is responsible for medications and emergency health plans, but is not in attendance to provide regular health care or advice. At Castle Rock High School, if you need minor first aid please see Mr. Williamson.

Online Progress Reports
Castle Rock High School wants parents to be informed about their child’s learning! Parents can check student progress online at any time through the Skyward program. A link to Skyward can be found on the district web site (www.castlerock.wednet.edu). Please contact the media center to receive your parent password and instructions.

Parking and Driving
If you violate these rules or drive in an unsafe manner, you may have your parking/driving privileges suspended or revoked and may be subject to suspension or expulsion.

- Any student who drives to school must park only on school property, and not on nearby streets or properties. All areas within 1000 feet of school property will be considered an extension of the campus during school hours, immediately before and after school, and while you are involved in any school activity.
- Park only in designated student parking areas, except that students arriving after 9:00 a.m. must park in the front lot and get a permit from the office.
- Students with late arrival, early release, or running start must obtain a permit from the office and park in the front lot.
- No loitering in or around cars, or sitting in cars at lunch or between classes.
- Speed limit on campus is 12 mph. Reckless driving may be turned over for prosecution.
- Obey entrance and exit arrows and “no parking” zones. Park in a single marked parking space. Illegally or improperly parked vehicles may be cited or towed.
- No other student may ride in a vehicle without the permission of the student’s parent or guardian.
- All school rules apply to vehicles on campus, including the prohibition of unacceptable symbols and images (e.g., bumper stickers). It is presumed that students know what is contained in their vehicle (you are responsible for anything in your car).

Personal Property
The Castle Rock School District will not be responsible for loss, damage to, or theft of personal items. Cell phones, cameras, expensive watches, electronic devices, large sums of money, and/or other similar items should not be brought to school. Found personal items will be held in the office or the lost and found area. Items not claimed within two weeks may be donated to charity. Items of value brought to school for academic purposes such as projects should be locked in a teacher’s cabinet or secured in the office.

If students are in possession of items which are prohibited, illegal, disruptive, distracting, or otherwise inappropriate, the items may be confiscated by any staff member. Confiscated items are normally held by the assistant principal, and may be released to either the student or the parent. Illegal items will not be returned, and will be given to the police. Castle Rock High School will not be responsible for confiscated items not picked up within ten business days.

Pets and Animals
Many people are extremely allergic to animals. Please respect the health and safety of others by not bringing pets to school and not letting animals into the building. Students may not leave pets in their vehicles.
General Information

Pledge of Allegiance / National Anthem
Washington law requires that the flag of the United States be displayed in classrooms and the Pledge of Allegiance be recited in each classroom at the beginning of the day. When the Pledge of Allegiance is recited, you may choose to stand and participate or maintain a respectful silence.

The Pledge of Allegiance or national anthem will also begin each school assembly and athletic event.

Prohibited Items
Items which may be disruptive to learning or which are dangerous or potentially dangerous are prohibited on school property. The list below includes those items that have commonly been a problem, but is not all-inclusive. Possessing any disruptive or dangerous item may lead to corrective action or discipline, up to and including suspension or expulsion for dangerous items.

- Firearms and look-alike items (air guns, air-soft guns, starter pistols, and paint ball guns)
- Knives and other sharp tools (axes, hatchets, etc.)
- Matches, lighters, torches
- Explosives, and fireworks
- Medications, illicit drugs, look-alike drugs, alcohol
- Drug paraphernalia
- Obscene materials, pictures, items
- Lasers including laser pointers
- Hunting weapons including bows, muzzleloaders
- Tobacco products

Public Display of Affection
The behavior standard at Castle Rock High School is “work-place behavior.” While on campus, public displays of affection (PDA) and overt affection is not an acceptable behavior. Inappropriate behaviors include grabbing, fondling, kissing, and continuous holding or hugging. Students will be privately counseled for the first infraction of this rule. If you engage in repeated PDA or overt affection, you will be referred to the office for appropriate action, including parent contact.

Report Cards and Progress Reports
Report cards are mailed home twice each year — approximately one week after the last day of each semester. Progress reports are sent home with students midway through each semester. Only semester grades are recorded on a student’s transcript. Parents may check a student’s progress at any time online through the Skyward system. A link is available on the district Web site.

Responsibility for School Materials
Books and other school materials are very expensive. Textbooks will be checked out to you, and you are responsible to return them in similar condition or pay for damages. If you don’t return textbooks or materials, your records may be withheld or your registration delayed.

Schedule Changes
The master schedule at Castle Rock High School is developed from the course selections made by students when they register. It is important that you and your parents choose classes carefully and meet registration timelines. Schedule changes will not be allowed after the semester begins unless an error in placement has been made. In extraordinary circumstances, a late request for schedule change may be made in writing to the principal.

School Constitution and ASB Officers
Students may choose to run for offices in the ASB if they have at least a 2.5 cumulative grade point average. ASB officers must be juniors or seniors during their term of office. ASB positions include president, vice president, secretary, treasurer, and activity director(s). If you are interested in running for election as an ASB officer, you should refer to the requirements in the school constitution. The constitution is available in the office.

The Castle Rock High School Student Council consists of the ASB officers, class officers, and representatives of each club and varsity sport, including fall and winter cheer squads.

ASB meetings are held during advisory period.

Security
Security is a priority at Castle Rock High School. Hallways and other areas are monitored by a series of security cameras located throughout the building. The building is open from 7:00 a.m. to 3:30 p.m. Monday through Friday during the school year. All doors are locked each day at 3:30 p.m. You should be off campus at 3:30 unless you are participating in an after-school activity with staff supervision.

Scheduling Events
A full-year master schedule is posted in the main office. Items for the calendar should be submitted by the last week of each month to be approved for the next month. A facilities use form (available online) must be completed and submitted for all uses of school facilities.
**Searches of Students and Belongings**

Students have the constitutional right to be free of unreasonable searches and seizures. That right is balanced against the duty of the school to maintain a safe and orderly learning environment. When there is reasonable belief that a student has something prohibited by school rules or law on their person or in their belongings, state law (RCW 28A.600.210) allows school authorities to conduct a search. This includes electronic devices and student vehicles on school grounds and student belongings at any school event or activity. Lockers and desks are school property, and may be generally searched at any time. Student belongings inside lockers or desks will not be searched without suspicion. School staff may seize items which violate school rules or the law.

Administrators will inform a student of the cause of their suspicion when asking a student to submit to a search. Refusing to consent to a reasonable search is assumed as an admission a student has contraband. Refusal to consent to a reasonable search will result in disciplinary action, suspension, or expulsion depending on the circumstances.

Strip searches and invasive searches by school officials are prohibited by law, however students may be frisked by officers if they are arrested at school, or if it is believed they have dangerous weapons on their person. Students may be asked to submit to a breathalyzer or similar test if there is suspicion they are under the influence of alcohol or drugs.

**Sexual Harassment**

Sexual harassment in the work and educational environment is inappropriate, offensive, and unacceptable. The Castle Rock School District prohibits sexual harassment of students or employees. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- Someone states or implies that submission to the conduct is a condition of your employment or educational program; or
- Submitting to or rejecting the sexual harassment is used as the basis for an employment or educational decision affecting you; or
- The sexual harassment unreasonably interferes with your work or academic performance; or
- The sexual harassment creates an intimidating, hostile, or offensive working or educational environment, or adversely affects the employee’s or student’s performance, advancement, assigned duties, or any other condition of employment, career development, or educational programs.

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.

If you are being sexually harassed, you can file a complaint with an administrator or Susan Barker, Title IX Compliance Officer. All complaints and allegations will be investigated and a finding made within five school days.

**Skateboards, Skates, and Scooters**

Riding skateboards and using inline skates or scooters is prohibited on school district property at all times. If you use these items at school, they will be confiscated and returned only to parents. Multiple violations will result in further progressive disciplinary action.

**Sportsmanship**

Castle Rock High School is proud of our athletes and teams, and we show respect for them and visiting athletes by promoting good sportsmanship. We have a tradition of modeling good sportsmanship that we expect you to uphold. Please follow these guidelines for positive sportsmanship:

Consider the visiting team, fans, and officials as guests of Castle Rock and treat them as such.

- Respect the rights of all spectators.
- Show respect for officials by accepting their calls and decisions as final.
- Support the cheerleaders with enthusiasm!
- Consider it a privilege and duty to encourage everyone to embody the spirit of fair play and sportsmanship.
- Be modest in victory and gracious in defeat.
- Display appropriate respect to the flag, during the national anthem, and at associated ceremonies.

