

Lewis and Clark High School
Student Handbook
2022-2023



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Introduction

The student handbook is designed to provide common understanding among all members of the Lewis & Clark community. It is the responsibility of all students, parents, and staff to familiarize themselves with the contents of the handbook and to act accordingly.

Important Phone Numbers

Public Office	354-7000
Attendance Hotline	354-6968
Student Office	354-5680
Counseling Office	354-6966
Business Office	354-6988



Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, religion, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer and/or Harassment, Intimidation, Bullying (HIB)/Student Civil Rights/504 Compliance Officer. Title IX/Staff Civil Rights Officer, Dr. Linda McDermott (509) 354-7318 • Harassment, Intimidation, Bullying HIB/Student Civil Rights Officer, Dr. Adam Swinyard 354-5901 • 504 Compliance Officer, Gwen Harris 354-7254 • ADA Officer, Dr. Linda McDermott (509) 354-7318 • Affirmative Action Officer, • Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 • 200 N. Bernard Street, Spokane, WA 99201-0282.

Academics

Grading, Progress Reports, & Report Cards

Grades are updated and reported according the SPS academic calendar.

There are two ways student grades are tracked – mid-term progress reports and report cards.

- Mid-term progress reports are meant to show current progress and motivate students to work hard and complete the term.
- Report cards are no longer mailed home, you can check your students grades in live time by logging in to your parent PowerSchool account.
- Semester grades are posted to a student’s transcript.

Parents are encouraged to contact teachers directly as achievement concerns arise.

Spokane Public Schools Grading Scale

The Spokane School District adopted an 11-point grading scale (+) and (-) grading scale in 2015-2016. Below is the new grading scale.

<i>Percentage**</i>	<i>Letter Grade</i>	<i>Grade Point*</i>	<i>Honors Rank Weighting**</i>	<i>AP Rank Weighting**</i>
93-100%	A	4	4.5	5
90-92%	A-	3.7	4.2	4.7
87-89%	B+	3.3	3.8	4.3
83-86%	B	3	3.5	4
80-82%	B-	2.7	3.2	3.7
77-79%	C+	2.3	2.8	3.3
73-76%	C	2	2.5	3
70-72%	C-	1.7	2.2	2.7
67-69%	D+	1.3	1.8	2.3
60-66%	D	1	1.5	2
Below 60%	F	0	0	0

*Based on WAC 392-415-050

**WAC 392-415-050 does not assign percentages or class rank weighting; these columns are SPS-determined.

Percentages will be rounded to the nearest whole number. For example, 81.4% rounds to 81%, 81.5% rounds to 82%.

Latin Honors at Graduation Ceremony

This system recognizes the top students at each high school using weighted grade point averages. Students have the ability to earn three different levels of recognition: Cum Laude, Magna Cum Laude, and Summa Cum Laude. These are the same designations that colleges across the nation use to recognize top students.

These designations would honor approximately 12 percent, 5 percent and 3 percent of our current senior class for each category.

Graduation Requirements

To have a College and Career Ready Transcript that includes Career Pathways, Lewis & Clark strongly recommends that you exceed the minimum required courses and take classes that will help you to prepare for your post-high school experience. See the chart below for the required courses and our recommended courses.

Requirement	Expected Course Plan
Math*	4.0
English	4.0
Social Studies	3.0
Science	4.0
Career & Technical	1.0
Fitness	1.5
Health	0.5
Fine Arts (One Credit can be a Personalized Pathway Course)	2.0
World Language~ OR Two Personalized Pathway Courses	2.0
Electives	2.0
TOTAL MINIMUM	24.0

Additional Requirements

In addition to the credit requirements, students must complete the following: 1) A High School and Beyond Plan 2) Pass all required State Testing (for further information see the Testing Information)

Note: Lewis & Clark High School expects all students to enroll in six (6) classes every semester and take four (4) years of high school math and science. For additional information please check with your counselor and/or see: <http://www.spokaneschools.org/parents>.

Withdrawal from a Class

- All class changes must be approved by counselor and/or administration.
- Extenuating circumstances will be dealt with on an individual basis.
- AP/Honors Drop Request:
 - Schedule changes are discouraged as they affect multiple classes and teachers. This MAY have a detrimental impact on academic progress and achievement in one or more classes.
 - Schedule changes (if approved) are contingent on course availability. They are not guaranteed.
 - Dropping a class after the first three weeks of 1st semester or after the first week of 2nd semester will result in an “F” posted to the transcript.
 - Remember, AP and honors courses help students develop the study skills, habits of mind, and critical thinking abilities that they will need in college.
 - Students must complete form below that is available in the counseling office.

