



2011-2012

BONNEY LAKE HIGH SCHOOL STUDENT HANDBOOK

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Bonney Lake, Washington 98391

Main Office 253-891-5700

Web site: www.sumnersd.org

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Counseling Staff

Jennie Colgan-9th

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Denise Bowers, *Psychologist*

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Student Name: _____

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Student Rights

1. Receive a meaningful education, consistent with district and state goals that will be of value to them for the rest of their lives.
2. Expect the maintenance of high educational standards in the district.
3. Physical safety, safe building, sanitary facility and protection of personal property.
4. Consult with teachers, counselors, administrators and other school personnel.
5. Free election of their peers in student government. All students have the right to seek and hold office subject to the provisions of A.S.B. constitutions.
6. Representation on advisory committees (A.S.B. rep assembly) affecting students and student rights.
7. Review (with authorized person) his or her own cumulative academic folder at reasonable times during school hours.
8. Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
9. A relevant education consistent with the stated district goals.
10. Know the requirements of the course of study and to know on what basis the grade will be determined.
11. Be free from unlawful interference in pursuit of an education while enrolled in of the Sumner School District.

Student Responsibilities

1. Pursue their course of studies.
2. Attend school daily and to be on time to all classes.
3. Be aware of all rules, policies and general expectations governing student behavior and conduct themselves accordingly.
4. Express their opinion and ideas in a respectful manner, and not libel or slander others.
5. Dress in a manner appropriate for the school setting.
6. Conduct themselves in a manner that will not disrupt their education or the education of others in any district school.
7. Respect the rights of others and exercise self-discipline in observing and adhering to established rules and regulations.
8. Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree.
9. Identify themselves upon request to any school district personnel or authorities on any district property or any event.
10. Comply with reasonable requests of school employees in the performance of their duties.

Bonney Lake High School provides a safe and healthy environment for our students. The student behavior at Bonney Lake High School is the behavior demonstrated by good citizens at work, at home, and in the community. Standards of behavior based on law and district rules, policies and general expectations protect the rights of all students to learn in an orderly, positive climate that is conducive to individual and group success.

An expansion of students rights, responsibilities and expectations are found in the 3 Rs Handbook sent to each home in the fall.

DEFINITIONS OF DISCIPLINARY SANCTIONS

Bonney Lake High School uses disciplinary sanctions to educate students for social and emotional maturity. Disciplinary sanctions may include verbal warning, formal written warning, seizure of property or materials, suspension of services, referral for professional assessment, restitution, fine, educational program, suspension of records, suspension of group membership, specific probation, disciplinary work program and out-of-school suspension, expulsion and combinations of the above. Disciplinary action missed due to school closure or excused absence will be rescheduled. Disciplinary action missed due to an unexcused absence will result in the next consequence. Bonney Lake High School may also be obligated to refer allegations of student misconduct to the appropriate law enforcement agency.

Parents or guardians will be notified by mail or telephone if the student has been assigned detention, Wednesday/Thursday school or suspension. It is the student's responsibility to obtain class work for completion. Failure to attend, or successfully complete lunch detention, detention or Wednesday/ Thursday school will result in progressive disciplinary consequences.

- **DETENTION**

Students may be detained for up to sixty minutes after the regular dismissal time. If a student is assigned a detention, parents may be notified and the student must serve the detention on the date specified. It is the student's responsibility to obtain class work for completion in detention. Detentions are set up by the individual teacher.

- **LUNCH DETENTION**

Students may be assigned to lunch detention. Lunch detention will be served during the student's regularly scheduled lunch. If a student is assigned lunch detention, he/she must serve the detention on the date specified. It is the student's responsibility to sign up for lunch through food services (before school) or bring a sack lunch to the assigned lunch detention and obtain class work for completion in lunch detention. Failure to serve a lunch detention will result in further discipline. Electronic devices are not allowed in lunch detention.

- **WEDNESDAY/THURSDAY SCHOOL**

Wednesday/Thursday School are 1 ½ hour before or after-school study hall programs. Students are responsible for obtaining class work for completion during their assigned time. Wednesday School runs from 7:20-8:50 AM on the assigned Wednesdays. Thursday School runs from 2:30- 4:00 PM on the assigned Thursdays. Failure to serve, arriving late or inappropriate behavior at Wednesday/Thursday School may result in additional discipline, including out-of-school suspension.

- **OUT-OF-SCHOOL SUSPENSION (Suspension)**

Short-term suspension shall mean a suspension from school not exceeding ten (10) consecutive school days. *Long-term* suspension shall mean a suspension that exceeds a short-term as defined above.

Under short-term suspension, students who are suspended have the right to make up work for the time missed while under suspension. Students who are suspended are not permitted to be on any district property or at any district event for the duration of the suspension without written permission from the principal, and violation of this permission will result in extra days of suspension being added.

Under long-term suspension, a student removed from a class or all classes for the remainder of the semester will not be allowed to make up work for the classes and can receive "F" grades.

- **EMERGENCY EXPULSION**

An emergency expulsion is immediate denial of the right of school attendance for a student prior to the opportunity for a hearing. An emergency expulsion may only be imposed if the expelling authority has good and sufficient reasons to believe that the student is (1) an immediate danger to the student, other students, or school personnel or (2) an immediate and continuing threat that substantially disrupts the educational process or school environment. Such emergency expulsion shall continue until the student is reinstated by the expelling authority or until a hearing is held and final determination reached.

- **EXPULSION**

Expulsion shall mean the denial of the right of attendance at any single subject or class, or any full schedule of subjects or classes, for an infinite time. Students who are expelled are not permitted to be on any district property or at any district event.

