

# **HANFORD HIGH SCHOOL**

## **Student Handbook 2018-19**

450 Hanford St.  
Richland, WA 99354

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<http://hanfordfalcons.org/>

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Assistant Principal, Mike Gaddis

Assistant Principal, Maren Benedict

Assistant Principal, Paul Shaber

Assistant Principal/Athletic Director, Eric Davis 967-6512

Activities Director, Paul Mayer 967-6522

Counselor, 9<sup>th</sup>, Julianne Atencio 967-6509

Counselor, 12<sup>th</sup>, Debbie Bell 967-6511

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Attendance, Brenda Comstock 967-6504

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Registrar, Kelli DePeel 967-6503

Bookkeeper, Brenda Izquierdo 967-6513

Security, Andy Ashworth 967-6520

Security, Joe Powers 967-6529

### **This School Agenda belongs to:**

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ Zip\_\_\_\_\_

Phone\_\_\_\_\_

Student # \_\_\_\_\_ Locker # \_\_\_\_\_

# Welcome to Hanford High School

We are excited that you are joining us at Hanford High School. We believe that this is one of the finest high schools in the Tri-Cities, and we hope that you have an awesome high school experience here.

The information contained in these pages is designed to help you familiarize yourself with how we do things at Hanford High School. You will find lots of information about our basic operations, our expectations and discipline policy, and the opportunities that are available for you. Please read this handbook thoroughly.

High school can appear to be an overwhelmingly large and complex place. Our friendly teachers and staff are here to assist you in making your high school experience the best that it can be. Be sure to ask questions at any time. We want to assist you in becoming an active, responsible, and successful member of our student body.

Hanford High School has the resources to prepare you for a lifetime of learning. For that to happen, you must commit yourself to daily effort and daily attendance.

Congratulations on becoming a Hanford High School Falcon. We look forward to working with you over the coming months and years.

## HANFORD FIGHT SONG

*(Always stand when the fight song is being played)*

Hanford, the school that outshines the rest,  
Home of the mighty, home of the best,  
H-A-N-F-O-R-D,  
Symbol of strength and victory,  
Run up the score team, FIGHT, FIGHT, FIGHT,  
Falcons will win another tonight,  
Swoop down Falcons from the sky,  
With pride as your battle cry!  
Falcons are we and headed for fame,  
Purple and gold and white with the name,  
H-A-N-F-O-R-D,  
Symbol of strength and victory,  
Leading in spirit, ready to fight,  
Falcons will win the victory tonight,  
Number one from Hanford High,  
Defending our battle cry!



# Falcon PRIDE



## PERSEVERANCE, RESPECT, INTEGRITY, DISCIPLINE, EMPATHY

DEFINITIONS	<input type="checkbox"/> <b>PERSEVERANCE:</b> To reach goals despite difficulty. To work hard. <input type="checkbox"/> <b>RESPECT:</b> Treat people the way you want to be treated. Show regard/esteem for yourself, others and property of all. <input type="checkbox"/> <b>INTEGRITY:</b> To do what is right at all times. Do what you say you will do. <input type="checkbox"/> <b>DISCIPLINE:</b> To accomplish. To reach your goals. To give your best effort. To problem solve. To act according to your goals and not your feelings. <input type="checkbox"/> <b>EMPATHY:</b> To be helpful, caring, exhibiting concern for others. Always assume best intentions.	
MISSION	<i>To create and sustain the Falcon Family through exhibiting Falcon PRIDE.</i>	
CLASSROOM	<ul style="list-style-type: none"> <li>Do your own work, turn in all assignments</li> <li>Exhibit sustained effort towards tasks and assignments</li> <li>Be punctual</li> <li>Cooperate with the teacher and classmates</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Be on task and engaged in the lesson</li> <li>Be positive and help others</li> <li>Listen to and value others opinions.</li> </ul>
HALLWAYS	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Respect personal space</li> <li>Keep hallways clean</li> <li>Walk away from negative situations</li> </ul>	<ul style="list-style-type: none"> <li>Get to class on time</li> <li>Help those in need</li> </ul>
COMMONS	<ul style="list-style-type: none"> <li>Positively communicate with staff</li> <li>Respect personal space</li> <li>Keep our campus clean</li> <li>Make new friends</li> </ul>	<ul style="list-style-type: none"> <li>Participate in lunchtime activities</li> <li>Use an appropriate voice level</li> </ul>
AFTERSCHOOL ACTIVITIES	<ul style="list-style-type: none"> <li>Don't let your teammates/club members down</li> <li>Use appropriate and positive language</li> <li>Pick up after yourself</li> <li>Use good sportsmanship</li> <li>Represent HHS with Pride</li> <li>Positively contribute to our culture</li> <li>Leave a legacy</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous</li> <li>Be helpful to parents, officials, spectators, and classmates</li> <li>Commit 100%</li> <li>Get involved</li> </ul>

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# BELL SCHEDULES

## Regular Daily Schedule

0-Hour	6:55-7:50
1 <sup>st</sup> Period	7:55-8:50
2 <sup>nd</sup> Period	8:55-9:50
3 <sup>rd</sup> Period	9:55-10:55
<b>1<sup>st</sup> Lunch</b>	<b>10:55-11:25</b>
4 <sup>th</sup> Period	11:30-12:25
4 <sup>th</sup> Period	11:00-11:55
<b>2<sup>nd</sup> Lunch</b>	<b>11:55-12:25</b>
5 <sup>th</sup> Period	12:30-1:25
6 <sup>th</sup> Period	1:30-2:25

## PLC Friday Schedule

0-Hour	6:55-7:50
1 <sup>st</sup> Period	7:55-8:40
2 <sup>nd</sup> Period	8:45-9:30
3 <sup>rd</sup> Period	9:35-10:25
<b>1<sup>st</sup> Lunch</b>	<b>10:25-10:55</b>
4 <sup>th</sup> Period	11:00-11:45
4 <sup>th</sup> Period	10:30-11:15
<b>2<sup>nd</sup> Lunch</b>	<b>11:15-11:45</b>
5 <sup>th</sup> Period	11:50-12:35
6 <sup>th</sup> Period	12:40-1:25

## Two-Hour Delay Schedule

0-Hour	9:15-9:50
1 <sup>st</sup> Period	9:55-10:30
2 <sup>nd</sup> Period	10:35-11:10
<b>1<sup>st</sup> Lunch</b>	<b>11:10-11:40</b>
3 <sup>rd</sup> Period	11:45-12:20
3 <sup>rd</sup> period	11:15-11:50
<b>2<sup>nd</sup> Lunch</b>	<b>11:50-12:20</b>
4 <sup>th</sup> Period	12:25-1:05
5 <sup>th</sup> Period	1:10-1:45
6 <sup>th</sup> Period	1:50-2:25

## Early Release Schedule

0 Hour	6:55-7:50
1 <sup>st</sup> Period	7:55-8:20
2 <sup>nd</sup> Period	8:25-8:50
3 <sup>rd</sup> Period	8:55-9:25
4 <sup>th</sup> Period	9:30-9:55
5 <sup>th</sup> Period	10:00-10:25
6 <sup>th</sup> Period	10:30-10:55

## 50-Minute Assembly Schedule

0-Hour	6:55-7:50
1 <sup>st</sup> Period	7:55-8:40
2 <sup>nd</sup> Period	8:45-9:30
3 <sup>rd</sup> Period	9:35-10:25
<b>1<sup>st</sup> Lunch</b>	<b>10:25-10:55</b>
4 <sup>th</sup> Period	11:00-11:45
4 <sup>th</sup> Period	10:30-11:15
<b>2<sup>nd</sup> Lunch</b>	<b>11:15-11:45</b>
5 <sup>th</sup> Period	11:50-12:35
<b>Assembly</b>	<b>12:40-1:30</b>
6 <sup>th</sup> Period	1:35-2:25

## Finals Schedule

January 17		June 10	
0 Hour	7:00-8:25	0 Hour	7:00-8:25
1 <sup>st</sup> Period	8:30-10:00	2 <sup>nd</sup> Period	8:30-10:00
3 <sup>rd</sup> Period	10:05-11:35	4 <sup>th</sup> Period	10:05-11:35
<b>Lunch</b>	<b>11:35-12:25</b>	<b>Lunch</b>	<b>11:35-12:25</b>
5 <sup>th</sup> Period	12:30-2:00	6 <sup>th</sup> Period	12:30-2:00
January 18		June 11	
2 <sup>nd</sup> Period	7:55-9:30	1 <sup>st</sup> Period	7:55-9:30
4 <sup>th</sup> Period	9:40-11:10	3 <sup>rd</sup> Period	9:40-11:10
<b>Lunch</b>	<b>11:10-11:50</b>	<b>Lunch</b>	<b>11:10-11:50</b>
6 <sup>th</sup> Period	11:55-1:25	5 <sup>th</sup> Period	11:55-1:25



## **ABSENTEEISM**

The Richland School District attendance policy: Students will be punctual and regular in attendance and will obey the rules and regulations of the school. If a student develops a pattern of continued absences, he/she and the parent will be invited to meet with school personnel and create an attendance agreement.

### **Excused Absences**

Excused absences are defined as absences due to illness or a health condition, approved pre-arranged activities, school-sponsored activities, or emergency situations. If any absence is excused, the student is responsible for making up work missed or doing other work that will be accepted in lieu of the work missed. If a student is absent for 2 or more days, their parent may request homework by emailing teachers.