Please refrain from these unsportsmanlike behaviors that don’t reflect Rocket spirit and pride:

- Booing or jeering officials or players at any time.
- Applauding errors by opponents or penalties inflicted on them.
- Participating in derogatory chants or cheers.
- Yelling for withdraw of any player.
- Using profane language at any time during the game.
- Throwing objects on the field or court.
- Criticizing players or coaches

**Tardiness**

Developing the habit of being on time is an important workplace skill that should be practiced at school. Tardiness is considered a behavior problem and will be addressed by teachers and administrators. Repeated tardiness may result in detention, Friday School, ISS, or suspension. If you are more than 10 minutes tardy to any class, it will be considered a truancy and recorded as such unless you have a valid excuse for being late.

**Nobody at Castle Rock High School is more important than you.**
Theft and Vandalism

Approximately 97% of our population falls victim to theft and vandalism by the other 3%. The best way to avoid being a victim is to set a mood that theft and vandalism will not be tolerated. Be a vocal majority — if you are aware of a theft, report it! Protect yourself by not leaving important items or valuables unattended. If you are a victim of a theft at school and want to report it as a crime, it is your responsibility to contact the police.

Castle Rock High School belongs to you. Show your pride in our school facilities by not tolerating vandalism and destruction of your school! Report vandals.

Visitors

You may arrange for student visitors by making arrangements with the principal or assistant principal at least 24 hours in advance. Visitor approval forms are available in the main office or the attendance office. Visitors (adults or students) are not allowed at lunch except for those on official business. Visitors will not be allowed during critical times of the year, including the last two weeks of each semester.

Weather and Emergency Closures

School may be closed or schedules changed on an emergency basis due to inclement weather, adverse road conditions, or other unforeseen situations. School closure and late-start information will be broadcast on the radio and television stations and Web sites listed below. If a closure is not announced, students and parents should assume normal school hours.

Castle Rock School District also subscribes to the Flash Alert service, which provides emergency information and the ability to receive text messages about closures. More information is available on the district Web site (www.castlerock.wednet.edu).
This overview of student discipline is intended to provide students and parents with a broad understanding of discipline philosophies, policies, and procedures at Castle Rock High School that is easy to read. More detailed and formal information is contained in the Castle Rock School District Policies, available on the school district website. If you have any questions about discipline policies or procedures, please contact a school administrator.

**Philosophy and Purpose of Discipline:**

The goal of the Castle Rock High School staff is for students to be college and career ready when they leave us, and ready to be knowledgeable and productive citizens. Part of the education at Castle Rock High School includes learning how to successfully function in society and in a workplace, which includes following expectations and appropriate standards of behavior. State law actually compels schools to teach values and traits essential to individual liberty, fulfillment, and happiness — including honesty and integrity, respect for others and self, responsibility for personal actions, self-discipline and moderation, work ethic, and respect for law and authority.

Successful adults follow rules, abide by the law, and comply with the norms of society. State law and district policy compels students to follow school rules and directives of teachers, staff, and administrators. Students who do not comply with rules and expectations at Castle Rock High School are subject to corrective discipline — similar to the penalties adults face for violations of the law or workplace rules.

The purpose of student discipline is to encourage students to follow school rules and behavioral expectations, with the goal that students become self-disciplined. When consequences are imposed because of misbehavior, those consequences are intended to discourage the student from repeating the misbehavior. Teachers and administrators have guidelines for imposing appropriate consequences. The general philosophy of discipline, however, is to impose the minimum consequence that is reasonably expected to change an individual’s unacceptable behavior.

Consequences in most cases are progressive — that is, they increase in severity if lesser discipline does not change the unwanted behavior.

**Due Process and Appeals:**

Students have a right to due process in all matters of school discipline. Essentially this means that they have the right to be treated fairly and equitably. In the case of school discipline, students always have the right to know the rule(s) they are accused of violating, and have a right to give their account of what happened. They also have a right to be informed of any evidence against them, and are entitled to a process that is impartial and objective.

The Washington Administrative Code, Chapter 392-400 (available at www.leg.wa.gov), specifies in detail the due process requirements for suspensions and expulsions, including the appeals process. These requirements are incorporated into district policy and school procedures.

Parents will be notified of any suspension, including in-school suspensions that exceed one day. Students will not be sent home for disciplinary reasons without first contacting and getting authorization from parents. In some situations, parents may need to come to the school and pick up students, but this is rare.

Students or parents may appeal discipline imposed by teachers or administrators. We ask that parents please try to first work with the staff member that imposed the discipline before appealing to the next level. An informal appeal may be made to the assistant principal or principal by requesting a meeting (or phone call) to discuss the infraction and consequences, or through a phone call.

We always strive to find solutions to disagreements about discipline without the need for formal appeals, and ask that parents contact school administrators before appealing to the superintendent. If an informal appeal does not resolve the grievance, however, a formal appeal may be filed with the superintendent. A formal appeal must be made in writing to the superintendent within two days of receiving notice of discipline.

If a parent or student desires a formal hearing to appeal a suspension or expulsion, they must file a written request with the superintendent within three (3) business days. In the case of emergency expulsion, however, ten days is allowed for an appeal to be filed. State law and district policy (available at www.castlerock.wednet.edu) provide details about the hearing process and requirements. Parents and students will be provided this detailed information any time a student is suspended out-of-school, and may obtain a copy at the school at any time.

Disciplinary appeals heard by the superintendent provide an opportunity for the school administration to present evidence of the infraction and for the parent and student to question the evidence and present rebuttal. The superintendent’s decision may be appealed to the School Board if the parent or student is not satisfied with the decision. Again, state law and district policy provide detailed information on due process in disciplinary hearings. District policy is available on the Castle Rock School District website.
Progressive Discipline:

Teachers and administrators at Castle Rock High School follow a “progressive discipline” model. This means that consequences for misbehavior generally increase if a student is referred to the office for the same or similar behavior more than once. Consequences continue to progress in severity until the behavior ceases or the student is removed from school.

We also believe in the use of “natural consequences” which means that the consequence of misbehavior will often be related to the rule that is violated. For example, violating dance rules will most often lead to loss of dance privileges, and unsafe driving will result in loss of driving privileges.

Progressive discipline includes but is not limited to these levels of consequence:

- Warning from teacher / teacher-student conference
- Telephone call to parents / Parent conference
- Lunch detention or after-school detention
- Loss of privileges (some infractions)
- Reflection Room
- Referral to administrator
- Friday School
- Short-Term Suspension
- Long-Term Suspension
- Expulsion

Predetermined Range of Consequences

Castle Rock High School has established predetermined ranges of consequences and progressive discipline for the most common infractions. Administrators will use the discipline matrix (see next section of this handbook) as a guideline for imposing consequences for misbehavior. Additionally, predetermined consequences are established for some infractions in the District policies.

Classroom Consequences

Teachers may impose consequences for student misbehavior. Examples of classroom consequences include time-out, detention, or removal from the classroom for the remainder of a class period. In some cases, teachers may also impose other consequences for unacceptable classroom behavior. Repeated unacceptable classroom behaviors will result in referral to an administrator.

Unacceptable classroom behaviors that may result in consequences include the following:

- Distracting other students from the lesson
- Throwing spitwads, pencils, books, etc.
- Refusal to stop talking
- Refusal to sit properly in seat
- Refusal to take part in a discussion
- Sleeping in class
- Refusal to do assignment

- Eating or drinking in the classroom
- Wearing a hat in the classroom
- Writing/drawing on desks or books
- Using cell phones/electronic devices in class
- Failure to suit for PE
- Failure to bring materials to class

Exceptional Misconduct:

Progressive discipline generally imposes lesser consequences before a student is suspended or expelled for misbehavior. Exceptional misconduct is behavior that is so serious, disruptive, or frequent that it warrants immediate suspension or expulsion. State law and district policy provide that students may be suspended or expelled on the first infraction for the following exceptional misconduct:

1. Under the influence, use, possession, sale and/or distribution of alcohol.
2. Under the influence, use, possession, sale and/or distribution of controlled substances (i.e., drugs).
3. Possession of controlled substance paraphernalia.
4. Assault and/or threat of assault
5. Fighting and/or inciting a fight.
6. Written, verbal, or physical harassment, sexual harassment, intimidation, bullying, or defamation when reasonably warranted by the seriousness of the act.
7. Stealing or possession of stolen property.
8. Burglary, larceny, robbery, or extortion.
10. Gang and/or hate group activity.
11. The use, possession, and or sale of explosive devices.
12. Possession of weapons or items purported to be dangerous weapons, including firearms or explosives.
13. Malicious mischief or vandalism.
14. Trespass, including computer (network) trespass.
15. Endangering the health and safety of others, including arson and reckless endangerment.
16. False alarms and/or false threats (e.g., bomb threats).
17. Lewd conduct, indecent exposure, use of profanity—oral, written or gestured.
18. Unlawful interference with or intimidation of school authorities, including threats.
19. Failure to submit to lawful supervisory and disciplinary authority of the district and school.
20. Failure to submit to reasonable corrective action imposed by the district or authorized employees.
21. Inappropriate use of school technology, interfering or altering school records, or access inappropriate information from the internet.
22. Any other act which constitutes a violation of the law equivalent to a gross misdemeanor or felony.

