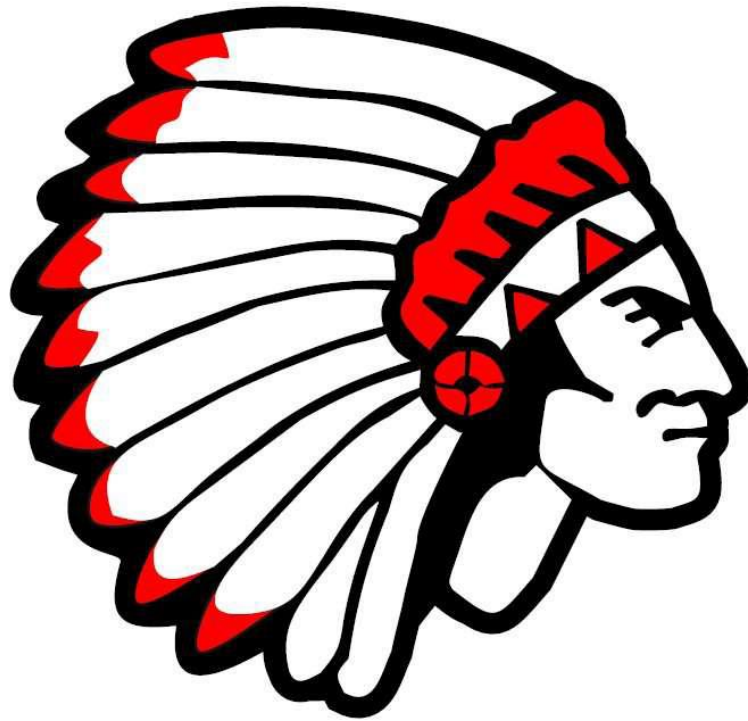


**JOHN C. THOMAS MIDDLE
SCHOOL/
JULIUS A. WENDT
ELEMENTARY SCHOOL**



**STUDENT HANDBOOK
2011-2012**

The policies and procedures in this handbook are the result of a concerted effort on the part of the faculty, staff and administration. This information has been carefully prepared and presented so it will be of great value in helping you adjust to our school.

District Mission Statement: “We believe that education is a partnership with responsibility shared by all: school, family, students, and community. All individuals shall be provided a safe, positive environment where they may reach their fullest potential as responsible citizens.”

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Wahkiakum School District shall provide equal opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, sexual orientation or non-program-related physical, sensory or mental disabilities. (RCW 49.60 Law Against Discrimination) District programs shall be free from sexual harassment.

Revised: August 2011

School Procedures

Attendance Policy

Students are to attend classes regularly. It is the parents' responsibility to send a written excuse with their child upon his/her return to school.

1. If a student is absent 6 times during a quarter they will be in jeopardy of failing that quarter. A meeting will be set up with parents/guardians and school district personnel to discuss the reasons for absences and what can be done to alleviate the attendance problem.
2. Students leaving school before the end of the day must check out through the office with a written excuse from the parent or the parent must pick up the child in the office.
3. If the student leaves school without checking through the office, parents will be notified. If the school is unable to notify the parents, the sheriff's office will notified that the student is missing.
4. Make-up assignments must be made available to the students who are absent and request the assignments.
5. Forged notes will be considered insubordination and treated as such.

What to do when absent:

1. Have a parent/guardian write a note giving your name, date, days of absence, and his/her signature.
2. Bring the note to the office as soon as you report to school.
3. Ask all of the teachers for make up work. Assignments not made up will be reflected on your grade. (Each student is responsible for seeing that the make-up work is completed).
4. If there is an upcoming planned absence, such as a family trip, parents/guardians should notify the school prior to the absence. A pre-arranged absence form is available in the office. The teachers will fill out the form giving the assignments that they expect to be completed before, or upon arrival back from the absence.

Unexcused Absence Procedure:

1. Students are expected to attend all assigned classes each day. Teachers and the office will keep accurate record of all absences and tardies in school records.
2. Students who are absent and do not bring a signed note from the parent/guardian upon return are considered unexcused.
3. It is helpful for parents to call the office if their child is absent to excuse their child's absence preferably before school starts.
4. The office will make phone calls home or send a letter to try to verify your child's absence.