Illegal acts at Bonney Lake High School will not be tolerated. In addition to school sanctions, police may be called or other legal action may be initiated for such acts.

STUDENT GUIDELINES FOR SUCCESS

ATTENDANCE POLICY AND PROCEDURES

Good attendance is of greatest importance for a student's academic and occupational success. Responsibility for attendance lies with the student. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion and participation forever.

- **ABSENCES**

Absence from school shall be classified as either an excused absence or an unexcused absence/truancy.

- **EXCUSED ABSENCES (LATE ARRIVALS, TARDIES OR EARLY DISMISSALS)**

An absence is excused for personal illness or injury, serious family illness, quarantine, death in the family, or absences, which are due to extraordinary or unusual circumstances, after the parent/guardian provides notification of the dates and reasons for the missed days. Suspension from school is an excused absence. Court appearance, religious observance and school-related field trips are also excused absences. It shall be the responsibility of the parent and/or student to

schedule medical, dental, or legal appointments during non-school hours whenever possible. However, if attending a medical appointment, bring verification from the medical provider. Excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress. (RCW 28A.225.010 (d))

Certain educational experiences are unique and it may not be possible to replicate them. An alternative assignment of equal value may be provided if possible. Within reason, make-up work will be provided by the teacher for an excused absence at the request of the student or parent/guardian.

Excused absences shall require notification from the parent or guardian by phone or written note within 48 hours of the student's return to school. To excuse an absence, the guardian or parent must call or send a note to the appropriate wing office within 48 hours of the absence. Please give the following information: Student's full name, dates of absences, reason for absence, and parent/guardian signature (if a note). Excused late arrivals or tardies shall require notification from the parent or guardian by phone or written note the day of the late arrival or tardy.

- **UNEXCUSED ABSENCES (TRUANCY)**

Students are expected to attend advisory, assemblies, and all scheduled classes or events each day. A student whose absence is not excused shall experience the school consequences of his/her unexcused absence, and teachers are not obligated to provide make-up work. A student is considered truant if he/she misses any part of period, a whole period, or all or part of a school day without the school's permission and without the parent's prior knowledge.

- **BECCA BILL**

After seven unexcused absences in one month or ten in one school year, we are required by the state to file a truancy petition with the Juvenile Court System. A pattern of truancy is considered a criminal offense by the courts and consequences can include time at Remann Hall, a fine of \$25.00 for each absence, and/or required community service for both the parent and student.

- **LATE ARRIVAL/EARLY DISMISSAL**

Because schools are held liable for student safety, any time a student arrives late to school or leaves early from school, he/she must check in and out through the main office. To excuse a late arrival/tardy or early dismissal, the guardian or parent must call or send a note **the day of the tardy or early dismissal** (see excused absences). Students cannot be excused to leave campus and return for lunch. Students may not leave

campus or any school event without prior approval. Students who do not check out properly will be considered both truant and off campus.

- **TARDIES**

It is vital to a good education that students are in class on time. A student will be marked tardy if he/she arrives at the workstation after class begins. Excessive tardiness will be cause for disciplinary action. Teachers will notify parents/students if additional tardy expectations are in place. Tardiness may negatively affect the student's grade in a particular class. A student who arrives 10 or more minutes after class begins is considered absent rather than tardy.

- **PREARRANGED ABSCENCES**

In some cases, certain experiences may provide students with valuable educational opportunities which the school cannot duplicate and should not be denied the student. In all such cases, prior arrangements with the school, a minimum of 24 hours in advance, are to be made for the length of the absence and the student is required to complete coursework for credit or grade. Parent/guardian must communicate with the school in order for the student to pick up a Prearranged Absence Form from the wing office.

- **ASSIGNMENTS DURING ILLNESS**

Students who need to collect assignments due to a short-term absence should contact their designated wing office, which will request work from the student's teachers. Assignments can be picked up 24 hours after the request in the Main Administrative Office before 3:30 PM. If a student becomes seriously ill or homebound, the parent/guardian must contact the student's counselor, who will notify teachers and help the parent arrange for home tutoring.

Home Hospital: If a student is confined to home or hospital for an extended period, whenever practical, the school will arrange for the student to complete assignments in an appropriate manner due to the particular circumstances of the situation.

- **EXCUSED ABSENCE PATTERN**

Doctor's notes may be required if a student does not attend school regularly. A parent conference with the student, counselor, and an administrator may also be scheduled to develop an Attendance Contract.

- **MAKE UP WORK**

It is the responsibility of the student to timely request make up work from each teacher regarding work missed during an excused absence.

Parents may call the appropriate wing secretary on the student's THIRD consecutive day of excused absences to request makeup work.

- **PANTHER ATTENDANCE WORKSHOP (P.A.W.)**

Students who are not in their 1st period class on time will be escorted to P.A.W. in the Student Services office where they will receive the appropriate discipline for being tardy. Any open beverages with tardy students must be finished in student services or thrown away. Parents will be notified.

BEHAVIOR EXPECTATIONS AND VIOLATIONS

State language referring to the "school" concerning use or possession of drugs, weapons, bullying, harassment, or other illegal activity is interpreted by the SSD to include District property and district events.

- **ACADEMIC INTEGRITY**

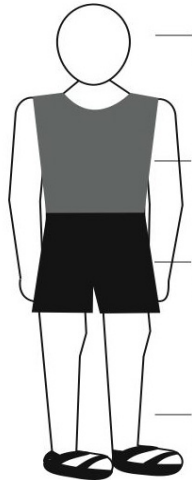
Plagiarism, cheating and/or forgery are unacceptable at BLHS. Plagiarism refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's-own." The first violation of any of these offenses will result in a zero on the test or assignment and a Wednesday/Thursday school. The second violation of any of these offenses in the same class will result in the loss of credit in the course and a short-term suspension. More than one of violation of any of these offenses in more than one course will result in failure in the class of the latest offense as well as progressive school discipline. Culminating Project plagiarism, cheating or forgery will result in not being able to participate in the Graduation Ceremony.

