Columbia Jr. and Sr. High School

Columbia School District No. 206

Life READY Students
Adult Learning READY Students
Career READY Students

STUDENT & PARENT HANDBOOK
2018-2019
Table of Contents

Table of Contents ................................................................. 2
Washington State Learning Goals ........................................... 2
Mission and Vision Statements ............................................... 2
Student Code of Ethics ............................................................ 3
Associated Student Body (ASB) of Columbia Jr./Sr. High School ... 3
Columbia Jr./Sr. High School 2018-2019 Master Schedule .......... 4
Columbia Jr./Sr. High School Staff ........................................... 5
Bell and Class Schedule ......................................................... 5
Address and Telephone Number ............................................. 5
Columbia School District Expectations .................................. 5
Student Code of Ethics and PRIDE ............................................ 5
Academic Procedures ............................................................. 6-7
Graduation Requirements ...................................................... 7
Academic Expectations .......................................................... 7
Arts .................................................................................. 7
Parent Involvement ............................................................... 7
Student Records .................................................................. 7
Testing .............................................................................. 7
Withholding Grades or Transcripts ......................................... 7
General Information ............................................................. 7-9
Assemblies ....................................................................... 7
Building Hours .................................................................. 7
Bicycles, Skateboards and Skates ......................................... 7
Cafeteria and Food Service ................................................... 8
Change of Address or Telephone .......................................... 8
Computer Network ............................................................. 8
Daily Bulletin .................................................................... 8
Driving Children ................................................................ 8
Fines .............................................................................. 8
Emergency School Closure .................................................. 8
Fire and Evacuation Drills .................................................... 8
Lost and Found .................................................................. 8
Medical—Student Health ..................................................... 8
Medical—Medication Usage at School .................................. 8
Medical—Insurance ................................................................ 9
Medical—Vision Screening .................................................. 9
Money and Valuables ........................................................... 9
School Pictures .................................................................. 9
School Property .................................................................. 9
Special Programs ................................................................ 9
Supplies ........................................................................... 9
Telephones ....................................................................... 9
Telephone Messages .......................................................... 9
Visitors ............................................................................ 9
Withdrawal from School .................................................... 9
Student Rights and Responsibilities .................................. 10-11
Forward ......................................................................... 10
POLICY—DISRUPTION OF SCHOOL .................................. 10
POLICY—STUDENT PRIVACY ........................................... 10
Search and Seizure .............................................................. 10
Clothing and Other Personal Property .............................. 10
Student Rights and Responsibilities (cont.) ....................... 10-11
Student Records ................................................................ 10
Student Directory Information ........................................... 10
Disciplinary File ................................................................ 10
Appeals Process ................................................................. 10
Sexual Harassment ............................................................. 10-11
Expectations of Student ...................................................... 11-13
General Guidelines ............................................................. 11
Columbia Elementary School Behavior Philosophy .......... 11
Academic Honesty ............................................................. 11
Alcohol, Tobacco and controlled Substances .................. 11
Acknowledge Students for Making Good Choices .......... 11
Care of Building and School Property ............................... 11
Cellular Telephones and Pagers .......................................... 11
Dress Code ..................................................................... 12
Fighting, Assault and Intimidation .................................... 12
Hall Passes ...................................................................... 12
Inappropriate Behavior ....................................................... 12
Off-Limit Areas ................................................................ 12
Physical Display of Affection ............................................. 12
Skateboards, Roller Skates, etc. ........................................ 12
Snowball, Water Balloons, etc. ........................................... 12
Sound and Entertainment Equipment ............................. 12
Substitute Teachers ............................................................ 12
School Bus Policy .............................................................. 12
School Trips ..................................................................... 13
Weapons and Explosive Devices ....................................... 13
Disciplinary Procedures ....................................................... 13-14
Classroom Behavior ........................................................... 13
Progressive Discipline ......................................................... 13
Exceptional Misconduct ....................................................... 13-14
Attendance ..................................................................... 15
Forward ......................................................................... 15
Excused Absences ............................................................. 15
Valid Not Approved Absences ......................................... 15
Unexcused Absences ......................................................... 15
School Related Absences .................................................. 16
Student Sign-out/Check-out ............................................... 15
Planned Absences ............................................................. 15
Extended Absences ........................................................... 15
Absence Procedures ........................................................... 15-16
Forward ......................................................................... 15
Absence Excuses ............................................................... 16
Admit Slip ....................................................................... 16
Physical Education Excuses .............................................. 16
Excessive Absences ........................................................... 16
Tardiness ......................................................................... 16
Ten Principles of Servant Leadership ............................... 16
2018-2019 Student Calendar ............................................. 17
Columbia School District Board of Directors ................. 18
Nondiscrimination Policy ..................................................... 18
Family Educational Rights and Privacy Act ..................... 18

Washington State Learning Goals

These four learning goals provide the foundation for development of the Essential Academic Learning Requirements (EALRs):

1. Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings and with a variety of audiences;
2. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness;
3. Think analytically, logically, and creatively, and to integrate different experiences and knowledge to form reasoned judgments and solve problems; and
4. Understand the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities.

Mission Statement

Columbia School District will educate and prepare all students for lifelong success.

Our Vision of Our School

The Columbia School District is the heart and soul of a community united to provide the greatest possible educational foundation to each and every student in the district. The results are responsible citizens, who are confident in their ability to learn, with every opportunity for post-secondary/career success.
**Student Code of Ethics**

We, the students of Columbia Schools, believe that every human being is responsible for her/his actions. From this basic belief we conclude:

1. That we must diligently perform the tasks assigned to us and use, to the best of our abilities, our capacity for learning.
2. That the rules and regulations of this school are for the sake of safety and expediency. However, when any rule ceases to have a reasonable function, it should be altered or removed. This removal must be done through proper channels and by legal means.
3. That the civil laws of the land are for the protection of all, and must be obeyed unless they are contrary to our religious convictions. The emphasis should be on building a greater interest in citizenship throughout the school and community.
4. That we must respect the civil and moral rights of others as if they were our own, and consider each person's opinion fairly and openly, weighing it on its own merits, but realizing that we alone are responsible for the smallest courtesies to fellow students, faculty and visitors.
5. That our dealings with other people should be honest, frank, and courteous in respect for their identity as human beings. Therefore, we should stress individuality that causes one to forfeit momentary gain to pursue patiently a higher goal.
6. That each person's reputation is sacred. Do not gossip or spread harmful gossip about anyone, damaging his/her reputation.
7. That we should hold no religious or racial prejudice, we should strive for better harmony among all people.
8. That the use of intoxicating beverages is illegal and therefore prohibited on school grounds or any school sponsored activity. It renders the body and mind incapable of good judgments.
9. That we learn sportsmanship that instills the desire to win, the ability to accept losing, and to support our school with spirit and loyalty.
10. That we should accept the responsibility and take it upon ourselves to live up to the standards set by Columbia School.

**Associated Student Body**

1. The Columbia Junior-Senior Associated Student Body Council consists of:
   
<table>
<thead>
<tr>
<th>Role</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.S.B. President</td>
<td>Senior Representative</td>
</tr>
<tr>
<td>A.S.B. Vice President</td>
<td>Junior Representative</td>
</tr>
<tr>
<td>A.S.B. Secretary</td>
<td>Sophomore Representative</td>
</tr>
<tr>
<td>A.S.B. Treasurer</td>
<td>Freshman Representative</td>
</tr>
<tr>
<td>A.S.B. Assistant Treasurer (T.B.D.)</td>
<td>7th and 8th Grade Representative</td>
</tr>
</tbody>
</table>
   
2. A.S.B. Officers shall be elected in the spring:
   
   a. Maintain 2.7 G.P.A. minimum prior and during the term.
   b. A.S.B officers must maintain a 2.7 G.P.A on a daily basis.
   c. If an A.S.B officer falls below a 2.7 G.P.A for ten consecutive school days, he/she will be removed from office -or- a total of fifteen days in a school year.
   d. Meet all of the requirements of the Columbia Lion Athletic Code for scholarship and behavior.
   e. All appeals and consequences are the same as the Columbia Lion Athletic Code.
   f. Violation of criminal or civil law that is contrary to the mission of Columbia A.S.B will result in immediate removal from office.
   g. Other school-related violations will be dealt with according to the Columbia Student-Parent Handbook by the A.S.B advisor.