Tardiness:

Promptness is very important to the educational environment of a classroom. Each teacher has rules regarding punctuality. The students are expected to follow these

classroom expectations. If habitual tardiness occurs it will be treated as a Category #1 discipline infraction and our progressive discipline procedures will be followed.

Students arriving late to school disrupt the educational process. If a student has arrived late more than 5 times during a quarter a letter will be sent to parents to set up a meeting with the teacher and principal to remedy the situation.

Early Dismissal and Leaving the School Grounds

We operate a closed campus for grades K-8.

Check out procedure for early dismissal:

1. If a student has to leave school during the school day, he/she must be picked up by the parent/guardian or someone designated by the parent/guardian in a written letter.
2. The office will determine if the early dismissal is to be excused or unexcused.
3. Students leaving school without checking through the attendance office will be considered truant.

Visitors

Students wishing to bring a guest to school must obtain approval from the principal at least one day in advance and secure permission from each of their teachers. Parents are always welcome, but prior notice is always appreciated and helps to be less disruptive to student learning.

Dress Code

It is our belief that cleanliness, neatness, and appropriateness of the dress and personal grooming by our students are desirable qualities to be encouraged by both parents and school personnel. **School dress codes also apply to school sponsored events.**

1. Clothing must be neat, clean, and modest.
2. Students should not wear halter-tops, tank tops, or low cut tops (max 3” from the base of the neck.) If sleeveless tops are worn the straps must be a minimum of 1” and must not have large armholes. Midriff area must be covered.
3. Hats or head coverings may be worn in the halls, cafeteria and gym, before and after school and at lunch. They may not be worn in classrooms.
4. Students are not to wear clothing with inappropriate slogans and graphics printed on them. This includes any material that is sexual, obscene, profane, drug or alcohol related.
5. Cutoffs may be worn as long as they do not contain holes and are reasonable length at mid thigh.
6. Sunglasses are not to be worn in class.
7. Undergarments should not be visible at any time.
8. Shorts and skirts must be at least as long as the tips of the student’s fingers when their hands are held straight down to their side.

School Closure/Delayed Start

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions might make it necessary to close school early. School closing, delayed starting time or early dismissals will be announced on major radio stations. If no report is heard, it can be assumed that school will be in session.

For school closure information you can:

1. Call 430-4858 (There will be a recording to announce school closure information starting at approximately 6:30 AM)
2. Listen to KBAM 1270 (AM), KEX 1190 (AM), KGW 620 (AM) or 105.5 FM

Whenever school has to be dismissed early during the school day, the residences of the elementary school students will be called as soon as possible to inform them of the early dismissal. If no one answers at the residence, attempts will be made to contact another responsible party.

Grading System and Honor Roll

The evaluation of student achievement is one of the primary functions of the teacher. At the primary level letter grades are not used. At the upper elementary and Middle Schools letters grades are given for academic achievement. Half grades +’s and –’s are issued as well. In the event of an illness, emergency or prearranged absence, a temporary “I” incomplete may be given as a grade. An incomplete will turn to an F two weeks after the date of issue if the necessary work is not completed.

A 6-8 grade student who has a grade point average of a 3.2 and above with no F’s or D’s is considered on the honor roll.

8th grade students will receive high school credit for the 3rd and 4th quarter upon successful completion of Washington State History. This is the only class in which students can receive high school credit at the middle school level.

Permission Slips/School Activities

Students must have a signed permission slip in order to be allowed to attend field trips. We will not take a phone call in place of a signed permission slip. Please make sure you sign and return permission slips so that your child will not miss out on fun off-campus activities.

Students will be allowed to participate in extra-curricular activities such as sports, band programs, field trips, etc. provided they have no outstanding fines and/or fees such as sports gear, textbook fines, long overdue library books, etc. Please make sure you are being responsible and taking care of fines as they accrue and returning materials in a timely manner.

Internet Use

Internet use has become a standard part of the educational process. A parent/guardian may request an internet opt-out form in the office if they do not wish their child to use the internet while at school. The students are to use the Internet for research and other classroom activities as directed by the teacher. Any misuse of the Internet will be considered a Category 1 discipline infraction. Repetitive misuse will result in loss of privilege.

Cell Phones

Cell phones may be used before and after school or at lunch time. Students whose cell phones disrupt the classroom will have them taken and returned to them at the end of the day. If the problem becomes habitual, parents will need to pick up the cell phone and students may be asked to no longer have them at school. Students may not use their cell-phones at recesses.