Because no two disciplinary situations are exactly the same, building administrators and district-level hearing officers are authorized to grant exceptions in cases involving extenuating and/or exceptional circumstances.
Detention

Teachers and administrators may assign lunch detention or after-school detention for minor infractions of school or classroom rules and expectations.

Lunch Detention is held in the Reflection Room. Students must bring school work or reading and work quietly until released. Detentions may be rescheduled once by contacting Mrs. Moore before the appointment with a reasonable reason for re-scheduling. Failure to show for or complete detention results in referral to the Assistant Principal and assignment to Friday School.

Friday School

Friday School is one step of a progressive discipline program designed to modify unacceptable student behavior. It is an alternative to suspension and is an effort by administrators to try to keep students in the classroom where they can learn. Friday School is an opportunity to change misbehavior and possibly avoid out-of-school suspension.

Expectations for Friday School:
- Friday school is 3:00-5:00 p.m.
- You must report to the Reflection Center of the building before 3:00 p.m. If you arrive late, you will not be allowed to enter the room.
- You must bring school work with you. Bring homework, school books, paper, pen, pencil, and a book to read. (Magazines, comic books, and non-academic materials will not be allowed.)
- You must either do school work or participate in any discussion or activity.
- You will be expected to remain in the classroom unless given permission to leave.
- You may participate in extra-curricular activities on a day you are assigned Friday School, if you attend and meet expectations.
- You must be out of the building and off school property by 5:15 p.m. Please plan ahead for transportation.

If you arrive late, fail to show up for Friday School, or violate the expectations above, you will incur a one (1) day out-of-school suspension the first time. Failure to complete Friday School a second time results in a 3-day suspension, and a third time may result in long-term suspension.

Friday School appointments may be re-scheduled because of illness, family emergency, or other reasonable excuse as determined by school administrators — parents must contact Mr. Vogeler to re-schedule a Friday School appointment. Friday School will be rescheduled once with administrator approval — failure to show for a rescheduled Friday School appointment will result in suspension.

Suspension

“Suspension” means a denial of attendance from any single subject, class, or activity. This excludes the removal of a student for the balance of a class period or remainder of an activity, which falls under classroom discipline. Suspension may also include denial of participation in certain activities rather than a complete denial of attendance. Castle Rock High School administrators may impose in-house suspension from a single class or all classes as a consequence for misbehavior.

Suspension Alternatives

Administrators have the discretion in some cases to assign suspension alternatives rather than in-school or out-of-school suspension. These alternatives are offered as an alternative that will keep students in the classroom where they can continue learning. Students and parents must both agree to the alternative and the conditions that come with it. Failure to complete the alternative will result in the suspension being imposed and no opportunity for future suspension alternatives. Examples of suspension alternatives include multiple Friday School sessions, community service agreements, and drug/alcohol counseling. The decision to offer suspension alternatives is left to the professional judgment of the administrator.

Short-Term Suspension

Exceptional misconduct or repetitive lesser misconduct may result in short-term in-school suspension or out-of-school suspension. “Short-Term Suspension” is a denial of attendance and participation in some or all classes or school-sponsored activities for up to 10 school days.

Administrators may elect to suspend a student “in school.” In such cases, the student will be placed in a semi-private, alternative space where the student can be supervised by staff. An in-school suspension may become out-of-school suspension if a student fails to meet behavior expectations, such as being disruptive.

During short-term suspensions, students will be provided assignments and homework that are critical to their learning. Students may lose participation credit for missed classes while they are suspended.

During any out-of-school suspension, a student may not be present on any school district property or participate in any school activity (including athletics) unless they have the specific permission of an administrator. Unauthorized presence on school property will result in referral to law enforcement for trespass.
Long-Term Suspension

Long-term suspension is a denial of attendance and participation for a period of time that exceeds 10 school days. Long-term suspension is a consequence that is imposed for serious infractions or when students have repeat violations of rules or expectations that are not corrected by lesser discipline.

By state law, students have a right to a formal hearing before a long-term suspension may be imposed.

During any suspension, a student may not be present on any school district property or participate in any school activity (including athletics). Unauthorized presence on school property will result in referral to law enforcement for trespass.

Expulsion

“Expulsion” is a denial of attendance from any school-sponsored activity for an indefinite period of time. Expulsions are reserved for the most serious violations of school rules or law, and are most frequently imposed when there are concerns for student or staff safety.

By state law, students have a right to a formal hearing before a long-term suspension may be imposed.

Expulsions are considered to be a permanent denial of attendance unless a student and his parents petition the school board for re-admission.

Emergency Expulsion

“Emergency Expulsion” is a consequence imposed by administrators when there is 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 to the educational process.

Parents will be notified in writing of any emergency expulsion and the reasons for it. By state law, students may request a hearing to appeal an emergency expulsion. The request for a hearing must be received by the superintendent within 10 school days of being notified of the emergency expulsion.

Emergency expulsions may continue for up to ten (10) school days while an investigation is conducted, and may be continued after a hearing if it is determined a student still poses a threat to safety.

Re-Admission Procedures:

Students who are suspended or expelled may apply for re-admission at any time. Application for re-admission may be made to the principal in writing, and shall include: 1) reasons the student wants to return and why the request should be considered, 2) evidence which supports the request, and 3) a supporting statement from parents and others who may have assisted the student. The principal shall consider the request and make a recommendation to the superintendent. The superintendent shall advise the parent and student of his/her decision in writing within seven (7) days of receiving the application.

Referral to Law Enforcement:

As required by state law and district policy, administrators cooperate with law enforcement, and are required to refer certain violations of law to the appropriate authorities. Any illegal activity that occurs on campus or comes to the attention of a staff member may be referred to law enforcement. Any act or incident that constitutes a gross misdemeanor or felony under state law or an equivalent crime under federal law will be reported to the police or appropriate authorities.

Examples include possession of illegal drugs or paraphernalia, underage possession or use of tobacco, possession of firearms and dangerous weapons, theft, vandalism, possession of firearms and dangerous weapons, theft, vandalism, threats of violence, assault, malicious mischief, and reckless driving.

By law, police officers may interview students age 13 and over without the presence or knowledge of parents. Administrators usually sit in on interviews.
## Castle Rock High School -- Progressive Discipline Guidelines