3. The Columbia A.S.B. Advisor will be the Principal or a staff designee.

4. The Columbia Junior-Senior High School A.S.B. will meet at least once a month or whenever needed.

5. The Columbia Junior-Senior High School A.S.B. will meet with the entire Student Body during the annual leadership retreat and whenever needed.

**A.S.B. Executive Officers**

President.............................Corbin Nelson  
Vice President....................Issabelle Newby  
Secretary.............................Diego Rae  
Treasurer.............................Julia James  
School Board Representative...Joshua Gennari  
Asst. Treasurer.....................TBD  
A.S.B. Communications Liaison ............Riley  
Central Treasurer...................Jill Clintworth  
Advisor......................... Dr. William Wadlington  
Principal......................... Dr. William Wadlington

**ASB - Associated Student Body - Student Council**

**Purpose**

For the promotion of interest in student government, for the cultivation of citizenship among pupils, for the fostering of school pride and of intellectual pursuits, and for the promotion of fellowship among its members, this organization hereby submits itself to be governed by the following constitution.

**Affiliations**

Columbia High School Student Council and Associated Student Body is a member of the Association of Washington Student Leaders, National Association of Student Councils, and the National Honor Society. There also exists an affiliation with the Panorama Region Principals Association and the Panorama Region Student Leadership Alliance.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math</strong></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
<tr>
<td><strong>Spanish</strong></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
<tr>
<td><strong>Spanish</strong></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

Columbia Junior and Senior High School

2018-2019
Columbia Jr./Sr. High School Staff

Administrator:
Dr. William J. Wadlington, Superintendent/Principal

District Business Manager
Michele Nelson - Business Manager

Library Technician:
Jo Budweg

Food Services:
Erin Collins
Linvill Burke

Technology Director:
Curt Nelson

Student Health:
Robin Higginbotham-Jasman

Office:
District Secretary - Jill Clintworth
Office Assistant - Loretta Dashiele

Transportation:
Adiane Piper

Counseling
Tami Wright - Counseling

Facilities and Grounds:
John Bangert - Facilities Manager/Head Custodian
Roy Lamm - District Day Custodian
Bill Ersparmer - District Night Custodian

Teaching Staff

Tom Cools............................................ Mathematics and Sciences
Sonia Chrisien............................................ Special Education
Julie Dashieil ....................................English/Consumer Science/Art
Peter Greene ......................................... Construction/Metals/Machine Shop
Andrea Hughes .................................... Paraeducator
Jennifer Lantz .................................... Paraeducator
Michele Nelson............................................ Mathematics
Curt Nelson............................................ Computers/Health and Fitness
Rebecca Nelson .....................................English/Yearbook/Journalism
Isabel Rae............................................. Spanish
Denise Steele ............................................ Paraeducator
Kyauna Turner ....................................... Sciences
T.B.D. ................................................... Music
T.B.D. ................................................... Social Studies/Health and Fitness

Bell and Class Schedule

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th>Early Release Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 A.M. - 3:00 P.M.</td>
<td>8:15 A.M. - 12:30 P.M.</td>
</tr>
<tr>
<td>Period 1: 8:15 - 9:07 A.M.</td>
<td>Period 1: 8:15 - 9:07 A.M.</td>
</tr>
<tr>
<td>Period 2: 9:10 - 10:02 A.M.</td>
<td>Period 2: 9:10 - 10:02 A.M.</td>
</tr>
<tr>
<td>Period 3: 10:05 - 10:57 A.M.</td>
<td>Period 3: 10:05 - 10:57 A.M.</td>
</tr>
<tr>
<td>Period 4: 11:00 - 11:52 A.M.</td>
<td>Period 4: 11:00 - 11:52 A.M.</td>
</tr>
<tr>
<td>Period 5: 12:25 - 1:17 P.M.</td>
<td>Bus Departure: 12:30 P.M.</td>
</tr>
<tr>
<td>Period 6: 1:20 - 2:12 P.M.</td>
<td></td>
</tr>
<tr>
<td>Period 7: 2:15 - 3:07 P.M.</td>
<td></td>
</tr>
<tr>
<td>Bus Departure: 3:13 P.M.</td>
<td></td>
</tr>
</tbody>
</table>

Columbia School District Telephone Numbers
509-722-3311 (office) 509-722-3310 (fax)

Address and Telephone Number

It is very important that the school be kept informed at all times of the home address and telephone numbers where a parent or guardian can be reached. Please notify the school if there are any changes in address, phone number, or persons to call in case of an emergency.

Columbia School District Expectations

1. Everyone in the Columbia School District will demonstrate respectful and courteous behavior to themselves, others and all properties (school and personal).
2. Everyone shall use the facilities in an appropriate, quiet, orderly manner, which protects the rights and safety of others.
3. Students will endeavor to do their best in their educational pursuits while attending Columbia Schools.
4. Students will follow the directions and or instructions given them by a school staff member while in the performance of their duty.
5. Students will leave harmful objects and personal play equipment at home, unless approval has been obtained from a teacher.
6. That students will use appropriate language and actions on school grounds and at school sponsored activities.

Student Code of Ethics

We, Columbia Schools students, believe that every human being is responsible for her/his actions. From this belief we conclude:
1. That we must diligently perform the tasks assigned to us and use, to the best of our abilities, our capacity for learning.
2. That the rules and regulations of this school are for the sake of safety and expediency. However, when any rule ceases to have a reasonable function, it should be altered or removed.
3. That the civil laws of the land are for the protection of all, and must be obeyed unless they are contrary to our religious convictions. The emphasis should be on building a greater interest in citizenship throughout the school and community.
4. That we must respect the civil and moral rights of others as if they were our own, and consider each person’s opinion fairly and openly, but realizing that we alone are responsible for the smallest courtesies to fellow students, faculty and visitors.
5. That our dealings with other people should be honest, frank, and courteous in respect for their identity as human beings. Therefore, we should stress individuality that causes one to forfeit momentary gain to pursue a higher goal.
6. That each person’s reputation is sacred. Do not gossip or spread harmful gossip about anyone, damaging his/her reputation.
7. That we should hold no religious or racial prejudice, we should strive for better harmony among all people.
8. That the use of intoxicating beverages is illegal and therefore prohibited on school grounds or any school sponsored activity.
9. That we learn sportsmanship that instills the desire to win, the ability to accept losing, and to support our school with spirit and loyalty.
10. That we should accept the responsibility and take it upon ourselves to live up to the standards set by Columbia Schools.

All of our rules are based on COLUMBIA PRIDE!

Columbia students are:
Prepared and Responsible
Respectful
Intentional about Healthy Habits
Devoted to Safety
Encouragers of Kindness
**ACADEMIC PROCEDURES**

**Graduation Requirements:** The following components are required for graduation from Columbia High School with a valid Washington State Diploma:

- **English** ................................................................. 4 credits
  Four (4) credits are required in English Language Arts to include English 9, English 10, English 11, English 12, A.P. English, Bridge to English.

- **Math** ................................................................. 3 credits
  Three (3) credits are required in Mathematics to include Algebra 1 or Integrated Math 1; Geometry or Integrated Math 2; Algebra 2 or Integrated Math 3, or a 3rd credit of math other than Algebra 2 or Integrated Math 3.

- **Science** ............................................................. 3 credits
  Three (3) credits are required in Science 9, Biology, Environmental Science, Physics, or Chemistry.

- **Social Studies** ..................................................... 3 credits
  Three (3) credits are required in PNW, U.S. History 11, and CWP. (Beginning with the graduating class of 2021, the sequence will be World History/Geography, U.S. History 11, and CWP. [Beginning with or before the 2020-21 school year one of these courses must be a one-half credit standalone civics course].