Sexting

Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district.

Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student's parents/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.

By bringing a cell phone and other electronic devices to school or school sponsored events, the student and parents consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Discipline Policy

J.A. Wendt and J.C. Thomas Middle Schools have implemented a progressive discipline policy. This policy was enacted to preserve the educational environment for all students. Discipline infractions are categorized into two levels: Category 1 for minor infractions and Category 2 for major violations. Consequences for discipline infractions are based on repetition, frequency, and severity. Students who repeatedly violate the policy can expect increased levels of discipline.

Category 1 Infractions include:

- Spitting indoors
- Habitual tardiness
- Eating out of approved areas
- Unprepared for class
- Dishonesty
- Inappropriate displays of affection

- Non-compliance with instructions
- Clothing which is disruptive to the educational environment
- Being in an unauthorized area
- Profane and abusive language/gestures
- Classroom disruptions that interfere directly with the educational process
- Disrespect
- Harassment/bullying
- Lewd/provocative conduct which disrupts the educational process

For the above infractions, appropriate school officials will enforce the procedures detailed below. Before a student is referred to the principal, supervising staff will follow a discipline management plan, which will include the following steps.

- A. A verbal warning
- B. A private consultation or conference with the student.
- C. Enforcement of a minimum of two (2) detentions totaling 30 minutes each. A phone contact with the parent, or letter to the parent if a phone is unavailable, will accompany each detention.

Upon the completion and the documentation of the steps, staff members will complete an office referral form. The progressive discipline steps listed below will be followed for office referrals.

Step #1 – First referral

There will be a conference between the student, principal, and the student’s parent. The conference will focus on the student’s behavior and strategies to solve the student’s repeated misbehavior. Detention may be assigned. Consequences for further referrals will be communicated.

Step #2 – Second referral

The student will receive increased amounts of detention or possibly in school suspension. Parents will be notified and made aware of future consequences.

Step #3 – Third referral

The student will receive a short-term suspension from school. The duration will be up to ten days. The parents will be notified of their rights to an appeal and the process they need to follow.

Step #4 – Fourth referral

The student will receive increased amounts of short-term suspension, up to ten days depending on the nature of the infraction. The parents will be notified of their rights to an appeal and the process they need to follow.

Step #5 – Fifth referral

The student will receive a long-term suspension from school. The parents will be notified of their rights to an appeal and the process they need to follow. Upon return to

school the student, parent, and the principal develop a behavioral contract that will be signed by the parent and the student. Provisions in the contract will include steps for further long-term suspensions, which could lead to loss of academic credit and possible expulsion.

Step #6 – Sixth referral

Provisions in the behavior contract will be followed.

*** Special Education students will follow steps one through three. Subsequent referrals will result in a MDT meeting to determine if the misbehavior is the result of a handicapping condition. The team will determine an appropriate behavior plan. It will include future ramifications for misbehavior and future program needs.

****If the student has no reported discipline violations for 30 calendar days, excluding Christmas and spring vacation, they will be moved back one step on the discipline progression at the discretion of the school administrator.

Category 2 Infractions include behaviors categorized as “Exceptional Misconduct”.

They are:

- Aggravated Theft/Extortion
- Aggravated Assault
- Fighting
- Spitting on others
- Arson
- Possession and/or use of weapons/explosives/knives with blade under 2 inches
- Vandalism
- Malicious Racial/Sexual Harassment
- Major forgery and/or falsification of school records
- Other unlawful criminal activities
- Severe profanity and/or demeaning and intimidating behavior directed at school personnel
- Possession/Sale/Use/Distribution of a Controlled Substance (including alcohol) or paraphernalia for its use
- Threats of bodily harm
- Excessive disruption of the educational process

1. **First Violation:** Short-term suspension to Expulsion depending on the circumstances. A mandatory conference between the student/parent/guardian and school administrator will convene. Return to school is dependent upon the outcome of the meeting or the outcome of the hearing. Infraction may be reported to the Wahkiakum County Sheriff for processing and/or prosecution.
2. **Second Violation:** Long-term Suspension to Expulsion depending on the circumstances. Return to school is dependent upon the outcome of the meeting or the outcome of the hearing.
3. **Third Violation:** Semester suspension to Expulsion. Loss of credit may ensue. (If a student is issued a long-term suspension, emergency expulsion, or expulsion, the parent/guardian has a right to request a hearing. The request must be made in

accordance to the Washington Administrative Codes and the parent/guardian will be notified of the procedure upon the suspension/expulsion of the student involved.)