These guidelines represent the ranges of discipline or corrective action that may be imposed under usual circumstances. This is a guideline only, and discipline officers may impose greater or lesser consequences as they judge appropriate for the infraction, student behavior history, and surrounding circumstances.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Classroom Consequences</th>
<th>Reflection Room</th>
<th>Parent Conference</th>
<th>Formal Warning</th>
<th>Detention</th>
<th>Friday School</th>
<th>In-School Suspension (ISS)</th>
<th>Out-of-School Suspension (OSS)</th>
<th>Long-Term Suspension</th>
<th>Expulsion</th>
<th>Exceptional Misconduct?</th>
<th>Police Referral (Non-Mandatory, Permissible)</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dangerous Weapons, including firearms, explosives, and look-alike firearms</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Y M</td>
<td></td>
<td>Emergency expulsion pending long-term suspension or expulsion. A one-year expulsion is mandatory for firearms, and authorized for other dangerous weapons (RCW 9.41.280). Includes knives with larger than 2.5 inch blades when possessed with intent as a weapon. Includes any item that are used as or threatened as weapon or apparent capability to cause harm. Emergency expulsion pending suspension or expulsion.</td>
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<tr>
<td>Weapons (not classified as dangerous)</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Y P</td>
<td></td>
<td>Emergency expulsion pending suspension, threat assessment. Includes items which may be considered weapons, when possessed with apparent intent as weapon, to instill fear, or to intimidate by their presence. Emergency expulsion pending suspension, threat assessment.</td>
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<td>Threats</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Y P</td>
<td></td>
<td>The severity of the consequence will depend on the circumstances, including the seriousness of the threat. Students may be emergency expelled pending a threat assessment.</td>
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<td>Use or possession of controlled substances, alcohol, or paraphernalia</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Y M</td>
<td></td>
<td>Emergency expulsion pending long-term suspension or expulsion. Includes under the influence of any intoxicant at school or a school activity. Possession includes vehicles. Student may be offered a deferment of suspension days in lieu of drug/alcohol assessment and treatment, at discretion of administrator. Minimum 5 days of suspension on first infraction.</td>
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<td>Distribution or possession with intent to distribute controlled substances</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Y M</td>
<td></td>
<td>Emergency expulsion pending long-term suspension or expulsion. Forced or unauthorized entry or remaining unlawfully in a district building, room, or vehicle for the purpose of stealing property or funds.</td>
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<td>Burglary</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Y M</td>
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<td>Intentionally setting a fire or causing an explosion. Will usually result in immediate emergency expulsion pending threat assessment.</td>
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<td>Arson</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Y M</td>
<td></td>
<td>Intentional damage to school property including busses, or the property of others. Student will be fined the cost of repair or replacement. Restitution may be required for student to be re-admitted to school.</td>
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</tbody>
</table>
## Discipline Overview

### Infraction

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Classroom Consequences</th>
<th>Peer Conference</th>
<th>Warning</th>
<th>Detention</th>
<th>Friday School</th>
<th>In-School Suspension (ISS)</th>
<th>Out-of-School Suspension (OSS)</th>
<th>Long-Term Suspension</th>
<th>Expulsion</th>
<th>Exceptional Misconduct</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullying, Harassment, or Intimidation</td>
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<td>Y</td>
<td>Y P. Intentional acts which create a hostile environment and/or which substantially interfere with another student's education. Includes name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, and slurs. Also includes any electronic communications, including texting, which have the same effect. See Policy 1130.</td>
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<tr>
<td>Malicious Harassment</td>
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<td>Y M</td>
<td>Y M. Intentional harassment based on perception of a victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identification, or mental, physical, or sensory handicap. Includes causing physical injury, damage to property, and threats which cause reasonable fear. See RCW 9.66.080.</td>
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<tr>
<td>Sexual Harassment</td>
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<td>Y P</td>
<td>Y P. Any unwanted, unwanted and non-reciprocal sexual attention that is offensive to the victim. This can include sexually suggestive looks or gestures, sexual jokes or pictures, pressure for dates or sex, sexually demeaning comments, deliberate touching. See Policy 5590.</td>
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<tr>
<td>Assault</td>
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<td>Y P</td>
<td>Y P. Assault is the intentional unprovoked attack, attempted attack, or causing of injury to another person, and is characterized by an attacker and a defensive victim. Assault may result in immediate emergency expulsion pending long-term suspension.</td>
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<td>Fighting, including inciting a fight</td>
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<td>Y P</td>
<td>Y P. Fighting is defined as two or more participants engaged in mutual combat. Inciting a fight is defined as arranging, encouraging, or otherwise promoting fighting. Actions in defense of self do not constitute fighting when the minimum force necessary to escape a threat is used.</td>
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<tr>
<td>Theft, possession of stolen property, or extortion</td>
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<td>Y P</td>
<td>Y P. Stealing the property or money of the school district, a staff member, student, or school visitor. Also, knowingly receiving, retaining, possessing, concealing, or disposing of stolen property or funds. Extortion is the taking of a person's money or property with or without consent by the use or threat of force.</td>
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<tr>
<td>Gang or hate group activity</td>
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<td>Y P</td>
<td>Y P. Knowingly engaging in gang or hate group activity on school grounds or at school activities. Includes using graffiti, language, symbols, or specific dress that creates a hostile or intimidating atmosphere, soliciting or recruiting others to join, or engaging in hate activity that disrupts school functions or creates an atmosphere of intimidation. A gang is 3 or more persons with identifiable leadership who regularly conspire and act in concert for criminal purposes, and may include hate groups. See RCW 28A.600.455.</td>
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<tr>
<td>Lewd conduct, public exposure of self</td>
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<td>Y M</td>
<td>Y M. Engaging in inappropriate sexual acts, either singly or consensually with another person, including but not limited to sexual intercourse, oral sex, sexual touching, and indecent exposure. Includes exposure of private body parts to others. The severity of the consequence will be determined by the circumstances. Emergency expulsion may be imposed pending long-term suspension or expulsion.</td>
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<td>Insubordination, gross disrespect, defiance, refusal to follow directions</td>
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<td>Y N</td>
<td>Y N. Students must comply with reasonable requests or directions from any school employee, and must identify themselves when asked by school personnel. Students must treat staff, visitors, and parents with respect, and shall not display open disregard for school authority.</td>
</tr>
</tbody>
</table>

**Notes:**
- Y: Yes
- P: Probable
- M: Meritorious
- N: Not
- X: Exclusive
- #: Numbered
<table>
<thead>
<tr>
<th>Infraction</th>
<th>Classroom Consequences</th>
<th>Refection Room</th>
<th>Parent Conference</th>
<th>Warning</th>
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<th>Friday School</th>
<th>In-School Suspension (ISS)</th>
<th>Short-Term Suspension</th>
<th>Long-Term Suspension</th>
<th>Expulsion</th>
<th>Exceptional Misconduct?</th>
<th>Police Referral (Needless/Reasonable)</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlawful Interference with School Officials</td>
<td>1st</td>
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<td></td>
<td>N</td>
<td>Y</td>
<td>M</td>
<td>Interfering or attempting to interfere with the discharge of official duties of district staff through non-deliberate force or violence not focused on a staff person, disobeying directives to leave an area, heckling or harassing school authorities engaged in official business, or hindering an investigation by lying, concealing evidence, or discouraging others from cooperation through coercion or threat.</td>
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<td>N</td>
<td>Y</td>
<td>M</td>
<td>Making any direct or indirect threat against any staff member that reasonably causes the person concern for their personal safety, the safety of their family, or the well-being of their property. Includes threats made away from school, electronic communications, threatening gestures, and any other communication intended to intimidate staff.</td>
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<td>3rd</td>
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<td></td>
<td>N</td>
<td>Y</td>
<td>M</td>
<td>Includes all forms of tobacco that are regulated by state law. Students must complete tobacco cessation program in addition to other consequences. Includes possession in vehicles. Police may write students a ticket for underage possession of tobacco.</td>
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<tr>
<td>Possession or use of tobacco products</td>
<td>1st</td>
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<td></td>
<td></td>
<td></td>
<td>N</td>
<td>Y</td>
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<td>Includes all forms of tobacco that are regulated by state law. Students must complete tobacco cessation program in addition to other consequences. Includes possession in vehicles. Police may write students a ticket for underage possession of tobacco.</td>
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<tr>
<td>Horseplay, Aggressive Horseplay, Hands-On</td>
<td>1st</td>
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<td></td>
<td></td>
<td>N</td>
<td>Y</td>
<td>M</td>
<td>Includes all forms of tobacco that are regulated by state law. Students must complete tobacco cessation program in addition to other consequences. Includes possession in vehicles. Police may write students a ticket for underage possession of tobacco.</td>
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<tr>
<td>Truancy (skipping)</td>
<td>1st</td>
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<td>N</td>
<td>Y</td>
<td>M</td>
<td>Truancy includes skipping all or part of a class, unauthorized absences from school, leaving school without permission or checking out, and absences with forged notes. A parent conference is required after two unauthorized absences in a month. The school will enter into an agreement with the parent and student by the fifth truancy in a month, and will set expectations for attendance, refer the student to a truancy board, or file a petition with the juvenile court. Students may be suspended or expelled for truancy if other interventions fail to work. See Policy 3122 and Procedure 3122.</td>
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<td>N</td>
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<td>N</td>
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<td>Inappropriate displays of affection includes, but are not limited to: holding hands, arm around the waist, prolonged hugging, sitting on laps, making out, kissing, hands in inappropriate places. Consequences may include steps to prevent PDA students from sharing classes or lunches.</td>
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<td>Profanity, obscene language, inappropriate language, or verbal abuse of others</td>
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<td>The use of vulgar or profane language by students at school or school activities, whether spoken, written, mouthed, gestured, or used in any other way. Includes the use of vulgar or offensive hand gestures. Includes derogatory slurs aimed at another student. Teachers will send students to the reflection room on an initial infraction.</td>
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<td>Dress code violations (including hats)</td>
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<td>See handbook. When it is determined that a student's dress is inappropriate, the student will be asked to change. If the student refuses, a parent will be contacted. If both the student and parent refuse to make changes, the student will be subject to suspension for insubordination. Administrators have the final authority to determine the appropriateness of student attire for the school environment.</td>
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Student Attendance and Absences

Daily attendance and participation in classroom learning activities is important for student success and progress. When a student is absent from school, the instruction and dialogue that they miss cannot be replaced by make-up work. We encourage students and parents to make every effort to minimize absences from school.