If a student is absent, a parent/guardian may phone the attendance office (967-6504 or 967-6136) direct line and leave a voice mail or email the attendance office at [HHS.Attendance@rsd.edu](mailto:HHS.Attendance@rsd.edu) 24 hours a day to have a student excused. The student may also bring a note to the attendance office the next day stating the days and reasons for the absence. At the end of each day, the automated phone dialer message will call home for any absence not excused. It will call for two days if the absence is not cleared. Unfortunately, the automated calling system cannot identify the student or specific period absent, only report that a student missed one or more classes. If a student is ill at school and needs to go home, the student must come to the health room in the office to check out before leaving. If a student needs to be released from school during the day, the student should bring a note signed by their parent stating the time and reason they need to leave. Give the note to the attendance secretary, and she will give them a note to take to their teacher so they can be released at the time they need to go.

### **Unexcused Absences**

Unexcused absences are considered trancies. You will have 72 hours to clear unexcused absences or it is considered a truancy. **If your unexcused absence is cleared after 72 hours you may still receive a consequence.**

### **BECCA Bill Notifications/Petitions**

Students who are truant for one or more periods will be sent a BECCA Bill Notification Letter that informs the student and parent of the Washington State truancy laws and the potential actions by the juvenile court. Students who acquire a fifth unexcused absence within a month or a tenth unexcused absence during the school year shall receive a petition for a civil action with the juvenile court for a violation of RCW28A.225.010 (truancy).

### **Attendance Milestones:**

#### **Excused Absences:**

- Once a student has 8 excused absences in the school year a letter will be sent home reminding of the attendance policy.
- If the student should have 10 excused absences in the school year; students, parents, and a HHS staff member will create an Attendance Agreement and the student will take the WARNS (Washington Assessment of the Risks and Needs of Students)

#### **Unexcused Absences:**

- If a student has one or more truant periods, parents will be mailed the BECCA bill notification letter
- If a student has 3 unexcused absences in a 30-day period or 4 over the school year; students, parents, and a HHS staff member will create an Attendance Agreement and the student will take the WARNS (Washington Assessment of the Risks and Needs of Students)

#### **Truancy:**

- A truancy is considered an unexcused absence and will generate a referral for consequences. Hanford High School follows progressive discipline.

#### **Tardies**

- After the 3<sup>rd</sup> tardy a referral may be generated for consequences. Hanford High School follows progressive discipline.
- 3 unexcused tardies will be considered 1 unexcused absence.

## **ACADEMIC LETTER POLICY-**

Students will earn academic recognition by achieving the following:

### **Students who have earned a 3.5 Cumulative GPA:**

At beginning of Junior year	May purchase an academic pin and a big "H"
At Beginning of Senior Year	May purchase an academic pin

## **ACTIVITIES**

Hanford High School has a well-rounded program of extra-curricular activities consisting of many clubs and organizations. Getting involved in your high school will bring about special memories and friendships to your life. If you are interested, contact your counselor as soon as possible. They will point you in the right direction.

**Clubs/Advisors**

<u>Class</u>	<u>Advisor</u>	<u>E-Mail</u>
Senior	Mrs. Kuwamoto	Cathy.Kuwamoto@rsd.edu
Junior	Mrs. Ruud	Kelly.Ruud@rsd.edu
Sophomore	Ms. Kehret	Pam.Kehret@rsd.edu
Freshman	Mrs. Mayer	Kim.Mayer@rsd.edu
<u>Club</u>	<u>Advisor</u>	<u>E-Mail</u>
Advanced Art	Mrs. Muntean	Kelley.Muntean@rsd.edu
Altitude Newspaper	Mrs. Nancy Smith	Nancy.Smith@rsd.edu
Anime Club	Mr. Crow	Jeff.Crow@rsd.edu
AVID Club	Mrs. Bell	Beth.Bell@rsd.edu
Buddy Club	TBD	TBD
Jazz Band	Mr. Newbury	Chris.Newbury@rsd.edu
Cheer	Mrs. Mayer	Kim.Mayer@rsd.edu
Chess	Mrs. Kuwamoto	Cathy.Kuwamoto@rsd.edu
Choir	Mr. Jones	James.Jones@rsd.edu
Color Guard	Mrs. Newbury	
Concert Band	Mr. Newbury	Chris.Newbury@rsd.edu
Dance Team	Mrs. Martin	Alexandra.lc.martin@gmail.com
DECA	Mrs. Shively	Teresa.Shively@rsd.edu
Drama	Mr. Leggett	Matt.Leggett@rsd.edu
Ecology Club	Mr. Anderson	Mark.Anderson@rsd.edu
Engineering Club	Mr. Faix	Tim.Faix@rsd.edu
FCCLA/Culinary Club	Ms. Koch	Dawn.Koch@rsd.edu
French Club	Mrs. Havelaar	Enid.Havelaar@rsd.edu
Gamers Club	Mrs. Flores-Anderson	Sarah.Flores-Anderson@rsd.edu
German Club	Mrs. Morgan	Rachael.Morgan@rsd.edu
Glee Club	Mr. Crow	Jeff.Crow@rsd.edu
GSA	Mrs. Mequet	Shaila.Mequet@rsd.edu
Hanford Thespian Troupe	Mrs. Hanrahan	Hanrahan.sa@charter.net
International Club	TBD	TBD
Jazz Band	Mr. Newbury	Chris.Newbury@rsd.edu
Junior State of America	Ms. McKee	Christina.McKee@rsd.edu
Key Club	Mrs. Price	<a href="mailto:Laurie.Price@rsd.edu">Laurie.Price@rsd.edu</a>
	Mrs. Kuwamoto	Cathy.Kuwamoto@rsd.edu
Knowledge Bowl	Mrs. Jolley	Michelle.Jolley@rsd.edu
Link Crew	Mr. Lay	Gabriel.Lay@rsd.edu
	Ms. Bauermeister	Alyssa.Bauermeister@rsd.edu
	Mr. Hawkins	Peter.Hawkins@rsd.edu
Math Team	Mrs. Moursund	Sonia.Moursund@rsd.edu
Me To We	Mrs. Blackburn	Michelle.blackburn@rsd.edu
Musical Drama	Mr. Leggett	<a href="mailto:Matt.Leggett@rsd.edu">Matt.Leggett@rsd.edu</a>
National Honor Society	Ms. Fenton	Jonnie.Fenton@rsd.edu

<u>Club</u>	<u>Advisor</u>	<u>E-Mail</u>
Pep Band	Mr. Newbury	Chris.Newbury@rsd.edu
Philosophy & Literature Club	Mr. Gessel	Paul.Gessel@rsd.edu
Photography	TBD	TBD
RAoK	Mr. Koch	Ben.Koch@rsd.edu
Recycle Club	Mr. Joyce	Kevin.Joyce@rsd.edu
Science Bowl	Mr. Palmer	Brian.Palmer@rsd.edu
Science Fair	Mr. Palmer	Brian.Palmer@rsd.edu
Spanish Club	Mr. Gessel	Paul.Gessel@rsd.edu
Sports Med	Mr. Gray	Matt.Gray@rsd.edu
TSA (Technology Student Association)	Mr. Ufford	Ed.Ufford@rsd.edu
UN Women's Club	Ms. Welch	Kylee.Welch@rsd.edu
Washington Tech. Student Assn.	Mr. Ufford	Ed.Ufford@rsd.edu
Writing Club	Ms. Bauermeister	Alyssa.Bauermeister@rsd.edu
Yearbook	Mrs. Smith	Nancy.Smith@rsd.edu

## ASSEMBLIES

Generally there are two types of assemblies held at Hanford High School. One type is a pep assembly, which is designed to raise spirit and enthusiasm for the athletic participants at Hanford High School. The other type is the enrichment or educational assembly.

Different manners and expectations exist for these different types of assemblies. Remember to use behavior appropriate for the type of assembly that you are attending. Good manners and common courtesy shouldn't fade with the lights. It's easy to sit in a semi-dark auditorium or gym, surrounded by your friends, and criticize what you see and hear on stage. While you watch a play, dance, speech, or whatever, try to realize the amount of hard work, rehearsal, and commitment that led to that moment.

Whether you are participating in a pep assembly in the gym where you are supposed to get excited, or attending a drama production in the auditorium where good listening skills are important, you need to exercise the right behavior for that situation. This will make attendance at assemblies enjoyable for us all. You can miss an assembly for religious reasons, etc. However, you must check in to the office to see where you should spend your time during the assembly. (Assembly schedules is shown on page 7.)

## ATHLETICS

Sports are an integral part of every high school. Our Athletic Program consists of a wide variety of sports in which boys and girls can participate. To participate in athletics, a student must have appropriate accident and health insurance, a doctor's physical, a signed risk-management form, and a participation agreement signed and turned in prior to the first practice. The students must also have passed five classes the previous semester. Other rules also apply which the Athletic Director can explain. All necessary forms for registration are available online at <https://www.familyid.com/>. Simply type "Hanford High School" into the "Find Programs" search.