Weapons and Firearms

No weapons are allowed at school. Students who bring firearms on school grounds are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The District shall also comply with federal protections for disabled students in the application of this policy. Parent(s) or guardian(s) will be notified of the violation, as will law enforcement agencies. This includes knives with a blade of 2” or more, sling-shots, metal or plastic knuckles, fireworks, nunchuka sticks, throwing stars, paintball guns or air pistols.

Tobacco Policy (Possession and/or usage)

Grades K-5

1. First Violation: Parent notification and referral to a counselor.
2. Second Violation: 1-day suspension with completion of a Home School Tobacco Education Packet or 3 day suspension.
3. Third Violation and subsequent violations: 3-day suspension and possible referral to an appropriate agency.

Grades 6-8

1. First Violation: Parent notification, referral to a counselor and a 1-day suspension with completion of a Home School Tobacco Education Packet or 5-day suspension.
2. Second Violation and subsequent violations: 2-day suspension with completion of a Home School Tobacco Education Packet or 5-day suspension.
3. Third Violation and subsequent violations: 5-day suspension and possible referral to an appropriate agency.

(All Tobacco Violations will include confiscation)

Alcohol/Drugs Grades K-8

Possessing, being under the influence of, or using

1. First Violation: 2-day suspension with parent conference, pre-assessment and its follow through, and completion of Phase 1 of alcohol and other drug education program or 10-day suspension.
2. Second Violation: 5-day suspension with completion of formal assessment and its follow through and completion of Phase 2 of alcohol and other drug education program or suspension for the remainder of the quarter (or 30 days whichever is longer).
3. Third and subsequent Violations: Long-term suspension up to expulsion.

Dealing, selling or distributing

1. First Violation: Notification of law enforcement, emergency expulsion, and/or long-term suspension. (Completion of a drug education program may reduce the long-term suspension)
2. Second Violation: Expulsion
(All alcohol and drug offenses include confiscation and notification of law enforcement)

Truancy (Students who are truant from school and/or skip classes)

1. First Violation: The parent/guardian will be notified as will Law Enforcement officials. A conference will occur with the student, parent/guardian, and principal to try to resolve the issue. The student will be given In-school suspension, assignments will be provided.
2. Second Violation: The parent/guardian will be notified as will Law Enforcement officials. A conference will occur with the student, parent/guardian, and principal to try to resolve the problem. The student will receive a suspension from school and all school related activities. The teachers are not required to provide make-up work for the students.
3. Third and Fourth Violations: The parent/guardian will be notified as will Law Enforcement officials. A conference will occur with the student, parent/guardian, and principal to try to resolve the problem. The student will be suspended from school and all school related activities in progressive steps as designated by the principal. The teachers are not required to provide make-up work for the students.
4. Fifth and Subsequent Violations: If previous actions have proven unsuccessful the following may take place:
 - a. The attendance officer may petition the juvenile court to assume jurisdiction of the alleged violation by the parent
 - b. The parent, or the attendance officer at the request of the parent, may petition the juvenile court regarding an alleged violation of the compulsory school attendance law.
 - c. Suspension from school for the quarter and loss of credit.

School Bus Rules and Expectations

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school bus your child is governed by Washington State Law.

Students will conduct themselves in a manner which will assure the safety of all involved when waiting for, riding and departing from the school buses. Therefore, disruptive behavior, insubordination, smoking, hanging out of windows, foul language and challenging the authority of the bus driver are prohibited. Actions of these and others which present danger or consistent non-compliance with authority will result in progressive steps of discipline (suspension) for a designated time enforced by the bus driver and supported by the administration. The bus driver is in complete charge of the bus, and students are required to obey directions given by the driver. Students who fail to

obey school bus rules consistently will be subject to suspension by the administration. Students who come home on the bus should return home on the bus unless they present a note from their parent.