- **ACCUMULATION OF VIOLATIONS**

Students who repeatedly violate district or school rules, policies, or regulations will be subject to progressive discipline which includes suspension and, in severe cases, either withdrawal or long-term suspension or expulsion, regardless of the seriousness of the violations accumulated.

- **APPROPRIATE ATTIRE**

In order to facilitate learning for all students, Bonney Lake High School requires that student dress and appearance follow health and safety standards and not disrupt the learning or school environment. **All dress requirements must be met in all positions (sitting, standing, bending, reaching) while on district property or at district sponsored activities or events.**



Students must remove all headwear while in the building. Headwear includes but is not limited to hats, hoods, sweatbands, bandanas and head wraps.

Clothing must cover stomachs, backs, shoulders (3 ¼" wide), and chests; no visible cleavage; no tank-tops

Shorts, skirts, and dresses must be no shorter than 3" above the top of the knee caps.

Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged.

Appropriate headwear may be worn for after school events, but never in the main building.

The following appropriate attire expectations also apply:

- Undergarments must be covered.
- Holes, tears, mesh or other see through materials in garments may not be in areas that clothing is required to cover.
- Clothing that promotes drugs, alcohol, tobacco, violence, weapons, gang affiliation or activity, is sexually suggestive, or displays content that unreasonably disrupts the educational process or school environment is prohibited. Bandanas are not allowed.
- Sleep/beach wear is not appropriate school dress. Sunglasses are not allowed to be worn in any school building.
- Jewelry that can pose a safety hazard is prohibited.

Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary. Items may be confiscated for parent pick up. Further disciplinary action may follow.

- **APPROPRIATE LANGUAGE**

Language that district staff consider disrespectful, harassing, violent, obscene, profane or otherwise abusive is not appropriate for Bonney Lake High School or school activities.

- **ASSEMBLY EXPECTATIONS**

Before each assembly, students will be reminded about the specific behavior expectations for the assembly they will be attending. All behavior expectations and rules apply while at an assembly.

- **ASSAULT or FIGHT**

Any threat, fight, attempted assault or actual assaults on any person are prohibited. School administrators or personnel may also be obliged to refer the matter to the appropriate law enforcement agency.

Any threat, attempted assault or actual assaults on a staff member will result in a long-term suspension or expulsion. Any threats, attempted assault or actual assaults on a student will result in a short or long-term suspension.

A student's failure to disperse at the scene of a fight will result in short term suspension.

Near Fight: In situations where no physical contact is made between parties or a posturing or verbal confrontation that a staff member believes would result in a fight had they not intervened, will result in discipline.

Provoking/instigating a fight: Students who encourage a fight, assault or conflict will be subject to the same discipline as if they actually engaged in the anticipated conduct.

- **CELL PHONES and other ELECTRONIC DEVICES**

Students may not use cell phones or other electronic devices during school hours, except during their assigned lunch period. Electronic devices must be turned off and stored prior to the beginning of the school day. Any cell phone or other elective devices seen, heard or being used during school hours will be confiscated. Students may not use their electronic devices while upstairs before school or during the school day. **To protect students' privacy, cell phones or other electronic devices may not be used or seen in the locker rooms at any time.** Confiscated items will be released only to the parents/guardian of the owner of the phone. Appropriate disciplinary action will follow. Electronic devices include, but are not limited to iPods, Droids, MP3s, any kind of cameras, headphones, Bluetooth earpieces, etc. Calculators being used for anything other than calculation will be considered an electronic device. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time. School district personnel will not be able to investigate damage, lost or stolen personal electronic devices.

- **COMPUTERS- ACCEPTABLE USE POLICY**

The Sumner School District promotes positive and effective digital citizenship among students. It is the district's goal to provide electronic resources that support innovative learning in order for students to become globally aware, civically engaged, and prepared to succeed in a digital world.

The use of electronic resources and devices on district property or at district events must promote education and be school-appropriate. Students are responsible for all content they store or send over the SSD internet system. All users must abide by Sumner School District's policy and State and Federal laws. Students must agree to the "Acceptable Use Policy (AUP)" in order to use district technology. Violation of the AUP will result in the loss of district technology use privileges as well as other disciplinary sanctions. Students may use district electronic communications for educational purposes only and may not receive, store, or send any content inappropriate for the school setting. When students possess and/or use personal electronic communication devices on district property, they may not receive, store or send any content considered illegal or inappropriate for the school setting. Students may not bring personal computers or data storing devices to school. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate.

- **DANGEROUS BEHAVIOR**

Engaging in behavior that a reasonable person would know creates a risk of injury to him or herself or another individual is considered dangerous behavior. This behavior will result in disciplinary action.

- **DISRUPTIVE BEHAVIOR AT SCHOOL**

Students are expected to conduct themselves in a manner that will not disrupt any person's education or the school environment. Disruptive behavior will result in disciplinary actions.

- **DISRUPTIVE BEHAVIOR AT EXTRA-CURRICULAR ACTIVITY**

Students causing a disruption at extra-curricular activities may lose the right to attend extra-curricular events and/or receive disciplinary action.

- **FAILURE TO COMPLY**

Students are expected to meet behavior expectations while in class, at school or school sponsored events. Continuous refusal to meet these expectations may result in disciplinary action.

