

SUMNER HIGH SCHOOL

1707 Main Street
Sumner, Washington 98390

Main Office: (253) 891-5500
Attendance Office: (253) 891-5510
Guidance Office: (253) 891-5515
Fax: (253) 891-5585

Web site: www.sumnersd.org

Sumner High School Administration:

Principal: Mr. Bill Gaines
Assistant Principal: Mr. Jeff Baines
Assistant Principal: Mrs. Kathleen Meath
Assistant Principal: Mr. Brandon Bakke

IB Coordinator: Ms. Chris Prestin
ASB Advisor: Mr. John Norlin

SHS MISSION STATEMENT

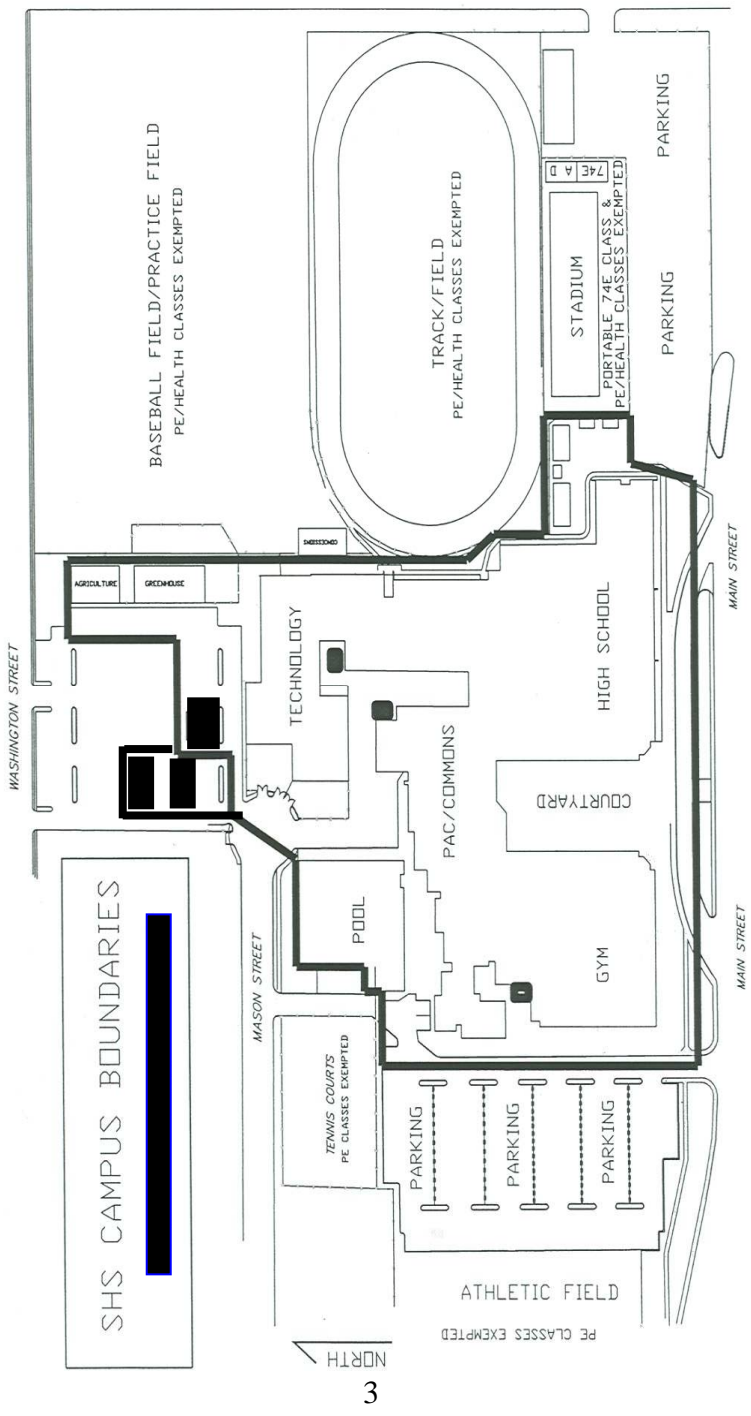
Sumner High School will prepare all students for post-secondary education and training for working, living and contributing in a global society by developing relationships and incorporating relevance and rigor into their lives.



