This handbook is intended to be a source of information for parents and students about procedures and practices at Castle Rock High School. We have tried to incorporate information to answer the most common student and parent questions. The information contained herein was believed to be accurate at the time of printing. Because procedures may change during the school year, don’t hesitate to check with teachers or administrators when critical questions arise. Have a great year!

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<td>Computer and Internet Policy .................................</td>
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<td>Annual Notifications (Board Policies, etc.) ................</td>
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Castle Rock High School
High School Office hours: 7:15 a.m. until 4:00 p.m., Monday through Friday

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

First Day of School: September 4
Homecoming Week: October 1-5
Homecoming Dance: October 6
Teacher Inservice Day — No school: October 12
Fall Conferences: October 22-Nov. 2
End of First Quarter: November 2
No School—Veterans’ Day: November 12
Progress Reports to Students: November 16 (approx.)
No School—Thanksgiving Holidays: November 22 and 23
No School—Winter Break: December 20-Jan. 2
No School—Martin Luther King Day: January 21
First Semester Ends: January 25
No School: January 28
No School—Mid-Winter Break/Weather Make-up #1: February 15
No School—Presidents’ Day: February 18
HSPE Testing: March 12-14
End of Third Quarter: March 29
Spring Break: April 1-5
Progress Reports to Students: April 19 (approx.)
Student-Led Conferences: April 15-26
No School—Memorial Day: May 27
Baccalaureate: June 2
Evening of Excellence: June 4
Senior Night: June 6
Graduation: June 7
End of Second Semester (exc. Seniors): June 14
Last Day of School: June 14
Weather Make-up Day #2: June 17
Weather Make-up Day #3: June 18
Weather Make-up Day #4: June 19

Course, Club & Activity Fees:

<table>
<thead>
<tr>
<th>Fee Item</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Annual (yearbook)</td>
<td>$50/60</td>
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<tr>
<td>AP Testing</td>
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<tr>
<td>Art Class Fee</td>
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<td>$5</td>
</tr>
<tr>
<td>ASB Card</td>
<td>$35</td>
</tr>
<tr>
<td>Chess Club</td>
<td>$5</td>
</tr>
<tr>
<td>Culinary Club</td>
<td>$5</td>
</tr>
<tr>
<td>Drama Club</td>
<td>$10</td>
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<tr>
<td>Equestrian Club</td>
<td>$5</td>
</tr>
<tr>
<td>FBLA</td>
<td>$25</td>
</tr>
<tr>
<td>FCCLA</td>
<td>$25</td>
</tr>
<tr>
<td>FFA</td>
<td>$25</td>
</tr>
<tr>
<td>Floriculture Class Fee (per semester)</td>
<td>$25</td>
</tr>
<tr>
<td>Honor Society</td>
<td>$10</td>
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<tr>
<td>Industrial Design Class Fee</td>
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<tr>
<td>Industrial Technology Class Fee</td>
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<tr>
<td>International Club</td>
<td>$10</td>
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<td>Knowledge Bowl</td>
<td>$10</td>
</tr>
<tr>
<td>Library Club</td>
<td>$5</td>
</tr>
<tr>
<td>Participation Fee (per sport)</td>
<td>$60 plus ASB card</td>
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<tr>
<td>Photography Club</td>
<td>$5</td>
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<tr>
<td>Robotics Team</td>
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<td>Science Club</td>
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<td>Science Lab Fee (Anatomy only)</td>
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<td>Trap Club</td>
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An ASB card is required for participation in any sport, any ASB-sponsored group, and all clubs. ASB fees help to support athletics and all other extracurricular student activities.
<table>
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<tr>
<td>1 2 3 4 5 6 7</td>
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<tr>
<td>4 Holiday</td>
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</tr>
<tr>
<td>5 6 7 8 9 10 11</td>
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<tr>
<td>12 13 14 15 16 17 18</td>
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<tr>
<td>19 20 21 22 23 24 25</td>
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<tr>
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</tr>
<tr>
<td>29 District Directed Day</td>
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<tr>
<td>30 District Directed Day</td>
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<tr>
<td>30 Back to School Night</td>
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<tr>
<td>10 11 12 13 14 15 16</td>
<td>10 11 12 13 14 15 16</td>
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<td>17 18 19 20 21 22 23</td>
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<tr>
<td>24 25 26 27 28 29 30</td>
<td>15 Mid-Winter Break</td>
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<td>29 Early Dismissal</td>
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<tr>
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<td>23 24 25 26 27 28 29 30</td>
<td>29 Labor Day</td>
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<td>21 22 23 24 25 26 27</td>
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<td>28 29 30 31</td>
<td>1-5 Spring Break</td>
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</tr>
<tr>
<td>9 School Board/Ryderwood</td>
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<td>12 Statewide Inservice Day</td>
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<tr>
<td>22-23 November Conference</td>
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<td>23 24 25 26 27 28 29</td>
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<td>22 23 Thanksgiving Break</td>
<td>27 Memorial Day</td>
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<td>28 29 30</td>
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Adopted by Board of Directors May 8, 2012