- **Arts** ................................................................. 2 credits
  Two (2) credits are required in in H.S. Art, Advanced Band, Guitar, and H.S. Drama.

- **World Language** .................................................. 2 credits
  Two (2) credits are required in Spanish I and Spanish II.

- **Health and Fitness** ............................................... 2 credits
  Two (2) credits are required in PE/Health 9 and H.S. P.E. (may be taken multiple years for credit), 0.5 credit in Health instruction to include CPR/AED instruction pursuant to per RCW 28A.231. One (1) credit of Physical Education can waived for successfully completing three (3) seasons varsity extracurricular athletics.

- **Career and Technical Education** ............................. 1 credits
  One (1) credit is required in Animal Science/Horticulture, Office Users 10, Woods, Ag. Mechanics Technology, H.S. Construction, Computer Science, and Metal Shop.

- **Electives** ........................................................... 4 credits
  Four (4) credits are required in all subject areas and should be selected to ensure career readiness.

- **Washington State History (non-credit)** .................... 0 credits
  Beginning with the graduating class of 2021, Washington State History will be taught in Junior High School as a non-high school credit course.

---

### Workforce and College Entrance Requirements

<table>
<thead>
<tr>
<th>Class of 2019 and beyond</th>
<th>Workforce and Community College</th>
<th>CADR (WA only) (College Academic Distribution Requirements)</th>
<th>Highly Selective Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>4 (3 years must be college prep English)</td>
<td>4 (3 years must be college prep English)</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Lab Science</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>2</td>
<td>0.5</td>
<td>1</td>
</tr>
<tr>
<td>World Language</td>
<td>2</td>
<td>2 (2 years of the same language)</td>
<td>3 (3 years of the same language)</td>
</tr>
<tr>
<td>CTE</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Elective</td>
<td></td>
<td>0.5</td>
<td>1</td>
</tr>
<tr>
<td><strong>Non-Credit Requirements</strong></td>
<td><strong>WA State History</strong></td>
<td><strong>Essays</strong></td>
<td><strong>Letters of Recommendation</strong></td>
</tr>
<tr>
<td>High School and Beyond Plan</td>
<td>Culminating Project</td>
<td></td>
<td>Interviews</td>
</tr>
<tr>
<td>Testing Requirements</td>
<td>SBAC - ELA</td>
<td>SAT or ACT</td>
<td>SAT or ACT</td>
</tr>
<tr>
<td></td>
<td>SBAC - Math</td>
<td></td>
<td>SAT Subject Tests</td>
</tr>
<tr>
<td></td>
<td>WCAS - Science</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Personalized Pathway Requirement (PPR) are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education and are intended to provide a focus for the student's learning. Students may have up to 3 PPR courses.

*Community Colleges and Technical Colleges – Attending either a community college or technical college serve as a great plan for students to save money and explore their options then transferring into a four-year university. Admission requirements vary from “open-door” policy to selective course requirements for specific programs.

**Please note that these college admissions requirements are simply examples and do not include other requirements such as letters of recommendations and essays. Always double check with each university regarding their specific requirements.
ACADEMIC PROCEDURES

Academic Expectations
The staff at Columbia Jr./Sr. High School believes that success is possible for all students. Learning is a cooperative process between teachers and students. Students can expect their teachers to provide quality instruction, respond to questions, and provide extra help when necessary. Students should come to class prepared, pay attention to the learning activities, and do their best to complete all assignments.

Arts
All 7-8 grade students will participate in J.H. Band. Two (2) credits of arts in grades 9-12 are part of graduation requirements. 9-12 grade students may participate in H.S. Music, Guitar, H.S. Band, and H.S. Art. Parents are urged to speak to their children about the value of the arts.

Grading
Columbia Jr./Sr. High School uses several methods of reporting student progress. Grades are entered into the Skyward Gradebook program and available live to parents and students. Formal Parent-Teacher Conferences occur twice a year, the first in November and the second in March. Informal conferences may be held as needed. Report cards are issued on a quarterly basis.

Parent Involvement
All families can contribute to their children’s success.
Family involvement improves student success, regardless of race/ethnicity, class, or parents’ level of education. For involvement to happen, however, principals, teachers, and parents themselves must believe that all parents can contribute to their children’s success in school.
Parents can promote their children’s academic success by:
- Teaching their children the importance of education.
- Finding out what their children are expected to know and to be able to do and reinforcing lessons at home.
- Sending their children to school ready to learn every day.
- Having a consistent time and place for your child to study.
- Being available to help with homework without taking over.
- Staying calm when helping your child.
- Letting your child make choices and set goals by herself or himself.
- Keeping the communication channels open, including parent-child and parent-school.

Student Records
Transcripts of each student are kept and filed indefinitely. Student records contain grades, test scores, and attendance information. Students and parents or guardians of students less than 18 may request to see their own school records. Records cannot be released to anyone outside of the school without written consent of the custodial parent or court-appointed guardian.

Testing
Students are required to take a variety of standardized tests. Here is a short guide:
1. The Smarter Balanced Assessment is given to 3-6 and 10 grade for English Language Arts and Mathematics in the Spring of each year. The Washington Comprehensive Assessment of Science (WCAS) is given to 5, 8, and 11 grade students in the Spring of each year.
2. The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are designed to be short (one minute) fluency measures used to regularly monitor the development of pre-reading and early reading skills.
3. Lexia products are centered on a personalized approach to learning that gives students more control over the time, place, path, and pace of their learning.
4. MobyMax Personalized Learning includes 27 complete subjects covering all grades between kindergarten and eighth grade.
5. Other diagnostic tests may be used to establish qualification for special services or for creating a specific student learning improvement plan.

Withholding Grades or Transcripts
A student’s grades, a diploma and/or transcript may be withheld pending payment of fines for lost or damaged texts or other school property or for library fines. The student or his or her parent will be notified of the nature of such fines.

GENERAL INFORMATION

Assemblies
During the school year a number of educational, entertainment and school spirit assemblies will be scheduled. These are an integral part of the school curriculum and will be attended by all students. Such assemblies provide students with opportunity to practice courteous audience behavior.

Building Hours
The school is open for general student use from 7:30 a.m. to 3:30 p.m. Students should be in the building at other times only under the direct supervision of a staff member or to take part in a school-sponsored activity. The main office will be open from 7:30 a.m. to 4:30 p.m. to handle student business. Parent and/or student appointments with administrators may be scheduled at other times.

Bicycles
All bicycles are to be placed in the space designated by the back entrance to the elementary school. To avoid injury bicycles may not be ridden on school grounds unless directed by a staff member. Students are not to ride any bikes other than their own unless directed by a school staff member. The school does not assume responsibility for bicycles that may be damaged or stolen. The serial number of your bicycle should be on record in your home for identification.
Bicycles should not be ridden during inclement weather. Riders should know and practice rules of the road pertaining to bicycles. Confiscation of a bicycle may be necessary pending a parent conference.
Cafeteria and Food Services
Breakfast and lunch is available for all students. Families that qualify for free or reduced breakfast/lunches should complete their application form (available in the school office) at their earliest convenience.

All meals include milk. Checks for meals should be made payable to - COLUMBIA SCHOOL DISTRICT -. Parents are welcome to join the students for meals at any time. We would appreciate it if you would let the office or your child's teacher know when you are coming so you can be included in the lunch count.

Children eat as a classroom group. This allows us to provide experiences in social and nutritional aspects of a meal.

**Prices:**
- **Breakfast** = $1.25 for grades P-6 and $1.50 grades 7-12;
- **Lunch** = $2.50 for grades P-6 and $2.75 for grades 7-12; 
- Milk = $0.25

Change of Address or Telephone
The school staff attempts to maintain accurate student address and telephone information. This is important to keep such data accurate so that mailings and other parent contacts can be accomplished without problems. Please notify the school office if the information is incorrect or if a change occurs during the school year.