1. The driver is on full charge of the bus and students. The students must obey the driver promptly and willingly.
2. Students shall ride their regularly assigned bus at all times, unless permission to do otherwise has been granted by the school authorities. School authorities shall verify with the driver the availability of extra seating space.
3. Unless by permission of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
4. Each student may be assigned a seat in which he/she will remain at all times unless permission to change is given by the school principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be followed. Students will sit properly in their seats, refrain from throwing objects, keep their hands to themselves, and be courteous to their fellow passengers.
6. Students are to assist in keeping the bus clean by keeping their waste off the floor. Students must also refrain from throwing refuse out of windows. To help keep the bus clean, eating is allowed only if permission is given by the bus driver. Pop is not allowed on regular morning and afternoon runs.
7. No student will smoke or light matches on a school bus.
8. No student shall open a window on the school bus without first getting permission from the school bus driver.
9. No student shall at any time extend his head, hands or arms out of the window whether the school bus is in motion or standing still.
10. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearm, or straps or pins extending from their clothing. Animals are not permitted on the bus, except for service animals.
11. Each student must see that his/her books, backpacks, and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. Large radios are not allowed on the bus except in special circumstances with prior approval. Walkmans can be used with earphones. Students will not talk to the driver more than necessary.
13. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
14. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
15. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be in view of the driver at all times, crossing only in front of the bus.

16. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
17. Self-discipline should be exercised by pupils at the bus loading areas. It may be necessary at times for parents to walk and supervise their child at the bus stop.
18. Students who have to walk some distance along the highway to and from the bus loading area, when practical, should walk on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
19. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
20. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage.
21. Student misconduct shall constitute sufficient reason for suspending transportation privileges.

Bus Discipline In order to maintain and promote safe and required conduct by students on the school buses, it is necessary for all drivers and supervisors to consistently enforce established ridership rules.

Regular Route Students (to and from school) who do not comply with ridership rules will generally be subject to the following progressive discipline, depending on the nature and frequency of the misconduct: 1) reprimand, 2) parent notification, 3) 2 day suspension from bus route, 4) 5 day suspension from bus route, 5) long term suspension from bus route.

Students on Extracurricular Trips who do not comply with ridership rules will generally be subject to the following progressive discipline, depending on the nature and frequency of the misconduct: 1) reprimand and/or parent notification, 2) suspension from next extracurricular trip and parent notification, 3) long term suspension from extracurricular trips.

Promotion/Retention

The board recognizes that the rate of physical, social, emotional and academic growth will vary among individual students. Since each student grows at his or her own rate, these individual growth characteristics shall be recognized in classroom programming.

Grades 6-8

After a student has successfully completed a year of study at a specific grade level (6-8), he/she will be promoted to the next grade. There are five core classes offered at the middle school each year. The classes include language arts, mathematics, science, social studies, and physical education. These five classes combined total five credits each year. Each core class is worth .25 credits per quarter.

The staff recognizes that for promotion to the next grade, a student must be passing a minimum of four credits in the core classes. There can be no more than .50 credit failed in any one core class each year. Additionally, no more than two elective classes, or .50 credits, can be failed by a student in an elective in one academic year. If

there are extenuating circumstances, the building principal will have discretionary authority to call for an MDT (Multidisciplinary Team/staff) meeting to review certain grades and determine promotion or retention.

After the first quarter grading period, parents will be notified in the form of a warning letter if their student is failing a class. They will be encouraged to conference with each teacher whose class the student is failing. The same procedures will be followed after the second quarter grading period. At each conference, parents will be advised on how they might assist their student to improve.

After the conclusion of the third quarter grading period, parents will be notified again in the form of a letter as to the academic status of their student. At least two weeks prior to the end of the school year, the parent, principal, and teacher(s) will again meet in a formal conference to review the latest progress. If retention is the decision, parents will be notified immediately. Parents may wish to enroll their students in an accredited summer school program to make up the deficient grades. At the conclusion of the summer school program, the student must show evidence of registration and attendance. Additionally, a transcript must be forwarded the school officials showing a passing grade in the coursework. If the student passes, he or she can be promoted to the next grade.

Parents of students in special education who fail classes will be contacted throughout the year and advised of academic options. The multidisciplinary team will meet with parents at the direction of the special education coordinator. Based upon the academic plan written in each IEP, accommodations agreed to, and to what is the best interest of the student, the multidisciplinary team will make the final decision on a case by case basis for that student's promotion or retention.