Contingency Day dates are included for the purpose of making up closures due to inclement weather (Feb 13, March 14/15, May 16/17)
### Inclement Weather Schedule

<table>
<thead>
<tr>
<th>Period 1</th>
<th>10:15 - 10:50</th>
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<tbody>
<tr>
<td>Period 2</td>
<td>10:50 - 10:55</td>
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<tr>
<td>Lunch</td>
<td>10:55 - 11:30</td>
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<tr>
<td>Period 3</td>
<td>11:30 - 12:00</td>
</tr>
<tr>
<td>Period 4</td>
<td>12:00 - 12:05</td>
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<tr>
<td>Period 5</td>
<td>12:05 - 12:45</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:45 - 12:50</td>
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### Conference Schedule

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<tr>
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<tbody>
<tr>
<td>Period 2</td>
<td>8:50 - 9:30</td>
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<tr>
<td>Advisory</td>
<td>8:55 - 9:50</td>
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<tr>
<td>Period 3</td>
<td>9:50 - 10:30</td>
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<tr>
<td>Period 4</td>
<td>10:30 - 11:10</td>
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<tr>
<td>Period 5</td>
<td>11:10 - 11:30</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:30 - 12:30</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:30 - 1:00</td>
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### Activity Schedule

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<tbody>
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<td>Period 2</td>
<td>9:05 - 9:10</td>
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<tr>
<td>Passing</td>
<td>9:10 - 10:00</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:00 - 10:05</td>
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<tr>
<td>Advisory</td>
<td>10:05 - 10:40</td>
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<tr>
<td>Passing</td>
<td>10:40 - 10:45</td>
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<tr>
<td>Period 4</td>
<td>10:45 - 11:35</td>
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<tr>
<td>Lunch</td>
<td>11:35 - 12:05</td>
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<tr>
<td>Period 5</td>
<td>12:05 - 12:10</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:10 - 1:00</td>
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### 1st LUNCH

<table>
<thead>
<tr>
<th>Regular Schedule – Monday/Friday</th>
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<tbody>
<tr>
<td>Period 1: 8:15 - 9:05</td>
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<tr>
<td>Passing Time: 9:05 - 9:10</td>
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<td>Period 2: 9:10 - 10:00</td>
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<tr>
<td>Passing Time: 10:00 - 10:05</td>
</tr>
<tr>
<td>Advisory/Help Time: 10:05 - 10:40</td>
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<tr>
<td>Passing Time: 10:40 - 10:45</td>
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<tr>
<td>Period 3: 10:45 - 11:35</td>
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<tr>
<td>Lunch: 11:35 - 12:05</td>
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<td>Period 4: 12:05 - 12:10</td>
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<tr>
<td>Period 5: 12:10 - 1:00</td>
</tr>
<tr>
<td>Period 6: 1:00 - 1:55</td>
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### 1st LUNCH

<table>
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<tr>
<th>Regular Schedule – Monday/Friday</th>
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<tbody>
<tr>
<td>Period 1: 8:15 - 9:05</td>
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<td>Passing Time: 9:05 - 9:10</td>
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<tr>
<td>Period 2: 9:10 - 10:00</td>
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<tr>
<td>Passing Time: 10:00 - 10:05</td>
</tr>
<tr>
<td>Advisory/Help Time: 10:05 - 10:40</td>
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<tr>
<td>Passing Time: 10:40 - 10:45</td>
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<td>Period 3: 10:45 - 11:35</td>
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<tr>
<td>Lunch: 11:35 - 12:10</td>
</tr>
<tr>
<td>Period 4: 12:05 - 12:10</td>
</tr>
<tr>
<td>Period 5: 12:10 - 1:00</td>
</tr>
<tr>
<td>Period 6: 1:00 - 1:55</td>
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### 2nd LUNCH

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<td>Passing Time: 10:00 - 10:05</td>
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<tr>
<td>Advisory/Help Time: 10:05 - 10:40</td>
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<td>Passing Time: 10:40 - 10:45</td>
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<tr>
<td>Period 3: 10:45 - 11:35</td>
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<td>Lunch: 11:35 - 12:30</td>
</tr>
<tr>
<td>Period 4: 12:05 - 12:30</td>
</tr>
<tr>
<td>Period 5: 12:30 - 1:20</td>
</tr>
<tr>
<td>Period 6: 1:20 - 2:00</td>
</tr>
</tbody>
</table>
Who’s Who at Castle Rock High School

District Leadership:
Susan Barker  Superintendent
Gayle Baker  Board Member
Harold Erdelbrock  Board Member
Glen Paget  School Board Chairman
Bill Davis  Board Member
Vilas Sundberg  Board Member

High School Administrative Team:
Mark Purvine  Principal
Tyson Vogeler  Assistant Principal
Jacqueline Hergert  Vocational Director/ASB Coordinator
Kali Albin  Academic Guidance and Leadership
Neil Williamson  Athletic Director
Don Fias  District Tech. Director
Dianne Swanson  Drug/Alcohol Intervention
Lindsey Lonner  Drug/Alcohol Intervention