Student Name: _____

TABLE OF CONTENTS

Title Page	1
Table of Contents	2
School Map	3
Student Rights/Responsibilities	4
Student Support Services	5-6
Other Student Support Services	7-10
Academic Services	10-12
Student Athletics/Activities	12-14
Attendance Policy and Procedures	14-17
Definitions of Disciplinary Sanctions	17-19
Definition of Student Misconduct	20-28
Discipline Summary Chart	28-31
Equal Opportunity Statement	31



STUDENT RIGHTS AND RESPONSIBILITIES

Rights of Students

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 facilities 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 in the custody 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 governing student behavior and conduct themselves accordingly.
4. Express their opinion and ideas in a respectful manner, and not to 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 around them.
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 in the school building, on school grounds, at school-sponsored events or on school buses.
10. Comply with reasonable requests of school employees in the performance of their duties.

Sumner High School provides a safe and healthy environment for our students. The student behavior at Sumner 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.

STUDENT SUPPORT SERVICES

Counseling Staff

A-G Jenifer Benedetti
H-O David Sandburg
P-Z Nicole Bortle
* Angi Sullivan

*(Students are assigned to counseling staff by last name or as assigned *)*

Guidance Secretary

Sheri Sandlin

Registrar

Cindy Tidd

Intervention Specialist

Dr. Terry Spencer

School Psychologist

Kristine Nelson

Drug/Alcohol Counselor

Sharon Cleary

Career Center Specialist

Cherie Scherb

Online Learning Managers

Jennifer Peters/Karen Wilkerson

Request Your Counselor to Help You

1. Arrange for parent/teacher/student/administrator conference
2. Custom design your own study plan.
3. Plan your 13th year and career path.
4. Apply for scholarships and financial aid.
5. Assist in finding solutions to personal problems.
6. Connect with support and recovery groups.
7. Connect with other student support staff (listed above).
8. Information and registration for the college admissions tests (PSAT, SAT, ACT).
9. Access information for college and tech school, including application process.

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 (253-891-5515). If a student wants to see a counselor, he/she should leave a request form with the guidance secretary, who will schedule an appointment and call the student out of class at the appropriate time.

Grading (Standardized High School Transcripts)

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

A = 4.0	B+ = 3.3	C+ = 2.3
A- = 3.7	B = 3.0	C = 2.0
	B- = 2.7	F = 0.0

The minimal passing mark/grade is a C = 2.0. 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 as per teacher with student contract after the semester end, or the grade reverts to an F if the contract conditions are not met. A grade of "NTY" stands for "Not There Yet" and indicates the student is below a 70%, but is making progress towards a passing grade. NTY grades must be completed as per teacher with student contract after the semester end, or the grade reverts to an F if the contract conditions are not met.

Dropping Courses

Students who drop a course after the first ten (10) days of the semester will NOT receive credit for the course.

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)

Online or Correspondence Course Work

Prior approval from a Counselor or Administrator is needed prior to enrolling in any course offered outside of SHS 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.

Student Assistance Programs

Drug and alcohol counseling and pre-screening appointments are available for our students. Parents and/or students may access these services through the Guidance Office, counselor or administration.

OTHER STUDENT SUPPORT SERVICES

Bookkeeping

SHS bookkeeper (**Elaine Franklin**) is available for students before school (7:00 AM – 7:20 AM), after school (*until 3:00 PM*) and during all lunches.

Food Service

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

Hall Passes

Students are expected to remain in class the entire period. Class time will not be spent at lockers, restrooms, or in the halls. **Hallways are designated for student movement.** The Commons and Gym Lobby can be used by students to gather and use as a social setting. When a student is authorized to be out of class, he/she must have a teacher-signed hall pass (Spartan Spiral) and present it to staff upon request.

No hall passes will be issued the first and last 10 minutes of each class period.

Health Center and Medications

The school health center, located inside the attendance office, is a service for students who become ill or cannot attend class due to a medical problem. Students must have the teacher's permission to leave class to come to the Health Center, possess the approved hall pass (Spartan Spiral) and must sign in and out of the Health Center. Failure to successfully complete the above parameters will result in the student being considered truant. Students who are too ill to remain at school must have permission from their parent/guardian or an administrator to leave school, and must follow school attendance policy.