As a means of instilling the values of responsibility and personal accountability, district policy stipulates that a student whose absence is not excused shall experience the consequences of his/her absence. A student’s grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent without permission.

Grades can be impacted by poor attendance only to the extent that such a reduction is in conformity with law. State regulations (WAC 180-40-235) provide that absences may affect grades if:

- the student’s attendance and/or participation is related to the instructional objectives or goals of the particular subject or course, and
- the student’s attendance and/or participation has been identified by the teacher pursuant to policy of the school district as a basis for grading, in whole or in part, in the particular subject or course.

Attendance Office

The attendance office is staffed by Mrs. Stagner and is open daily from 7:30 a.m. to 3:30 p.m. The direct phone number is 501-2930. Parents may leave a message about student absences at any time. We ask that parents call the school by 9:00 a.m. if their child will be absent. Emancipated students are asked to follow the same guidelines if they are going to be absent.

Emancipated Students

Emancipated students are students 18 years of age or older who have taken responsibility for their own education. As a legal adult, an emancipated student may write their own excuses for absences and becomes responsible for all parent duties associated with attendance. A parent/student conference with an administrator may be held before a student will be considered emancipated. Once the student is emancipated, no further parent contact will be made unless at the student’s request.

Absences

Teachers take roll at the beginning of each class. Students who are not present or more than 10 minutes late are marked absent. Students who are out of class without permission may be marked as truant (see truancy section).

When a student is absent, they must report to the attendance office and obtain an admit slip before returning to class. A written note from their parent stating the reason for the absence or a phone call to the attendance office is required for the absence to be excused.

District policy requires absences to be excused within 48 hours or they become an unexcused absence.

Castle Rock High School’s attendance policy limits the number of absences a student may accrue in a semester. Students with eleven or more absences (excused or unexcused) will lose credit for those classes. Letters will be sent home when students reach eleven absences. Parents may appeal the loss of credit by signing the 11-day letter and returning it to the assistant principal’s office within five (5) days of receiving the letter. Failure to appeal will result in a grade of “NC” being recorded. See the “Excessive Absences” section for more information.

Pre-Arranged Absences

Pre-arranged absences are included in the total accumulation of student absences unless the absences are approved school-related activities in which the student is directly involved. Approved school-related activities in which the student participates directly and is required to miss class do not count as one of the 11 absences. School related activities in which the student is directly involved will be identified with an “SR” in the attendance record.

Pre-Arranged absences for religious observance will also not count as one of the 11 absences.

Partial Day Absence

Students who must leave the school during the day MUST check out through the Attendance Office prior to leaving school. A telephone call or note from the parent is required to leave during the day. If students leave without signing out, disciplinary action may result due to truancy.

Extended Illness or Health Condition

If a student is to be confined to home or hospital for an extended period, the school will arrange for the availability of assignments. The district will cooperate with private tutors that parents may employ. In some instances of long-term illness homebound teachers can be provided. At the high school level, if the student is unable to do his or her schoolwork, 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.

Chronic Health Conditions

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 designee and limited program shall be written following advice and recommendation of the student’s medical advisor. The school principal or designee shall approve the recommended limited program. The staff shall be informed of the student’s needs, though the confidentiality of medical information shall be respected at the parent’s request.
Truancy

Students are considered truant if they are absent from school or class without parent or school permission or if they miss school for a reason not approved by district policy.

Truancy is defined at Castle Rock High School as:

- Unexcused absence from all or part of any class
- In a restricted area without permission during class time
- Absence from school for an unapproved purpose
- Tardy by more than ten minutes without excuse
- Leaving campus without permission, including at lunch

Parents will be contacted for a conference when a student accrues two unexcused absences in any month. The goal of the conference will be to determine the reasons for the absences and develop a plan. The plan may include providing assistance or imposing corrective action.

Not later than a student’s fifth unexcused absence in a month, the school administration will confer with the parents/guardians and the student and enter into an agreement that establishes school attendance requirements. The district may elect at this time to file a petition with the juvenile court for violation of state school attendance laws.

State law requires schools to refer students to the juvenile court when a student has 7 or more unexcused absences in a month or more than 10 unexcused absences in a year. Castle Rock High School considers truancy a serious problem, and cooperates fully with the Cowlitz County Juvenile Court on truancy cases.

Excessive Absences

Castle Rock High School’s attendance policy limits the number of absences a student may accrue in a semester. Students with eleven or more absences (both excused or unexcused) will lose credit for those classes. Absences not included in the 11-day count include approved school-related activities in which the student is directly involved and absences for religious observances.

A. Attendance will be taken each period in each class. Office staff will attempt to make phone or email contact with parents when students are absent without notice.

B. When a student accumulates:

1. *Five (5) absences in a class, notice will be mailed or e-mailed to the parent/guardian, including a warning about potential loss of credit for excessive absences. The Assistant Principal may conference with the student and may contact the parents/guardian by telephone.

2. *Seven (7) absences, a second letter will be mailed to the parent/guardian the appropriate teacher will send an attendance alert to the office. An administrator or designee will conference with the student and may conference with the parent/guardian. At this time the administrator or designee may choose to review the student attendance record and as a result of the review amend the record to more accurately reflect attendance patterns and circumstances.

3. *Eleven (11) absences, the student and parent/guardian will be notified that there will be a loss of credit. The student/parent/guardian has the right to appeal within five (5) school days. Notice letters will include instructions on how to appeal a loss of credit.

4. Appeals: Students/parents/guardians have the right to appeal loss of credit. **Students must continue to attend classes and participate while they await an appeal.**
   - Appeals are made to the Assistant Principal, who will either grant or deny an attendance policy waiver after meeting with the student.
   - Students should be prepared to explain all absences, including documenting medical and other absences.
   - Parents/guardians may attend the meeting if they request to do so.
   - If a waiver is granted, it may stipulate reasonable conditions to restore academic credit in the class(es) with excessive absences. For example, no additional absences, completion of any missing assignments, restricted school-associated absences, or no tardies. Failure to abide by conditions will result in withdrawal of the waiver.
   - Attendance appeals will not be granted two consecutive semesters except under extenuating circumstances.

5. Secondary Appeals: If an initial appeal for credit is denied by the Assistant Principal, the student/parent/guardian may file a secondary appeal with the Attendance Appeals Committee, seeking re-instatement of credit. **Students must continue to attend classes and participate while they await an appeal.**
   - The Attendance Appeals Committee will consist of no fewer than three staff members appointed by the principal.
   - The Committee will meet as needed the last two weeks of each semester, and hearings will be heard at appointed times.
   - The student requesting the appeal must attend the hearing. The student’s parent(s) or guardian is invited to attend, but their attendance is not mandatory.
   - The Committee will issue a decision within three business days. The decision of the committee shall be final.
   - The decision could include full reinstatement with a contract, granting of partial credit, auditing the class with a behavior contract, or denial of the appeal for credit.
District Policy:
The intent of this policy is to promote responsible and ethical use of the network resources provided by Castle Rock School District.

- All use of the system must be in support of education and research and consistent with the mission of the district. The District reserves the right to prioritize uses and access to the system.
- Any use of the system must be in conformity to State and Federal law, network provider policies and licenses, and District policy.
- The Superintendent or designee must approve use of the system for charitable purposes in advance.
- Use of the system for commercial solicitation is prohibited.
- The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

Account Security:
You are responsible for all activity that occurs with your account. You are not permitted to use another individual’s account, and should never allow anyone else to access your account. If, at any time, you feel that your password may have been compromised, see the system administrator immediately to have your password changed.

- Log out correctly when you leave your computer.
- Logged on computers should never be left unattended. Lock your computer with your password if you leave but intend to return shortly.