Wahkiakum Athletics and Extra-Curricular Activities

Participating in an extra-curricular activity is a privilege rather than a right. This privilege can only be maintained by following a common sense approach to training and abiding by all regulations of the extra-curricular program. We want our school to be represented by the type of individual who has enough pride in themselves, the school, and the team to abstain from doing anything that will cause disfavor to the school.

“Pay to Participate”: As resources have become more scarce, the School District has implemented a “pay to participate” policy. Middle school students participating in an extra-curricular activity are required to pay \$30 per activity. Payment must be made prior to the first game/event of the season. This payment in no way guarantees a student playing time, but rather the privilege of being a part of the team.

Academic Eligibility: Students are required to maintain a passing grade in all of their classes. Each teacher will complete a weekly grade report on Friday of each week. Athletes who are not passing a class on Friday will be ineligible to participate in contests the following week unless their grades are all passing on Monday. The student is, however, still required to participate in practices. The ineligible athlete will not be allowed travel to away contests. If an athlete is found to be ineligible three consecutive weeks, the athlete will no longer be allowed to participate in that activity for the remainder of the season.

Attendance Requirements: An athlete may not participate in an athletic event or practice on any day that he/she has missed any portion of the school day. If the student has received school permission, he/she may miss any portion of the day and participate in practice or contests. Exceptions will include doctor or dentist appointments with a signed statement by the physician or dentist, and possible prearranged absences made with the principal.

Physical Appearance: An athlete shall maintain the appropriate dress and grooming standards (a minimum standard of the dress code will be maintained) of the team as determined by the coach in consultation with the coach’s immediate supervisor.

General regulations for Participation:

1. Each extra-curricular participant must abide by the rules of the Washington Interscholastic Activities Association, The Eligibility Code for extra-curricular activities, and the Wahkiakum School District.

2. All athletes must be covered by accident insurance offered at the school or have a waiver signed by the parents attesting to home coverage equal to the WIAA minimum requirements. This is required before a student may participate in practice and must be submitted at the beginning of each sports season.
3. Each participant must have passed a physical examination from a licensed physician or physician's assistant certifying that his/her physical condition is adequate for participation in that activity. This is required before an athlete may participate in a practice.
4. If an athlete has an illness or injury, which was serious enough to require medical care, the student must secure a physician's release to resume participation in an athletic activity.
5. Players will return a parental permission slip to the office or coach at the beginning of the sports season. This permission slip will notify the parents of any special needs, training a participation rules, and behavioral expectations for that sport.
6. Athletes will respect all decisions of officials and abide to all reasonable requests made by their coaches.
7. Athletes shall be responsible for the care and return of all property issued to them. Uniforms and equipment are costly to replace and to a large part paid for by student fees. No athlete will be allowed participate in a contest for another sport until all equipment and uniforms have been turned in from the previous sport.
8. Athletes shall take pride in the appearance of the athletic area and shall strive to maintain a clean appearance in the play area and locker room.
9. Each athlete will purchase an A.S.B. card. This is required before any student may participate in the first contest.
10. Any student withdrawing from participation in a specific sport during the season shall notify the coach at once.
11. Students may be required to complete extra tasks as a penalty for being late or absent from practice. If a student becomes involved in serious or consistent discipline problems in the school, or civil offenses, he/she may become immediately ineligible as a penalty for the behavior.
12. If a student misses classes due to a contest, it is the responsibility of the athlete to secure and complete all missed assignments. Temporary suspension may occur until missed assignments are made up.

Extra-Curricular Activity Code

The opportunity to participate in interscholastic activities at John C. Thomas Middle School is a privilege granted to all seventh and eighth grade students in the school district. Participants in these voluntary programs are expected to conform to specific conduct standards established by the school district 24 hours a day beginning with the first day of the season until the last day of the season according to WIAA's calendar of events. A student who is found in violation of any rules is subject to disciplinary action, suspension and/or removal from the team. Provisions are made for a student whom has

allegedly violated one or more of the conduct rules to appeal the suspension and/or expulsion as specified in this code.

Participants shall not possess, use, transmit, be under the influence of, or be suspected of having used any alcoholic beverages, tobacco products, or intoxicant of any kind, narcotic drug or hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, or the illegal drugs or substances, or any like product. Participants will abstain from the use, possession, transmission, or illegal sale of any tobacco product or be suspected of the same of like products.