Computer Network
Columbia Jr./Sr. High School has spent a great deal of money and effort into offering the best computer support network for its students. The use of the computer network is a privilege. Students must complete a Computer Ethics Code and receive the appropriate training identified in the Computer Ethics Code. The use of the Internet through Columbia Computer Network is subject to the Columbia School District Internet Code of Conduct. Students must have on file the Columbia School District User Internet Access Release Form.

Daily Bulletin
Information from the Daily Bulletin should be read by the first period teacher or other designated person. Such announcements are important means of sharing information within the school. Students who wish to submit material for the daily bulletin must fill out the required form, including the sponsoring advisor's signature, and submit it to the office secretary by 2:00 p.m. of the day prior to the announcement. The initial minutes of second period are reserved for daily announcements. Last minute announcements are made over the P.A. system.

Driving Children
Parents who drive children to and from school are encouraged to drop off and pick-up children at the main entrance of the school building. The buses are using the same area for pick-up and delivery of students so do not leave your vehicle unattended.

It is important that we encourage children to go directly into the school building and not to remain near the loading and unloading areas.

Fines
Students may be fined for overdue library books and for abuse of school property such as textbooks, furniture, buildings and buses. Such fines should be paid promptly. Grade reports and other school records may be withheld until such fines are paid. Outstanding fines must be resolved before students are allowed to attend classes in the fall.

Emergency School Closure
If a school closure or delayed start becomes necessary, the school will activate the Blackboard Connect notification system. The Blackboard Connect notification system will call all telephone numbers maintained as parent contact information. If you wish to have a number added to the system, please contact the school office.

If emergency school closure is necessary during the school day, every effort will be made to contact the parent/guardian to notify them of the situation. The notification system will call all telephone numbers maintained as parent contact information.

Parents may also wish to listen to the Spokane area radio stations, during extreme weather conditions for announcements concerning emergency school closures. In addition, school closure information is available at the ESD101 website: http://www.esd101.net or contact the Columbia School office at 509-722-3311 or on the Columbia School web page at https://www.columbia206.com.

Fire and Evacuation Drills
When the fire alarm sounds all students and building staff should leave the building immediately. A map is posted in each classroom which shows the exit path used at such times. The teacher will exit with the class and instruct students to move to the designated evacuation area. Doors and windows should be closed when exiting. Leave doors unlocked and lights on. When the building is clear for re-entry, an administrator will signal teachers to return to their instructional areas. If you discover a fire, report it immediately to a staff member. Do not attempt to put it out.

General Student Safety and Security
Students are not to leave school without permission. When a parent or guardian finds it necessary to take children from school, arrangements should be made through the office. We will do everything possible to protect the safety of your children. Students should be encouraged to come home immediately after school dismissal.

Arrangements to go to another child's home should be made so that the parents are aware before students leave for school in the morning; a written note to the office is required. All special arrangements regarding who the student may be released to must be made with a written note and contact with the school office.

Lost and Found
The lost and found is located in the main office. Articles of value turned in as well as those left in lockers at the end of the school year will be placed in the lost and found. Any article unclaimed by June 20 will be given to charity.

Medical—Student Health
All students must comply with state immunization requirements and updated records are maintained for all students. State law requires that students who fail to comply with these regulations will be excluded from school until the deficiency is addressed. Students who, because of illness, are unable to continue class should make arrangements to go home. After asking his or her teacher for permission to go to the office, the student should call a parent or family member to arrange for transportation home. The office should only be used while waiting for such transportation, not as a holding area for students who feel unable to attend class.
Medical—Medication Usage at School
Use or administration of any medication at school requires parent and doctor signatures on a permission form as per Washington state law (1982). Independent use of medications (no-control substances, codeine, etc.) may be self-administered by an upper elementary student at the parents’ discretion on a short-term basis. All medications must be labeled and in their original container. Please check with the office concerning any use of medications.

Medical—Insurance
Student accident and dental insurance is available as a service through the school. Information is available in the school office. Occasionally a child does not report an injury at the time it occurs; parents should notify the school immediately about any case of this kind.

Medical—Vision Screening
The vision of all students enrolled in grades kindergarten through sixth grade, all students being assessed for special programs and all students new to Columbia School District are screened each year. Parents are informed of all suspected problems and referred to appropriate specialists. The School Nurse will conduct vision screenings.

Money and Valuables
Please do not bring large amounts of money or valuables to school. Students should see that any valuables brought to school are secure at all times. The school cannot accept responsibility for lost or stolen articles.

School Pictures
Both individual and class pictures will be taken during the school year. Pictures are regarded as a service to parents and students of the school. The school does not require purchase of the pictures. Sale of the pictures is organized in such a way as to allow the parent and photographer to deal with each other as directly as possible. Written notice will be sent home with each child announcing when the pictures will be taken.

School Property
Students are responsible for the cost of school property loaned to them that is lost, stolen or damaged. Proper care and use of the school and its property are expected.

Special Programs

Title I Chapter A - Improving Basic Programs
A program of special help in reading, mathematics, and language instruction. To be more informed of the program and its requirements please contact the school office.

I.D.E.A. - Special Education
A special education program and individual education plan (I.E.P.) is provided for students who qualify through testing by special services personnel. The Columbia School District provides Special Education services to all qualified students, ages three through twenty-one.

Supplies
Textbooks and workbooks are supplied by the school. Students are required to have basic learning supplies such as: pencil, paper, erasers, etc. Teachers in each grade level will notify students and parents of other basic additional supplies necessary for learning.

Telephones
Students are to use the public telephone located in the School Office for local calls only. Please respect the rights of others and limit the time of your calls on the public telephone. Office and classroom telephones are for school business. Students who need to place an emergency call should contact the office.

Telephone Messages
Only emergency messages will be delivered to students during the school day. Students should not be called to remind them of hair, doctor or dental appointments.

Textbooks
Textbooks which are required for student use are on-loan from the school district. Students are asked to treat them with care and respect as they need to last several years. Fines will be assessed for excessive wear and tear or for books not returned according to the Columbia School District Policy and Procedure.

Visitors
Parents are always welcome at Columbia Schools. Parents wishing to visit a teacher or class should make an appointment through the school office. All visitors are asked to check-in at the school office. Student wishing to have a guest at school must secure permission at least one day in advance from the school office. The permission form with all teachers’ signatures should be submitted one day before the visit for the Principal’s signature. A student may have only one guest per visit and the student will be held responsible for the conduct of the guest. No guest are allowed during final exams. Persons who are on school grounds without permission are considered trespassers and are subject to arrest by a Stevens County Sheriff Deputy. We like to have parents visit our classrooms. Allow your child's teacher a few weeks to become acquainted with the room first. Please come by the office before going to the classroom to let us know that you are in the building. If you have a particular concern, arrange an appointment with the teacher. Many difficulties arise through misunderstandings when a discussion might quickly solve the concern.

Withdrawal from School
Students who plan to transfer to another school during the school year must have a parent conference with an administrator or counselor, or bring a written request from the parent or guardian prior to withdrawing. Such written requests should include the date of a withdrawal, new address, and if possible, the name of the new school. A checkout form should be picked up from the office by the student on his or her last day of attendance. All books and loaned materials should be returned and fines or fees cleared up before the checkout is completed.
STUDENT RIGHTS AND RESPONSIBILITIES

POLICY: DISRUPTION OF SCHOOL
Columbia School District protects the right of all students to pursue their education in a learning environment free of disruption by his or her peers and others. A student whose willful and purposeful behavior causes, or is likely to cause, a substantial and material disruption or obstruction of any lawful mission, process, or function of the school will be subject to discipline, suspension, or expulsion.

POLICY: STUDENT PRIVACY

Search and Seizure:
State Board of Education regulation WAC 180.40.055 provides in part: "Pupils shall have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures."

Clothing and Other Personal Property:
A student shall be free from searches by school officials of his or her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students and/or is a violation of a school rule. Parents shall be informed of all searches of clothing and/or personal property and the conditions prevailing at the time of the search -- except in those cases involving water guns, noisemakers, and other harmless, but annoying articles which have no reasonable purpose in school.