Academic Interventions

Lewis & Clark High School offers several academic interventions to support students as they progress through high school. The opportunities we provide are designed to meet the needs of specific groups of students. Some examples are as follows; Homework Center, Academic Support Center (ASC), Alternative Learning Experience (ALE). For a comprehensive list contact the Student Office.

Credit Deficiency

To be on track for graduation, students should have completed the following credits:

- Entering 10th grade should have a minimum of 6 credits.
- Entering 11th grade should have a minimum of 12 credits.
- Entering 12th grade should have a minimum of 18 credits.

Lewis & Clark High School and Spokane Public Schools offer a variety of credit retrieval options. Please see your counselor for more information.

Testing Information (State and College Admission)

- **SBAC:** Smarter Balanced Assessment Consortium measures each student's achievement compared to the Common Core State Standards (CCSS). The test is taken in sophomore year.
- **WCAS:** Washington Comprehensive Assessment of Science measures each student's achievement compared to the Next Generation Science Standards. The test is taken in the junior year.
- **PSAT:** All Juniors have the opportunity to take the PSAT in the fall during the school day. This exam provides access to the National Merit Scholarship competition.
- **SAT:** Required by many four-year colleges and universities. All juniors have the opportunity to take the SAT in the spring during the school day. See www.collegeboard.com for information on costs and deadlines.
- **ACT:** Required by some four-year colleges and universities for 11th and 12th grade students. See www.act.org for information, costs, and deadlines.
- **AP (Advanced Placement):** Lewis & Clark High School offers over 24 different Advanced Placement courses. Students can earn college credit by demonstrating proficiency on AP Exams.

Attendance

At Lewis & Clark High School we know regular attendance at school results in greater academic success. To meet our mutual goal for student success, we share in a partnership and shared expectation among the school, parents/guardians, and the student that students will be present and on time for each day school is in session. Students are expected to be in class by 8:00am and ready to learn every day.

To support students' attendance, LCHS staff will apply both restorative and progressive disciplinary measures when repeated or chronic attendance issues arise.

Attendance Hotline: 509-354-6968

When leaving a message, please leave the following information:

1. Please spell the first and last name of the student.
2. State your name and relationship to the student.
3. Leave your daytime phone number for verification.
4. Give a brief reason for the absence.

Attendance Policy

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance.

Unless previously excused, the absent student's parent or guardian should call the 24-hour Attendance Hotline listed above. If there is an unexcused absence, the computer phone system will attempt to call the home to leave a message. Student absences must be cleared by a parent/guardian note or call within two (2) school days after the absence, or the absence will remain unexcused and considered a truancy.

Truancy can result in numerous interventions including parent meetings, attendance agreements, progressive discipline, community truancy board, and filing of a truancy petition with juvenile courts (Becca Bill).

Becca Bill - Mandatory Attendance Law (Ch 312, Laws of WA, 1995)

“Upon a child's fifth unexcused absence in a month, or upon a tenth unexcused absence in a year, the school district shall file a truancy petition in juvenile court (Sec. 68). If the school district fails to file such a petition, the parent may file the petition (Sec. 68). No court filing fees are required for these petitions.

The act sets forth the contents of the petition (Sec. 69). Among other things, the court may schedule a hearing and require attendance of the child and parents at the hearing (Sec. 69 (4)). The court shall grant the petition and enter an order assuming jurisdiction for the remainder of the school year if the allegations in the petition are established by a preponderance of the evidence (Sec. 69 (6)).

Superior court commissioners, family law commissioners, and juvenile court judges have jurisdiction to hear these truancy petitions (Sec. 71-Effective Sept. 1, 1995). In addition to assessing fines, placing children into detention, and other current options, the act authorizes courts to also order the parent to provide community service at the child's school instead of imposing a fine (Sec. 74). Half of the fines shall go to the school district, and 50% shall be given to the county (Sec. 75).”

15 Percent Rule

A student's total absences, both excused and unexcused, reach 15 percent, the school may require a doctor's note for any subsequent absences to be excused.

Prearranged Absences

Before planning an extended absence (three days or more) of a student, parents should consider the following:

- Students need to attend as many classes as possible to receive the best grade attainable, so it is reasonable to expect that an extended absence could severely affect the student's grade.
- Teachers cannot be required to pre-teach work which would be missed or accept make-up work after a date established before leaving.
- Teachers cannot always be expected to provide multiple assignments in advance. However, if an occasion arises where an extended absence is unavoidable:
 - The student should pick up the Pre-Arranged Absence Form from the Attendance Office one to two weeks prior to the absence.
 - The parent/guardian should fill out the form and sign it.
 - The student should take the form to all of his/her teachers and notify them that assignments are needed.
 - The student and teachers can work out a time when it is convenient for assignments to be picked up.
 - The student needs to hand in the completed form to the Attendance Office before he/she leaves school for the prearranged absence.