Students are not allowed to carry any nonprescription or prescription medication at school. District policies and state laws/policies dictate that the medication to be taken at school must be documented on a form filled out by the family and the family physician. All medication must be stored in the original container in the Health Center. The health technician will administer all medications. Failure to follow medication policy will result in disciplinary action. **Improper possession of medication will be treated as a substance possession violation.**

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 main 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.

Lost and Found

Lost and Found are collected in the Attendance Office as a service to students. Items are kept for one month and then given to charity. SHS cannot be responsible for lost, damaged or stolen items.

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.

1. All cars parked in school parking lots must be registered in the main office.
2. Parking on campus is \$30.
3. Students must show a valid drivers license and proof of insurance prior to being issued a parking spot.
4. Any student who does not use their parking spot for 10 days in a semester will have their parking privileges revoked. Special circumstances need to be pre-arranged with the main office.
5. Parking on campus without a parking permit, parking in an unauthorized area, or parking in a spot other than your assigned spot will result in discipline.
6. Parking spaces can NOT be loaned, given, or sold to other students. Violation of this will result in loss of parking privileges.
7. No driving in a reckless or unsafe fashion. Maximum speed on campus is 5 MPH. Reckless or unsafe driving will result in loss of parking privileges.
8. Off campus violations involving driving off campus will result in the loss of parking privileges.
9. Students are not allowed in parking areas at any time during the school day without specific permission from the main office.

Parking lots are considered off campus during the school day.

10. All district and school policies govern conduct in any district parking lot.
11. All vehicles parked on campus (district property) are subject to search.
12. Replacement costs for parking permits is \$5.
13. The parking lot on Wood Avenue is free to all SHS students for parking use during school hours.
14. Any parking areas leased or loaned to Sumner High School fall under the procedures, rules, and expectations set forth in this student handbook.

NOTE: 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.

School Pictures/Senior Pictures

School pictures of individual students are taken at the beginning of the school year. Every student must get a picture taken to be used for the student ID card.

Seniors may have senior pictures taken at the studio of their choice, but must meet the following criteria to be included in the yearbook: Photo must be a forward-facing head shot, 1 inch head size, hatless, and 1 by 1 7/8 inch print and must be submitted to the yearbook staff on or around October 15. Photos must be school appropriate in dress, setting and props. Identification card photos will be used as back-up photos for seniors who do not have portraits submitted by deadline.

Spartan Spiral

The Spartan Spiral is a resource for each student at Sumner High School. Students are expected to follow the guidelines and expectations detailed in the planner. The spirals also serve as the student's hall pass. It is the expectation that students will keep the spiral intact in order for it to be a valid hall pass. Cost of the Spartan Spiral is \$5 (purchased from the bookkeeper). Students are expected to use the Spartan Spiral student planner at all times. If a planner is lost, a replacement planner can be purchased from the bookkeeper.

Telephone Use - Student Messages

School telephones are not to be used for personal business. Phones in the Main Office and the Attendance Office may be accessed before and after school.

To prevent interruptions in the teaching/learning process, ONLY EMERGENCY MESSAGES FROM PARENTS WILL BE DELIVERED TO STUDENTS DURING CLASS TIME. Messages can be called to (253) 891-5510.

Textbook Use

Students will check out textbooks through the “Book Room” (located near the Commons). The student is then responsible to turn the same book back in at the end of the term. If the book is not returned, if the wrong book is returned, or if the book 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 withheld from participating in athletic or other activities, including school-sponsored dances. Submission to debt collections may also result from outstanding debts or fines.

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 administration 24 hours in advance. Graduates, online and running start students are included in the “No Visitor Policy”. All visitors must check in and out at the Main Office and pick up a visitors pass.

ACADEMIC SERVICES

Advisory

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

Computers

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.

Culminating Project/Portfolio

Culminating Project is a culminating demonstration of a student’s achievement of the state and district learning goals through their four year high school careers. Successful completion of the culminating project is a graduation requirement of SHS and the Sumner School

District. Seniors are expected to demonstrate self-directed learning by selecting a community service project of genuine interest and managing time well while fulfilling requirements of the project. Specific information for the project is given to seniors through advisories. Culminating project plagiarism, cheating or forgery will result in not being able to participate in SHS's 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 in the guidance office 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, the intervention specialist and guidance office can assist you in accessing those accommodations.