Voluntary Treatment: If any student realizes they have a drug, alcohol, tobacco, or anabolic steroid problem, and of their own volition, they seek treatment for their problem (prior to their first drug, alcohol, or tobacco violation) they may not be subject to disciplinary action for this announcement. The student will be disciplined for any subsequent offence according to this code. **Any cost for treatment and/or assessment will be the responsibility of the student and/or parent/guardian.**

Violation of the extra-curricular activity code: Upon confirmation that a student has violated the extra-curricular activity code of conduct and the parents/guardian have been notified of the appeal process the following steps will be followed.

Tobacco, and or Alcohol (during the school year)

Tobacco – possessing, or using tobacco and/or like products or suspicion of the same

Alcohol – possessing, being under the influence of, or using alcohol and/or like products, or suspicion of the same

First Offense: (since the beginning of 7th grade) A participant shall be immediately ineligible for the equivalent of one full season. (Example: if a suspension affects 33% of the football games, then the participant must be ineligible for 67% of the next athletic season in which he/she participates.) In order to be eligible to participate after the suspension the participant shall meet with the School Eligibility Board (S.E.B.) to request approval to participate. The S.E.B. will recommend to the principal appropriate action to be taken in the student's case. The school principal shall have the final authority as to the student's participation in the extra-curricular program.

Alternate Suspension

Suspension time may be reduced with the agreement of the participant and/or parent/guardian to comply with the following stipulations:

1. A parent/guardian conference which includes the participant,
2. A pre-assessment and/or formal assessment (if deemed necessary), and
3. A designated education, rehabilitation, or intervention program or similar acceptable program deemed appropriate by a counselor or administration.

Alternate Suspension time

Football, track – 33% of the contests/games/scheduled events

Basketball, baseball, softball, wrestling – 33% of the contests/games/outings/scheduled events

Volleyball – 33% of the matches/outings/scheduled events

All other extra-curricular activity participants will lose 33% of the activity

Note:

- In wrestling, volleyball, or other multiple contest events, an outing or scheduled event shall mean any event at one site for that day (example – tournament)
- The suspension shall affect the highest level of participation (varsity level) and the suspended participant shall not participate in lower games or count lower level games toward the suspension.

Any cost for treatment and/or assessment will be the responsibility of the student and/or the parent/guardian

Second Offense: The violating participant will be prohibited from participation in all extra-curricular activities for one calendar year from the date of the violation.

Third Offense: The participant will be banned from any other activities for the remainder of their school career.

Reinstatement:

If a participant has offended three times in the areas of tobacco and/or alcohol, he/she may request an appeal for reinstatement of the eligibility provided they are willing to comply with the following provisions:

1. A written request will be made to the athletic director asking for the reinstatement procedure to be initiated,
2. Be enrolled and participating in , or have completed a substance abuse program approved by the district within the last year,
3. Consent to complete 6 U.A.'s over the period of six months,
4. Three letters of recommendation from adults (over the age of 21 and not a family member) indicating the character of the participant,
5. And a letter from a licensed professional practitioner stating the participant does not have a substance abuse problem.

When the participant has satisfied each of the above requirements, the S.E.B. will conduct an interview with the participant and participant's parents/guardians and render a decision within three days of the interview. **The decision of the S.E.B. is final and may not be appealed in this process.**

Drugs & Legend Drugs (possessing, being under the influence of, or using drugs/legend drugs and or like products, dealing or under suspicion of the same)

Legend drugs are defined as those drugs that are legal only through prescription.

First Offense: (since the beginning of 7th grade)

A participant shall be immediately ineligible for the equivalent of one full season. (Example: if a suspension affects 33% of the football games, then the participant must be ineligible for 67% of the next athletic season in which he/she participates.) In order to be eligible to participate after the suspension the participant shall meet with the School Eligibility Board (S.E.B.) to request approval to participate. The S.E.B. will recommend to the principal appropriate action to be taken in the student's case. The school principal shall have the final authority as to the student's participation in the extra-curricular program.

A student who seeks and receives help for a problem with use of legend drugs or controlled substance analogs shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the extra-curricular program, pending recommendation by the S.E.B.

Second Offense: (since the beginning of the 7th grade)

A student shall be ineligible for extra-curricular participation for one calendar year from the date of the second violation.