Early Dismissals

A student who needs to leave school during the school day must obtain an early dismissal slip from the Attendance Office before leaving the building. **STUDENTS MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE. FAILURE TO DO SO WILL BE CONSIDERED A TRUANCY AND WILL NOT BE CLEARED.**

Truancies and Tardies

Being tardy to class not only impacts the student's educational experience but also disrupts the educational process for others. Being on time to class is an expectation at Lewis & Clark. Students who find themselves tardy to class are still required to go to class. Unsupervised students are not allowed in the hallways during class. Failure to be on time will result in progressive discipline. Hall sweeps will be conducted consistently throughout the school day. Students found in the halls without a pass during hall sweeps will be issued corrective action and/or progressive discipline.

Students arriving to class during the first 5 minutes of class (without a teacher/office pass) are considered tardy. Students arriving after the first five minutes (without a pass) and before the majority of the class has passed, will be considered excessively tardy. Arriving after "the majority" of the class has passed is an UNX absence will count towards the student's truancies. The Home Calling System will call each night to notify parents of absences. The school will notify parents and file a petition with the BECCA Law Court when a student has met the BECCA criteria for unexcused absences. Students that are truant will be referred to the Student Office.

Students are expected to be in their classrooms when the bell rings to start class. Students who enter the class at any point after this are considered tardy. Late arrivals may be excused by a parent or guardian through the attendance office if they meet the definition of an excused absence/tardy and will be issued a pass to class. Excused tardies are marked as "TYE". If the student tardy does not meet the definition of an excused absence/tardy, the student will go directly to their class and attendance is marked as a "TDY".

- Attendance will be marked as "TDY" in PowerSchool if students arrive up to 5 minutes late
 - Teachers can add a note in PowerSchool when attendance is entered to indicate how late the student arrived

- Tardies (first and subsequent) will incur the following consequences, whether the tardies occur within a single day or across multiple days in the same class:
 - 1st offence: warning from the teacher (Tier 1 Intervention)
 - 2nd offence: warning from teacher & parents/guardians notified (Tier 1 Intervention – MTSS “Support Referral”)
 - 3rd offence: conference with Administrator/Administrator call home (Tier 2 Intervention – MTSS “Support Referral”)
 - 4th offence: one day of lunch detention (Tier 2 Intervention – MTSS “Support Referral”)
 - 5th offence: two days of lunch detention (Tier 2 Intervention – MTSS “Support Referral”)
 - 6th & subsequent offences: subject to progressive discipline (Tier 2 and beyond – MTSS “Support Referral”)

**Missed lunch detention/workshops will result in additional missed lunches and further discipline such as (but not limited to): ISI and Community Action Tasks (CATs).*

Forging Attendance Documents

Students involved with forging notes or passes or using the phone system to excuse their own absences will be subject to progressive discipline and will be placed on the “no note” list. Any subsequent absences will need to be verified by the parent.

Closed Campus

Lewis & Clark High School is a closed campus for all students. Once a student arrives on campus in the morning, you are to stay on campus for the entire school day unless you have checked out through the Attendance Office. Students that need to access their cars during the day are required to get a pass from the student office or an administrator. By 2:45 p.m. all students must be off campus or under the supervision of an adult. Failure to comply with the closed campus policy will result in progressive discipline.

Homework Requests

Homework requests should be made if a student is absent for a minimum of three consecutive days by calling the Attendance Office at 509-354-6968. Requests made at the start of the day will be available for pick-up at the end of school the following day. You may also call or email teachers directly for homework. Late assignments will be accepted by teachers unless the absence is unexcused or the teacher has previously established a deadline for the assignment or project.

If an absence or tardiness is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. For participation-type classes, teachers are expected to provide extended time for students to make up the absence when it is due to illness or a health condition that may interfere with their ability to participate. Student health and welfare should be top priority in establishing a reasonable make-up timeline and the timeline should not expect students to miss another class.

General Information

After School Sports

All sports require a current physical exam, an activity card, activity contract, and the individual sport contract by registering with the district on-line sports registration on Final Forms. Click on the Sports Registration link on the LCHS website.

Bookroom

The Bookroom is open to students before and after school, and the passing time allowed between periods. During this time, students may purchase supplies and check in or check out textbooks/novels. Lewis & Clark Student ID is required for all Bookroom transactions.

All books have been inspected for damages. Damages found have been noted in the Destiny system. Please inspect all books upon receipt. If you discover any damages, return it IMMEDIATELY to the Bookroom for a replacement. Books that are checked out to you are YOUR RESPONSIBILITY. Any damages not already noted will be fined to your account upon check in. Damages include, but are not limited to, writing, stains, liquid damage, dog-eared pages and cover damage. Fines will also be assessed for books turned in with post-it notes on pages and books left on the counter (not physically checked in).