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/portfolio, or who are not in good standing will not be allowed to participate in commencement exercises.*

International Baccalaureate Programme

Sumner High School offers students the opportunity to participate in the IB programme by taking either the full diploma or a number of different IB offerings. IB information can be obtained through the IB Coordinator at Sumner High School or on the school website.

Learning Resource Center

The Learning Resource Center (LRC) offers many different services to students. It provides resources for research projects (book and internet access), recreational reading materials, a place for quiet study, and a place to complete school work before or after school and at lunch (with approved pass). The LRC is open at the posted times daily. Students need their ID cards to check out materials. Items can be renewed indefinitely. No late fees are charged. Items should be returned inside the LRC doors in the book drop slot located at the front counter. NO food or drink is allowed in the LRC. Email access is NOT available. Signed Spartan Spirals (or approved pass by the LRC) are required for entrance into the LRC. The LRC is a quiet study area and students who are disruptive will be asked to leave.

Online Learning (Sumner School District)

- For 6-12 grade students in the Sumner School District, a limited number of middle school courses, initial high school credit, and credit recovery online learning options will be available for students.
- “Aventa Learning” is the provider for these courses.
- In order to participate, students will need to enroll in the Sumner School District. Guidance counselors at Sumner High School will handle enrollment requests.
- Student progress will be monitored by the online learning manager at each school.
- Weekly, two-way communication is a requirement for participation. Where students are making adequate progress, email or phone contact will suffice. In-person communication will be required in instances where students are not making adequate progress with their online course-work.

Writing Center

The Writing Center is located inside the LRC and is open during posted times. 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 teacher permission and a signed Spartan Spiral (pass).

STUDENT ATHLETICS AND ACTIVITIES

Associated Student Body (ASB)

The ASB is the organization that coordinates all student organizations, activities and affairs. Every regularly enrolled student is a member of ASB. ASB office elections are held each year by a vote of 9th, 10th and 11th grade students. The Executive Council, made up of the ASB officers, shall be entrusted with the management of the Sumner 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 Sumner High School has veto power over the ASB and its actions.

2011/2012 ASB Officers:

- President – Meredith Brown
- Vice President – Alex Landes
- Secretary – Erica McDaniel
- Treasurer – Bree Fealy
- Publicity/Projects Officer – Chloe Thomsen
- Activities Coordinators – Gabby DeGoede; Gabrielle Phelps; Michael Smith
- Assemblies Coordinators – Heidi Buyak; Carrie Miller

- Local Associations Rep – Meghan Hilden
- Technology Coordinator – Drew Clark
- Spirit Coordinators – Ashley Moore; Michaela Trulson

Identification Cards/ASB cards

All students are encouraged to take part in and/or attend school activities. ASB cards may be purchased for \$35 at the bookkeeping office. 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.
- * Reduced student admission prices at away athletic events (excluding post season).
- * Admission to some school dances at reduced prices.

Students who are eligible for free/reduced lunch may purchase an ASB card at a reduced rate. Students who do not wish to purchase an ASB card will be issued a school photo identification card. Students who lose their Identification/ASB card may obtain a replacement (\$5 fee) from the bookkeeper.

Dances and Events

Throughout the year, students will have opportunities to attend school sponsored dances and events. Students are required to have all fines and fees cleared before they can buy a dance ticket. 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 sign and adhere to dance guidelines at all school dances. Students must bring picture identification for entrance to a dance. Guest who are currently enrolled in high school and in good standing are allowed at formal or specialty dances by filling out a “Guest Participation Form”, prior to purchasing tickets. Dance guests must be under 21 years of age. Students will not be admitted to any dance one hour after the dance start time. Students will not be allowed to re-enter any dance or event. *Students under school suspension may not attend any school activities, dances, or events.*