- **FAILURE TO IDENTIFY ONESELF**

Students must correctly identify themselves upon the request of any Sumner School District staff member. Student ID/ASB cards must be presented upon request. Failure to do so may result in disciplinary actions. All students are expected to carry their ID cards at all times. Students will be provided with an ID card free of charge. Lost cards will result in a \$5.00 replacement charge.

- **FALSE REPORTING**

Filing a false report or giving false information during an investigation is considered insubordination and may be cause for discipline and suspension.

- **FIRE EXTINGUISHER/FIRE ALARMS AND DEFIBRILLATORS**

Tampering with fire extinguishers or fire alarms is defined as a criminal act under the laws of the State of Washington. Students shall not tamper with these public safety systems or defibrillators. Anyone tampering with any of these devices will face serious disciplinary consequences.

- **FOOD AND BEVERAGE CONSUMPTION**

Food and beverages (excluding water) may only be consumed in the commons & outside food court area of the campus. Food and beverages (excluding water) may not be consumed in any BLHS instructional area. **Note: students are to remain in the commons or commons courtyard during their lunches.**

- **FORGERY**

Falsifying any forms or school records (academic or attendance) verbally or in writing will be subject to discipline.

- **GUN FREE SCHOOLS POLICY**

Firearms/weapons, explosives, or items that could be used as weapons, are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. This includes knives of any kind, guns of any type, or simulated guns, numchucks and brass or metal wrist/arm covers. Demonstration speeches in classes cannot include showing any of the above and use of any weapon in a school play (i.e. drama) must be cleared with the principal. Students may not possess mace or pepper spray products unless they have previously submitted the completed Personal Protection Spray form to their SLC counselor. Those students who unlawfully possess or discharge a personal protection device will be subject to discipline for weapons.

Gun Free Schools Notification: In the event a student brings a firearm to school (anywhere on school grounds, school provided transportation or at any school event) a one year mandatory expulsion will be imposed. Expulsions may be modified on a case-by-case basis by the Superintendent. Law enforcement and parents will be notified when any firearm incident occurs.

- **HALL PASSES**

Students are expected to remain in class the entire period. Class time will not be spent at lockers, restrooms, vending machines, or in the

halls. When a student is authorized to be out of class, he/she must have his/her teacher-signed hall pass (in handbook) and present it to staff upon request. Students cannot use another student's handbook for this purpose. Hall passes will not be issued the first or last 10 minutes of class.

- **HARASSMENT, INTIMIDATION, and BULLYING**

Bonney Lake High School does not tolerate student harassment, intimidation or bullying in any verbal, nonverbal, written, electronic or graphic form, in accordance to state laws and District policies (RCW 28A.300.285 and 28A.320.128; Sumner School District Policy/Procedure 3207.)

Examples include, but are not limited to: name calling, threats, hazing and initiations, obscene gestures, racial, ethnic, religious, or cultural slurs, degrading sexual remarks, degrading remarks about sexual orientation or identity, and third party harassment. There is no requirement that targeted students actually possess the characteristic that is the basis for harassment. It is also against District policy to knowingly make false reports of harassment, intimidation and bullying. Any incident of harassment is taken seriously and a written report should be filed immediately with an administrator. Retaliation for reporting will not be tolerated.

Students may use informal processes to report and resolve complaints of harassment, intimidation or bullying. Complaints will be appropriately investigated and handled consistent with due process and District policy/procedure requirements. Informal reports may be made, orally or in writing, to any staff member, although staff will inform complainants of their right to, and the process for, filing a formal complaint.

Students may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. All formal complaints shall be in writing. Incident reporting forms are available in our school's front office, counseling offices and on the District website at <http://www.sumnersd.org>. The formal complaint process is detailed in the Sumner School District Student Rights, Responsibilities and Regulations (3 R's) handbook and in District Procedure 3207. The 3R's handbook is available in the front office and on the District website.

- **INSUBORDINATION**

Students are expected to comply with any reasonable request issued by a staff member. Failure to do so may result in disciplinary actions.

- **MEDICATION**

Students are not allowed to carry any nonprescription or prescription medication at school. District policies and state laws provide that the medication must be documented on a form provided by the district and stored in the original container in the Health Room. The Health Room technician will oversee the proper administration of all prescription medications. **Improper possession of medication will be treated as a substance violation.**

- **OFF CAMPUS**

Bonney Lake High School is a closed campus and **the sanctions are strictly enforced.** The rule was developed in cooperation with parents and adopted by the school board to best provide for the safety of students and staff by requiring students to stay on campus the entire school day. For this purpose, off campus is defined as those areas past the sidewalk surrounding the immediate building or in unauthorized areas such as parking lots, exterior stairwells (except in the case of an emergency), fire lanes, areas in front of or behind the gym, etc. Once students have arrived on campus they may not leave until the end of the school day unless excused and checked out through the Main Office. Students cannot be excused to leave campus for breakfast or lunch.

- **PARKING**

The school district provides adequate transportation for all students. Driving a car to school is a privilege rather than a right or a necessity and parking privileges may be withheld for violations outlined in the parking application and student handbook. All SSD/BLHS rules and regulations are in effect in the parking lots. Vehicles parked inappropriately or illegally may be booted or towed.

1. All vehicles parked in school parking lots must be registered.. Any vehicle change must be submitted to main office
2. Permits for parking on campus are \$15 with an ASB card, \$20 without. Students and parents must agree to and sign the parking contract prior to purchase of a parking permit. Replacement permits are \$10.
3. Students must show a valid driver's license and proof of insurance prior to being issued a parking space and permit.
4. Parking on campus without a parking permit, parking in an unauthorized area, or parking in a spot other than your assigned space will result in disciplinary consequences.
5. Parking spaces may NOT be loaned, given, or sold to other students.
6. Maximum speed on campus is 5 MPH. Reckless or unsafe driving will result in loss of parking privileges and possible disciplinary or legal action.