If books are checked out through the Bookroom, they must be returned to the Bookroom, **NOT** the teacher.

Buses & Transportation

To ensure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school and public transportation buses. Failure to follow them may result in a referral to the Student Office and/or denial of bus-riding privileges. Lewis & Clark Student ID and/or STA Rider Pass are required for bus transportation.

Business Office

The Business Office is open to students before and after school. The Business Office handles all school district funds from such organizations as athletics, clubs, A.S.B., Bookroom, library, band, orchestra, choir, etc. Students can also deposit lunch account monies, pay fees and fines, purchase G.S.L./ID cards, school insurance, and yearbooks from the Business Office. The Business Office cannot cash checks, nor can they give cash back on checks written for more than the amount due. Reduced adult sports passes can be purchased in the Business Office. Lewis & Clark Student ID is required for all Business Office transactions.

Dances

All school policies are followed at dances. Infractions are dealt with in the usual manner. The Lewis & Clark community is committed to providing a safe, fun, and respectful environment at our school dances. Students are to refrain from dancing in a sexual nature. Students who exhibit inappropriate dancing behaviors during a dance will be asked to leave without a refund. Students will not be re-admitted to a dance after leaving the assigned area.

A Lewis & Clark Student ID is required with a ticket for admission to all dances. Only current Lewis & Clark's students may attend mixers. Students from other schools who attend non-mixer dances must provide picture ID, complete required

paperwork, and must be pre-registered in the Student Office two school days prior to the dance. Guests must either be enrolled in high school or under 21. School rules apply to all school sponsored events.

Fees & Fines

Absolutely no scholarships, college applications, requests for records will be processed until all fines and fees are cleared. There are no exceptions.

Student G.S.L./Activity Sticker	\$42.00
Student I.D. Card Replacement	\$5.00
Student insurance applications are available in the Business Office.	

Lockers

School lockers are optional and assigned through the Public Office before school and after school. School Lockers are the property of Spokane Public Schools. As property of the school, lockers may be inspected by school officials. Students will be financial responsible for any damage or abuse to lockers. Any items stored in lockers are stored at student’s own risk. LC is not responsible for lost, stolen, or damaged items.

Messages and Deliveries

Delivering messages and food/drinks to students in class interrupts the educational setting. Students will not be called out of class to pick up food/drinks. They will be allowed to pick them up during passing period. Only messages from parents/guardians of students will be delivered to class. Students and parents are asked to cooperate to minimize requests for messages to students during the school day. Students are not allowed to schedule deliveries of food from businesses without permission form LCHS administration.

Parking

LCHS has limited student parking available. Business Office sells students a parking pass for \$5/year. We also have city meter passes for \$90/year. Students can only buy one or the other. Diamond Parking does the parking enforcement and may ticket/impound cars without permits or that are parked improperly. The school is not responsible for loss or damages to vehicles. We highly advise locking your vehicle’s doors and do not leave anything of value in your vehicle. Also, only park in the striped spots. If at any time you feel uncomfortable or see anything of concern call the office and we will send Campus Safety Officer out to support. Parking in non-parking spaces or not displaying a pass will result in a parking ticket that you the student will be responsible for paying.

Tiger Closet

Through the generosity of our parents and community, Lewis & Clark provides school supplies, clothes, and hygiene items for students in need. If your student is in need of items, please contact your student’s counselor. Donated items may be dropped off at the Public Office.

Visitors

Lewis & Clark High School welcomes visitors to our school who are here on legitimate business. Visitors are asked to sign in at the Public Office and obtain a Visitor’s Pass upon entering the building. When business is completed, the

visitor should return to the Public Office, sign out, and promptly leave campus. **Guests or visitors of students are not allowed at school during the day.**

Volunteers

Lewis & Clark High School is always in need of parent volunteers who wish to give of their time on an hourly, weekly, or occasional basis. If you would like to be involved at any level, please fill out a Volunteer Program Application, available in the Lewis & Clark Public Office.

Extracurricular Activities

Associated Student Body (ASB)

Lewis & Clark High School actively encourages students to be involved in the organization and management of the school. The ASB provides opportunities for students to learn and develop leadership skills, promote the culture and climate of the school, and extends opportunities for students to work toward the development of school spirit and unity. Meetings are held regularly. Student representatives and elected officers constitute the voting delegates at meetings.

ASB/GSL Card

Students may purchase the combined GSL/ID card, which allows discounts on school-sponsored events and admittance to varsity athletic events (except for playoffs). The GSL/ID card is required for sports, choir, band, orchestra, drill team, cheerleading, etc.