Student Records:
Policies and procedures regulating the collection, maintenance, and dissemination of information contained in the student files are set forth in another document. These provide, in part, that only attendance data, grades earned in courses taken, and other information contained on the permanent record card (transcript) will be maintained after the student leaves the school, and that student information is disseminated to non-school persons, agencies, or institutions only with student permission.

Student Directory Information:
Personally-identifiable records or files about an individual student will not be released without written parental consent. However, the district may release photographs of students for public information purposes, and/or lists of students belonging to a group such as 6th grade graduates. Upon written request by a parent, such information will not be released. Student information in a list may include:

1. Name, address and telephone number; 4. Participation in officially recognized activities;
2. Date and place of birth; 5. Awards received.
3. Dates of attendance;

Disciplinary File
A confidential record of disciplinary referrals, incidents and sanctions will be established and maintained by the Principal or his designee utilizing the Skyward Student Information Management System. The disciplinary file remains part of the student cumulative file as the student moves through the grades. Its contents may be shared with others who demonstrate parental or professional need to know its contents at the discretion of the Principal. The contents will not become part of the student's permanent file that is retained and stored in perpetuity.

Appeals Process
Any parent or student who has a grievance with a disciplinary action or short-term suspension has the right to an informal conference with the Principal. The parent or student, after exhausting this remedy, has the right upon two school days prior notice to present a written or oral grievance to the superintendent.

With a long-term suspension or expulsion, a parent or student has a right to a hearing. If a suspension or expulsion is imposed, it may be appealed by filing a written notice of appeal with the superintendent within three business days.

Sexual Harassment
Columbia School District is committed to an educational and working environment free from sexual harassment. Employees, volunteers, parents and students are prohibited from engaging in sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- Submission to the conduct/communication is made a term or condition of obtaining an education or employment;
- Submission to or rejection of the conduct/communication is a factor in decisions affecting that individual's education or employment; or
- The conduct/communication substantially interferes with an individual's educational or work performance or creates an intimidating, hostile, or offensive environment.
Sexual Harassment (cont.)

As a first step, any individual who believes he or she has been sexually harassed is encouraged to directly inform any alleged harasser that the behavior is offensive, unwelcome, and must stop. Sexual harassment can occur adult to student, student to adult, student to student, or adult to adult.

The District will take all complaints of sexual harassment seriously and will act to investigate all complaints. Any student, employee, volunteer, parent, or guardian who believes that he or she has been subjected to sexual harassment in the educational environment or in connection with his or her District employment is strongly encouraged to bring his or her complaint to the immediate attention of his or her Principal, supervisor, manager, or the personnel administrator.

All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken.

Retaliation against any person who makes a sexual harassment complaint or who participates in the investigation of a complaint is prohibited and will result in appropriate discipline or other sanctions.

The District will take such disciplinary action as it deems necessary and appropriate to end sexual harassment and to prevent its recurrence, up to and including discharge and/or suspension. Such disciplinary action will be consistent with any applicable collective bargaining agreement, district policy, and state and federal law.

Any student of the district who harasses another student through verbal or physical conduct of a sexual nature shall be subject to disciplinary action pursuant to this policy and the District’s student discipline policy.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline or other sanctions.

The District strongly encourages individuals who believe that they have been subjected to sexual harassment in the District’s educational or work environment to bring their complaints and concerns to the immediate attention of their Principal, manager, supervisor, a District administrator, and/or the District’s Title IX or Affirmative Action Officer.

**EXPECTATIONS OF STUDENTS**

**General Guideline**

As a general guideline, students should: 1) Come to class on time with all necessary materials and assignments completed; 2) Treat others with dignity and respect; 3) Refrain from behavior which is harmful or disruptive to the educational process. The following specific student expectations have been developed to maintain a safe and orderly educational environment.

**Columbia Jr./Sr. High School Behavior Philosophy**

Our main objective is to develop students who are good citizens. We encourage students to be self-disciplined, respectful of self and others and enjoy their school experience. The Columbia school staff works to develop an atmosphere of trust and respect in which students accept responsibilities. Students are encouraged to creatively solve problems and be sensitive to others.

The school-wide discipline framework maintains a simple structure, with reasonable rules having logical and realistic consequences. It is recognized that within this framework teachers have made individual classroom rules in an effort to maintain and facilitate their educational programs. Students in each secondary classroom will be instructed by the teacher of that class as to the specific classroom rules.

Efforts to increase students acceptance of responsibility will be made by the staff, by first reinforcing the behaviors we feel are conducive, rewarding and recognizing behavior of a student who goes out of his/her way to be unselfish to another student or performs above and beyond the expected.

**Academic Honesty**

Students can expect no credit for work that is not their own. Those found cheating on a test, or helping others cheat, will face serious consequences. These may include failure on the test or even severe consequences as established by the teacher. Plagiarism, the use of material produced by someone else without acknowledging its source, is a serious academic violation. In higher education it can be the grounds for course failure or even removal from college. Students who submit plagiarized work will receive no credit for the assignment and other sanctions in accordance with the class syllabus. Disciplinary action will be established on a case-by-case basis by the Principal.

**Acknowledge Students for Making Good Choices**

Columbia Jr./Sr. High School has a positive incentive plan to acknowledge students who are making good choices. At Columbia, we value student’s decisions to follow the expectations and behave appropriately. In accordance with that value, we have set up a positive incentive plan that gives students the opportunity to be recognized through: Positive Incentives/Celebrations, Lion Den Membership, Claws Cards, Caught Doing the Right Thing recognition, PRIDE Parties, Quarterly Awards, Subject Area and General School Recognition Awards, and A.R. Reward.

**Alcohol, Tobacco, and Controlled Substances**

Possession, use, or being under the influence of alcohol and controlled substances is prohibited on school grounds, school buses, and at school-sponsored events. Such behavior violates Columbia School District policy and is illegal.

**Care of Buildings and School Property**

The care received by any building is a reflection upon those who use it. School buildings and property are also a source of commitment and pride for the entire community. The appearance of the school and grounds becomes a matter of personal, school, and community pride. It is important that we all do whatever possible to care for the facilities provided by the community for the education of its youth. This requires a commitment to the common sense care of facilities and equipment. Trash belongs in trash cans, food is to be eaten only in designated areas, cafeteria utensils are to be returned to their designated areas after use, and equipment should only be used in the manner for which it is intended. Students who disfigure property, break windows or damage other school property will be required to pay for the repair or replacement of the item.

**Cellular Telephones and Pagers**

Electronic communication devices such as cellular telephones, pagers, etc. are viewed as a disruption to the educational process. Students are not allowed to use cell phones, pagers, etc. during class time. Cell phones and pagers should be kept out of sight and turned off (silent standby) during the class period. Failure to follow these guidelines will lead to immediate confiscation of the cell phone or pager and further disciplinary actions.
Dress Code
Columbia students' pride is reflected in personal appearance. A neat and clean appearance contributes to the overall educational atmosphere of our school. Dress and appearance which causes disruption of the educational process or present immediate health or safety problems shall not be permitted. The Principal or designee will be the final authority when deciding appropriate dress. Failure to follow the dress code will invoke disciplinary action, including immediate removal from school. In order to address these concerns, the following dress code will be adhered to:

- Shirts and blouses will extend below the waistline of the wearer’s trouser or skirt. Halter tops, tube tops, spaghetti straps, half-shirts, pajamas or lounge wear and net shirts are not appropriate wear for school.
- Revealing or provocative clothing is inappropriate for school and is not allowed. Frayed, torn, or tattered clothing is unacceptable.
- All portions of undergarments must be covered by outer clothing at all times.
- Shorts, skirts, dresses, kilts, etc. must extend to mid-thigh. Running shorts or gym shorts are not acceptable outside of P.E. class. Cycling pants or overly revealing attire is not acceptable. Tattered clothing is not appropriate.
- Drugs, alcohol, racism, profanity, gang-related or other offensive messages will not be displayed or advertised on clothing. Inappropriate clothing may be confiscated and returned to parents after a conference.
- Footwear must be worn at all times.
- Hats or other head covering may NOT be worn in the school building unless specifically allowed by the Superintendent/Principal on special occasions with advance permission.