7. Off-campus violations involving driving will result in the loss of parking privileges.
8. In the interest of safety and security, students are not allowed in parking areas at any time during the school day without specific permission from an administrator.
9. **Parking lots are considered off campus during the school day, but still part of the district property. All district and school policies govern conduct in any district parking lot.**
10. Drivers are accountable for passenger behavior.
11. Vehicles may not display inappropriate or derogatory content.
12. Students may not park in the bus zone between 7AM and 3:30PM, this is considered an unauthorized area (see #4).
13. All vehicles parked on campus are subject to search.

Parking on school district property is at the owner's/ driver's own risk. The school district does not assume responsibility for damage to or loss of privately owned vehicles or property in vehicles.

- **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are inappropriate in the school/work place setting or at district sanctioned events and may result in disciplinary actions.

- **RAIL SAFETY**

To ensure safety at all times, nothing is to be dropped or thrown to or from the second floor rails at any time. This includes the rail surrounding the commons and the staircases. Students who engage in this unsafe behavior will face disciplinary consequences.

- **SAFE & DRUG FREE SCHOOLS**

- The unlawful possession, use or distribution of illicit drugs and alcohol by students on school grounds and school transportation, or as part of any school activities - including field trips - is prohibited.
- Disciplinary sanctions which will be imposed (details about discipline are in the Sumner School District Student Discipline Policies and Regulations handbook available from the Superintendent's office).
- Counseling is available through our District's Student Assistance Program. Please contact your guidance counselor for assistance.
- Compliance with these standards of conduct is mandatory.

- **SEARCH AND SEIZURE**

A student shall be free from searches by school officials of his/her clothing and other personal property unless there are reasonable

grounds to believe that the search is necessary to maintain school discipline and order. Student lockers, desks and other storage areas remain the property of the school district, and school officials retain the right to inspect lockers, desks or other storage areas assigned to students. No right or expectation of privacy exists for any student, and these areas may be inspected or searched by school authorities at any time without prior notice and without reasonable suspicion that the search will yield evidence of a student's violation of the law or a school rule. Any container(s) found because of a search of a locker, desk or other storage area may be searched if there is reasonable suspicion that the container(s) holds evidence of a student's violation of the law or a school rule. Such search should take place in the presence of the student. The methods used are to be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

Illegal items such as drugs, drug paraphernalia, firearms, weapons or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities. Items that are used to disrupt or interfere with the educational process or school environment may be confiscated. (RCW 28A.600.220 & 230, RCW 9.14.250 & 270 & 280)

- **SUBSTANCE POSSESSION/USE**

Students will not possess, use, transmit, or be under the influence of alcohol, drugs, controlled substances of any kind (other than those obtained and properly used pursuant to a valid prescription); or those purported to be the same including but not limited to imitation controlled substances and/or related drug paraphernalia on schools grounds, at school sponsored activities (including field trips), either on or off school grounds, in route to and from school, as well as while students are or should be in attendance during the school day. Compliance with these standards of conduct is mandatory, violation will result in suspension with notification of parents and law enforcement as well as a drug screening for re-admittance. Counseling is available in our District's Student Assistance Program.

- **THREATS**

Any threats of violence or destruction are not allowed and may result in expulsion.

- **TOBACCO FREE SCHOOLS**

By order of RCW 70.155.080, use and/or possession of tobacco in any form is prohibited on school campus or school property, including the bus loading zone. Tobacco paraphernalia will not be allowed.

Disciplinary sanctions will be imposed on students who use and/or possess tobacco on school grounds or at school sponsored events.

- **VANDALISM/THEFT**

Vandalism/theft of school property or the property of another person will result in disciplinary action and restitution. Students are asked to report any such incidents immediately to the main office. Students are encouraged to leave all items of value at home.

Our district's 'Student Discipline Policies and Procedures' can be obtained on the Sumner School District Web site (www.sumnersd.org), in our school's front office, or from the Superintendent's Office. A summary of these policies was mailed to all homes in the back to school packet.

DISCIPLINE SUMMARY

INFRACTION	PROBABLE DISCIPLINE ACTION
Accumulation of Violations	
	Short-term to long-term suspension
Assault/Fight/Near Fight/Instigating a Fight	
1 st Offense	Suspension up to expulsion. Possible legal action
Computer Network Misuse (violation of AUP)	
1 st Offense	Possible denial of all computer privileges for the remainder of the semester, Wednesday/Thursday School, &/or removal from class.
2 nd Offense	Suspension
3 rd (and above) Offense	Up to long-term suspension
Dangerous Behavior	
1 st Offense	Up to expulsion. Possible legal action
Dangerous Driving	
1 st Offense	Up to loss of parking privileges for year, discipline and/or possible legal action.
Disrespectful Behavior at School	
1 st Offense	Lunch detention to suspension
2 nd Offense	Suspension to expulsion