Extracurricular Activities

All students are encouraged to participate in one or more extracurricular activities. If you are interested in participating in activities include athletics, music, drama, subject oriented clubs, ASB, publications and other clubs please contact LCHS Athletic Director at 354-6967.

Athletic Eligibility

To be eligible to compete in interscholastic athletics, you must meet the following criteria:

1. Must be passing 5 classes in order to play.
2. Must have a current physical (physicals are good for 24 months—i.e. September 10, 2016 to September 10, 2018) Physicals will need to be uploaded onto the family ID site. Go to Final Forms on our district website.
3. Must purchase a GSL/ASB card (currently \$42—good for one school year). This card will also get them into most GSL games or activities free of charge.

Student Expectations

Lewis & Clark High School believes that responsible, respectful, and safe student behaviors are essential to creating a positive learning environment. The goal of student behavior management is to teach students to behave in ways that contribute positively to academic achievement and school success and to support a school environment where students and staff are responsible and respectful. Lewis & Clark High School incorporates the principles of Positive Behavior Intervention and Support (PBIS), Restorative Practices, and Progressive Discipline to create a culture where students and staff are responsible and respectful. The LCHS Student Behavior Management Plan follows Spokane Public Schools Policy and Procedure 3240.

All members of the LCHS community – students, teachers, administrators, and school staff – are expected to treat our school and one another with respect and professionalism. Lewis and Clark is a place of learning and a workplace, and we all need to be aware of how our actions, language, and choice of clothing impact others. Students who violate these expectations will be subject to restorative and progressive discipline.

Student Behavior Management Principles	Examples of Restorative Practices	Examples of Tiered Corrective Action
<ul style="list-style-type: none"> • School staff build positive relationships with students, actively engaged in each student’s learning, and hold students to high expectations. • School staff actively engage students in learning and use consistent and effective classroom procedures. • The school and district climate align with the classroom. • Students are provided clear rules of conduct. • Effective restorative practices are used to prevent and respond to misbehavior. • Effective discipline is used after misbehavior occurs. 	<ul style="list-style-type: none"> • Mediation • Apologies • Relationship building • Effective statements • Community building circles • Restorative dialogues/making agreements • Repairing harm circles • Restorative conferences • Restitution 	<ul style="list-style-type: none"> • Progressive Discipline • Emergency removal from class, subject, or activity • Out of School Suspension <ul style="list-style-type: none"> ○ Short-Term Suspension ○ Long-Term Suspension • Expulsion

Progressive Discipline Policy

When necessary, progressive discipline will be used to manage student behaviors. The following steps are examples of general steps to be followed when employing progressive discipline:

- 1st violation: Tier 1 Intervention with verbal warning
- 2nd violation: escalated Tier 1 Intervention; parents/guardians notified and MTSS “Support Referral” submitted
- 3rd violation: Tier 2 Intervention; In School Intervention (ISI) assigned with MTSS “Support Referral or Just In Time” submission (choice of “Support Referral” or “Just In Time” depends on the student's behavior).
- 4th violation: Tier 2 Intervention; Additional ISI assigned with MTSS “Support Referral or Just In Time” submission (choice of “Support Referral” or “Just In Time” depends on the student's behavior).
- 5th violation: Tier 2/3 Intervention; MTSS “Support Referral or Just In Time” referral and further consequences as appropriate for the situation (choice of “Support Referral” or “Just In Time” depends on the student's behavior).

**Note: Lewis & Clark High School reserves the right to use whatever restorative practices and corrective actions that are necessary within the federal and state guidelines and according to Spokane Public Schools Board policy 3240. Lewis & Clark administration determines the corrective action to be administered, including restorative practices to address student behaviors with the goal to minimize missed class time.*

ASC and ISI Rooms

LC has two intervention rooms: (1) an Academic and Support Center (ASC) for students who need academic and social-emotional learning support, and (2) a In School Intervention (ISI) for students who require behavior interventions & consequences.