Teaching Team:
Ryan Allstot  Global Studies and Civics  Room 117
Joe Boertmann  Band  Little Theater
Julia Collins  Agriculture, Environmental Science, Floriculture  Room 101
Kathy Dunaway  Special Education  Room 127
Victor Garrone  Agriculture, Small Engines, and Career Choices  Room 118 and shop
Wayne Heuett  Physical Science  Room 108
Mindy Judd  English 9 and Theater Arts  Room 125
Clarence Knutson  English/Literature and Choir  Room 128
Tim Maples  Computers, Yearbook, Law & Government  Room 102
Don Misner  Health, PE, Applied Math, Food and Fitness  Gym/Room 107
Phil Newburn  PE and Weight Training  Gym/Weight Room
Jim Oliver  Contemporary World Problems/US History  Room 123
Kimberly Palmer  Art, Creative Journaling, Crafts and Culture  Room 120
Ryan Penner  Biology/Science II  Room 109
Ted Seeley  English and Creative Writing  Room 129
Drew Sheffelmaier  Algebra and Geometry  Room 106
Carl Stello  Chemistry, Anatomy, and Physics  Room 110
Collin Stewart  Spanish I & II  Room 116
Sue Strickland  English and French  Room 112
Jim VanFleet  Geometry and Algebra  Room 103

Secretarial Team:
Jackie Stone  Administrative Assistant
Teresa Stagner  Attendance Secretary
Debbie Shulke  ASB Secretary

Support Staff:
Aaron Gehring  Paraprofessional
Julie King  Paraprofessional
Kristy King  Paraprofessional
Kim Moore  Paraprofessional
Lisa Neves  Paraprofessional
Heidi Patrick  Paraprofessional
Linda Solberg  Paraprofessional/Librarian
Tina Sturgill  Paraprofessional
Tawne Sweet  Paraprofessional

Maintenance and Custodial Team:
Chad Perdue, Maintenance Supervisor
Greg Misialek
Russ Stagner
Mary Swift
Tammy Davis
Eva Twitchell
Amy Wright

School Lunch and Breakfast Staff:
Lisa Krone
Becky Rose
Darlene Jenkins-Strief
Virginia “Virgie” Ferguson
## Athletics, Clubs, and Organizations

### Sports and Head Coaches

<table>
<thead>
<tr>
<th>Sports</th>
<th>Head Coach</th>
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<tbody>
<tr>
<td>Fall: Cheer Squad</td>
<td>Coach Tracy Catlin</td>
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<tr>
<td>Cross Country:</td>
<td>Coach Jim Oliver</td>
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<tr>
<td>Football</td>
<td>Coach Ben Suhrbier</td>
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<tr>
<td>Girls' Soccer</td>
<td>Coach Rick Schlecht</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Coach Jeana Bayes</td>
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<tr>
<td>Winter: Boys' Basketball</td>
<td>Coach Kevin Johnson</td>
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<tr>
<td>Cheer Squad</td>
<td>Coach Tracy Catlin</td>
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<tr>
<td>Girls' Basketball</td>
<td>Coach Don Misner</td>
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<tr>
<td>Wrestling</td>
<td>Coach Joe Godinho</td>
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<tr>
<td>Spring: Baseball</td>
<td>Coach Joe Bair</td>
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<tr>
<td>Boys' Soccer</td>
<td>Coach Darren Daniels</td>
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<tr>
<td>Softball</td>
<td>Coach TBA</td>
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<tr>
<td>Girls' Tennis</td>
<td>Coach Kim Karnofski</td>
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<tr>
<td>Track</td>
<td>Coach TBA</td>
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### Clubs and Advisors

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<th>Club</th>
<th>Advisor</th>
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<tbody>
<tr>
<td>ASB</td>
<td>Jacqueline Hergert</td>
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<tr>
<td>FFA</td>
<td>Julia Collins &amp; Victor Garrone</td>
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<tr>
<td>High School Choir</td>
<td>Clarence Knutson</td>
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<tr>
<td>FBLA</td>
<td>Jacqueline Hergert &amp; Tim Maples</td>
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<tr>
<td>FCCLA</td>
<td>Jacqueline Hergert &amp; Don Misner</td>
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<td>Band and Pep Band</td>
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<td>Ryan Penner</td>
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<td>Yearbook</td>
<td>Tim Maples</td>
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<td>Sue Strickland</td>
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<td>Library Club</td>
<td>Linda Solberg</td>
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<tr>
<td>Equestrian Club</td>
<td>TBA</td>
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<tr>
<td>Robotics Team</td>
<td>Carl Stello</td>
</tr>
<tr>
<td>Science Club</td>
<td>Ryan Penner</td>
</tr>
<tr>
<td>Trap Club</td>
<td>Jim VanFleet</td>
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<tr>
<td>Drama Club</td>
<td>Mindy Judd</td>
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<tr>
<td>Chess Club</td>
<td>Sue Fisker</td>
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<tr>
<td>International Club</td>
<td>Collin Stewart</td>
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<tr>
<td>Photography Club</td>
<td>Kim Palmer</td>
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<tr>
<td>Art Club</td>
<td>Kim Palmer</td>
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<tr>
<td>Leadership</td>
<td>Kali Albin</td>
</tr>
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</table>

### 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 fund-raising, sponsors clubs and activities, and encourages students to participate in school activities.
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 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 procedures and rules 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 expectations. 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. Telephone Mrs. Stagner at 501-2930 or email to tstagner@crschools.org.