INFRACTION	PROBABLE DISCIPLINE ACTION
Disruptive Behavior in Classroom	
1 st Offense	Classroom discipline (Level I)
2 nd Offense	Counselor intervention (Level II)
3 rd (and above) Offense	Progressive discipline up to long-term suspension. (Level III)
Cell Phone and Electronic Devices	
Each Offense	Seizure of device for parent pick up
1 st Offense	Wednesday/Thursday School
2 nd Offense	One (1) day suspension
3 rd Offense	Two (2) day suspension
4 th (and above) Offense	Four (4) day suspension up to long-term suspension
Failure to Identify Oneself or Provide ID	
1 st Offense	Up to suspension
2 nd Offense	Up to long-term suspension
Failure to Serve Detention (lunch or after school)	
1 st Offense	Wednesday/Thursday School
2 nd (and above) Offense	Up to suspension
Failure to Serve Wednesday/Thursday School	
1 st Offense	One (1) day suspension
2 nd Offense	Three (3) day suspension
3 rd Offense	Five (5) day suspension
Fire Extinguisher/Fire Alarms/Defibrillator	
1 st Offense	Up to expulsion. Possible legal action
Forgery	
1 st (and above) Offense	Progressive discipline up to suspension
Harassment, Intimidation, and Bullying (HIB)	
Students are subject to progressive disciplinary action pending the circumstances and/ or severity of each HIB incident	
Interventions could include	Counseling, administrator conference, correcting behavior, disciplinary action up to expulsion. Possible legal action.

INFRACTION	PROBABLE DISCIPLINE ACTION
Inappropriate Attire (Inappropriate attire must be corrected or changed)	
1 st Offense	Written warning & review of dress code
2 nd Offense	Lunch Detention
3 rd Offense	Wednesday/Thursday School
4 th (and above) Offense	Up to long-term suspension
Insubordination	
1 st (and above) Offense	Up to long-term suspension
Off Campus	
1 st Offense	Wednesday/Thursday School and loss of parking privileges for 2 weeks
2 nd Offense	Three (3) day suspension and loss of parking privileges for 90 days
3 rd (and above) Offense	Ten (10) day suspension and loss of parking privileges for remainder of school year.
Parking Violation (may include booting or towing of vehicle)	
1 st Offense	Warning
2 nd Offense	Wednesday/Thursday School and loss of parking privileges for 2 weeks.
3 rd Offense	One (1) day suspension and loss of parking privileges for 90 days.
4 th (and above) Offense	Three (3) day suspension, loss of parking for remainder of school year.
Plagiarism/Cheating (Academic Integrity)	
1 st Offense	Loss of credit on assignment & Wednesday/Thursday School
2 nd Offense (same class)	Loss of credit in the class/ suspension
3 rd Offense (same class)	Progressive discipline (may include no graduation ceremony)
Public Displays of Affection	
1 st Offense	Warning
2 nd (and above) Offense	Progressive discipline

INFRACTION	PROBABLE DISCIPLINE ACTION
Rail Safety	
1 st Offense	Three (3) day suspension
2 nd Offense	Short-term suspension up to expulsion
Substance Possession/Use	
1 st offense	Ten (10) day suspension w/referral to professional screening. Possible legal action
2 nd offense	Up to long-term suspension. Possible legal action
Tardies (each period per semester)	
1 st Offense	Warning
2 nd Offense	Lunch detention
3 rd Offense	2 Lunch detentions
4 th Offense	Wednesday/Thursday school
5 th Offense	Up to suspension
Threats	
1 st Offense	Up to expulsion
Tobacco	
1 st Offense	Counselor intervention, completion of smoking cessation packet and Wednesday/Thursday school
2 nd Offense	Three to ten (3-10) day suspension
3 rd Offense	Up to long-term suspension
Trafficking in Substances	
1 st Offense	Up to expulsion. Legal action.
Unexcused Absences (Truancy)	
1 st Offense	Lunch detention
2 nd Offense	Wednesday/Thursday school
3 rd Offense	Up to suspension and possible loss of credit. Parent conference

INFRACTION	PROBABLE DISCIPLINE ACTION
Vandalism/Theft	
1 st Offense	Up to long-term suspension, including restitution for loss and/or damages. Possible legal action
Weapons or Firearms	
1 st Offense	Immediate expulsion for one year. Parent contact. Legal action

STUDENT ATHLETICS AND ACTIVITIES

- **ASSOCIATED STUDENT BODY**

The ASB is the organization that coordinates all student organizations, activities, and affairs. Every regularly enrolled student is a member of ASB. The Executive Council is made up of the student body officers and Class Presidents. The Executive Council shall be entrusted with the management of the Bonney Lake High School ASB. The Executive Council shall implement the constitution and by-laws and give direction in cases not provided for therein. The Principal/designee of Bonney Lake High School has veto power over the ASB and its actions. Copies of the ASB Constitution are available for check out in the Library.

- **IDENTIFICATION/ASB CARDS**

We encourage all students to take part in and/or attend school activities. ASB cards may be purchased for \$35.00 at the bookkeeping office before or after school. The revenue obtained from the sale of student ASB cards is used to support ASB activities. Benefits of holding ASB card are:

- * Free student admission to all home athletic events (excluding post season).
- * Reduced student admission prices at away athletic events (excluding post season).
- * Admission to some school dances at reduced prices.
- * Campus parking discount.

Students who are eligible for free/reduced lunch may purchase an ASB card at a reduced rate. Students who do not purchase an ASB card will be issued a school photo identification card. Students may replace their Identification/ASB card for \$5 from the bookkeeper.

- **DANCES AND EVENTS**

Throughout the year, students will have a number of opportunities to attend school sponsored dances and events. Tickets for all dances will

be sold through the Thursday before the dance. Students may be required to have all fees and fines cleared before they can buy a dance ticket or participate in extra-curricular activities. Students are expected to conduct themselves under the same guidelines and rules as if they are in school. All school rules and district policies apply at these events, and appropriate dress will be required. Students must adhere to dance guidelines at all dances. Students must bring picture identification for entrance to a dance. Students will not be admitted to any dance 30 minutes after the dance start time or allowed to re-enter any dance or event. Students who leave the dance more than 30 minutes early are required to sign out. Students under school suspension may not attend any school activities, dances, or events. Guests who are currently enrolled in high school and in good standing are allowed at formal or specialty dances by filling out a form available in the CIC to get permission from a BLHS administrator at least 5 days in advance of the dance. Dance guests must be under 21 years of age. Students must attend school for a minimum of 1/2 day the day of an event or dance (or the day before Saturday events) in order to participate in a school sponsored event.