Fighting, Assault, and Intimidation
Fighting, assault, intimidation and/or harassment of students or staff threaten the safe environment that is crucial for the educational process. Such behavior is not acceptable at Columbia Schools and is Exceptional Misconduct.

Hall Passes
Students should remain in their instructional area during class period. Students who need to leave class for any reason should first receive permission from their teacher and take a hall pass with them.

Inappropriate Behavior
A healthy educational environment is based on relationships of mutual courtesy and respect. Insubordination, rude, disrespectful behavior or open defiance of school authority seriously undermines the educational process. Such behavior will not be tolerated and will result in prompt administrative disciplinary action.

Off-Limit Areas
The school parking lots and the area behind the school are off limits to students during the school day unless they are participating in a supervised educational activity. Students should only use the parking lot when in transit and should not sit in cars after arriving. Cars should not be used for storage of school supplies during the day. If students need to get something from their car during the day, permission should first be sought from the office.

Physical Display of Affection
The school building and grounds are not the proper setting for physical demonstrations of affection. Kissing and other forms of inappropriate physical contact are not acceptable on school grounds or at school-sponsored events.

Skateboards, Roller Skates, etc.
Students are prohibited from using skateboards, roller skates, or other similar personal transportation device in the school building or anywhere on school grounds unless the area is specifically designated by building administrators. ‘Grinding’ and other activities that potentially cause damage to school property are expressly forbidden. Confiscation of these items may be necessary pending a parent conference.

Snowballs, Water Balloons, etc.
Snowballs, water balloons, laser pointers, squirt guns and other similar items are disruptive to the educational process and can be dangerous. They have no place on school grounds unless they are used as part of a supervised activity. Disciplinary action will be taken against students who use possess or use these disruptive devices.

Sound and Entertainment Equipment
Cell Phones, radios, tape players, CD players, iPods, video games and other entertainment equipment are not permitted in the classroom and other designated areas of the school. Such items, if brought to school without prior permission, may be confiscated by teachers or administrators and turned into the office. Such confiscated equipment will not be returned to the student until the end of the school day and should not be brought to school again or further disciplinary actions will be taken. The administration will identify appropriate public listening areas.

Substitute Teachers
Substitute teachers fill a vital role in the operation of the school. It is vital that they be treated with the respect and courtesy as regular classroom teachers. Students are asked to do whatever possible to assist substitutes. Students who fail to deal respectfully with substitutes will be dealt in accordance with the school's progressive discipline policy.

School Bus Policy
1. The driver of the bus is in final position of authority and must make final decisions on all matters.
2. Where there is a faculty advisor present, his specific assignment is to enforce all rules and regulations set forth by the school and the particular driver on that bus. The faculty advisor is directly responsible for control of the students.
3. Specific rules governing conduct of students:
   a. Students must be seated at all times.
   b. Students must remain on the bus at all times unless given permission to exit from the bus.
   c. No food is allowed on the bus unless approved by the bus driver.
   d. The bus is to be considered to have the same set of rules and regulations in so far as student conduct and actions are concerned, as a regular classroom situation.
   e. With the permission of the faculty advisor and the bus driver, singing and group yells are allowed on the bus. However, discretion must be used regarding when and where this may be done.

* Violations will be referred to the transportation supervisor, Principal or his designee who will take appropriate disciplinary action.
School Trips
1. All students officially taking the trip are to leave and return on the school bus or in transportation officially sanctioned by the school.
2. Parental permission is needed to have a student released from riding the bus to or from an activity and the parent must directly provide written permission to the advisor or coach in charge of the activity.
3. Only students and other authorized personnel may ride buses. All regular bus rules apply to students making school sponsored trips.
4. Buses will be used to transport athletes and other students in all possible cases unless distance, availability of vehicles, number of students involved, etc., make the use of the bus impractical in the discretion of the Superintendent of Schools.
5. Whenever cars are used they should travel in a caravan and have an adult driving the vehicle. No cars will be driven by a high school student on any school business or activity unless approved by the parent and authorized by the school administration.

Weapons & Explosive Devices
Students are not to bring onto school grounds any firearms, knives, explosive devices or any other weapons capable of producing bodily harm. If any such item is necessary for a class project or demonstration, permission to bring the item to school must first be granted by the teacher and then the administrator. The item must then be kept in an administrator’s office before and after the class in which it is used. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

Progressive Discipline
Students who choose not to follow the expectations outlined above shall face corrective actions. It is the goal of Columbia Elementary School to provide students with an opportunity to learn from such mistakes and make productive changes in their behavior. The following steps of progressive discipline will generally be followed when administratively dealing with student misbehavior. These steps are followed for each disciplinary referral, not for each type of behavior. Depending on the seriousness and willfulness of the violation, steps may be omitted. A student's disciplinary actions will carry over from grade level to grade level.