Good network security practices will require passwords to be changed for all accounts at regular intervals. Users should avoid easily guessed passwords. Password length must be 7 characters minimum on our system.

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the network, notify your teacher, the system administrator, or the principal. Do not purposely seek to identify security problems without consent from the System administrator.

Student Computer Accounts:
Students are expected to use network resources responsibly. Computer accounts and network storage are intended for classroom assignments and files created for educational purposes only.

- Storage of unauthorized games, computer programs, and media downloads, or copyrighted materials are not permitted. (Category B to C infraction)
- Use school appropriate file and folder names. (Category B infraction and file removal)
- Never attempt to conceal or encrypt files on the network. (Category C infraction)

System administrators have complete access to the content of all student folders. Students are granted access to their assigned file storage space only. Teachers are given read access to student's folder space.

System administrators reserve the right to remove any material stored in computer files which they, in their sole discretion, believe may be unlawful, obscene, in violation of copyright, or otherwise unrelated to the teaching and laboratory mission of the school. For example; games, unauthorized programs, and media downloads.

Printing:

- Excessive printing without permission of a teacher or staff member is a violation of this policy. Permission is required for color printing.
- Wasteful printing may result in disciplinary actions and a fee to replace resources.
- Purposely using printers to send messages or harass will result in disciplinary actions.

System Care:
Students are responsible for proper care and maintenance of computer equipment and peripherals.

- No food or drinks are allowed at any of the computer workstations.
- Students must avoid any activity around their workstation that may result in damage to the computer, printer, software, or information.
- No computer hardware, peripherals, or cables may be moved or removed from their current location without specific authorization by the System administrator (Category B infraction).
- No student will attempt to service any hardware without authorization from the System administrator (Category B infraction).
- Do not change system or display settings on computers without permission from the network manager.

Students should report any problems with the equipment immediately.

Appropriate Use of Computer System:

- Use of the system to disrupt others or the normal operation of the system will not be tolerated; this includes illegal tampering, destruction of system hardware, altering
system software, and unauthorized entry into computers. This kind of activity is a crime under state and federal laws.

- Students must not engage in any activity intended to circumvent computer security controls. Students must not attempt to crack passwords, discover unprotected files, or decode encrypted files; this also includes creating, modifying, or executing programs that are designed to hack computer systems (Category C infraction).
- Attempts to login to the network as a system administrator or gain unauthorized access will result in the cancellation of computer privileges.
- Using viruses, worms, Trojan horses, or any other invasive software is expressly forbidden (Category C infraction). **Punishable by federal law.**
- Students may not use the school's voice/data connections to harass anyone.
- Impersonating other users by using their accounts or login names will result in the restriction of the offended and offender accounts. The impersonator will face review for discipline.
- While in classroom instruction or in a lab setting, computer and technology privileges are limited by the instructor or lab monitor. Each student is expected to use the technology in compliance with the instructor. No use of e-mail or Internet activity is allowed unless the instructor has authorized such use in the classroom. Each academic lab may impose additional rules, not explicitly covered in this Acceptable Use Policy. Failure to comply will be considered an infraction of the Computer Use Policy (Category B infraction).
- No personally owned computer devices are allowed to connect to the network without prior authorization and security inspection from the system administrator. CRSD is not responsible for any damage or theft from non-district owned equipment.

**Internet Acceptable Use:**

Students should have a specific reason to use the Internet. The internet is provided for educational not recreational purposes.

- Never attempt to download or install software programs on school computers. This includes browser plug-ins, media players, messaging software, ad-ware, games, or file-sharing utilities.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- Sites that are gang-related or contain illegal or degrading information are not permitted.

If a student or staff member misuses the Internet as described in this Policy, the final decision on action taken will be at the discretion of the school administration.

**Internet monitoring and filtering:**

Our schools utilize software to monitor and filter inappropriate web sites. No system can filter all inappropriate sites 100% of the time. This system is intended to help shield students from accidentally accessing inappropriate sites. **Students should report inappropriate sites accessed or not filtered immediately.**

**Site Review Requests** – The filtering systems block page provides a means to request a review of a site for the purpose of unblocking it. The system administrator has sole discretion to allow or disallow sites on our school network. Decision will be made based on site appropriateness and educational merit.

High priority requests:
- Teacher originated requests with return email.
- Respectfully written student requests.
- Obvious falsely blocked sites.
- Sites with exclusive information. Often the same information can be found on other sites.

Request Refusals:
- Requests with no return email. Ask a teacher to submit a request if you have no email account.
- Any request written with disrespect in any way. **Disrespectful communications may be subject to referral.**
- Requests ignoring proper writing conventions.
- Requests for known banned sites. *For Example; "MySpace"
- Any site that may distract from subject being taught in the classroom.
- Sites without educational merit. *For Example; "SouthPark, Bored.com, and etc."*

Attempts to bypass the school’s filtering system is considered a form of hacking and will result in disciplinary actions. *For Example; “anonymous proxies, keyloggers, programs on USB storage devices, and etc."*

It is the student’s responsibility to not access sites in categories deemed inappropriate to the school setting. Just because a site is not blocked by the filtering system does not mean access is allowed.

**Electronic Communications:**

- Never use e-mail without permission during class time. Category A infraction for the first offense and a Category B infraction for all subsequent offenses.
- Students must not send any electronic mail or other form of electronic communication by forging another’s identity or attempting to conceal the origin of the message in any way.
- Students are prohibited from transmitting or forwarding chain letters, mass mailings, or SPAMMING. (Category B infraction).
- Students may not access or attempt to access another person’s e-mail. (Category B infraction).
- Do not open any Email that is from someone you do not already know.
- Never open e-mail attachments or download files that could contain viruses.
- Students are not to access chat rooms at school.
- Do not use command-line utilities to send messages to
other users on the network.
• For reasons of system and personal security, each system account holder must authorize district review of e-mail messages.

Etiquette:

You are expected to abide by the generally accepted rules of network etiquette.

• No use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
• Deliberate accessing, downloading and disseminating any material deemed offensive, obscene, racist, antisocial, homophobic or violent are expressly prohibited.
• Knowingly or recklessly post false or defamatory information about a person or organization.
• Do not engage in harassment of another person. Harassment is persistently acting in a manner that distresses or annoys another person. Immediately cease any activity causing a person to feel harassed upon notification from that person.

You are a representative of your school and your district on a public system.

Safety:

• Students should never post personal information about self or others on the internet (address, telephone, school, school address, work address, parents name, etc.).
• Students should never make appointments to meet people in person that they have contacted on online without district and parent permission.
• Students should promptly disclose to a teacher or to other school staff any message received that is inappropriate or makes them feel uncomfortable.
• Immediately report any personal attacks made by others to responsible school personal.

Copyrighted Materials:

Users of the system must respect all copyright laws. Legal authorization must be obtained for the transfer, use, or duplication of copyrighted material. Some examples of material that may be copyrighted are intellectual property, clip art, images, photo, video, sound, as well as software packages.

• Students must not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
• Students will not access, read, delete, or tamper with any file that is not theirs.
• Copying of any software, network or otherwise, is strictly prohibited. It is against the law and is punishable.
• Outside software is not permitted in any computer area; no software is to be downloaded, stored, or installed on any computer or in any computer account.
• Material posted on the Internet through the district's system is not protected for individual copyright. Staff work is usually a work for hire with the copyright belonging to the district, but all users must waive their copyright interest in their materials posted on-line through the district's system.

School Web Sites:

• The school's computer system may be used to create, revise, and house home pages for the school, departments, school organizations/clubs, and personal home pages for the students, faculty, staff, administration, and board members. No other home page can be housed on the school's system without specific permission from the System administrator. (Category B infraction).
• Students who post, create, or build any web site linked to CRSD without the school's knowledge or express permission will be subject to investigation by the System administrator and possible disciplinary action. All such sites will be reviewed for purpose, nature and content.

Enforcement:

The use of school computers and the use of the Internet are privileges, and unacceptable use may result in the cancellation of those privileges. The system administrator may revoke privileges as required. The administration, faculty, and staff of Castle Rock School District may request that the system administrator deny, revoke, or suspend specific user privileges and that appropriate school disciplinary action be taken. Depending on the severity of the violation (to be determined by the system administrator and/or administration), computer privileges may be revoked for an extended period of time. A student who has his/her computer privileges revoked is not allowed to use any computer at her/his school site. Legal action and/or dismissal from school may result from violations of state or federal laws.