### Sports/Coaches

#### **Fall:**

Football ..... Coach Jay  
 Soccer (Women's)..... Coach Fields  
 Cross Country (Both) ..... (W) Coach Mars & (M) Coach Jolley  
 Swim & Dive (Women's) ..... Coach Grow  
 Volleyball (Women's) ..... Coach Meador

#### **Winter**

Basketball .....(M) Coach Mayer, (W) Coach Woodward  
 Bowling ..... Coach Faix  
 Wrestling ..... Coach Duncan  
 Swim & Dive (Men's)..... Coach Grow

#### **Spring**

Softball ..... Coach Guereca  
 Baseball..... Coach Roe

Tennis (Both) .....	(M) Coach Klatt, (W) Coach Woodward
Soccer (Men's) .....	Coach Gilbert
Golf (Both) .....	(M) Coach Wagner, (W) Coach Patitucci
Track and Field .....	Coach Crow

**WEAR PURPLE & GOLD EVERY FRIDAY!! GO FALCONS!**

## **BUS TRANSPORTATION**

Riding a school bus is a privilege, not a right. All normal school rules apply for bus behavior (no tobacco use, no alcohol, no throwing or littering, no hanging out of the windows, no obscene language, etc.). If a student cannot obey these rules, he or she will be denied permission to ride the bus. School buses load in the bus loop on the south side of the school. Transit buses load in front of the auditorium. Schedules for School and transit buses may be obtained in the office.

## **CAREER CENTER**

The HHS Career Center is a resource for staff and students for connecting classroom topics and activities to the world of work and providing students with information resources to plan their future. Please visit <http://careercenter.hanfordfalcons.org/> for more information.

## **COUNSELORS**

A counselor is assigned to you when you enter ninth grade. Your counselor is available by appointment to help you with academic, social, and personal guidance. The best time to see your counselor is before or after school, during lunch, and on breaks between classes.

## **DANCES**

Most of Hanford High's dances start at 8:00 P.M. and end at 11pm. To attend, you must bring your ID card to enter the dance and pay the admission fee (usually less expensive if you have an ASB sticker). If you leave during the dance, you may not return.

If you plan to bring a non-Hanford High student with you to a dance, you must get a dance guest pass from the Activities Director during the school day before the dance. No middle school students are allowed to attend a high school dance. High school graduates are only allowed to be guests at Homecoming, Sadie Hawkins, and Prom. Plan ahead. If you show up with a guest and no guest pass has been obtained, your guest will not be admitted.

If you are identified as drinking or using drugs, having been drinking or using drugs, or with alcohol/drugs in your possession, you will be removed from the dance and your parents and/or the police will be called to come pick you up from the dance. You will also be subject to school disciplinary action, and if you are an athlete, you will be subjected to athletic discipline as well.

In order to attend a Hanford High School dance you should be willing to behave and dance in such a manner as is conducive to the overall atmosphere of good, clean fun. Your cooperation will help to maintain a safe, acceptable environment and guarantee that we will continue to have the freedoms at our dances that we have enjoyed in the past.

Guidelines for appropriate dancing are as follows:

- No grinding
- No dancing in a sexually suggestive nature
- No groping
- No Front-to-Back dancing

Refusal to comply with these guidelines will result in your dismissal from the dance. Please be considerate of the sensitivities of the people around you and have respect for yourself and your date.

## **DETECTION CANINES**

Pursuant to Richland School District Policy 3235, a trained dog may be used to sniff the air in and around school grounds for prohibited items. The specific areas sniffed may be lockers, unoccupied classrooms, unattended desks, bags, items, and vehicles that are on district property or at a district-sponsored event. Students who elect to park cars on district property do so knowing that the exterior of the vehicle may be sniffed. A dog's alert constitutes reasonable suspicion to search. If the dog alerts on a particular item or place, the person(s) bringing the item onto district property, or responsible for that place or item, will be called to the scene as outlined in district policy to witness the search by school official(s). All searches shall be made in compliance with district policy and applicable law. Discovery of a prohibited substance or item may result in referral to law enforcement and/or disciplinary action in keeping with district policy for students.

## **DISCIPLINE POLICY**

The details of ALL district policies are available at [www.rsd.edu](http://www.rsd.edu).

### **Richland School District**

## **STUDENT OFFENSES/INFRACTIONS AND CONSEQUENCES**

### **Student Conduct Expectations**

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

### **Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the State of Washington, local ordinances and laws, and School District Policies and Regulations. The student will respect the rights of others while in school, during school hours, on school property, at all school activities, on district provided transportation or otherwise under school authority.

### **Compliance with Rules**

All Students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3200 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

### **Scope of District Authority**

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

### **Guidelines for Sanctions**

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Kindergarten through grade four - No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
- Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator has good and sufficient reason to believe that a student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance—which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

## **OFFENSES/INFRACTIONS**

**The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including school consequences.** The standard range for each offense does not prohibit a school administrator from lesser form or exceeding the range, up to and including expulsion, if sufficient mitigating/aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295:

**ACADEMIC DISHONESTY/ CHEATING / PLAGIARISM/ FALSIFICATION / MISREPRESENTATION:**

For purposes of school discipline, means knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources. A student may be guilty of falsifying or forging documents if the student knowingly makes any false entry, alters times, names, dates, grades, addresses or alters any school document used or intended to be used in connection with the operation of the school. Also a false representation of a matter of fact—whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed—that deceives and is intended to deceive another so that the individual will act upon it to her or his legal injury. Cheating/academic dishonesty includes but is not limited to the following:

- a. Copying from or allowing another student to copy from a test, homework, paper, project, lab report or other work that is not intended to be collaborative in nature
- b. Sharing papers with another student
- c. Plagiarizing the work of others
- d. Intentionally obtains test questions and/or answers through fraudulent means
- e. Looking at another student's test, answer sheet, or other materials
- f. Using unauthorized material including textbooks, notes, calculators, computer program, or outside help during an examination or other assignment
- g. Using writings, passages, ideas of others and passing them off as your own (including, but not limited to faxing, duplicating, file sharing, or transmittal using any technology)
- h. Sabotaging or destroying the work of others
- i. Illegal or unauthorized entry into school computer or program
- j. Submitting material (written or designed by someone else without citing the source (e.g., plagiarizing or submitting work created by family, friends, tutors, or anyone else not the student)

Standard Range: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequences)

**ARSON / DESTRUCTION OF PROPERTY / VANDALISM:**

For purposes of school discipline, "arson" means any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the student understood, but acted with disregard for, the consequences of his or her conduct. "Damaging School Property" means intentional damage to district property. "Vandalism" means the act of deliberately destroying or damaging property of another.

Standard Range: 0-20 Day Suspension (Presumptive Standard Sanction – Elementary: STS – 1 Day; Secondary: STS – 5 Days). See RR 3200 for mitigating and aggravating factors

**ASSAULT / FIGHTING / VIOLENCE:**

For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying. Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse are included in this prohibition. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another.

Standard Range: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary: School Consequence; Secondary: STS – 5 Days). See RR 3200 for mitigating and aggravating factors

**REASONABLE SELF-DEFENSE:**

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

**COMPUTER MISUSE/UNAUTHORIZED USE OF TECHNOLOGY: (See Policy and Procedure 2314)**

It may be a violation of this section for a student to tamper with the electronic hardware, data files, or software or gain unauthorized access to, or use of, such technology. Students are NOT permitted to:

- a. Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data stored therein.
- b. Send, receive, or display offensive, inappropriate, or sexually explicit material
- c. Use obscene language

- d. Use other people's passwords
- a. Harass, bully, insult, or attack others
- b. Seek to receive or provide unauthorized access to resources
- c. Trespass in files and/or folders of others
- d. Violate copyright laws and/or plagiarize the material of others
- e. Steal equipment or software
- f. Intentionally waste resources
- g. Use a network computer for commercial purposes, personal gain, and fraud

Standard Range: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequences). See RR 3200 for mitigating and aggravating factors

### **DEFACING OR DESTRUCTION OF PROPERTY:**

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

Standard Range: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary: School Consequence; Secondary: STS – 3 Days). Restitution will usually be required. See RR 3200 for mitigating and aggravating factors

### **DEFIANCE OF SCHOOL AUTHORITY / FAILURE TO COOPERATE / INSUBORDINATION / CUMULATIVE VIOLATIONS:**

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of school district policy. Defiance of school authority can also include intentional disruptive behavior.

Standard Range: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequence). See RR 3200 for mitigating and aggravating factors

### **DISRUPTIVE CONDUCT:**

For disciplinary purposes, this section addresses the student creating a substantial or material disruption to the educational process or any school operation and conduct that markedly interrupts or severely impedes the day-to-day operations of a school. Includes disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.

Standard Range: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequences). See RR 3200 for mitigating and aggravating factors

### **DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:** (see Policy and Procedure 3418)

The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar illegal chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana, look alike drugs/items purported to be a drug.

Standard Range Elementary: 0-10 Day Suspension

Presumptive Standard Sanction for Possession or Use: STS – 1 Day

Presumptive Standard Sanction for Distribution: STS – 5 Days

Standard Range Secondary: 3 – 20 Day Suspension

Presumptive Standard Sanction for Possession or Use: STS – 10 Days

Presumptive Standard Sanction for Distribution: LTS – 20 Days

See RR 3200 for mitigating and aggravating factors

**FIGHTING OR FIGHTING INVOLVEMENT:**

Includes instigating, promoting (including promotion by presence as a spectator), filming, videotaping, and escalating a fight, as well as the failure to disperse at the scene of a fight.