- **STUDENT ACTIVITIES/ATHLETIC ELIGIBILITY**

The Sumner School District supports and acknowledges the value of extracurricular activities and believes these activities work hand in hand with the basic educational program to insure a total quality education for students.

1. Eligibility Standards

Students in all extracurricular activities must have at least 2.0 GPA (C average) and pass all classes each quarter prior to being eligible. Previous quarter grades are used to determine eligibility. Approved courses taken outside the regular Sumner School District secondary curriculum may be applied towards helping a student meet the 2.0 GPA standard. In addition, students participating in extra-curricular activities **MUST** purchase an ASB card. Students must have all fines/fees paid or have made arrangements for payment with an administrator to be eligible. Athletic activities require a completed physical form, with appropriate signatures. Physicals are valid for 24 months from date of issue. Students **will not be cleared unless physical remains current the entire season.**

2. Requirements for Maintaining Eligibility

Grades are to be officially checked mid-quarter and at the end of the quarter. Students not meeting the requirements of academic eligibility will be placed on probation per the district co-curricular code of conduct. Students will lose one week of competition. Student will remain on probation until the next official grade check. However, the

student must complete weekly grade checks to remain eligible until this official grade check takes place. Students must continue to meet all requirements set in the district co-curricular code of conduct.

3. WIAA Standards

In addition to the above, all students in extracurricular activities must meet all other eligibility standards as set forth by the Washington Interscholastic Activities Association.

4. Appeal of Eligibility Standards Students wishing to appeal the eligibility standards based on a hardship may do so in writing to the District Athletic Director, Building Athletic Coordinator and/or Assistant Principal.

- **CLUBS AND ORGANIZATIONS**

A complete list of clubs and organizations is available in the Career and Information Center.

STUDENT SUPPORT SERVICES

- **ACCESSING COUNSELORS**

Parents or guardians are welcome at any time to review all of their student's records with the counseling and/or administrative staff. Please call for an appointment. If a student wants to see a counselor, he/she should leave a request form with their designated wing secretary, who will schedule an appointment and call the student out of class at the appropriate time.

- **ADVISORY**

Advisory will take place approximately once a week. Advisories will focus on student activities and curricular topics including high school and beyond plan, academic progress, conferencing, registration, culminating project and other student assistance areas.

- **BOOKKEEPING**

Students can access the bookkeeper office before and after school as well as during lunches. Students may not access the bookkeeper office during class time. The bookkeeper office is open at 7AM and closes at 3PM daily.

- **COMPUTERS**

Students may not bring personal computers or data storage devices to school and must agree to the "Acceptable Use Policy (AUP)" in order to use district technology. Violation of the AUP will result in the loss of district technology use privileges as well as other disciplinary sanctions.

- **COURSE CATALOG**

Students are urged to review their course catalog for detailed information on constructing a four-year schedule of classes that meet

high school graduation requirements and entrance requirements to programs and college beyond high school. The catalog is available on the district web site.

- **CULMINATING PROJECT/PORTFOLIO**

Culminating Project is a culminating demonstration of a student's achievement of the state and district learning goals, namely research, writing and speaking. Successful completion of the culminating project is a graduation requirement of BLHS and the Sumner School District. Seniors are expected to demonstrate self-directed learning by selecting community service that is of genuine interest and managing time well while fulfilling the requirements of the project. Specific information of the project is given to seniors through advisories. Culminating Project plagiarism, cheating or forgery will result in not being able to participate in the Graduation Ceremony.

- **DISABILITY SERVICES**

If you are a student with a disability, there are support services available to assist you with reducing barriers. Please make an appointment with a counselor to access or learn more about the services provided. If accommodations are also needed for college admissions or entrance tests such as ACT, PSAT, or the SAT, the school psychologist and counselor can assist you in accessing those accommodations.

- **DROPPING COURSES**

Students who drop a course will not receive a credit for the course.

- **FAST START CREDITS**

Students should see their counselor concerning Fast Start.

- **FOOD SERVICE**

Food service is available in the morning during the hours of 7:05 AM to 7:20 AM. Food service is available during regularly scheduled lunch times. Free and reduced lunch information can be picked up in the main office and CIC.

- **GRADING (Standardized High School Transcripts)**

Grade Point Average (G.P.A.) is computed on the following basis:

The standardized high school transcript shall be based on a marking/grading system that reports the marks/grades earned by students in courses as follows:

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

The minimal passing mark/grade is a D = 1.0. Pass/fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used; but these marks are excluded from the calculation of grade point average. **G.P.A.** is computed using all grades and credits from grades 9 through 12. A grade of "I" stands for Incomplete and must be completed within ten (10) school days after the semester end, or the grade reverts to an "F."

- **GRADUATION POLICY**

Senior students who have failed to graduate because of insufficient credits will be allowed to participate in senior activities during the last week of school. They will not be excused from class with graduating seniors. **However, seniors with insufficient credits, an incomplete Culminating Project, or who are not in good standing will not be allowed to participate in commencement exercises.**

- **HEALTH ROOM AND MEDICATIONS AT SCHOOL**

The health room, located inside the Student Services office, is a service for students who become ill or cannot attend class due to a medical problem. Students must have a hall pass from their teacher to the health room, and must sign in and out of the health room, or they will be considered truant. Students who are too ill to remain at school must have permission from their parent or an administrator to leave school, and must follow school attendance policy. Students will not be allowed to stay in the health room longer than 10 minutes; those who need to stay longer will be sent home. Students are not allowed to carry any nonprescription or prescription medication at school. District and state laws and policies dictate that the medication must be documented on a form provided by the district (available on the district Web site) and stored in the original container in the health room. The health technician will administer it. Failure to follow medication policy will result in disciplinary action.