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 to Mr. Vogeler.

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 normally 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 or help time. Announcements also run on the flat screen in the forum. 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.

Club announcements must be written clearly, signed by the club advisor, or an administrator, and turned in by the end of the school day (see Mrs. Stone) 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 — please 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 athletics, sports, or activities. Purchasing an ASB card supports the extracurricular activities available at 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 informal dances

We are what we repeatedly do; excellence then is not an act, but a habit.
— Aristotle
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 or hazing, 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.

Bicycles
If you ride your bike to school, it should be parked and locked in the designated area outside the forum. 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 and Harassment
Bullying and harassment 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. Other forms may include slurs, rumors, jokes, innuendoes, mean comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

In some cases, bullying or harassment is actually a crime, 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 investigate reports and deal with it swiftly. The district policy is available on our Web site at www.castlerock.wednet.edu/bullying.

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. If you know somebody is being bullied or harassed, let somebody know.

You can report anonymously by using the forms in the library or on the district Web site. You can also make a report to any staff member, or make an anonymous report by calling Mr. Vogeler’s line (501-2994) from home, or sending an email or text message to tipline@crschools.org.

See something, Say something.
Report bullying, harassment, weapons, drugs, or other serious problems by text or email to:

tipline@crschools.org
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 aisles 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 and office 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, Ms. Albin, 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. Smart phones can often take the place of calculators, MP3 players, and other tools. Cell phones are allowed at school with certain restrictions — we expect students to use proper etiquette to avoid disrupting learning and teaching. Texting or talking during class time is not appropriate.

When cell phones are a distraction or cause a disruption, they become a prohibited item, and may be confiscated by a teacher. Before a student enters a classroom, cell phones are best turned off and put away. Repeated violations of cell phone expectations will result in progressive discipline as non-compliance.

The school will not be liable for cell phones that are lost or stolen.

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, 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, sharing test answers, copying assignments, photographing tests, sharing notes, and all forms of 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 daily assignments will result in “no credit” for that assignment. Cheating will result in an office referral on the first infraction.
- Cheating on a test or major assignment will result in “no credit” for that assignment, an office referral and a parent conference.
- Academic dishonesty from athletes will be reported to coaches and the athletic director.
- Repeated violations will result in progressive consequences, up to loss of credit for the class. Administrators will deal with cases of cheating on a case-by-case basis.

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.

Closed Campus

The Castle Rock High School is a “closed” campus. This means that students must remain on campus from the time they arrive until school is dismissed, unless they have permission to leave. Both parent and office permission are required to leave school any time during the school day. 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.
Dances
School dances are open to student 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 or expulsion may not attend dances.
2. Visitors may attend a CRHS dance if:
   - They are at the ninth grade or above, and younger than 21 years.
   - 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 subject to search.
4. Sexually suggestive dancing (front-to-back, pelvic contact, freak dancing, hands on private areas) will not be tolerated. Visitors will be warned once and then asked to leave.
5. Students and visitors must be dressed in acceptable school attire to enter the dance. Administrators will make the determination of what is appropriate for the event.
6. ALL REGULAR SCHOOL RULES WILL BE IN EFFECT AT DANCES.
7. Once you leave a dance, you may not re-enter and you need to leave school property.
8. Violation of dance rules may result in students being asked to leave and possible school discipline including being restricted from future dances or suspension from school.

Detention
Detention is used as a consequence for minor rule infractions including disruption of learning, being disrespectful (minor), multiple tardies, not having materials/homework, and not following directions. Mrs. Moore is our detention supervisor.

Detention is normally served during lunch in the Reflection Center. You will receive a detention reminder that will allow you to leave class early to get your lunch. You must report to the Reflection Center during the first 5 minutes of lunch, or do make-up time the next day. Skipping a detention will result in doubling of the consequence (two detentions!) or possibly Thursday School. Disrupting detention usually results in Thursday School.

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.