Student Athletic/Activity 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 a 2.0 GPA and pass all classes each grading period prior to being eligible. The previous grading period’s 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 extracurricular activities **MUST** purchase an ASB card (\$35) and pay an athletic participation fee (\$75). 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, inherent risk form, and concussion information form, with appropriate signatures. Physicals are valid for 24 months from the date of issue. *Students will not be cleared unless physical remains current the entire season.*

2. Requirements for Maintaining Eligibility

Official grade checks will occur every six weeks. Students not meeting the requirements of academic eligibility will be placed on academic probation per the district co-curricular code of conduct. Students on academic probation will lose one week of competition, be required to turn in weekly grade checks and perform weekly study table sessions. Students will remain on academic probation until the next official grade check. All students participating in extracurricular activities must 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 Building or District Athletic Director.

Clubs and Organizations

SHS offers a wide variety of extracurricular opportunities for all students. A complete list of clubs, organizations, athletic teams, and activities is available in the main office.

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

An absence 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 (253-891-5510) or written note within 48 hours of the student's return to school. Please give the following information: Student's name, dates of absences, reason for absences, and parent/guardian signature (if note).

Unexcused Absences (Truancy)

Students are expected to attend advisory, assemblies, class meetings, 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 Attendance Office. To excuse a late arrival/tardy or early dismissal, the guardian or parent must call or send a note to the Attendance Office on the day of the late arrival (tardy) or early dismissal. 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.*** Students cannot be excused to leave campus and return for lunch.

Tardies

It is vital to a good education that students are in class on time. A student will be marked as tardy if he/she arrives at the workstation after class begins. Excessive tardiness will be cause for disciplinary action. Teacher 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.

Summer Attendance Work-Shop (S.A.W.S.)

At the beginning of each day (1st period), students that are tardy will report to the main office and meet with an administrator. Discipline will be assigned and parents will be notified. 1st tardy is a warning, 2nd tardy is a 30-minute lunch detention, 3rd tardy is two lunch detentions and a 4th tardy is a Thursday School. Progressive discipline will occur for more than four tardies and will be discussed between administration, student and guardian. Administration will attempt to contact parent/guardian at each step of intervention. All tardies will be counted. If a child has documentation from a medical professional (appointment), the tardy will be recorded, but discipline will not be issued.

Prearranged Absences

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 Absences Form from the Attendance Office.

Assignments During Illness

Students who need to collect assignments due to a short-term absence should contact their designated guidance counselor which will request work from the student's teachers. Assignments can be picked up 24 hours after the request in the Main 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 schedule 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 contact the school on the student's THIRD consecutive day of excused absences to request makeup work.

DEFINITIONS OF DISCIPLINARY SANCTIONS

Sumner 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, in-school 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 unexcused absence will result in the next consequence. Sumner High School may also be obligated to refer allegations of student misconduct to the appropriate law enforcement agency.

Sumner School District's "3 R's Handbook: Student Rights, Responsibilities, and Regulations" is mailed at the beginning of every year and can also be obtained on the district Web site (www.sumnersd.org), the district office, or in our school's front office.

Parents or guardians will be notified by mail or telephone if the student has been assigned detention, Wednesday/Thursday School, ISS or suspension. It is the student's responsibility to obtain class work for completion. Failure to attend or successfully complete lunch detention, detention, Wednesday/Thursday School, or ISS results 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, 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 after school on Tuesday and Thursday afternoons from 2:30 – 3:30 PM. Failure to serve a detention will result in progressive discipline.

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. Students will be allowed to obtain their lunch and report immediately to the designated lunch detention location. Failure to serve a lunch detention will result in progressive discipline.

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. Thursday School runs from 2:30 – 4:00 PM on the assigned Thursday (one per month). Wednesday School runs from 7:20 – 8:50 AM every Wednesday

morning. Inappropriate behavior at Wednesday/Thursday School results in 3 days of out of school suspension. Student's who arrive late to Wednesday/Thursday School will not be admitted and receive progressive discipline for failure to complete assigned discipline.

In-School Suspension (ISS)

Students may be assigned to in-school suspension. ISS provides the student with structured time at school as an alternative to out-of-school suspension. Inappropriate behavior in ISS results in 3 days of out-of-school suspension.

Out-of-School 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 suspension 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 will receive "F" grades.

Emergency Expulsion

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. Students who are expelled are not permitted to be on any district property or at any district event.