Academic Support Center (ASC)	In School Intervention (ISI)
Academic/Grade Support	Partial day Behavior Intervention
Mental Health Support	All-day Behavior Intervention
Alternate Testing Environment	<i>*Part of the time spent in this room is devoted to reflective and restorative actions to mend the damage they caused.</i>
Academic Reentry Room (for long-term absences, etc...)	<i>*Students will be escorted to bathrooms during class time, not during passing periods.</i>
Break room (for students who have specified accommodations in their 504s/IEPs)	<i>*Students in the ISI room will be escorted to get their lunch between 1st and 2nd lunch.</i>
Organizational/Supply Support	<i>*Students will not have their cell phones in this room unless approved by administration</i>
<i>*Students in the ASC room are able to access bathrooms and attend lunch with their peers. Unless otherwise predetermined by administration.</i>	<i>*Students will receive their academic supports, interventions, and accommodations to meet educational rights.</i>

Student Expectations in the ASC and ISI Rooms

Academic Support Center (ASC)	(ISI)
This is NOT a social space	This is NOT a social space
Cell phone usage is at the discretion of administration the ASC teacher	No talking
Work on bringing up grades in classes (making up missed work, studying, etc...)	No socializing
Help transition back into a full school day following a lengthy/major absence	No phones/personal devices (district computers okay – personal devices will be checked in upon entry with administration)
Access the SEL Toolbox (Character Strong)	Complete designated restorative action(s)

Personal Attire

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Spokane Board of Directors and Lewis & Clark High School.

Students’ choices in matters of dress should be made in consultation with their parents/guardians.

Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that a material and substantial disruption of the educational process will result from the students' dress or appearance.

A material and substantial disruption of the educational process may be found to exist when a student's dress is inconsistent with any part of the educational mission of the school district. Prohibited dress includes, but is not limited to, the use of lewd, sexual, drug, tobacco or alcohol related messages, or gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

Technology

Technology can be a wonderful tool to aide in learning, but it can also be a distraction; **Any cell phones, iPods, iPads, head phones, earbuds, personal laptops, or other electronic devices should not be used during class time, and are best left at home.** Only when students are given explicit permission from a teacher are these devices appropriate for classroom use.

Laptops

Laptops and chargers will be checked out to all students at the beginning of the school year. Students are expected to bring their laptops and chargers to school with them every day and take them home every night. Students who do not bring their laptops to school may need to check out another for the day or complete their class work at home instead. Students are financially responsible for loss or damage to laptops and chargers.

Cell Phones and other Personal Electronic Devices

By bringing a cell phone or other device to school, or school-sponsored event, the student and his/her parent or guardian consent to the search of the device when school officials have reasonable suspicion that such a search will reveal a violation of the law or school rules. School officials who have a reasonable suspicion that a student is using a telecommunications device in a manner that violates the law or school rules may confiscate the device, which will only be returned to the student's parent or guardian per school board policy.

Cell phones and other Personal Electronic Devices are prohibited during class time at Lewis & Clark High School; this includes hallways and bathrooms. Students who violate this policy will and can be subject to progressive discipline. The following as an example of this progressive discipline consequences:

- 1st violation: verbal warning (Tier 1 Intervention).
- 2nd violation: Tier 1 Intervention home contact attempt and/or wall pocket, whiteboard tray, phone jail, etc.
- 3rd violation: device confiscated* (Just In Time MTSS referral) and turned into the designated location for retrieval at the end of the day.
- 4th violation: device confiscated* & turned into the designated location for retrieval by Parent/Guardian at the end of the day and progressive discipline such as ISI or suspension.

**Students who refuse to turn in their devices will be in defiance of a reasonable directive, and progressive discipline will result.*

Portable speakers are not allowed on campus.

District Email

Your district email is a public, professional account and should be used responsibly. Please remember all messages sent via district email are the property of Spokane Public Schools, not your property, and all the laws and regulations applying to physical school property also apply to digital school property. Any violation of these rules will be subject to progressive discipline.

Students are expected to check their district email daily. Often this is the most reliable way for teachers to reach students; teachers will expect students to have read any emails sent by 3:00 PM.

When emailing a teacher or other adult, format your message professionally, including a greeting, short message that gets to the point, and a salutation. Also make sure to pay attention to spelling and grammar rules.

Allow a minimum of 24 hours for a reply on the next business day (your teachers may speak to you in class rather than responding via email).

Earbuds/Headphones

Like all other personal electronic devices, earbuds and headphones are not permitted during class time, unless specifically authorized by your teacher. Earbuds are to be properly stowed and not in ears during class time.

Recordings

For the purpose of this student handbook, “Recordings” include photographs, audio recordings, and video recordings. Recording any person without their prior consent is strictly prohibited at LC.

Social Media

Any social media use, whether in or out of school, which negatively impacts the learning environment at school, is subject to progressive discipline.

Bathrooms

Students are expected to use the bathrooms outside of class time whenever possible (before/after school, during lunch, during passing periods). Students are not permitted to loiter/linger/gather in the bathrooms; any violation of this policy will be subject to progressive discipline. When students need to use the bathroom during class, they must adhere to the following protocol:

- Excluding emergencies, no one is allowed out of class within the first and last ten minutes of class.
- Ask your teacher for permission before leaving class.
- Once given permission to leave, sign out on the appointment sheet by the door and take the hall pass.
- Make sure you have your LCHS ID with you when you leave the classroom.
 - Reminder: Phone use is not permitted in the hallways or bathrooms during class time.
- Use the bathroom closest to your classroom.
- Return to class within five minutes so another student may use the hall pass if needed.
- Upon return to class, remember to sign back in on the appointment sheet.
- Only one student may be out of class at a time.