- Nothing that directly or indirectly references, promotes, or advertises sex, alcohol, tobacco, profanity, gangs, racism, violence, drug use, or illegal acts.
- Nothing 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 (i.e., line between armpits).
- No shirts with excessively enlarged or cut out armholes.
- No shirts with excessively enlarged or cut out armholes.
- No see-through fabrics, backless clothing, exceptionally tight clothing, or pajamas. No clothing with holes that show underwear or skin from armpits to mid-thigh.
- No shorts, skorts, or skirts must be mid-thigh length and extend to your fingertips with your hands at your sides and shoulders relaxed.
- No see-through fabrics, backless clothing, exceptionally tight clothing, or pajamas. No clothing with holes that show underwear or skin from armpits to mid-thigh.
- No shorts, skorts, or skirts must be mid-thigh length and extend to your fingertips with your hands at your sides and shoulders relaxed.
- No miniature or midriff may not be visible.
- Your midriff may not be visible.
- No miniature or midriff may not be showing!
- No miniature or midriff may not be showing!
- Items that might easily become a weapon are prohibited, including chains or jewelry with sharp points.
- No miniature or midriff may not be showing!
- Hats are not allowed inside during the school day.
- No miniature or midriff may not be showing!
- Sun glasses may not be worn inside the building.
- No miniature or midriff may not be showing!
- Dress code applies at all school events, including athletic events (home and away) and dances.

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.

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, the use of a trained dog guide, or 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.
**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. Teachers may allow the use of iPods and MP3 players in class at certain times such as when students are reading silently.

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.

The school will not be liable for lost or stolen electronic devices or other personal property.

**Emancipated Students**

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

**Email**

All students are assigned a school email account. Many of our teachers use this email as a way to communicate assignments and class information. If you need your password, contact Mr. Flas.

Please remember that your school email account is school property, and should be used for appropriate communication only. Misusing school email may result in consequences including locking of your account. Sending insults, threats, pornography, or other school-inappropriate emails is a misuse of school property.

Administrators have access to your school email messages, and your emails may be monitored if there is reason to believe there is misuse.

**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 by the most direct route, but do not run. Stay clear of the building and out of the parking lot.

Students will always report to their advisory teacher in the event of a fire drill or if the building must be evacuated. Our meeting sites after an evacuation are behind or in the stadium.

**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**

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
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 = 100 to 93%
- A- = 92 to 90%
- B+ = 89 to 87%
- B = 86 to 83%
- B- = 82 to 80%
- C+ = 79 to 77%
- C = 76 to 73%
- C- = 72 to 70%
- D+ = 69-77%
- D = 66-60%
- F = <60%

- A: the grade of “A” indicates superior performance.
- B: the grade of “B” indicates high performance.
- C: the grade of “C” indicates average performance.
- D: the grade of “D” indicates minimum performance.
- F: the grade of “F” indicates inadequate performance.

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.

Hall Passes

Any time a student is out of the classroom during class time, they must have a hall pass. Being out of class without a hall pass may result in discipline. Teachers may restrict the number of hall passes they will give each student. Teachers will not write hall passes during the first and last 10 minutes of each class period, so please don’t ask.

Help Time

Help time is scheduled from 10:05 to 10:40 a.m. on days when there is no advisory. Help time is your chance to get assistance from your teachers when you don’t understand a concept, when you need extra guidance on an assignment, or when you have make-up work to do (like an exam you missed).

If you do not have a need for the extra help from any of your teachers, and are not assigned to help time, you may be in the forum, the gym, or the library. You may not leave campus during Help Time.

We encourage all students to attend and take advantage of help time. If you are assigned to help time, attendance is mandatory. Skipping help time is like skipping any other class, and will result in similar consequences.

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 present, no Internet.
- No pornography!
- No drugs or alcohol-related information (except for class assignments).
- No mass music or video storage, or video streaming.
- Accessing Facebook, MySpace, 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 at any time, 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 bell or alarm will be sounded. It may be repeated.

During a lockdown:

- Please follow teacher instructions immediately and without question. Act quickly and calmly.
- Help those who don’t know what to do.
- Students not in a classroom or safe area should go to the nearest safe area, preferably a classroom with a teacher. 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, administrators, or the police.
- Do not leave the room or school without staff direction.
- Do not exit if the fire alarm sounds, unless directed to do so by a staff member.
- Please don’t talk on your cell phone, but you may text parents to let them know you are OK.

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, or jam the lock.
- 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 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 $2.75

You may be eligible for reduced price or free lunch — applications are available online or from Mrs. Stagner, 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 — see Mrs. Shulke with questions about medications.

All medications require a doctor’s authorization to administer the medication. Your parent must come to the ASB 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 go to the office.

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 Mrs. Stone (jstone@crschools.org) to receive your parent password and instructions. All students also receive a Skyward login, and can check their grades and missing assignments.

Parking and Driving
Operating a vehicle on school grounds is a privilege. 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 — student parking is in the rear lot only during school hours. Do not park in staff or handicap spots.
- The parking lot is off limits during school hours. No loitering in or around cars, or sitting in cars at lunch or between classes. Students need administrator permission to go to the parking lot during school.
- Speed limit on campus is 12 mph. This is SLOW! 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).

Parent Notification of Discipline
Parents receive automatic email notification any time a student is sent to the Reflection Center, assigned lunch detention, or subject to other discipline. Notice of suspensions will be hand delivered to parents or mailed home, and will also usually occur by phone. Parents will be notified of in-school suspension that exceeds one day by phone.