- **LIBRARY RESOURCE CENTER (LRC)**

The LRC offers many different services to students and teachers. The LRC is open at the posted times daily. Students need their student ID card to check out materials. Check out period for library materials is two weeks. Students can renew items once, unless there is a hold pending. Items should be returned to the designated area in the LRC. No food or drink is allowed in the LRC. Email access is NOT available. Students must have a hall pass signed by a staff member to use the LRC during class time. Students may use the LRC during lunch, if available, with a pass from the CIC. Students must sign in and out of

the LRC for attendance purposes. Printing of personal items or items from the internet is not allowed and may result in the loss of printing privileges. The LRC is for book checkout, reading, research, homework and other quiet activities. Students who are disruptive will be asked to leave.

- **LOCKERS**

Lockers, including PE lockers, are the property of the school and may be searched by authorized school personnel. Lockers are provided as a convenience for student use. Students are responsible for the care and contents of lockers. Locker assignments are handled in the student's designated wing office. If your locker does not operate properly or has been damaged, contact the main office immediately, as you may be held responsible. Lockers damaged or in need of cleaning will result in fines to the student. Do not use lockers to store valuable items, which can be stolen, as the school cannot be responsible for damaged or stolen items. Keep lockers locked at all times and spin the dial when closing it. Only school issued or approved locks are to be used on lockers.

- **LOST AND FOUND**

Lost and found items are collected in the Career and Information Center as a service to students. Items are kept for one month, and then given to charity. BLHS cannot be responsible for lost, damaged or stolen items.

- **MESSAGES TO STUDENTS 253-891-5700**

To prevent interruptions in the teaching/learning process, ONLY EMERGENCY MESSAGES FROM PARENTS WILL BE DELIVERED TO STUDENTS DURING CLASS TIME.

- **ON-LINE OR CORRESPONDENCE COURSE WORK**

Prior approval from a Counselor or Administrator is needed prior to enrolling in any course offered outside of BLHS if the course is to be added to the student's high school transcript. This includes courses offered on the web, correspondence, and other credit make-up options.

- **REPEATED COURSES**

Students may retake a course to replace a failing/low grade. All attempted courses are noted on the transcript. The repeated courses will receive the grade and credit earned on the second attempt. If a student requests the school to count the credit earned from both

courses, one course will count as an elective credit and both grades will be computed in the student's GPA. (WAC 392 415 055 WAC 392 415 070)

- **RUNNING START STUDENTS**

Running Start students must sign and follow the Running Start contract. They may not be on campus without an appointment. When they are on campus, they are considered a visitor must sign in and out through the main office and adhere to all school rules and district policies.

- **SCHOOL PICTURES**

School pictures of individual students are taken during the first weeks of school. Everyone must get a picture taken to be used for the student ID card.

- **SENIOR PICTURES**

SENIORS may have senior pictures taken at the studio of their choice. Pictures must be school appropriate in dress, setting and props and must be submitted to the yearbook staff no later than October 15th. Identification card photos will be used as back-up photos for seniors who do not have portraits submitted on time.

- **STUDENT ASSISTANCE PROGRAM**

Drug and alcohol counseling and screening services are available for our students through the Student Service Office or counselor.

- **STUDENT HANDBOOK AND PLANNER**

The handbook & planner is a resource for each student at Bonney Lake High School. Students are expected to follow the guidelines and expectations detailed in the handbook. The handbook also serves as the student's hall pass. It is the expectation that students will keep the handbook intact in order for it to be a valid hall pass. Cost for the handbook & planner is \$4. Students who do not have a planner will be issued a copy of the student handbook. Students may purchase additional handbooks for \$1.

- **TELEPHONE USE**

No classroom telephones are to be used for student personal business. Students may use the main office phone between classes, before and after school and during lunch.

- **TEXTBOOK USE**

Students will check out textbooks through the LRC. The student is responsible to turn the same book back in at the end of the term. If the same book is not returned or is damaged, the student will be subject to fines through the bookkeeper's office. Students owing outstanding debts or fines may be subject to delayed delivery of yearbooks and/or withholding of report cards, transcripts, and diplomas. Students may also be denied the privilege of participating in athletic or other activities. Submission to debt collections may also result from outstanding debts or fines.

- **TUTORING SERVICES**

All teachers are available to help students before and after school. Please ask teachers for extra help when needed in a specific subject.

- **VISITOR/GUEST PASSES**

Students may not bring visitors to school. However, parents are encouraged to visit the school, but they must make an appointment through the principal or designee 24 hours in advance. Graduates, on-line and running start students are included in the no visitor policy. All visitors must check in at the Main Office and wear a visitor pass.

- **WRITING CENTER**

The Writing Center is located in the LRC and is open during posted hours. Theme readers are available by appointment to assist students with writing and/or revision of any assignments. Students who wish to come to the Writing Center during class must have a hall pass.

Equal Opportunity

The Sumner School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability in education programs, services and activities. Inquiries regarding compliance and/or grievance procedures may be directed to Deb Barlow, the district's Title IX/RCW 28A.640 officer and/or Keoni Smith, the Section 504/ADA coordinator, in writing at 1202 Wood Avenue, Sumner, or by telephone 253.891.6000.