Behavior in the Bathroom

The following protocols must be followed when using the bathroom:

- Bathrooms are not social areas; socializing needs to only occur outside of the bathroom.
- Bathrooms are for facilities only. After using the facilities and washing your hands, you are expected to exit the bathroom.
- All stalls are for single-person use only. One person per stall.
- ADA stalls should be reserved whenever possible for individuals who require the additional space.

Academic Honesty/Plagiarism

Lewis & Clark High School takes academic integrity/plagiarism very, **VERY** seriously. Under no circumstances is it appropriate to borrow, steal, or use another's work in lieu of your own.

According to The School of Ethical Education, academic honesty “is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately” (www.ethicsed.org; www.ethicsed.org/uploads/8/9/6/8/89681855/honorcodeexamples.pdf).

Examples of plagiarism include, but are not limited to:

- Letting a friend copy your homework.
- Telling someone from fifth period what the test questions looked like in second period.
- Looking at your older sibling's work from three years prior.
- Copying the work of any other person and passing it off as your own without attributing credit to their authorship.

Any instance of plagiarism will be treated with the upmost seriousness and will incur severe consequences. If you are caught plagiarizing on ANY assignment, your name will be submitted to the school's Academic Review Board, where you'll have to undergo a series of steps – including a presentation before teachers and administrators about your lack of judgement – to have the possibility of gaining some points back.

**Note: going through this process in NOT a guarantee of earning any points back.*

Commons

All members of the Lewis and Clark community are welcome to use the Common space for dining before school and at lunch as long as the following protocols are observed:

- Students eating breakfast in the commons are still expected to get to class on time.
- Students will leave their dining area as clean or cleaner than they found it.
- Line up in an orderly fashion to receive lunch. Follow all directions from Nutrition Services staff. Disruptions to the serving and/or eating of lunch may result in progressive discipline.
- During lunch, all students are to remain in the Commons or the Commons outside courtyard.
- Students are not allowed to access the Main Building or Field House during their lunch period.

Student ID

All students are issued a school picture ID card and lanyard. These are to be in the students' **possession at all times** during school and at all school activities. Student ID cards must be presented to any school authority who requests to see it (i.e., teacher, administrator, security officer, bus driver, etc.).

Students will be charged a replacement fee for a lost card.

Hallways

Students are not allowed to loiter or wander in the hallways during class time. Students need to be in their seats and ready to learn when the bell rings to start class. Likewise, students are expected to stay in class for the duration of the period until the bell – or their teacher – dismisses them. If students need to be out of the classroom during class time, they must have a pass with them. Each teacher has a pass assigned to them for student use. The following protocols must be followed when leaving the classroom:

- Excluding emergencies, no one is allowed out of class in the first and last ten minutes of class.
- Students need to check with their teacher before they take the hall pass.
- Once given permission to leave, sign out on the appointment sheet by the door and take the hall pass.
- Make sure you have your LCHS ID with you when you leave the classroom.
- Reminder: Phone use is not permitted in the hallways or bathrooms during class time.
- Return to class within five minutes, so another student may use the hall pass if they need it.
- Upon return to class, remember to sign back in on the appointment sheet.
- Only one student may be out of class at a time.

If **any** LC staff member asks your name, where you're going, why you're out in the hall, or any other question, you are expected to answer the question politely. Students who choose to loiter in the hallway and/or speak disrespectfully to anyone in the halls will be reported via the MTSS App and subject to progressive discipline. Students who are out of class longer than five minutes will be subject to progressive discipline.

Hallway Behavior During Passing Periods

To ensure safe travel between classrooms, people should move with purpose and care.

- Be aware of the space you are in.
- Allow the free movement of others.
- Keep to the right when moving through the hallways and stairwells.
- Do not congregate in large groups.

No wheeled shoes, skateboards, scooters, bicycles, unicycles, roller skates or roller blades, or any other recreational wheels are permitted inside LC.

Elevator Use

Elevator use is strictly restricted to persons who require mobility assistance to navigate our school's many floors. Students requiring the use of the elevators need a key, which can be checked out in the Public Office with a doctor's note.

Drugs/Alcohol

Possession of tobacco, drugs, drug paraphernalia, inhalants, alcohol, or "look-a-likes" of such substances OR the use of any of the above for the purpose of intoxication in or before school or at school-related functions is strictly prohibited and subjected to discipline and interventions.