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 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 turned over to the police. Castle Rock High School will not be responsible for confiscated items not picked up within five 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. Students may not leave pets in their vehicles.

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 (including pocket knives) and other sharp tools such as axes, hatchets, etc.
- Dangerous weapons, including switchblade knives, butterfly knives, brass knuckles, throwing stars, nun chucks, etc.
- Stun guns and Taser devices
- 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

If you find you mistakenly have a prohibited item in your possession and you come forward voluntarily to the administration, in most cases you will not be disciplined. Prohibited items will be confiscated, and in most cases will only be returned to parents. Illegal items will be turned over to the police.

Public Display of Affection (PDA)
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 extended 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.

No canoodling at the Rock!

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 any 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 generally 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 usually held during advisory period.

Security
Security is a priority at CRHS. 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 maintained in the principal’s 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;
- Submitting to or rejecting the sexual harassment is used as the basis for an employment or educational decision affecting you;
- The sexual harassment unreasonably interferes with your work or academic performance;
- 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.

**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.
- Not respecting the rights of all spectators.
- Criticizing players or coaches

**Tardy Policy**

Developing the habit of being on time is an important workplace skill that should be practiced at school. Students are expected to be on time to class and arrive prepared with materials. Tardiness is considered a behavior problem and will be addressed by teachers and administrators. Repeated tardiness will result in discipline. 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.

Consequences for unexcused tardies are listed below. Students start with a “clean slate” at the beginning of each quarter.

- 1st through 7th tardy: Warning, no consequence
- 8th through 10th tardy: One detention per tardy
- 10th tardy: Phone call to parents
- 11th through 15th tardy: Thursday School for each
- More than 15 tardies: Parent Meeting, ISS/OSS

**Theft**

Theft is easier to prevent than to solve afterward. Protect yourself by leaving valuables at home, and not leaving personal property where it is vulnerable. Administrators will make a reasonable attempt to solve thefts, and will report thefts to the police as appropriate.
Tobacco

State law and district policy prohibit the use of tobacco or tobacco products on school grounds by anybody. School rules prohibit the possession or use of tobacco or tobacco products by students on school grounds, at any school-sponsored activity, and on school transportation.

Vandalism

Damage to our school and our furniture shows a lack of pride in Castle Rock High School. Intentionally or recklessly damaging school property will be treated as vandalism or malicious mischief, and may result in discipline or referral to the police. Students will be charged for damages to school property that are not accidental.

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.

Weapons and Dangerous Weapons

All property of the Castle Rock School District is a weapons-free zone. Possession or use of weapons or dangerous weapons by students is prohibited by school rules, state law, and federal law. Possession includes items in your vehicle.

Because of tragic events like Columbine, state and federal laws mandate harsh discipline for students who possess firearms or dangerous weapons at school. Please make sure you are not carrying or transporting items that could be considered weapons. Use common sense, and leave all potentially dangerous items at home.

Weapons includes those items that are used, threatened, or intended to be used to inflict harm or cause fear of harm. Administrators must use reasonable judgment to determine whether an item is intended to be a weapon, and the circumstances of each case will affect their decision.

In some cases, state and federal law define certain items as “dangerous weapons.” Possession of these items is a crime and will result in referral to the police as well as school discipline, up to and including expulsion. These items are specified as dangerous weapons or illegal for students to have at school by state law (RCW 9.41):

- All firearms, whether loaded or not
- Switchblade knives and spring-operated knives
- Concealed fixed-blade knives or daggers
- Nun-chucks, throwing stars, and similar items
- Slung shots, sand clubs, or metal knuckles
- Explosives of any kind, including fireworks
- Stun guns or Tasers

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).

Radio Stations

- KEDO 1500 AM
- KLOG 1490 AM
- KBAM 1270 AM
- KEX 1190 AM
- KZOE 90.3 FM
- KRQT 107.1 FM
- KXXO 96.0 FM
- MIXX 96.0 FM
- KLYK 105.5 FM
- KUKN 94.5 FM
- KELA 103 FM

Television Stations

- KLTV, Ch. 11 and 44
- KATU Ch. 2
- KOIN Ch 6
- KGW Ch. 8
- KPTV Ch. 12
- KGW.com
- www.katu.com
- www.koin.com
Student Discipline Philosophy and Overview

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.

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
- Thursday 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 orgestured.
18. Unlawful interference with or intimidation of school authorities, including threats.
19. Hindering an investigation or intentionally providing false information to school officials.
20. Failure to submit to lawful supervisory and disciplinary authority of the district and school.
21. Failure to submit to reasonable corrective action imposed by the district or authorized employees.
22. Inappropriate use of school technology, interfering or altering school records, or access inappropriate information from the internet.
23. 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 Center. 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 doubling of the consequence, or referral to the Assistant Principal and assignment to Thursday School.

Thursday School

Thursday 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. Thursday School is an opportunity to change misbehavior and possibly avoid out-of-school suspension.