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.

DEFINITIONS OF STUDENT MISCONDUCT

Illegal acts at Sumner 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.

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

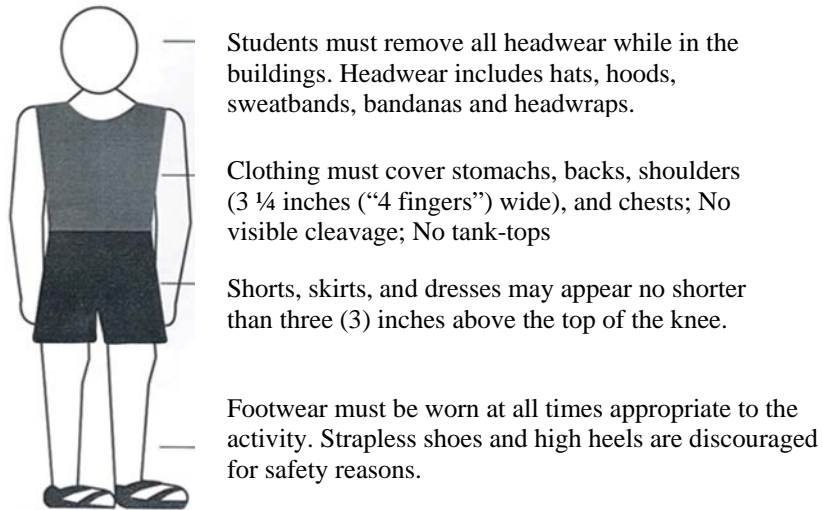
Plagiarism, cheating and forgery are unacceptable at SHS. Plagiarism refers to a form of cheating that has been defined as “The false assumption of authorship: the wrongful act of taking the product of another person’s mind and presenting it as one’s-own.” Violations will result in progressive school discipline and possible loss of credit for assignment/assessment/course. Culminating Project/Portfolio plagiarism, cheating or forgery will result in the student not being able to participate in the graduation ceremonies.

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, Sumner High School requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Appropriate attire and all dress requirements must be met in all positions (sitting, standing, bending, reaching) while attending school, on district property or at district sponsored activities or events.



Appropriate headwear may be worn for after-school events, but not in the building

The following 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. Solid leggings, not nylons, must be worn under such garments
- ❖ Clothing that promotes drugs, alcohol, tobacco, weapons, violence, gang affiliation or activity, is sexually suggestive, displays content that unreasonably disrupts the educational process or school environment is prohibited.
- ❖ Sleep/beach wear is not appropriate school dress.
- ❖ Jewelry that can pose a safety hazard is prohibited.
- ❖ Wearing of sunglasses is not permitted in the school building.

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.

Assault/Fighting

Any threat, fight, attempted assault or actual assaults on any person are prohibited and will result in disciplinary action. 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.

Situations where no physical contact is made between parties or a posturing and/or verbal confrontation has occurred, that a staff member believes would result in a fight had they not intervened, will result in disciplinary action (near 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 (provoking/instigating).

Cell Phones and other Electronic Devices

Students may not use cell phones or other electronic devices during school hours, except before the school day, after the school day and during their assigned lunch period. Electronic devices must be turned off and properly stored prior to the beginning of the class period. Any cell phone or other elective devices seen, heard or being used during school hours will be confiscated. Appropriate disciplinary action will follow. **To protect student's 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. Electronic devices include, but are not limited to iPods, iPads, 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.

Failure to give up cell phone/electronic device will be considered "insubordination" and will result in additional disciplinary actions

Computer/Network Misuse – 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. 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.

Disrespect/Mistreatment of Guest Teacher

Students are expected to treat all guests and guest teachers with courtesy and respect. It is the expectation of the SHS administration that all guests and guest teachers are treated as any SHS staff member. Failure to act in such a manner will result in disciplinary actions.

Disruptive/Disrespectful Behavior at School

Students are expected to conduct themselves in a manner that will not disrupt their education or the education other students. Students are also expected to conduct themselves in a manner that encourages respect for self, others and property. Students and staff must be provided a safe environment. Mutual respect is the underlying principle in the classroom, in the hallways and on school grounds. Failure to act in such a manner will result in disciplinary actions. Students engaging in disruptive or disrespectful behavior at extracurricular activities may lose the right attend extracurricular events and/or receive 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 ASB/ID cards at all times.