Standard Range: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary: STS – 0 Day; Secondary: STS – 5 Days). See RR 3200 for mitigating and aggravating factors

**GANG CONDUCT:**

The Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating and harassing conduct and the Board hereby determines that such gangs and the expression of such gang membership cause or are likely to cause disruption in the school environment and present a threat to the health and safety of students and school personnel. "Gang" means a group which: (a) consists of three or more persons; (b) has identified leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, it may be a violation of this section for a student or students on or about school property or in any place involving a school-related activity to:

- a. wear, possess, distribute or display any clothing, jewelry, display any sign, which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership of affiliation in any such gang; or imply gang membership or affiliation by written communication in conjunction with design, emblem upon any school or personal property or one's person that is disruptive or interferes with the school environment, and/or activity, and/or educational objectives and/or process; or
- b. Use any speech, gesture, conduct, or commit any act or omission in furtherance of the interest of any such gang or such gang activity.

Standard Range: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequence). See RR 3200 for mitigating and aggravating factors

**HARASSMENT, INTIMIDATION OR BULLYING:** (see Policy and Procedure 3207)

For school discipline purposes, "harassment, intimidation and bullying" includes:

- Any violation of district policy 3207;
- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

Standard Range Elementary: 0-10 Day Suspension (Presumptive Standard Sanction – Elementary: School Consequence)

Standard Range Secondary: 3-20 Day Suspension (Presumptive Standard Sanction – Secondary: STS – 3 Days)

See RR 3200 for mitigating and aggravating factors

**LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:**

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequence). See RR 3200 for mitigating and aggravating factors

**SEXUAL HARASSMENT:** (see Policy and Procedure 8700)

"Sexual harassment" means conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program.

**THEFT / STEALING:**

Taking or knowingly being in possession of district property or property or others without permission. As part of the sanction, restitution will usually be required.

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary: School Consequence; Secondary: STS – 2 Days). See RR 3200 for mitigating and aggravating factors. Restitution will usually be required if property is not recovered and returned.



## **TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION:**

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products, or smoking device including e-cigarette or other vapor products on the school premises, district transportation, or at school-sponsored functions.

Standard Sanction - Elementary: School Consequence

Standard Sanction – Secondary:

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

## **TRUANCY:** (See Policy and Procedure 3120)

## **UNEXCUSED ABSENCES AND TARDINESS:** (see Policy and Procedure 3120)

Students with one or more unexcused absences and/or tardiness and subject to compulsory attendance pursuant to Chapter 28A.225 RCW may be subject to corrective action that is reasonably calculated to modify the student's conduct. However, if a district imposes corrective action on a student for one or more unexcused absences, it must:

- Provide notice to the student's parent/guardian in writing in English or the primary language of the parent/guardian, that the student has failed to attend school without valid justification, and by any other means necessary to provide notice of these facts;
- Schedule a conference or conferences with the parents/guardians and the student to analyze the causes of the student's absences and determine whether the student would be appropriately placed in a special program designed for his/her educational success; and
- Take steps to reduce the student's absences, which include, where appropriate in the judgment of district staff, adjustments to the student's school program or school or courses or assisting the parent/guardian in obtaining supplementary services.

Additionally, a student's academic grade or credit may only be adversely affected by reason of tardiness or absences if:

- The student's attendance or participation is related to the instructional objectives or goals of the particular subject or course;
- The student's attendance or participation has been identified by the teacher pursuant to district policy as a basis for grading the subject or course; and
- The circumstances pertaining to the student's inability to attend school have been taken into consideration, including whether the absences are directly related to the student's disability under Section 504 of the Rehabilitation Act of 1964, Title II of the Americans with Disabilities Act (ADA) or the Individuals with Disabilities Education Act (IDEA).

## **WEAPONS:** (see Policy and Procedure 10200)

This section addresses the possession or use of actual weapons in violation of district policy 10020, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 10020 should be addressed under other sections, as appropriate. Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

Possessed or brought to school a weapon as defined by school district policy, but at least the following:

- Handgun
- Shotgun/Rifle

- Multiple firearms
- Other firearm as defined below
- Other weapon as defined below

Other firearm is defined by the Gun Free Schools Act as:

- Any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any handgun, shotgun, or rifle;
- Any firearm muffler or firearm silencers;
- Any destructive device, which includes:
  - a) any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device.
  - b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter.
  - c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Knife/dagger

Other weapon is defined as:

Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electrical weapons (stun guns); BB or pellet guns; and explosives or propellants.

STANDARD RANGE: 0-20 Day Suspension (Presumptive Standard Sanction – Elementary: STS – 3 Days; Secondary: LTS – 11 Days)

SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion

## **DISCRIMINATION**

### **What is Discrimination?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

### **What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

### **What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision. Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

**What if I don't agree with the superintendent's decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

**What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

**What if I don't agree with the School Board's decision?**

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI  
Administrative Resource Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing. At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

**Non-Discrimination Statement**

The Richland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This applies to all educational programs, extra-curricular activities, and employment. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

**Richland School District  
615 Snow Avenue  
Richland, WA 99352  
(509) 967-6000**

**Title IX Coordinators:**

Personnel	Tony Howard (Tony.Howard@rsd.edu) Executive Director, Human Resources
Students	Todd Baddley (Todd.Baddley@rsd.edu) Assistant Superintendent

**Section 504 Coordinators:**

Personnel	Tony Howard (Tony.Howard@rsd.edu) Executive Director, Human Resources
Facilities	Richard Krasner (Richard.Krasner@rsd.edu) Executive Director, Support Services
Student Services	Brian Moore (Brian.Moore@rsd.edu) Assistant Superintendent

Compliance Coordinator for State Law:

Galt Pettett (Galt.Pettett@rsd.edu)  
General Counsel

The Richland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the RSD Special Programs Office at 509-967-6050.

## **DRESS CODE**

It is the goal of the Richland School District to establish and maintain a quality-learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety (including foot wear) while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and may be subject to school discipline. In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process.
- Bandanas
- Shorts and skirts shorter than mid-thigh in length (past of tips of fingers when arms are held straight at side).
- Low cut shirts
- Clothing that reveals the back or midriff, and/or undergarment is visible. These include but are not limited to:
  - Boxers
  - Sheer tops
  - Mesh tops
  - Overly large openings at the neck or arms
  - Off the shoulder tops
  - Spaghetti straps
  - Halter-tops
  - Tube tops
  - Swim tops
  - Bare midriff tops
- Clothing or accessories with offensive pictures, symbols, or sayings. These include but are not limited to:
  - Demeaning statements
  - Violent statements or depictions
  - Sexual statements
  - Racial statements
- Clothing that advertises or promotes tobacco, alcohol or other drugs.
- Jewelry or accessories that could be used to cause harm or injury.
- Any gang affiliated clothing.

A good general policy regarding the dress code is: If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT.**

\*Students will be asked to change clothes and may be sent home to change if they don't have appropriate clothing available at the school.

## **ELECTRONIC DEVICES**

Personal electronic devices, including but not limited to cell phones, iPods, CD players, MP3 players, pagers, etc., pose a possible disruption to the educational process. Furthermore, these devices are targets of student theft and are seldom recovered. The school does not accept responsibility for loss or theft of any of these items while on campus or at school events. Students are encouraged to leave these items at home.

**Students may use their personal electronic devices before and after school, during lunch, and during passing times in the hallways.**

**Students may not use electronic devices during class time without the expressed permission of their teacher or school personnel.**

Failure to follow this policy or surrender the item as requested by a staff member may result in discipline as described in the RSD Policies 3200, addressing "insubordination."

## **EMERGENCY EVACUATION AND REUNIFICATION**

The Richland School District in conjunction with the police and fire departments of Richland and West Richland, has developed a plan to reunite students with their families in the event of an emergency or disaster occurring in our area. In the history of the district, no evacuations of this scope have occurred. However, for the safety of our students, we are prepared in an emergency situation. The success of the plan depends on your cooperation. Please take a moment to familiarize yourself with this emergency plan. Thank you for your continued support and involvement in our schools.

### **Emergency Protocol**

In the event a local emergency or disaster situation occurs while school is in session, please help us care for all students:

- Remain Calm
- DO NOT call the school. It is important to keep home and school lines open.

- Listen to local radio and TV stations
  - Radio Stations:
    - KONA 105.3 FM or 610 AM
  - TV Stations:
    - KNDU
    - KVEW
    - KEPR
- Check the RSD website at [www.rsd.edu](http://www.rsd.edu)
- Look for a call from the RSD school Messenger system
- Follow the broadcasted pick-up procedures

### **Reunification Procedures**

In the event students must be relocated to another site:

1. Listen to the TV and radio stations for the designated receiving site(s).
2. Park only in designated areas.
3. Enter the building through the primary entrance—posted signs will direct you.
4. Check in with school officials—you must provide photo ID
5. Complete the student release form.
6. A staff member will unite you with your child(ren).
7. Promptly leave school grounds to expedite the dismissal of all students

**For their safety, please understand that no child will be released without proper identification and authorization**

### **Receiving Sites**

Students may be bused to one of the locations below; listen to TV/radio stations for the designated receiving site(s).

Enterprise Middle School  
5200 Paradise  
West Richland

Hanford High School  
450 Hanford Street  
Richland

Richland High School  
930 Long Avenue  
Richland

For additional information on this plan, please contact the administrators at your child's school

## **ENROLLMENT & PLACEMENT OF STUDENTS**

As per Richland School District Policy 3111, when enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has any history of placement in a special education program; any past, current or pending disciplinary actions, any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, drug offense, alcohol violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and any health conditions affecting the student's education needs. If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff and/or students, the student's teachers and building security personnel shall be informed.