<table>
<thead>
<tr>
<th>Offense</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
<th>5th Offense</th>
<th>6th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Possession on Campus</td>
<td>Student warning.</td>
<td>Notification of parents; two (2) hours after school detention or school service.</td>
<td>Notification of parents; four (4) hours after school detention or school service.</td>
<td>Parent Conference; three-to-five (3-5) day short-term suspension; re-entry after a parent/student conference; student contract.</td>
<td>Parent Conference; five-to-ten (5-10) day short-term suspension; re-entry after a parent/student conference; student contract.</td>
<td>Parent Conference; long-term suspension for remainder of the semester with potential loss of credit; re-entry after a parent/student conference or expulsion; re-entry by appeal only.</td>
</tr>
<tr>
<td>Assault, harassment, threats or abuse of district personnel</td>
<td>1. 3-10 day short term suspension; Long term suspension; Expulsion.</td>
<td>2. 11-90 day long term suspension; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
<td>1. 10 day short term suspension; Long term suspension; Expulsion; Police referral.</td>
<td>2. 10-90 long term suspension; Expulsion; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
</tr>
<tr>
<td>Arson: Knowingly or recklessly cause a fire or explosion, which is dangerous to human life; or damages or threatens damage to any structure or vehicle.</td>
<td>1. 1-10 day short term suspension; Long term suspension; Expulsion; Police referral.</td>
<td>2. 10-90 long term suspension; Expulsion; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
<td>1. 10 day short term suspension; Long term suspension; Expulsion; Police referral.</td>
<td>2. 10-90 long term suspension; Expulsion; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
</tr>
<tr>
<td>Threat to inflict life-threatening bodily harm.</td>
<td>1. Emergency Expulsion, Police referral – Parent Conference and individual student assessment.</td>
<td>2. 11-90 day long term suspension; Police referral; Expulsion.</td>
<td>3. Expulsion; Police referral.</td>
<td>1. 10 day short term suspension; Long term suspension; Expulsion.</td>
<td>2. 10-90 long term suspension; Expulsion; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
</tr>
<tr>
<td>Grievous Assault on Students: Assaulting another with intent to inflict substantial or great bodily harm as defined by (state law) RCW 9A.04.110, or knowingly inflict substantial or great bodily harm by any means.</td>
<td>1. 3-10 day short term suspension; Long term suspension; Expulsion.</td>
<td>2. 11-90 day long term suspension; Police referral; Expulsion.</td>
<td>3. Expulsion; Police referral.</td>
<td>1. 10 day short term suspension; Long term suspension; Expulsion.</td>
<td>2. 10-90 long term suspension; Expulsion; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
</tr>
<tr>
<td>All other Assault on Students</td>
<td>1. 3-10 day short term suspension; Long term suspension; Expulsion.</td>
<td>2. 10-90 long term suspension; Expulsion; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
<td>1. 10 day short term suspension; Long term suspension; Expulsion.</td>
<td>2. 10-90 long term suspension; Expulsion; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
</tr>
<tr>
<td>Burglary: Entering or remaining unlawfully in a district building with intent to commit a crime.</td>
<td>1. 1-10 day short term suspension; Police referral.</td>
<td>2. 11-90 day long term suspension; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
<td>1. 10 day short term suspension; Long term suspension; Expulsion.</td>
<td>2. 10-90 long term suspension; Expulsion; Police referral.</td>
<td>3. Expulsion; Police referral.</td>
</tr>
<tr>
<td>Offense</td>
<td>Progressive Disciplinary Sanctions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco: Use or possession of any tobacco products including storing or</td>
<td>1. 3-5 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>maintaining such products in lockers or other property of the district</td>
<td>2. 5-10 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or at school sponsored events.</td>
<td>3. 11-90 day long term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controlled Substances: Possessing, using, or being under the influence</td>
<td>1. 45-day long term suspension reduced to a 5-day short term suspension</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of drugs, inhalants, or controlled substances, or in possession of drug</td>
<td>and compliance in a youth drug intervention program; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>paraphernalia.</td>
<td>2. 90 day long term suspension; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controlled Substances: Selling or distributing controlled substances or</td>
<td>1. 90 day long term suspension; Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other drugs.</td>
<td>2. Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malicious Mischief: Destroying or damaging property, e.g. breaking</td>
<td>1. 3-5 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>windows, graffiti, defacing desks or lockers, damaging or destroying</td>
<td>2. 5-10 day short term suspension; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other peoples belongings, interfering with or damaging electronic</td>
<td>3. 10-90 day long term suspension; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>information systems, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defiance of School Authority: Refusal to obey reasonable directions or</td>
<td>1. 3-5 day short term suspension, Parent conference.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>requests of any staff member, including volunteers, aides, substitutes,</td>
<td>2. 5-10 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>secretaries, custodians, food service workers, bus drivers, etc.</td>
<td>3. 11-90 day long term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forgery: Fraudulently using [in writing] the name of another person, or</td>
<td>1. In-school discipline; 3-5 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>falsifying times, dates, grades, addresses, or other data.</td>
<td>2. 5-10 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. 11-90 day long term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extortion, Intimidation, Blackmail, Coercion, or Robbery: Obtaining</td>
<td>1. 3-5 day short term suspension; Long term suspension; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>money or property by violence or threat of violence. Forcing or</td>
<td>2. 5-10 day short term suspension; Long term suspension; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>attempting to force another to do something against his or her will by</td>
<td>3. 11-90 day long term suspension; Police referral; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>threat of force.</td>
<td>4. Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fighting: The act of quarreling involving any physical alterations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. 3-5 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. 5-10 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. 11-90 day long term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harassment: Intimidating or harassing another person because of that</td>
<td>1. 3-5 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>person’s race, color, sex, religious beliefs, ancestry, national</td>
<td>2. 5-10 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>origin, or for any other reason. A threat to cause injury, property</td>
<td>3. 11-90 day long term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>damage, or physical confinement or restraint of the person threatened,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or any other act intended to substantially harm the physical or mental</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>health of the person threatened.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of Stolen Property: Knowingly receiving, retaining, possessing,</td>
<td>1. 3-10 day short term suspension; Long term suspension; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>concealing, or disposing of stolen property.</td>
<td>2. 5-10 day short term suspension; Long term suspension; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. 11-90 day long term suspension; Police referral; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft: Stealing items from another. Obtaining another's property</td>
<td>1. 3-10 day short term suspension; Long term suspension; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>without permission.</td>
<td>2. 5-10 day short term suspension; Long term suspension; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. 11-90 day long term suspension; Police referral; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lewd Conduct /Indecent Exposure: Behavior that is indecent or obscene,</td>
<td>1. 3-10 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. moaning, exposing oneself, sexual misconduct, etc.</td>
<td>2. 11-90 day long term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Obscenity or Profanity: Oral, written, gestures, or on computer</td>
<td>1. 3-5 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>networks. This includes 'sexting' or other electronic harassment. If the</td>
<td>2. 5-10 day short term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>harassment begins at school or is viewed on school grounds, then it is a</td>
<td>3. 11-90 day long term suspension.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>school issue.</td>
<td>4. Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Obscenity or Profanity Directed at School Authority</td>
<td>1. 3-10 day short term suspension; 11-90 day Long term suspension;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Police referral; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. 11-90 day Long term suspension; Police referral; Expulsion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons and Explosives: The district has a no tolerance policy for</td>
<td>1. 1-year Mandatory Expulsion; Indefinite Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>weapons. Possessing or using weapons, explosives, or any other items</td>
<td>2. Indefinite Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>capable of causing bodily harm, including “fake” weapons that are</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>represented as “real” weapons.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td>1. 1-year Mandatory Expulsion; Indefinite Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Indefinite Expulsion; Police referral.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTENDANCE

Forward
The faculty and administration of Columbia Elementary School strongly believe that regular and punctual attendance is necessary for students to achieve maximum benefit from the school program. Such regular attendance has a positive effect on student learning and achievement. Mastery of course content and achievement of objectives through participation in class activities and student/teacher interaction are of extreme importance.

In accordance with this belief, we enforce the compulsory attendance laws of the state. Washington State law (RCW 28A.225.010) states that all parents shall require children between ages 8-18 to attend school and each child has the responsibility of attending school full time unless excused by the proper school authority.

Excused Absences (AE) Participation in school approved activity, approved planned absence, illness, health condition, family emergency or religious purposes are valid excuses for absence and tardiness. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class.

Valid-Not Approved Absences (AN) includes absences and tardiness for reasons other than defined within the excused absences category. To be considered as Valid-Not Approved, an excuse note must have been provided which the Principal did not approve because it was deemed an inappropriate use of school time (e.g. senior pictures, hair appointment). Assignments and/or activities not completed because of such absence or tardiness may not be made up by the student. Should such absences become chronic, causing serious adverse effect on the student's educational progress, the Principal may, after consultation with the student and parent, consider them unexcused absences. Valid-Not Approved Absences can be avoided through the use of a pre-arranged absence form.

Unexcused Absences (AU) includes absences and tardiness for which no valid excuse note is provided to the school. This type of absence is also defined as truancy or an unexcused absence. Assignments and/or activities not completed because of such absence or tardiness cannot be made up by the student. Students who have unexcused absences will face the disciplinary consequences outlined below. Students who have unexcused absences and then forge an excuse note have committed two serious violations and will receive more stringent consequences. Students who continue to be truant may be referred to the Stevens County Prosecuting Attorney for legal action under Becca Bill (RCW 28A.225.010).

1st Truancy: Notification of parents; 1-hour detention for any part of each class missed.
2nd Truancy: Parent Conference; 2-hours detention for any part of each class missed.
3rd Truancy: Parent Conference; one (1) day Saturday school or school break short-term suspension.
4th Truancy: Parent Conference; two (2) day Saturday school or school break short-term suspension.
5th Truancy: Parent Conference; five (5) day Saturday school or school break short-term suspension.

School-Related Absences
To be considered as excused, absences for school activities must be pre-arranged and authorized by the Principal and teachers must be notified prior to the absence. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

Student Sign-out/Check-out
Students must sign out in the school office prior to leaving for approved appointments, illness, etc. Students who have off-campus lunch privileges must return to campus after lunch. If the student will not return to school after lunch then parent or guardian must notify the school as soon as possible. When students do not sign-out correctly disciplinary action will be taken.

Planned Absences
Students and parents are encouraged to plan trips and other discretionary absences during school holidays. Student academic performance usually suffers when they are not able to participate in classroom learning activities. If a trip or other planned absence is necessary, the student should obtain a Pre-arranged Absence Form from the office, complete the form, and obtain the signature of their parent. After the parents have signed the form, it should be submitted to his or her teachers to inform them of the absence and to seek their permission to make up the work missed. The completed form should be submitted to the Principal for final approval or denial. In general, these arrangements should be made one week prior to the absence to allow teachers time to provide assignments for the time to be missed. Work not made up within two weeks after the absence may not be accepted for credit.