Any misuse will result in loss of computer privileges, disciplinary action, or possible legal referral. Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school computers. Misuse is not restricted to this definition. The school administration may require restitution from offending students for all damage, labor resulting from damage, or loss due to computer misuse or damage.

Penalties for computer infractions:

Category A infringements (non-malicious): warning. Student may be given verbal warning.
Category B infringements: Subsequent offenses, suspension of one or more network privileges.

Examples (but not limited to):
- Use of chat rooms, newsgroups, Instant Messenger
- Continual use of non-school related sites after being warned
- Unauthorized use of Email after being warned
- Use of other student and staff logon information to access a computer
- Continued failure to log off when finishing use of a computer

Consequences

Loss of Internet privileges (still may use computer for other uses). The Infringement and consequence will be reported to all staff. All staff will then provide consistency and follow through. Parents/Legal Guardians will be notified.

Category C infringements: Indefinite suspension of one or more network privileges and probation.

Examples (but not limited to):
- Accidentally access offensive material and not exiting site immediately
- Using the Web for transactions that involve money
- Deliberately corrupting or destroying others data, violating privacy of others
- Third offense of the above infringements

Consequences

Loss of computer and Internet privileges for the semester or a period of time deemed appropriate by staff members involved. The Infringement and consequence will be reported to all staff. All staff will then provide consistency and follow through. Parents/Legal Guardians will be notified and a discipline referral will be made. Referrals for category 3 violations may result in from, short term suspension, long term suspension, to expulsion.

Any time student’s misuse or damage computers, law enforcement agencies may be notified.

Disclosures

Although the System administrators will try to meet users’ needs and requests, there is no guarantee that they will be able to do so, nor that Network services will be error free or uninterrupted. System administrators reserve the right to add, delete, edit and reconfigure files, accounts, software and services as necessary to maintain and upgrade the Network and its computers. The System administrators will not be liable for any direct or indirect, incidental or consequential damages (including lost data) sustained in connection with the use, operation, or inability to use the Network.

I will abide by such rules and regulations of Network use as may be added from time to time by the system administrators. These rules will be posted on public display in the computer laboratories and online.
This notice is made in compliance to the current Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind (NCLB) Act of 2001, to advise school district patrons of the availability of information related to student progress, staffing information, and expenditures.

The data for the annual report is collected by the State and can be viewed by visiting the Office of Superintendent of Public Instruction (OSPI) website at reportcard.ospi.k12.wa.us. The annual report is found at the Washington State Report Card page, by choosing the ‘Search by School’ option, entering Castle Rock in the search field, and selecting the Castle Rock school you are specifically interested in seeing. If you do not have Internet access, contact your child’s school office, and a hard copy can be provided.

Asbestos Hazard (AHERA)
Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Emergency Response Act primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers.

In 1987, the U.S. Environmental Protection Act (EPA) finalized a regulatory program which enforces the AHERA. In compliance with the AHERA regulations, Castle Rock School District facilities were inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of an ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Asbestos Management Plan includes inspection and physical assessment reports, a training program for our custodial and maintenance personnel, plans and procedures to be followed to minimize disturbance of the ACM's and a program for regular surveillance of the ACM. Every three (3) years, a re-inspection by an accredited inspector must be conducted on all friable or non-friable known or assumed asbestos-containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM. Since 1994, we have conducted periodic surveillance inspections every six (6) months to check the condition of the remaining asbestos and to determine if any action is needed.

For further details on the locations of the remaining ACBM or the asbestos-related activities, you are welcome to review a copy of the Asbestos Management Plan in our administrative offices during regular business hours. Chad Perdue is our designated asbestos program coordinator and all inquiries regarding the plan should be directed to him at (360) 501-2940.

Child Nutrition Program – CRSD Policy No. 6700
Castle Rock School District has developed a policy for free and reduced-price lunches/snacks and/or free or reduced-price breakfasts for children who qualify according to the eligibility standards, for meals under the National School Lunch and/or School Breakfast Programs. Each school and the central office have a copy of the policy, which may be reviewed by any interested party. Applications are available at each school building.

Confidentiality (FERPA) – CRSD Policy No. 3231
This annual notice is to inform parents or eligible students of Castle Rock School District of their rights in accordance with Section 99.7 of the Federal Regulations titled Family Education Rights and Privacy Act (FERPA). If the parents or eligible students have a primary or home language other than English, the district will effectively notify them of their rights under this Section. Parents and eligible students will also be notified of their FERPA rights annually by publication in the local newspaper at the beginning of each school year.

The parent or eligible student has the right to: 1) inspect and review student's education records; 2) request an amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy rights; 3) consent to disclosures of personally identifiable information contained in the student's education records except to the extent that the Act and the Regulations in this part authorize disclosures without consent; 4) file with the U.S. Department of Education a complaint under Section 99.64 concerning alleged failures by the agency to comply with the requirements of the act and this part; 5) obtain a copy of the policy adopted under Section 99.6.

A copy of this policy is available by request at the Castle Rock School District Administration Office located at 600 Huntington Avenue South, Castle Rock WA 98611. This notice is intended to comply with the applicable requirements in 34 CFR Part 300, 34 CR Part 99 and WAC 392-172-404.

Directory Information – CRSD Policy No. 3232
The federal Family Education Rights and Privacy Act (FERPA) allows school districts to release “directory information,” and/or a child’s photo, to the media and others unless a parent or guardian requests that information not be released. If a parent or guardian checks NO for an item on the Directory Information form, we cannot and will not release the information specified by the parent or guardian. When we are asked for “directory information” about a student, we release only the information needed for the particular story or purpose and never release information for commercial purposes. Unless the student is on a sports team, we usually only
release the student’s name, which school he/she attends, and date attended.

Education of Homeless Children and Youth – CRSD Policy No. 3115

Homeless children and youth have equal access to the same free, appropriate public education and comparable services as provided to other children residing in the district. The District will disseminate the educational rights of homeless children and youth to places where homeless services are provided (family shelters, etc.).

Fee Waivers and Reductions

The district’s superintendent, by Board delegation, establishes appropriate fees and collection procedures and makes annual reports to the board regarding fee schedules. Class fees for the use of supplementary supplies and materials and for rental of musical instruments are waived or reduced for students whose families, by reason of income, would have difficulty paying the full fee. The USDA Child Nutrition Program guidelines are used to determine qualification for waiver.

Integrated Pest Management – CRSD Policy No. 6895

All pesticide application (includes insecticides, herbicides, rodenticides, and fungicides) made to Castle Rock School District sites will be under the direction of a Washington State Department of Agriculture (WSDA) licensed pest control applicator or operator (PCO) or a licensed public agency operator. Unauthorized faculty and staff are not permitted to use their own pesticide products at any school site or facility. No applications will be made at times that buildings are occupied. Applications will only be made on weekends or vacation periods when schools are unoccupied.

Each site has a registration system to notify parents, staff and students who express an interest of proposed pesticide applications. Notice will be given to registered individuals; either 48 hours in advance of application, or on the day preceding application during a weekend or vacation period. No notices will be sent when tamper-resistant insect or rodent bait stations crack or crevice treatments are used. Pre-notification requirements do not apply to any emergency application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects.

When an emergency application is made, notification consistent with the registration system shall occur as soon as possible after the application. For further details on IPM you are welcome to review a copy of the Integrated Pest Management Policy in our administrative offices during regular business hours. Chad Perdue is the designated district IPM coordinator and all inquiries regarding the plan should be directed to him at (360) 501-2940.

Internet Access

In the past few years our district has been able to add many computers to our schools, and is using them for student learning activities such as going to an Internet site that has extra math learning materials; completing research projects; and finding materials in our library card catalog located on our district server. If a parent or guardian checks NO in section 3, the child will not be able to use the Internet for learning activities.

Military & Institutions of Higher Learning

The military and institutions of higher learning request high school students’ directory information. We provide that information after October 1 to those groups. If a parent or guardian checks NO in section 2 on the release form and we receive the form by October 1, we will not release the student’s directory information. If the student’s form is returned after October 1, be aware that we may have already released the student’s information.

Because of a recent federal law, we must also release a high school student’s telephone number and address to military recruiters and institutions of higher learning unless a parent or guardian tells us not to by checking NO in the appropriate box of section 2 on the release form.