The Richland School District reserves the right to and may assign students to attend schools or programs other than at their usual attendance area ("home") school for certain specific reasons. These reasons include, but are not limited to the following:

- (a) To meet the academic needs of the student,
- (b) To provide appropriate programming for special needs students,
- (c) To avoid or lessen program disruption,
- (d) To protect the health and safety of either the assigned student, other students, or staff,
- (e) To establish a plan for re-entry as a result of a suspension or expulsion, and/or
- (f) To otherwise meet the District or student needs.

## **FALCON REPORT**

Each day during 3<sup>rd</sup> period the Falcon Report is available to all students and teachers from the broadcasting studio. The daily bulletin and other important information is contained in the Falcon Report. It can also be found on-line at <http://hanfordfalcons.org/news/falcon-report.html>

## **FEES**

**All checks need to be made payable to: Richland School District One check may be used for multiple fees. Bookkeepers will also request Student ID # to be posted in the memo line.**

- ASB Card - \$30
- Your ASB Card gives you free admission to all Hanford High School home athletic events (excluding playoffs). In addition, you get reduced prices at dances and other social events. It is also necessary to buy an ASB Card to participate in athletics and our

activities. Refund policy: Full refund until Oct. 1st; one-half refund until end of 1st semester; No refund after the beginning of 2nd semester. No refund if participating in sports.

- ASB/ID Card Replacement - \$5
- Yearbook - \$50(name on yearbook additional \$5); after October 1<sup>st</sup> - \$60.
- Athletic Participation Fee \$55

### **PE Uniforms**

#### **PURCHASING (When Uniforms Can be Purchased):**

- Falcon Prep Day (receipt)
- Freshman Only Day (receipt)
- Lunch on 1<sup>st</sup> Day of School
- Afterschool 1<sup>st</sup> Day of School
- Before School on 2<sup>nd</sup> Day of School
  - After the times listed above the PE Uniforms can be purchased directly from their current PE Teacher (receipt, note of email from bookkeeping)

#### **DISTRIBUTION OF PE UNIFORMS:**

- Freshman Only Day (receipt)
- Lunch on 1<sup>st</sup> Day of School
- Afterschool 1<sup>st</sup> Day of School
- Before School on 2<sup>nd</sup> Day of School
  - After the times listed above the PE Uniforms can be purchased directly from their current PE Teacher (receipt, note of email from bookkeeping)

Students are requested to carry their Hanford ID card while on campus or at school-sponsored events. When asked by any staff member to present this I.D. card, they should do so promptly and courteously. The I.D. card or the ASB card must be furnished at all school dances and at library book check out. In case of a loss or theft, another card will be furnished through Mrs. DePeel, for a charge of \$5.

### **FINES**

Students must pay their fees and fines for athletics and/or activities thirty days after the fee or fines have been given to the student. If the Student fails to do so, the consequence may be suspension from all activities the student participates in. For more detailed information please see policy 3520 on the Richland School District website.

### **FERPA**

Richland School District - Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSD to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Under FERPA, the following information is considered public or "directory" information and may be released to anyone, including the media, colleges and universities, the military, youth groups, and scholarship grantors, unless you tell the District that you do not want the information released: name, address, telephone number, photograph, dates of enrollment, grade level, enrollment status, degree or award received, participation in officially recognized activities and sports teams, height and weight of athletes, most recent school attended, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. You have the right to choose whether your student's information is released or not. Please provide written notice to your student's principal stating that you do not want their directory information released. If you elect not to have this directory information disclosed, this prohibition will be in place for all directory information including play bills, year books, sports announcements, etc.

Pursuant to RCW 28A.320.170, school districts are required to notify parents and guardians that they have the right, under the Washington Public Disclosure Act (RCW 42.17) to request the public records regarding school employee discipline. To file a public records request with Richland School District, please send your request, in writing to: Office of the General Counsel, Attn: Public Records Request, Richland School District, 615 Snow Avenue, Richland, WA 99352.

## FOOD AND DRINK

During building hours no food or drink is to be consumed in classrooms, hallways, or waiting areas. Exceptions are allowed for curricular and health reasons. Water may be consumed in classrooms, hallways, or waiting areas and must have a screw-on no-spill lid. Consumption of food is allowed in classrooms/hallways outside of class hours only during teacher-supervised activities. (For example, club meetings during lunch)

## GRADING SYSTEM

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

$$\text{GPA} = \frac{\text{Grade Points Earned}}{\text{Units Attempted}}$$

"Definition - Grade point average. Each student's "grade point average" shall be the sum of the point values, as defined in WAC 180-57-050, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course. Except as provided in WAC 180-57-050, all marks/grades for all courses taken shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted in high school."

Student who maintain cumulative GPA of 3.0 or higher will be put on Hanford High School's Honor Role

## GRADUATION REQUIREMENTS-

### Class of 2019, and 2020

Students graduating from Hanford High School must accumulate a minimum of 21.5 credits. One-half credit equals successful completion of one semester class. Hanford graduates must also complete certain courses prescribed by the State Board of Education and the Richland School District. The required subjects are as follows:

Language Arts	4
Social Studies	3
Science	2
Mathematics	3
Physical Education	1.5
Occupational Ed.	1
Fine Arts	1
Consumer Economics	0.5
Health	0.5
Electives	5
<b>TOTAL CREDITS</b>	<b>21.5</b>

### Class of 2021 and 2022

Students graduating from Hanford High School must accumulate a minimum of 24 credits. One-half credit equals successful completion of one semester class. Hanford graduates must also complete certain courses prescribed by the State Board of Education and the Richland School District. The required subjects are as follows:

Language Arts	4
Social Studies	3
Science	3
Mathematics	3
Physical Education	1.5
Occupational Ed.	1
Fine Arts	2 or Personalized Pathway
Consumer Economics	0.5
Health	0.5
World Languages	2 or Personalized Pathway
Electives	3.5
<b>TOTAL CREDITS</b>	<b>24</b>

**Personalized Pathway** are related courses that lead to a specific post high school career or college outcome chosen by the student based on student's interests and High School Beyond Plan that may include Career and Technical education and intended to provide a focus for the student's learning.

Specific information is available in the course catalog and may also be found on-line at [www.rsd.edu](http://www.rsd.edu)

**Additional Graduation Requirements** Students will be required to complete the minimum number of high school credits, pass the reading and writing sections of the SBAC, Math & Science End of Course Exam, and complete a High School and Beyond Plan.

### **On-Line Credit**

Students may request on-line classes, providing they need the credit to graduate, and there is an unavoidable conflict which doesn't allow the student to take the class at HHS. Students may earn a maximum of **one (1)** credit toward graduation through on-line study, not including RSD summer school. Prior approval from a counselor, principal, and parent/guardian is required. Forms are available from the counselors. Verification of credit must be received by counselor prior to graduation in order to participate in the graduation exercises. Seniors who fall short of credit may take a limited number of courses through APEX. See counselor for details.

### **Running Start**

Running Start is a program that enables high school students to attend Washington State University (WSU) or Columbia Basin Community College (CBC) and earn both Hanford High School, WSU and CBC credits. If you are eligible, the Richland School District pays for tuition. Students are responsible for transportation, CBC fees, books, and classroom materials. All high school graduation requirements must be completed by the end of winter quarter in order to participate in the Hanford High School graduation ceremony. See your counselor for information. Summer courses at CBC are NOT part of Running Start.

### **GRADUATION CEREMONY**

Graduation ceremonies will be conducted in the following manner:

- Each student participating in the graduation ceremony must attend rehearsal.
- Each student who participates in the graduation ceremony will wear the proper cap and gown as designated by the school administration and the class advisor and officers.
- Students will dress and participate in the graduation ceremony in the manner designated by the school administration and/or class advisor.
- Students who fail to comply with the above requirements may forfeit the privilege of participation in the graduation ceremonies.
- Students who pull "Senior Pranks" may not be allowed to participate in the graduation ceremony.
- The high schools will identify the top 4% of the graduating class as honor students. The following criteria will be used in determining eligibility for consideration as the **Valedictorian(s) and Salutatorian(s)** of the graduation class:
  1. Students must have successfully completed five AP/IB courses or advanced course of study such as completion of an AA degree at the college level.
  2. Students must have been enrolled in a Richland School District high school for at least one full semester of their high school career.
  3. All courses attempted will be used in the Valedictorian/ Salutatorian grade calculation.
  4. All official grades received as of May 1<sup>st</sup> will be used in the calculation of the grade point average for Valedictorian/Salutatorian.
  5. All classes dropped or converted to Pass/Fail after the mid-point of the term (semester or quarter), will be calculated as an F for consideration as Valedictorian/Salutatorian.
  6. \*Criteria for Valedictorian and Salutatorian status are subject to change per board policy.

Foreign exchange students may be recognized at graduation and will receive an honorary diploma.

### **HALLS AND COMMONS AREA**

Students who have a free period are welcome to spend it in the library, outside, or off-campus. Because of disruption to classes, students are not permitted in the halls or commons area during class time **unless they have an official pass** or are under the direct supervision of a staff member. Violations may be considered disruptive behavior or truancy depending on each situation.

### **HOMEWORK**

If you are absent for 2 or more days, your parent may request homework by or e-mailing teachers or calling the attendance office 967-6504 or 967-6136. You are welcome to check the Hanford High Web address to see if the teacher has posted the homework: <http://hanfordfalcons.org/>.

### **INTERNET SAFETY**

#### **Network Use Agreement**

Any student using the Internet from a district-owned or personal device not limited to computer, laptop, smartphone, tablet, etc. in a district facility must abide by the Acceptable Use Policy (AUP) and the Network Code Conduct (NCC) as detailed in Policy 2314. Richland School District (RSD) utilizes an OPT-OUT policy (you are granted access by default) regarding Internet access.