Fire Alarms – Fire Extinguishers

Tampering with fire alarms or fire extinguishers is defined as a criminal act under the laws of the State of Washington. Students are directed from tampering in any way with these public safety systems. Anyone tampering with alarms will face serious disciplinary consequences.

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 SHS administration. 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.

Harassment, Intimidation, and Bullying (HIB)

Sumner 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 the main office. 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 main office and on the District website at www.sumnersd.org. The formal complaint process is detailed in the Sumner School District Student Rights, Responsibilities and Regulations (3R's) handbook and in District Procedure 3207. The 3R's handbook is available in the front office and on the District Web site.

Insubordination

Students are expected to comply with any reasonable request issued by a staff member or be subject to disciplinary action. Lying to a school official during the course of an investigation (false reporting) is considered insubordination and may be cause for discipline and suspension.

Medication

Students are not allowed to carry any non prescription or prescription medication at school. District policies and state laws dictate the medication must be documented on a district provided form and stored in its original container in the Health Center. The Health Center staff will oversee the proper administration of all medications. **Improper possession and/or distribution of medications (any form) will be treated as a substance possession/use/trafficking violation.**

Off Campus

Sumner 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 outlined on the map in this handbook (p. 3). Students are not allowed in unauthorized areas such as parking lots and the stadium, as defined by the map on page 3. Once students have arrived on campus they may not leave until the end of the school day unless they have properly checked out and have been excused through the attendance office. Students cannot be excused to leave campus for lunch or breakfast.

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. The school does not accept any liability or responsibility for vehicles or their contents. All SSD/SHS rules and regulations are in effect in the parking lots. Vehicles parked illegally or inappropriately may be booted or towed.

Profanity

Appropriate language is expected at all times. Language that is considered disrespectful, profane, obscene or abusive will not be tolerated at SHS. Students choosing to use inappropriate language at SHS will be subject to disciplinary action.

Public Displays of Affection

Public displays of affection are inappropriate in the school/work place setting, including district sanctioned events.

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/Trafficking

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 (Tobacco Free Schools)

By order of RCW 70.155.080, use and/or possession of tobacco in any form is not permitted 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, possess, transmit or sell tobacco products (any form) or tobacco paraphernalia (including lighters).

- ***Tobacco Free School Policy***

Use of tobacco is prohibited on school grounds.

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

Vandalism/Theft

Vandalism/theft of school property or the property of another person will result in disciplinary action and restitution required. Students are asked to report any such incidents immediately to the Main Office. It is recommended that students keep valuable items or those items that traditionally attract thieves (electronic devices, cash etc.) at home. The school will no longer be able to investigate lost or stolen personal electronic devices.

DISCIPLINE SUMMARY

INFRACTION	PROBABLE DISCIPLINE ACTION
Academic Integrity (plagiarism/cheating)	
1 st Violation	Classroom discipline; Possible loss of credit
2 nd Violation (same class)	Progressive discipline; Possible loss of credit
3 rd Violation (same class)	Progressive discipline (may include no graduation ceremony)
Accumulation of Violations	
	Up through long term suspension
Appropriate (Inappropriate) Attire	
1 st Violation	Inappropriate attire must be corrected or changed; Warning
2 nd Violation	Inappropriate attire must be corrected or changed; Detention
3 rd Violation	Inappropriate attire must be corrected or changed; Wednesday/Thursday School up through suspension