Parent and Student Rights in Administration of Surveys, Analysis or Evaluations: Protection of Pupil Rights Amendment (PPRA) – CRSD Policy No. 3232

The district is committed to protecting students’ personal information, and makes arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

All instructional materials, including supplementary materials and teachers manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student participating in any project or program supported by federal funds is required to submit to survey, analysis or evaluation that reveals information concerning:

- Political affiliations;
- Potentially embarrassing mental or psychological problems;
- Sexual behavior and attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of close family members;
- Privileged or similar relationships;
- Religious practices, affiliations, or beliefs of the student or student’s parent; or
- Income other than information necessary to establish eligibility for a program

without the prior consent of adult or emancipated students, or written permission of parents.

The Board of Directors of Castle Rock School District has developed and adopted policies regarding these rights, as well as assured arrangements to protect student privacy in the
administration of protected information. The district will provide an opportunity for the parents of students scheduled to participate in the specific activities noted below to opt his or her child out of participation. Parents will also be provided an opportunity to review any pertinent surveys.

Specific activities and surveys covered under this requirement are:

- Collection, disclosure or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by the US Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents’ Right to Teacher Qualification Information – CRSD Policy No. 4130

This notice is made in accord with the current Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind (NCLB) Act of 2001, to advise parents of their right to teacher qualification information.

School districts receiving Title I funds must notify all parents of children attending Title I schools that they may request information about the qualifications of their children’s teachers and paraprofessionals. The law states that parents have the right to request the following information on the professional qualifications of their children’s teachers:

- Whether the teacher has met state qualifications and has a license for the grade level and the subject he or she teaches;
- Whether the teacher has an emergency or provisional license;
- What degrees the teacher holds and the field of discipline of his or her certification or degree; and
- Whether the child is being provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive any of this information, please call the Castle Rock School District office at (360) 501-2940. As per Title I, individual schools receiving Title I funds will notify parents of children being taught for four or more consecutive weeks by a teacher who is not “highly qualified.”

For additional information contact Human Resources at (360) 501-2940.

Photo & Directory Information

Directory information is defined as the student’s name, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

When a child wins an honor or is working on an exciting project, we may want to write about it and use the child’s photo or show the child’s work in some of our district publications and/or tell the news media about the child’s achievements. We never knowingly release information about a student to anyone who wants to use it for commercial purposes, and we do not give out students’ addresses or phone numbers unless the request comes from the military or an institution of higher learning.

Though the names of faculty, staff, and administration will regularly be used, it is our policy that the full names of students will not. Occasionally, it might be necessary to use the first name of a student, but no last names, addresses, and/or telephone numbers will ever be used.

Prohibition of Harassment, Intimidation and Bullying – CRSD Policy No. 4130

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons; free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

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

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be
implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

**Rental of Musical Instruments**

The district purchases only those instruments which, because of cost and/or unsuitability as a solo instrument, are not likely to be purchased by parents and yet are needed for full instrumentation of school music groups. Such instruments are rented with the fee used to help cover maintenance costs, except when the rental instrument is in addition to an instrument already owned or rented by the student.

Rental instruments shall be used only in preparation for and playing in school organizations. The user shall be responsible for any damage to the instrument which might occur while it is in his/her care. The superintendent establishes a rental fee for school-owned instruments.

**Section 504 Education of Students with Disabilities Program**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A child is a “qualified disabled person” under Section 504 if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities (such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impairment; and (2) is between the ages of 3 and 21 years old.

The district ensures that students who are disabled within the definition of Section are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even if they are not eligible for services under the Individuals with Disabilities Education (IDEA) legislation.

The district complies with federal policies that require free appropriate public education, child find, equal educational opportunity, confidentiality of information, parent involvement, participation in least restrictive environment, evaluations, placement, reevaluation, programming to meet individual needs, placement procedures, nonacademic services, preschool and adult education programs, disciplinary exclusion, transportation, procedural requirements, appropriate funding, accessibility, special issues related to drug or alcohol addicted students, special considerations for students having AIDS or HIV infection, and special issues related to ADD/ADHD students.

Inquiries regarding compliance and/or grievance procedures may be directed to the district’s Title IX/RCW 28A.640 officer Susan Barker and/or Section 504/ADA coordinator Henry Karnofski by phone at (360) 501-2940; or fax at (360) 501-3140.

**Sexual Harassment – CRSD Policy No. 6590**

This district is committed to a positive and productive educational and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when: (1) submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit; (2) submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or (3) unwelcome sexual or gender directed conduct or communication interferes with an individual’s performance or creates an intimidating, hostile, or offensive environment. 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.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that comes to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff members are also responsible for directing complainants to the formal complaint
The superintendent and/or his designated representative shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation.

This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook. The superintendent and/or his designated representative shall make an annual report during the month of October to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process. Legal References: RCW 28A.640.020 – Regulations, guidelines to eliminate discrimination – Scope; WAC 392-190-056 to 058 – sexual harassment.

**Student Fees – CRSD Policy Nos. 3520, 6113**

The district provides educational programs for the students as free of costs as possible. The superintendent may approve the use of supplementary supplies or materials for which the student will be charged an amount equal only to the cost of the supplies or materials. Students are free to purchase them elsewhere, or provide reasonable alternatives. A proper accounting is made of all moneys received by staff for supplies and materials.

Students are responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student’s grades, transcripts or diploma may be withheld until restitution is made by payment or equivalent voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

The student and his/her parents will be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be made. When the damages or fines do not exceed $100, the student or his/her parents have a right to an informal conference with the principal. The principal’s decision may be appealed to the superintendent and to the board of directors. When damages are in excess of $100, the appeal process for long-term suspension (Policy 3241) shall apply.

If a student having an outstanding fine or fee transfers to another school district, only records pertaining to the student’s academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The student’s official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

**Student Medical History – CRSD Policy No. 3414**

The district requires that each student’s parent or guardian complete a medical history form for the student at the beginning of each school year. The nurse or school physician may use the history to advise the parent of the need for further medical attention and to plan for potential health problems in school.

**Supplemental Services to Students –CRSD Policies No. 2190, 2410, 3114**

**Highly Capable Supplemental Services –Policy No. 2190:**

In accordance with the philosophy to develop the special abilities of each student, the district offers appropriate instructional programs to meet the needs of exceptionally gifted and talented students of school age. Objectives for these programs encompass, but are not limited to:

- Expanding academic attainments and intellectual skills;
- Stimulating intellectual curiosity, independence and responsibility;
- Developing a positive attitude toward self and others; and
- Developing originality and creativity.

The superintendent establishes procedures consistent with state guidelines for nominating, assessing and selecting children of demonstrated achievement or potential in terms of general intellectual ability, academic aptitude and creative or productive thinking. For additional information contact Wayne Heuett at (360) 501-2930 or wheuett@castlerock.wednet.edu.

**Running Start Program and other Alternative Course Work – Policy No. 2410:**

The district superintendent develops procedures for implementing the policies setting forth graduation requirements for students in Castle Rock School District. Procedures include granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit.

State law requires that the district award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university, except for community college high school completion programs where the district awards the diploma.

Tenth and eleventh grade students and their parents are notified annually of the Running Start Program.
Part-time, Home-Based or Off Campus Students – Policy No. 3114:

Part-time students are permitted to enroll and receive ancillary services, provided they are otherwise eligible for full time enrollment in the school district and such courses or services are not available in the student’s private school or an approved extension thereof. Part-time status also includes any student not enrolled in a private school who receives home-based instruction and takes courses at or receives ancillary services from the district or both; or any student involved in an approved work training program.

Home-based instruction consists of instructional and related educational activities, including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music. Such instruction shall be equivalent, as liberally construed, to the total annual program hours per grade level as established for public schools.

Home-based instruction may be provided by a parent who has filed a declaration of intent with the superintendent by September 15, or within two (2) weeks of the beginning of any quarter, trimester or semester. Parents may file their declaration of intent with the school district in which they reside or in a school district that has accepted their student according to RCW 28A.225.225. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction are the responsibility of the parent. Failure of a parent to comply with the standards as specified in the law shall constitute a violation of the compulsory attendance law.

A student may be enrolled in an off-campus instruction program provided that such experiences have been approved by the superintendent, or designee. The superintendent establishes procedures that define the district’s responsibilities for home-based and off-campus instruction.

Title IX, Section 504 (Nondiscrimination) Notice – CRSD Policies No. 2162 and 3210

Castle Rock School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, religion, national origin, families with children, marital status, gender, age, sexual orientation, disability, honorably discharged veteran or military status, or 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 holds true for all district employment and student opportunities.