Third Offense: (since the beginning of the 7th grade)

A student/athlete who violates for a third time shall be permanently ineligible for extra-curricular participation.

*This is W.I.A.A. policy and applies to all drug offenses while in middle school and high school. Example: If a student has a first offense at any time during middle school or high school it will be dealt with as a first offense. If a second or third violation occurs at any later date in their middle school or high school years, the consequence will be dealt with as the second or third offense. (The student does not get a clean slate at the beginning of their high school years).

In the presence of prohibited substances or activities:

Participants who attend and remain at events and/or places that have prohibited substances or activities may be suspected of participating in training violations and disciplined accordingly:

First Offense: A participant will be immediately ineligible for the equivalent of 10% of the season. In order to be eligible to participate after the suspension the participant shall

meet with the S.E.B. to request approval to participate. The S.E.B. will recommend to the principal appropriate action to be taken in the student's case. The school principal shall have the final authority as to the student's participation in the extra-curricular program.

10% suspensions will be **rounded up** to the nearest whole number
Football, track – 10% of the contests/games/scheduled events
Basketball, baseball, softball, wrestling – 10% of the contests/games/outings/scheduled events
Volleyball – 10% of the matches/outings/scheduled events
All other extra-curricular activity participants will lose 10% of the activity

Second Offense: will be the same as first offense in tobacco and alcohol violations.

All athletic/activity suspensions must be served while school is in session and only during that portion of the year in which athletics/activities are in active participation.

Transportation: All students are expected to use the transportation provided by the school district to get both to and from all athletic events and field trips.

Students may be released from riding home on the bus after the extra-curricular event or field trips if prior arrangements have been made with the office by the parent or if the parent or guardian is present and verbally requests the release of their student to the coach, bus driver, or staff supervisor.

Arrangements to be released must be made in a timely fashion to allow the administrator involved time to verify all communication. (By noon the day of the event)

No student will be released to an older sibling, relative, or other adult unless prior arrangements have been made. At no time will a student be released to another student.

Violations of Civil Law: The administration and the Wahkiakum School Board reserve the right to discipline participants that have been charged with, or found guilty of, criminal offenses.

Repeated offenses: If a student repeatedly violates the extra-curricular activity code, he/she may be suspended for the sports season. (Example: If the athlete is suspended from one spring sport he/she will not be allowed to participate in another spring sport.)

Appeal Process for Extra-Curricular Suspension

The hearing process is intended to be as expeditious as possible to insure due process for the participant. In the appeal process the participant will remain on suspension from the activity until such a time that an appeal decision overrules or revises the suspension.

When infractions occur within the extra-curricular activity the following process may be followed:

1. Upon imposition of the penalty for infractions of said rules or regulations and the notification of the student and parent/guardian, any aggrieved student and/or parent of said student shall have the right to request an appeal of this decision to the School Eligibility Board (S.E.B.). This appeal must be presented to the Superintendent or Principal in writing requesting a hearing by the S.E.B. If the student and/or the parent/guardian do not make a written request for this conference within (3) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The S.E.B. will hear the appeal within three (3) school days of the request. The S.E.B. will render the decision within (3) days of the conference. The facilitator of the hearing will communicate the decision to the participant and parent/guardian.
2. If the parties are unable to agree with the result of the S.E.B. hearing, the aggrieved parties may appeal the Board of Directors by presenting the request in writing to the Superintendent or Principal within three (3) days. The Board of Directors will hear the appeal as soon as possible, but in any case within ten (10) days. After hearing the case in detail, the Board shall render a decision on the case as quickly as possible, in any case within ten (10) days of the hearing. The decision shall be final.

The School Eligibility Board

The School Eligibility Board will consist of:

1. Five members chosen by the principal or designee and all participation is voluntary.
2. The principal (or designee) will facilitate these meetings but will not have a vote and may only offer information regarding school policy, practice, state law etc. The principal's opinion cannot be solicited or offered in these meetings.
3. The five member board shall consist of:
 - a. One teacher
 - b. One off-season coach from the opposite school of the participant (M.S. or H.S.)
 - c. One student – randomly chosen from the school of the participant (student participation is voluntary)
 - d. Two Community Members
4. All decisions of this Board will be conducted by secret ballot.
5. The outcome of the ballots will be read to the S.E.B.
6. The principal or designee will inform the participant and parents of the S.E.B.'s decision.