Weapons

Knives, sharp instruments, large blunt instruments, pocket-knives, pepper spray/MACE, firearms, incendiary devices, or "look-alikes" are strictly prohibited on school grounds. Any student found with a weapon in their possession on school property will be subject to discipline.

Non-Discrimination/Bullying/Harassment Guidelines

Full Non-Discrimination Statement

Revised: September 2022

For a translated version visit <https://www.spokaneschools.org/Page/3955>

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, to the use of a trained guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer.

The following **Civil Rights Compliance Coordinators** have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Coordinator and Title IX Coordinator: [Jodi Harmon](#), 509.354.7344
- Section 504 Coordinator: [Melanie Smith](#), 509.354.7284

Other district contacts:

- ADA Officer: Stephanie Busch, 509.354.5993 StephanieB@spokaneschools.org
- Affirmative Action Officer: Jodi Harmon 509.354.7344 JodiH@spokaneschools.org
- AHERA Officer: Bob Turner, 509.354.7143 RobertTu@spokaneschools.org
- ALE Officer: Heather Bybee, 509.354.7361 HeatherB@spokaneschools.org
- Certification Officer: Cindy Coleman, 509.354.7318 CindyCo@spokaneschools.org
- Claims Agent: Rebecca Doughty, 509.354.7298 RebeccaDo@spokaneschools.org
- Contract Officer: Cindy Coleman, 509.354.7318 CindyCo@spokaneschools.org
- Copyright Compliance Officer: Mark Martell, 509.354.7212 MarkM@spokaneschools.org
- Equal Opportunity Officer: Jodi Harmon 509.354.7344 JodiH@spokaneschools.org
- Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer: Melanie Smith, 509.354.7284
MelanieSm@spokaneschools.org
- Personnel Officer: Jodi Harmon 509.354.7344 JodiH@spokaneschools.org
- Public Records Officer: Terri LeFors, 509.354.7395 TerriL@spokaneschools.org
- Safety/OSHA/WISHA Officer: Rebecca Doughty, 509.354.7298 RebeccaDo@spokaneschools.org
- Secretary, Board of Directors: Adam Swinyard, 509.354.7268 AdamSw@spokaneschools.org

Address: 200 N Bernard Street, Spokane 99201-0282.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Officer, listed above. You also have the right to file a complaint (see below).

- [Spokane Public Schools Policy 3210: Nondiscrimination](#)
- [Spokane Public Schools Procedure 3210: Nondiscrimination](#)

Unlawful Discrimination

Allegations of discrimination should be reported to your child’s teacher or principal immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful 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 reasonably accommodate a student or employee’s disability. 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, religion, creed, national origin, disability, sexual orientation, gender expression or identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you are unable to resolve your concerns with your child’s teacher or principal, contact Melanie Smith, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, (509) 354-7284, MelanieSm@spokaneschools.org to discuss your concerns or to file a complaint. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. Procedure 3210 provides the procedure for filing a discrimination complaint. **There are three (3) steps: Step 1:** Complaint to School District Superintendent, **Step 2:** Appeal to the School Board, and **Step 3:** Complaint to OSPI. The instructions on how to follow these steps may be found at k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when; a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, or place on a sports team, or any educational or employment decision, or; the conduct substantially interferes with a student’s educational performance, or creates an intimidating or hostile educational or employment environment. You can find a copy of the district’s policy and procedure 5011 on the district’s website www.spokaneschools.org, at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member, contact their building administrator, or contact Jodi Harmon, Title IX/Staff Civil Rights Officer, at (509)354-7269. Further information and instructions on how to file a formal complaint can be found at <https://spokaneschools.org/domain/182>.

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal or with the school district’s officers:

- Civil Rights Coordinator and Title IX Coordinator: [Jodi Harmon](mailto:Jodi.Harmon@spokaneschools.org), 509.354.7344
- Section 504 Coordinator: [Melanie Smith](mailto:Melanie.Smith@spokaneschools.org), 509.354.7284
- Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer: Melanie Smith, 509.354.7284
MelanieSm@spokaneschools.org

Complaint to the School District

1. **Write Out Your Complaint:** In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

2. **School District Investigates Your Complaint:** Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.
3. **School District Responds to Your Complaint:** In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI. You can do this in the following methods.

- Email: Equity@k12.wa.us
- Fax: 360.664.2967
- Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Harassment, Intimidation or Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and [Policy and Procedure 3207](#) defines harassment, intimidation or bullying as any intentionally written message or image— including those that are electronically transmitted— verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Jodi Harmon 354-7306. Further information and complaint forms can be found at spokaneschools.org/nondiscrimination