Assault/Fighting	
1 st Violation	Suspension up to expulsion; Possible legal action
Computer Network Misuse	
1 st Violation	Denial of computer privileges; Wednesday/Thursday School
2 nd Violation	Removal from class w/failing grade; Progressive discipline
3 rd Violation	Up to long-term suspension
Dangerous Behavior at School	
1 st Violation	Up to expulsion; Possible legal action
Disruptive/Disrespectful Behavior at School	
1 st Violation	Classroom discipline (detention) up to suspension
2 nd Violation	Progressive discipline up to expulsion
Disrespect/Mistreatment of Guest Teacher	
1 st Violation	Wednesday/Thursday School
2 nd Violation	One (1) day Suspension
3 rd Violation	Three (3) days Suspension
Electronic Devices and Cell Phones	
<i>Each Violation</i>	<i>Seizure of device and removal to office for parent pick up: Failure to turn over the device will result in an immediate 3-day suspension.</i>
1 st Violation	Wednesday/Thursday School
2 nd Violation	One (1) day suspension
3 rd Violation	Two (2) day suspension
4 th and above violation	Up to long-term suspension
Failure to Identify Oneself or Provide ID	
1 st Violation	Three (3) suspension
2 nd Violation	Up to long-term suspension
Failure to Serve/Complete Detention	
1 st Violation	Wednesday/Thursday School
2 nd Violation	Up to suspension
Failure to Complete Wednesday/Thursday School	
1 st Violation	One (1) day suspension
2 nd Violation	Three (3) day suspension
3 rd Violation	Five (5) day suspension
Failure to Complete In-School Suspension	
1 st Violation	Three (3) suspension
2 nd Violation	Five (5) days suspension up to long-term suspension

Fire Extinguisher/Fire Alarms	
1 st Violation	Up to long-term suspension w/ legal action
Forgery	
1 st (and above) Violation	Progressive discipline up to suspension
Harassment, Intimidation, and Bullying (H.I.B.)	
<i>Each Violation</i>	<i>Students are subject to progressive disciplinary action pending the circumstances and/or severity of each HIB incident</i>
(H.I.B. continued) 1 st Violation	Counseling; Administrative intervention; Correcting behavior; Disciplinary action up to expulsion; Possible legal action
2 nd (and above) Violation	Counseling; Administrative intervention; Correcting behavior; Disciplinary action up to expulsion; Possible legal action
Insubordination	
1 st (and above) Violation	Up to long-term suspension
Off Campus	
1 st Violation	Wednesday/Thursday School
2 nd Violation	Three (3) days out of school suspension
3 rd Violation	Ten (10) days out of school suspension
Parking Violation	
1 st Violation	Warning
2 nd Violation	Wednesday/Thursday School; Possible loss of parking privileges
3 rd (and above) Violation	Up to suspension; loss of parking privileges; Impound at owner's expense
Academic Integrity (plagiarism/cheating)	
1 st Violation	Loss of credit on assignment/assessment; Loss of opportunity to re-test; Wednesday/Thursday School
2 nd Violation (same class)	Loss of credit in the class/project; Up to suspension
3 rd Violation (same class)	Progressive discipline (may include no graduation ceremony)
Profanity	
1 st Violation	Wednesday/Thursday School
2 nd (and above) Violation	Up to suspension
	*Profanity directed at staff members will result in more severe consequences.

Public Displays of Affection	
1 st Violation	Warning
2 nd Violation (and above)	Progressive discipline
Substance Possession/Use	
1 st Violation	Ten (10) day suspension w/referral to professional assessment; Possible legal action
2 nd Violation	Up to long term suspension; Possible legal action
Tardies (per semester): Periods 2-6; (Period 1 = SAWS)	
1 st Violation	3 rd tardy per class = Detention (teacher)
2 nd Violation	6 th tardy per class = Wednesday/Thursday School (administration)
3 rd Violation	9 th tardy per class = Up to suspension
Threats	
1 st Violation	Up to expulsion
Tobacco	
1 st Violation	Short-term suspension
2 nd Violation	Short Term suspension (Min. of 3 days)
3 rd Violation	Up to Long term suspension
Trafficking in Substances	
1 st Violation	Up to expulsion; Legal action
Unexcused Absences (Truancy)	
1 st Violation	Detention
2 nd Violation	Wednesday/Thursday school
3 rd Violation	Suspension and possible loss of credit
Vandalism/Theft	
1 st Violation	Up to long term suspension, including restitution for loss and/or damages; Possible legal action
Weapons or Firearms	
1 st Violation	Immediate expulsion for one year; Legal action

Note: Administration may impose or recommend longer suspensions, expulsion, or any other disciplinary action as appropriate on a case by case basis.

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 the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator, in writing at 1202 Wood Avenue, Sumner, or by telephone (253) 891-6000.