Expectations for Thursday School:

- Thursday school is 3:00-5:00 p.m.
- You must report to the library of the building before 3:00 p.m. If you arrive late, you may not be allowed to enter.
- 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 library unless given permission to leave.
- You may participate in extra-curricular activities on a day you are assigned Thursday School, if you attend and meet expectations. Athletes assigned to Thursday School will miss after-school practices or afternoon games/meets on that day.
- 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 Thursday School, or violate the expectations above, you will incur a one (1) day out-of-school suspension the first time. Failure to complete Thursday School a second time results in a 3-day suspension, and a third time may result in long-term suspension.

Thursday 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 Thursday School appointment. Thursday School will be rescheduled once with administrator approval — failure to show for a rescheduled Thursday 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. Suspension alternatives may either reduce or set aside a pending suspension. 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 Thursday 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. During any expulsion, 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.

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.

During any emergency expulsion, 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.

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, 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>Thursday 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 (Ref: Mandatory, Per-Possible)</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>Dangerous Weapons, including firearms, explosives, and look-alike firearms</td>
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<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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<td>Weapons (not classified as dangerous)</td>
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<td>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>
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<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>
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<td>Includes under the influence of any intoxicant at school or a school activity. Possession includes vehicles. Student may be offered a deferral 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>Emergency expulsion pending long-term suspension or expulsion.</td>
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<td>Burglary</td>
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<td>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>Arson and Reckless Burning</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>Malicious mischief including vandalism</td>
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<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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<tr>
<td>Infraction</td>
<td>Classroom Consequences</td>
<td>Reflection Room</td>
<td>Parent Conference</td>
<td>Visiting</td>
<td>Detention</td>
<td>Thursday School</td>
<td>In-School Suspension</td>
<td>OSS</td>
<td>Expulsion</td>
<td>Exceptional Misconduct</td>
<td>Notes:</td>
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<td>Bullying, Harassment, or Intimidation</td>
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<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>Intentional acts which create a hostile environment and/or which substantially interferes 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 4130.</td>
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<td>Malicious Harassment</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>Intentional harassment based on perception of a victim’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, or mental, physical, or sensory handicap. Includes causing physical injury, damage to property, and threats which cause reasonable fear. See RCW 9.63.080.</td>
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<td>Sexual Harassment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
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<td>Any unwanted, uninvited 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 6590.</td>
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<td>Assault</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>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>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>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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<td>Theft, possession of stolen property, or extortion</td>
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<td>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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<td>Gang or hate group activity</td>
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<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>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.60.455.</td>
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<td>Lewd conduct, public exposure of self</td>
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<td>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</td>
<td>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>
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<tr>
<td>Infraction</td>
<td>Classroom Consequences</td>
<td>Reflection Room</td>
<td>Parent Conference</td>
<td>Warning</td>
<td>Detention</td>
<td>Thursday School</td>
<td>In-School Suspension (ISS)</td>
<td>Short-Term Suspension (STS)</td>
<td>Long-Term Suspension</td>
<td>Expulsion</td>
<td>Exceptional Misconduct</td>
<td>Police Referral (P-R): Possible</td>
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<td>Unlawful Interference with School Officials, including hindering investigation</td>
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<td>Intimidation of School Officials</td>
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<td>Possession or use of tobacco products</td>
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<td>Horseplay, Aggressive Horseplay, Hands-On</td>
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<td>Truancy (skipping)</td>
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<td>Public Displays of Affection (PDA)</td>
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<td>Profanity, obscene language, inappropriate language, or verbal abuse of others</td>
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<td>Dress code violations (including hats)</td>
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**Notes:**

- 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.

- 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.

- 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.

- 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. The student is referred 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.

- State law requires the school to file a petition with the court when a student reaches seven truancies in a month or ten in the current year. The school may file with the court before these thresholds.

- Inappropriate displays of affection includes, but are not limited to: holding hands, arms 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.

- 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 may send students to the reflection room on an initial infraction.

- 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.
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. Parents can also email Mrs. Stagner at tstagner@crschs.org. 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 conference 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 schools 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 materials. 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.
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.

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
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.

Prohibition of Harassment, Intimidation and Bullying – CRSD Policy No. 3207 (Note: Revised in 2010)

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

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

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

Training

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

Prevention

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

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

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

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The compliance officer is Tyson Vogeler, who may be reached at 360-501-2994 or tvogeler@crschools.org.

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

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 instrumentaton 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 student, student to adult, male to female, female to male, male to female 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 process.
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.

Opt-Out of Directory Information, Photo Release and/or Internet Access for Learning at School

The Federal Family Educational Rights and Privacy Act (FERPA) allows school districts to release “directory information” and/or your child’s photo to the media and others unless you request that information not be released. When members of the public (example: media reporters, military recruiters, and institutions of higher learning) request directory information it will be released unless the parent or student (if the student is 18 years or older) has requested annually in writing that the information not be released.

Please return the attached form by October 1 to your student’s school; a separate form is required for each student. It is important that you complete and return this form if you do not want photos or information released about your student, and/or if you do not want your student to use the Internet at school. Castle Rock School District will assume we have our permission to release information or photos for any box that is left blank, or if you do not return this form.