### **Filtering Internet Content**

As required by the Children's Internet Protection Act (CIPA), RSD utilizes filtering software in an effort to prevent students from accessing content that is (1) obscene, (2) depicts pornography, and/or (3) is deemed harmful or inappropriate for minors. RSD will also monitor online activities through direct observation and/or other technological means to ensure students are not accessing content deemed inappropriate for minors or using internet access for malicious intent.

Internet sites blocked by the filter may be made available, as needed, for the purposes of bona fide research or other educational projects being conducted by students as part of classroom curriculums, but only at the request and approval of a teacher or administrator.

### **Supervision**

RSD staff will make a reasonable effort to supervise student internet access and use. If content is accessed that violates standards of the AUP and/or NCC then district staff may instruct the student(s) to cease using that material and/or contact an administrator for help in implementing the appropriate sanctions.

If inappropriate content is accessed whether accidentally or intentionally staff members or administrators will contact the Information Technology Department for further review and to have the website added to the RSD filter "Blocked List".

### **Instruction**

All RSD students will be educated via online resources, district curriculums, and/or direct in-school instruction about appropriate online behavior including but not limited to:

- Responsible personal conduct within online social media communities (Facebook, twitter, chat rooms, etc.) is no different than responsible personal conduct face-to-face.
- Cyberbullying awareness and response.
- Associated student personally identifiable (name, address, birthdate, SSN, credit card numbers, etc.), private, and/or confidential information about themselves or others should never disclosed on the internet, by minors, without the permission of a parent/guardian. Students should also never arrange a face-to-face meeting with someone you "meet" on the internet without parent/guardian permission.
- There may be long-lasting implications to publishing, whether via pictures and/or words, personal information online resulting in negative consequences.

## **INTERSCHOLASTIC ACTIVITIES: REGULATIONS & GUIDELINES**

The district's interscholastic activities program hopes to develop leadership, a strong school spirit, and friendly, positive inter-school relationships. Students representing the Richland School District are expected to exemplify the highest standards of good sportsmanship. Sportsmanship includes the qualities of courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches and all others associated with the sport or activity.

The following are general expectations of all participants:

1. In order to participate in practice or the activity itself, the participant must be in school attendance the entire day of such practice or activity (except Saturday). Any exception must be cleared through the building administration or activity or athletic director.
2. Theft of goods or equipment may result in expulsion from the team or activity. Theft is interpreted as the unauthorized possession of equipment or goods belonging to the Richland Schools, any other school, organization, or individual.
3. Use or possession of tobacco, tobacco products, electronic cigarette, e-cigarette, or vaporize cigarette, nicotine, nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect of nicotine substitutes, and any other "tobacco innovation" will result in a two-week suspension on the first offense. Second offense will result in expulsion from the activity.
4. Participants are prohibited from being in possession and/or use of alcohol, steroids, designer or synthetic drugs, legend drugs, controlled substances (RCW 69.50), and those prohibited drugs listed in Policy 3418 - Alcohol, Tobacco, and Other Drug Use/Abuse Policy, which includes prescription drugs not belonging to the student. This prohibition also includes attending and/or remaining at an event where consumption of any of the above mentioned substances by a student or students occurs. Any of these violations will result in:
  - 1<sup>st</sup> Offense** – the participant being immediately ineligible for any competitions or performances of any team, squad, activity or office for sixty (60) school days. In the event that the 60-day suspension is invoked, up to 15 school days may be held in abeyance if the student participates in a certified substance abuse program. A first time offender of this policy, who self-reports and who agrees to participate in a certified substance abuse program may have their suspension reduced up to 30 school days. NOTE: ASB Officer's term begins with election; Cheerleader and Dance season begins with tryouts.
  - 2<sup>nd</sup> Offense** – the immediate removal of the participant from and loss of eligibility from the any team, squad, activity or office for one calendar year with no option for appeal.
  - 3<sup>rd</sup> Offense** – the immediate removal of the participant from and loss of eligibility from the any team, squad, activity, or office for the remainder of the student's high school career with no option for appeal.
5. Sale, transfer, or barter of alcohol, steroids, designer or synthetic drugs, legend drugs, or controlled substances (RCW 69.50), and those prohibited drugs listed in Policy 3418 - Alcohol, Tobacco, and Other Drug Use/Abuse Policy which includes prescription drugs not belonging to the student will result in:
  - 1<sup>st</sup> Offense** – the immediate removal of the participant from being eligible for any competitions or performances of the team, squad, activity or office for sixty (60) school days. A portion of the suspension may be held in abeyance, not to exceed 15 school days, if the student successfully completes an appropriate assistance program and receives approval of the Athletic Eligibility Committee for reinstatement.

**2<sup>nd</sup> Offense** – the immediate removal of the participant from and loss of eligibility from any team, squad, activity or office for one calendar year with no option for appeal.

**3<sup>rd</sup> Offense** – the immediate removal of the participant from and loss of eligibility from any team, squad, activity, or office for the remainder of the student's high school career with no option for appeal.

6. School equipment is to be worn only while participating in practice or during scheduled contests or with the approval of the supervisor. The Washington Interscholastic Activities Association (WIAA) prohibits the use of school issued equipment while participating in any event outside the yearly school program or activities not sponsored by the WIAA or authorized by school officials. School equipment checked out by the student is his/her responsibility. The student is expected to keep it clean and in good condition. Loss of issued equipment or damage to issued equipment will be the student's financial obligation and the district reserves the right to withhold transcripts until the obligation is satisfied.
7. The school district and the ASB provide students with physical facilities for activities at great expense to parents and community members in the form of taxes; therefore, it is important that students exercise care and personal regard for these areas. Misuse of dressing areas, lockers, towels, soap, benches, gymnasiums, auditoriums, fields or any school facilities/equipment will not be tolerated.

The head coach or activity advisor has the prerogative to discipline a student who refuses to observe acceptable patterns of behavior. At the beginning of the season, the head coach or director of an activity will provide student participants with a written outline of the training rules, expectations for participants, and criteria to be used in determining eligibility for a letter or other award applicable to that activity. In the event discipline is imposed, that discipline may result in denial of a letter or award. The head coach/activity advisor also has authority to suspend or remove a student from a sport, activity, or elected position. Because student participants in extracurricular activities are representatives of the school and are participating in a school activity, misconduct may result in imposition of both discipline related to athletics/activities and student discipline. Students will have access for appeal suspensions and removals.

Students will have access for appeal through the Activities Review Board and the school administration. Due process procedures will then be followed as set up by the Richland School District and the State of Washington.

### **Interscholastic Activities Participation Form**

All students who are involved with school-sponsored clubs, groups, sports teams and activities are required to have a signed Interscholastic Activities Participation Form on file as a condition for being a member. The standards of conduct expressed in the form apply to all school sponsored organizations. Violation of the agreement will result in the disciplinary action as outlined in the participation agreement. The standards of behavior identified in the form apply for the length of the varsity sports seasons as defined by WIAA, activities are based on the school year or by the length of the activity as defined by the advisor. The agreement is good for one calendar year from the date of signing and does not need to be renewed for each activity, club or sport season.

## **LIBRARY**

The goal of the library media program is to ensure that students are effective users and procedures of ideas and information. The library has a collection of over 17,000 books as well as online resources to assist you with your class assignments and recreational reading. The library staff is available to answer your research questions and recommend some great books to read. Word processing and printing is available for your school assignments. The library is open from 7:30 am to 3:00 pm Monday to Friday. You must have your ASB/ID card to check out materials. You will not be able to check out anything if you have overdue books. An overdue list will be posted opposite the bookkeeping office at the end of each quarter. Ask at the front desk for passwords to access our online databases from home.

## **LOCKERS**

The school lockers are loaned to you by the school; therefore, they are school property. Do not, REPEAT, do not keep valuables -- i.e. calculators, purses, wallets, etc. -- in the lockers. The school is not responsible for the loss of your personal belongings. Appropriate decorations are acceptable. Be careful nothing interferes with the door closure and/or lock function. Anything put up in your locker must be able to be taken down at the end of the year. Please keep your locker clean and free of old food. If you have a locker problem, see a Security Officer or any of the secretaries in the office.

### **How To Open Your Locker**

1. Turn your lock twice past zero to clear the lock.
2. Turn to the right and stop on the first number.
3. Turn to the left once past your first number and stop on your second number.
4. Turn right directly to your third number; then lift latch.
5. When you close your locker be sure to turn the dial and check the handle to make sure that it has latched.

## **LOST AND FOUND**

If you lose something, check the Lost and Found in the office. If the item has not been turned in, fill out a Report of Lost or Stolen Property form. If you find something, take it to the office. Any valuables you are worried about losing should be left in the office with a secretary.

## **LUNCHTIME**

Students in the 9th-12th grades at Hanford High School may leave the campus at lunchtime. If you do, however, please be sure that you return promptly for your fourth period class. The cafeteria is open from 6:30 AM - 12:30 PM. Lunch prices will be reviewed and updated annually.

There are two lunch periods. 1<sup>st</sup> Lunch is from 10:55-11:25 and 2<sup>nd</sup> Lunch is from 11:55-12:25. Your lunch schedule on regular school days will be determined based on your 4<sup>th</sup> period class.