Extended Absences
If a student is confined to home or a hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his or her school work, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete grade or withdraw from the class without a penalty. Homework may be requested when the student is absent for more than one day.

ABSENCE PROCEDURES

Forward
A well planned class provides learning opportunity for the student every day. If a student is absent or tardy, the student is the one who is losing the education benefits. Many times it is impossible to make up the "missed" experience at least in it's entirety and to gain from this learning experience to the same degree that a student would through the group involvement in the regular class. Absences and/or tardiness also make the educational process for the group as well as the individual unnecessarily difficult. It is therefore necessary to have operating policies which will minimize absences and tardiness.

Students are expected to be present and punctual for all their classes. Absences due to illness, medical appointments, and the like are excusable; however, in all cases the student must have a signed permission slip from his/her parents/guardian indicating the reason for the absence. Any student who is absent from class without parental permission and/or is not excused by the school official, is considered unexcused and truant.
Absence Excuses
If you are absent from school for any reason, a note from home should be brought to the school office on the day of your return. Written excuses from the parent or guardian shall be required for each separate incidence of absence. Any absence for which an excuse note has not been submitted within two (2) days will be considered truancy.

Admit Slips
Following an absence, before returning to class, an admit slip must be picked up at the school office. Any absences not cleared with a note and excused within two (2) days will be considered truancy. It is the student's responsibility to ask the teacher of every missed class for makeup work for the missed period. It is the teacher's responsibility to have make-up work available for the student.

Physical Education Excuses
For a temporary excuse of three (3) days or fewer, the parent MUST submit a note to the attendance office before the student attends class. The note must specify the illness or injury. For excuses of more than three days, the parents are required to obtain a written statement from the student's physician describing the health problem and the length of time to be excused from the active physical education participation.

Excessive Absences
Regular, punctual attendance is a vital factor in academic success in school and for career success in the working world. Lack of attendance affects learning: It is impossible to "make up" a missed classroom experience. To prevent students from failing classes, the school will attempt to notify the student and parent/guardian after the student's 5th, 7th and 9th absence each year. We will make every effort to solve attendance-related problems with the student, but in some cases parent conferences may be necessary.

Chronic Absence Due to Illness
The expectations are for students to have ten (10) or fewer illness-related absences per semester. After the tenth (10th) absence in a semester, a letter will be sent to the parents/guardians that all further absences require a note from a health care professional or it will be unexcused (truancy) absence and the Becca Bill filing will begin.

The above ten (10) day policy does not include the following scenarios:
- All absences with a health care professional note (i.e.: prescriptions or appointment slips can be used)
- Pre-arranged planned absences. Forms are available in the office and should be completed prior to a doctor appointment, family trips, or any other absences that are known in advance.
- All School-related functions (i.e.: field trips, sports, academic competition, FFA, FBLA, etc.)
- Parent-physician-school consults, existing and verified chronic health conditions (i.e.: diabetes, severe asthma, etc.) with a health care professional order and district care plan in place.

If you have any questions or need to contact Dr. Wadlington regarding attendance issues/or family situations please do not hesitate to call him at 509-722-3311. We know that there are always situations that need to be treated differently and we will work with your family the best we can.

Tardiness
Students are expected to be on time to class. A student will be considered tardy up to ten minutes into any given class period. After ten minutes, the student may be recorded absent. A tardy is excused if a student has been detained by a teacher of the previous class, an administrator, or counselor, and has a note to that effect. If a student is tardy for a class or not in their designated class during class time, he or she may face a range of disciplinary consequences from an administrator or other staff member.

Teachers will respond to unexcused tardiness in the following ways:
1st Tardy: Disciplinary consequence assigned by teacher.
2nd Tardy: Same as first; parent/guardian contact.
3rd Tardy: Student referred for administrative action.

TEN PRINCIPLES OF SERVANT LEADERSHIP

1. Listening - Servant-leaders must reinforce these important skills by making a deep commitment to listening intently to others. Servant-leaders seek to identify and clarify the will of a group. They seek to listen receptively to what is being said (and not said). Listening also encompasses getting in touch with one's inner voice, and seeking to understand what one's body, mind, and spirit are communicating.

2. Empathy - Servant-leaders strive to understand and empathize with others. People need to be accepted and recognized for their special and unique spirit. One must assume the good intentions of coworkers and not reject them as people, even when forced to reject their behavior or performance.

3. Healing - Learning to heal is a powerful force for transformation and integration. One of the great strengths of servant-leadership is the potential for healing one's self and others.

4. Awareness - General awareness, and especially self-awareness, strengthens the servant-leader. Making a commitment to foster awareness can be scary—one never knows that one may discover!

5. Persuasion - Servant-leaders rely on persuasion, rather than positional authority in making decisions. Servant-leaders seek to convince others, rather than coerce compliance. This particular element offers one of the clearest distinctions between the traditional authoritarian model and that of servant-leadership. The servant-leader is effective at building consensus within groups.

6. Conceptualization - Servant-leaders seek to nurture their abilities to "dream great dreams." The ability to look at a problem (or an organization) from a conceptualizing perspective means that one must think beyond day-to-day realities. Servant-leaders must seek a delicate balance between conceptualization and day-to-day focus.

7. Foresight - Foresight is a characteristic that enables servant-leaders to understand lessons from the past, the realities of the present, and the likely consequence of a decision in the future. It is deeply rooted in the intuitive mind.

8. Stewardship - Administration, staff, directors, and students all play significance roles in holding their school in trust for the good of society.

9. Commitment to the Growth of People - Servant-leaders believe that people have an intrinsic value beyond their tangible contributions as workers. As such, servant-leaders are deeply committed to a personal, professional, and spiritual growth of each and every individual within the organization.

10. Building Community - Servant-leaders are aware that the shift from local communities to large institutions as the primary shaper of human lives has changed our perceptions and has caused a feeling of loss. Servant-leaders seek to identify a means for building community among those who work within a given institution.
Early Release (Buses roll at 12:30 P.M.)

Holiday or School Break (NO SCHOOL)

Academic Dates

Student-led Conferences: Day 1 - P.M.; Day 2 - P.M. and Evening

Any Snow Days will be accommodated June 6-7

All Professional Development Days are Early Release Days

### 2018-2019 School Calendar

<table>
<thead>
<tr>
<th>July 2018</th>
<th>August 2018</th>
<th>September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Early Release

- August 27-28 - School Training
- August 29 - First Day of School

### Student-led Conferences

- Day 1 - P.M.; Day 2 - P.M. and Evening

### Holiday or School Break (NO SCHOOL)

- June 6-7

### Academic Dates

- July 4 - Independence Day
- September 3 - Labor Day
- September 14 - Professional Development
- September 28 - Native American Day

- October 19 - Professional Development
- October 30 - End Quarter 1
- October 31 - Student-led Conferences
- November 1-2 - Student-led Conferences
- November 12 - Veteran Day
- November 22-23 - Thanksgiving
- December 7 - Professional Development
- December 24-31 - Christmas Break
- January 1-2 - Christmas Break
- January 16-18 - Secondary Finals
- January 18 - End Semester 1
- January 21 - Martin Luther King Jr. Day
- February 8 - Professional Development
- February 18 - Presidents Day
- March 15 - Professional Development
- March 26 - End Quarter 3
- March 27-29 - Student-led Conferences
- April 1-5 - Spring Break
- April 19 - Professional Development
- May 17 - Professional Development
- May 27 - Memorial Day
- May 30-31 - Secondary Finals
- June 1 - Class of 2019 Commencement
- June 3 - Secondary Finals
- June 5 - End of Semester 2
- June 5 - Early Release at 10:00 A.M.
The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

(1) The right to inspect and review the student educational records within 45 days of the day the District receives a request for access. (Although FERPA allows 45 days to honour a request, the state policy records law {RCW 42.17.320} requires an appropriate response to a “public records” request within five business days.

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

(2) The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Columbia School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them to their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605