DIRECTORY INFORMATION, SCHOOL DISTRICT PUBLICATIONS/NEWS MEDIA USE

Directory information for elementary and middle school students is defined as student’s name, height and weight for members of athletic teams, date of birth, participation in activities and sports, dates of attendance, awards received, current and the most recent school attended. For high school students, directory information includes the above, plus the student’s major field of study and the addresses and names of parents.

When your child wins an award or is working on an exciting project, we may want to write about it and use your child’s photo or show your child’s work in a district publication or tell the news media about your child’s achievement.

If you check NO for an item on this form, we cannot and will not release the information specified by you. When we are asked for “directory information” about a student, we release only the information needed by the particular story or purpose and never knowingly release information for commercial purposes. We do not give out students’ addresses or phone numbers unless the request comes from the military or an institution of higher learning (as explained below). Unless the student is on a sports team, we usually only release the student’s name, which school he/she attends, and dates attended. Last names of students are not given in photos or video used on the District Website.

DIRECTORY INFORMATION FOR MILITARY AND COLLEGES (FOR HIGH SCHOOL STUDENTS ONLY)

The military and institutions of higher learning request high school students’ directory information. We provide that information after October 1 to these groups. If you check NO in section two of the opt-out form and we receive your form by October 1, we will not release your student’s directory information. If your student’s form is returned after October 1, be aware that we may have already released your student’s information.
Because of a recent federal law, we must also release your high school student’s telephone number and address to military recruiters and institutions of higher learning unless you tell not to by checking NO in the appropriate box of section two on the opt-out form.

PHOTO RELEASE

Digital imagery is playing an increasingly important role in the life of our school. Essentially every group within our school (teachers, staff, yearbook, development, communications, etc.) is using digital technology to enhance its efforts both within and outside the classroom.

In particular, digital imagery enhances the value all our publications; included in those “publications” are the website, individual faculty web pages, and any other form of electronic communication. By using digital imagery on our website, we can celebrate student achievement in ways much more powerful than we could only a few short years ago. Similarly, we can promote the benefits of our school much more effectively.

In it is in that light that we request that you grant us permission to use images of your child(ren) on our website or other electronic means of communication as appropriate. Your child will not be identified by name, and the images will not be used for any non-school related purposes.

If you are willing to grant us that permission, you do not need to fill out the line for photo opt-out in the attached form. If, however, you are not willing to grant us that permission, please respond by checking NO in the space provided after the question.

INTERNET ACCESS FOR LEARNING AT SCHOOL

Our district uses many computers for student learning activities, and students could access an approved Internet site at school for such reasons as finding extra math learning materials or completing research projects. If you check NO in section 3, your child will not be able to use the Internet for learning activities.

The form can be found on the following page in the student handbook. If you have questions regarding the opt-out form, please call Castle Rock School District at 360.501.2940.
# Castle Rock School District No. 401

**Opt-Out of Directory Information, Photo Release and/or Internet Access for Learning at School**

## 1. Directory Information, School District Publications/News Media Use

<table>
<thead>
<tr>
<th>Item</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castle Rock School District does not release address and phone number information except as noted in #2 below. If you leave an item blank, we will assume we have your permission to release photos and information.</td>
<td>NO</td>
</tr>
<tr>
<td>My child’s photo in the school’s class photo/yearbook (if the school has one)</td>
<td></td>
</tr>
<tr>
<td>My child’s photo used in Castle Rock Schools publications/news media (see explanation attached)</td>
<td></td>
</tr>
<tr>
<td>Directory information about my child for Castle Rock Schools publication/news media (see attached)</td>
<td></td>
</tr>
<tr>
<td>My child’s name in the school’s class photo/yearbook (if the school has one)</td>
<td></td>
</tr>
<tr>
<td>My child’s name on the district’s Website</td>
<td></td>
</tr>
<tr>
<td>Work created by my student</td>
<td></td>
</tr>
<tr>
<td>My student’s photo on the district’s Website (student last names are not published with photos)</td>
<td></td>
</tr>
</tbody>
</table>

## 2. Directory Information for Military and Colleges (for High School Students Only)

<table>
<thead>
<tr>
<th>Item</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you leave an item blank, we will assume we have your permission to release the information.</td>
<td>NO</td>
</tr>
<tr>
<td>My child’s directory information, including address and telephone number (required by law unless you tell us NO)</td>
<td>To military recruiters</td>
</tr>
<tr>
<td></td>
<td>To institutions of higher learning</td>
</tr>
</tbody>
</table>

## 3. Internet Access for Learning at School

<table>
<thead>
<tr>
<th>Item</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you check NO, your student will be denied access to the Internet. This may affect participation in classroom lessons.</td>
<td>NO</td>
</tr>
<tr>
<td>Child’s use of the Internet at school for learning</td>
<td></td>
</tr>
</tbody>
</table>

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Student Name (please print)  
Parent/Guardian Name (please print)  
Student ID number (if currently enrolled student)  
Parent/Guardian Signature  
Date