## MID-QUARTER PROGRESS

If a student's grades are not adequate and are in danger of failing at mid-quarter, their parents are notified by the teachers whose class they are failing. Parents/Guardians are encouraged to monitor progress of their child through PowerSchool. For more information please visit Hanford High School's website: hanfordfalcons.org.

## MLA format for a list of works cited

A list of works cited has all the sources that contributed ideas and information to your paper. (It is the same as a "bibliography.") **It is arranged in alphabetical order** by whatever the first word is: the authors' last names or, if a source doesn't list an author, by the first word of the title (ignore "A," "An," and "The"). The list in the sample below is in correct order.

If you have a type of source not covered in the examples in this guide, ask the librarian to show you the *MLA Handbook for Writers of Research Papers*, 7th edition.

### Sample:

**All sources are integrated into one list, arranged alphabetically. Double-space the list and indent the second line of an entry 5 spaces.**

### Works Cited

Box, Scott. "One Father's Unique Perspective." *Newsweek* 5 Mar. 1999: 38. *MasterFILE Premier*. Web. 12 Feb. 2009.

"Parent." *Encyclopaedia Britannica Online*. Encyclopaedia Britannica, 2008. Web. 13 Mar. 2009.

Parke, Ross. *Fathers*. Cambridge: Harvard University Press, 2000. Print.

Schorr, Burt, Jr. "States Cracking Down on Fathers Dodging Child-Support Payments." *Wall Street Journal* 26 Jan. 2009, eastern ed.: 33. Print.

Sheppard, Lisa. "Father Involvement Shows Positive Outcomes." *Urban Programs Resource Network*. University of Illinois at Urbana-Champaign. Apr. 2001. Web. 29 May 2009.

### Other Rules:

**When required information is not given** -- In the spot where the information should be, put the following abbreviations: No date of publication: n.d. No place of publication or no publisher: n.p. No page number: n.pag.

**A second work by the same author**--Instead of repeating the author's name in the works cited list, for the second entry put 3 hyphens and a period (---) and alphabetize as if the name were spelled out.

### Works Cited – ONLINE SOURCES FROM THE WEB

**Web newspaper article with author** (name of publisher follows title of source, so Washington Post repeats)

Willison, Marilyn Murray. "Family Issues." *Washington Post*. Washington Post, 1 May 2009. Web. 6 May 2009.

**Web encyclopedia, no author given**

"Parent." *Encyclopaedia Britannica Online*. Encyclopaedia Britannica. 2008. Web. 13 Mar. 2009.

**World Wide Web site** (Give the specific page's title in quotation marks, then general title of web site in italics. Give publisher after that.)

Sheppard, Lisa. "Father Involvement Shows Positive Outcomes." *Urban Programs Resource Network*. University of Illinois at Urbana-Champaign. Apr. 2001. Web. 29 May 2009.

**World Wide Web page with "missing" information** (Often all the information asked for in the above example isn't there. Here there was no author or overall web site name or publisher or publication date.)

Why Fathers Are Getting Child Custody More. N.p., n.d. Web. 30 June 2008.

### Works Cited - PRINT SOURCES

**General encyclopedia, signed article**

Farber, Bernard. "Family." *Encyclopedia Americana*. 2007 ed. Print.

**Specialized encyclopedia, no author given**

"Fatherhood." Encyclopedia of Sociology. Ed. T.E. Chen. Vol 2. New York: Putnam, 2008. Print.

#### **Book**

Parke, Ross. *Fathers*. Cambridge: Harvard University Press, 2000. Print.

#### **Book with two editors, not the first edition**

McKee, Lorna, and Margaret O'Brien, eds. *The Father Figure*. 3rd ed.  
New York: Tavistock, 2002. Print.

#### **Magazine article, no author given**

"Fathers Confused by Changing Family Roles." *USA Today* Oct. 2008: 5. Print.

#### **Magazine article with an author**

Gold, Jeannye. "When Fathers Raise Children Alone." *U.S. News and World*  
Report 12 Apr. 1999: 51-52. Print

#### **Newspaper article with author**

Schorr, Burt, Jr. "States Cracking Down on Fathers Dodging Child-Support Payments." *Wall Street Journal* 26 Jan. 2009, eastern ed.: 33. Print.

#### **Government document**

United States. Dept. of Justice. *Child Support Payment Laws*. Washington: GPO, 2007.  
Print.

#### **Works Cited: VIDEOS**

##### **Film or video**

*When Fathers Desert Families*. Prod. Project Hope. Maxwell, 2008. DVD.

##### **Online video**

Barack Obama Podcast: On Fatherhood. [barackobama.com](http://barackobama.com). 17 June 2007. YouTube.  
Web. 5 May 2009.

#### **Work Cited Personal Interview:**

Pei, I. M. Personal interview. 22 July 1993.

#### **Work Cited CultureGram citation:**

"Australia." *CultureGrams Online Edition*. ProQuest, 2010. Web. Sep 2010.

Online Help : [www.easybib.com](http://www.easybib.com) or [www.noodletools.com](http://www.noodletools.com) or [www.citationmachine.com](http://www.citationmachine.com)

## **NATIONAL HONOR SOCIETY**

Hanford High School has a chapter of the National Honor Society. To be eligible for membership, a student must be at least a junior and meet the four criteria set by the National Honor Society and clarified by Hanford High School.

- **Scholarship:** The student must have a cumulative GPA of 3.600 and also a current semester GPA of 3.600 and be taking at least two classes at Hanford High School.
- **Leadership:** The student must demonstrate leadership by active membership in at least three (3) organizations, two of which affiliated with Hanford High School. This includes all HHS co-curricular and extra-curricular activities.
- **Service:** The student must demonstrate service by participating in at least three (3) service projects involving a total of at least twelve (12) hours of service within the past two years. At least one (1) project of three hours must be done directly through Hanford High School or as a part of a club or organization at HHS.
- **Character:** The student must receive a majority of the votes of the five-member NHS Faculty Council. The Faculty Council votes on students after receiving information from the Activity Sheet / Information Packet that the student submits and the evaluations submitted by their teachers. Both out in the community as well as at school, a student's behavior and standards at all times are considered. Contact the NHS Advisor for additional information or forms or go to <http://hanfordfalcons.org/>.

## **PARKING**

Parking at Hanford High School is a privilege afforded to those students who have earned a driver's license. In order to maintain order in the parking lots, the following designations have been made:

- Parking pass will be issued by student request to all Juniors and Seniors. Sophomores may request a parking pass after the school year has started if they turn 16 prior to January 31<sup>st</sup>.
- Parking is permitted only in designated spaces and area with a parking permit displayed. Students may park in "General" and "Student" Parking areas only (See Map).
- Cars parked across two spaces or parking in undesignated areas or restricted areas such as Richland School District or disabled spots, will be classified as illegally parked.
- No parking is permitted on any access road, or in any yellow zone. Specific parking areas are designated for Hanford High School staff (see map), students parking in these areas will be in violation of parking regulations. Also, students may not park in areas designated for visitors.
- Students who park and/or drive in a manner that is deemed unsafe may not be allowed to park and/or drive on Richland School District property.
- Drivers who violate these regulations will be subject to disciplinary action, possible fines, and may have their vehicle towed at the owner's expense. Students with questions about parking need to speak with security.



## REPORT CARDS

Report cards are issued at the end of every semester. Each semester is composed of two quarters, and two semesters are one year. Semester grades become a part of your permanent record. Your report card will indicate each of your classes and the grade you have earned.

## RIVER'S EDGE HIGH SCHOOL

Students who attend River's Edge High School the last semester of their senior year will receive their diploma from River's Edge. Students who want a Hanford High School diploma must be enrolled in and attend classes at Hanford High School during the last semester of their senior year.

## SCHEDULE CHANGES

Schedule or class changes will be considered on an individual basis before school begins.

After 10 days of a semester, and until the end of the first quarter, a student may drop a class and receive a withdrawal grade. The withdrawal grade will appear on the transcript but will not be calculated in the GPA. Dropping a class after the first quarter of a semester will result in a failing semester grade on the transcript.

In order to drop a class, a student must pick up a drop form from his/her counselor. If a student stops attending a class before the form is completed with all the signatures and they are withdrawn from the course, they will be considered truant.

The Master Schedule is created based on student requests. If a student wishes to change his/her requests after the schedule is created, there is an increased chance that he may not be able to get the classes he/she wants. Therefore, students must attend the schedule they received at Falcon Prep Day prior to the start of school. Students are scheduled into classes based on grade level, seniors having first priority followed by juniors, sophomores and freshmen.

## **SCHOOL DELAY (Late Start)**

Sometimes during the winter when there is a lot of snow and/or ice on the ground or there is some other type of inclement weather, school could be delayed -- usually two hours. It is your responsibility find out whether school has been delayed.

Parents, staff and students wishing to receive Richland School District weather closure/delay announcements via email, text message, or push notification can sign up by going to: <http://flashalert.net/news.html?id=1845> (if you already have an active account, you do not need to sign up again, but you do need to log in to your account once a year to keep it active).

Bear in my mind that the cell phone companies get backlogged on weather mornings as they try to keep up with the text messages, so it is recommended that you not rely entirely on text messages. We urge you to download the new, free app for iOS and Android called FlashAlert Messenger. It uses push notification to send messages directly to your phone, bypassing the cell companies' text message channel. Search for FlashAlert Messenger at the iTunes App Store (iOS) or at Google Play (Android).

## **SCHOOL SIGN POLICY**

The following policy controls the posting of signs in our halls:

- 1) All materials posted in the halls shall be in good taste and of good quality artistically.
  - No offensive or off-color language or sexual references. Expressions such as "kick butt" should be avoided in favor of positive expressions that mean the same thing.
  - Signs shall be neat and neatly trimmed.
  - Signs shall be firmly and neatly attached to the strips in the halls. No taping on walls.
- 2) Signs shall be limited in number and posted in proper places.
  - Not more than one sign for any given event per 25 feet of hall.
  - No signs on glass surfaces, on the ceilings, or other places deemed inappropriate by the administration.
  - Signs that advertise non-school activities must be pre-approved either by the District Office or the school administration. Approval may be granted on a yearly basis by the school administration for a non-school activity.
- 3) Materials used for signs shall be obtained appropriately.
  - ASB supplies are only to be used with the permission of the Activities Director.
  - Academic Department supplies must not be used for ASB signs.
- 4) Signs must have a removal date on the sign. The person or group who posted the sign is responsible for removing it on that date or for disposing of it if it gets torn down prior to the removal date.
- 5) Administrators, teachers, ASB officers, and the janitorial staff are authorized to remove signs not meeting the criteria of this policy. The principal or his designee shall make determinations on the appropriateness of sign content.
- 6) Possible consequences for violation of the sign policy include:
  - Charging groups for materials used.
  - Assessing a fine to the individual or group.
  - The loss of sign posting privileges for one month or more.
- 7) Any student found guilty of vandalizing (defacing, removing, etc.) any sign meeting the criteria of this policy is subject to discipline under school rules.
- 8) Any signs posted in the gym must meet the criteria of the Mid-Columbia Conference. See the Athletic Director for those regulations.
- 9) The administration makes no guarantees that any student's or groups' signs will be free from vandalism.

## **SCHOOL STORE**

The school store is located across the hall from room 1202. The School store sells such things as candy, pop, chips, cookies, etc. as well as school supplies and Falcon Pride items. This is also where you buy your PE uniform. It is open during lunch.

## **SICKNESS AT SCHOOL**

If you aren't feeling well, ask your teacher for permission to go to the attendance secretary in the Main Office. She will take you to the nurse's station and let you call your parent or guardian. If you can't reach either of them, see your counselor or assistant principal. **DO NOT LEAVE SCHOOL WITHOUT CHECKING OUT IN THE OFFICE.** You will be considered truant if you do so.

## **SPORT SCHEDULES**

Sports schedules can be found at: <http://hanfordfalcons.org/sports/athletics.html> Please come out and support our student athletes!

## **TEACHERS' GRADING SYSTEMS**

Each teacher has a system of his or her own to keep track of the grades that you have earned in his or her class. The teacher will explain to you what earns a grade and what you must do to maintain a certain grade. It is your responsibility to understand the grading policies, and be aware of your own progress. Don't be afraid to ask questions. Each teacher has many students' grades to worry about. You only have your own grades with which to be concerned. Keep tabs on them, and there won't be any unpleasant surprises. Also, you may find that a little extra effort may enable you to get the next higher grade.

## **TELEPHONES AND MESSAGES**

Telephone messages for students will not be delivered except in emergency situations. Also, the office takes messages only from parents. The ASB provides a phone for student use (7:00am - 3:30pm) located on the counter in the office. Calls are limited to two minutes.

## **TEXTBOOKS**

Students are responsible for and are expected to take good care of the books that are issued to them and to return them to their teacher at the time they are collected. Fines will be issued for books damaged or not returned. Students may check with Department Heads to try to locate missing books.

## **VISITORS**


Classroom instructional time at Hanford High School is protected from disruption. Please plan for visitors to meet staff and see the campus before or after school. All visitors must check in at the office. Any student wishing to bring a visitor to visit classes while they are in session must have all teachers' and principals' approval one week in advance. A visitor may only visit for one day during the school year. The student who wishes to have a visitor must bring a note from his/her parent/guardian requesting that the visitor be allowed to visit. No person will be allowed to be a visitor who currently lives in the Tri-Cities and/or attends a Tri-City area high school. All visitors must abide by all the rules of Hanford High School while they are visiting. It is the responsibility of the student who brings the visitor to make sure that the visitor's behavior meets HHS standards.

## **WITHHOLDING OF DIPLOMA, REPORT CARD AND/OR TRANSCRIPT**

A student's diploma, report card and/or transcript will be withheld until the student pays for book fines, library fines, ASB fines and for any school property that has been lost or willfully damaged. Upon payment of fines or damages, the diploma, report card and/or transcript will be released.


## 2018-2019 DATES TO REMEMBER

Please visit <http://hanfordfalcons.org/info/calendar.html> for all of the activities happening at Hanford High School this year.



**Hanford High School**  
450 Hanford Street  
Richland, WA 99354

"Home of the Falcons"



SportsActivities/Clubs**Information**NewsFaculty & StaffLibraryLinksCareer CenterCounseling CenterPTSAHome

Attendance

Bell Schedules

Busing

**Calendar**

Course Catalog

ASB

Falcon Prep Day

Graduating Seniors

Internet Opt-Out

Lunch Menus

Non-Discrimination Statement

School Improvement Plan Goal Summary

Senior Scholarship

State Testing Schedule

Student Fees/Forms

Student Handbook

Student Parking

Summer Information 2016

Volunteer Info

Search Site:


**Calendar**

2016-17 School Year Calendar

Download our 2016-17 school year calendar in PDF format below.

There will be an early release every Friday for all students. Elementary students will be dismissed at 2:15 pm. Middle school and high school students will be dismissed at 1:25/1:30 pm. Teachers will use this hour of time to meet in grade level or department teams to discuss assessment, curriculum, and student achievement issues. The bottom line goal of PLC work is to **improve student learning**. Contact your child's school if you have questions regarding early release Fridays.

Parent-teacher conferences will be held in November and March. Your child's school will communicate with you about schedules and early release times.

 [2016-17 District Calendar](#)


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September 2016

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 Jefferson, Marcus Whitman Open House	30 First Day Of School 10:55a BFT Youth Passes Handed Out	31	1	2	3
4	5 NO SCHOOL Labor Day	6 Enterprise, C.J. Carmichael Open Houses	7 Hanford, RE, Jason Lee Open Houses	8 Make up Picture Day	9	10 7:15a ACT Testing
11	12	13 LC Open House	14 RHS Open Houses	15 Orchard, Sadi Open Houses	16 4p Falcon Kickoff Tailgate Party	17
18	19	20 White Bluffs, Wiley Open Houses	21 ASVAB Testing Falcon Gym	22	23	24
25	26	27 10:55a BFT Youth Passes Handed Out	28 Sp College, Financial Aid, and Scholarship App Process Night	29 Badger Open House	30	1 7:15a SAT Testing
2	3	4	5	6	7 Senior Pictures due for Yearbook Senior Quize Due for Yearbook 8a Senior Class Meeting	8

 = Click to view more details; Click on any day (not event) to view in Day mode

Export as:

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# IMPORTANT SENIOR DATES

1-Sep	Last Day to Turn In Request for Schedule Change	
27-Sep	Senior Class Meeting	6pm Auditorium
28-Sep	Start filling out FAFSA	
3-Oct	College/Scholarship/FAFSA Night	
4-Oct	Jostens here taking orders	Both Lunches-Falcon Gym Foyer
4-Oct	Jostens parent night	6-8pm Falcon Gym Foyer
5-Oct	Senior Pictures/Quotes Due	Submission Instructions on Hanford web Site (under graduating seniors)
11-Oct	Jostens here taking late orders	Both Lunches-Falcon Gym Foyer
23-Oct	College & Career Expo	6-8pm Commons
12-Nov	Senior Baby Picture/ Ads Due	Submission Instructions on Hanford web Site (under graduating seniors)
1-Feb	Jostens delivery of Sr Class Rings	Both Lunches-Falcon Gym Foyer
21-Feb	Jostens 2nd Delivery of Class Rings	Both Lunches-Falcon Gym Foyer
21-Feb	Jostens Parent Info	4-7 pm-Falcon Gym Foyer (during conferences)
19-Apr	Senior Class Meeting	8 am-Auditorium
19-Apr	Cap/Gown 1st Delivery	Both Lunches-Falcon Gym Foyer
2-May	Baccalaureate	6-7pm (Place TBD)
3-May	Cap/Gown 2nd Delivery	Both Lunches-Falcon Gym Foyer
May 14 (Tentative)	Senior Sensation	7pm 3 Rivers Convention Center
22-May	Scholarship Night	7pm Auditorium
31-May	Senior Fines Due in Full To Bookkeeping	
5-Jun	Senior Finals Periods 0,1,2,3	(Must also attend periods 4,5,6)
6-Jun	Mandatory Graduation Practice	8:30-10:30 Toyota Center (return to HHS after)
6-Jun	Senior Finals Periods 4,5,6	
7-Jun	Mandatory Graduation Practice	9-11 Falcon Gym (NO HHS Classes)
7-Jun	GRADUATION	Arrive @ Toyota Center 7:00 GRADUATION @ 7:30
17-Jun	Diploma Pick Up Date	

For more detailed information please look on the HHS website [www.hanfordfalcons.org](http://www.hanfordfalcons.org) – Information-graduating Senior.

Looking for Scholarships? Check out our Website  
[Hanfordfalcons.org-Information-Senior](http://Hanfordfalcons.org-Information-Senior) Scholarship

## DISTRICT CALENDAR

## Monthly Calendar