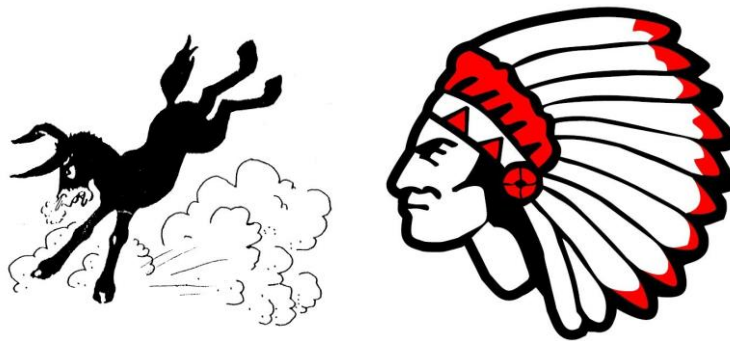


# **John C. Thomas Middle School/ Julius A. Wendt Elementary School**



## **Student Handbook 2017-2018**

Wahkiakum School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This District is an equal opportunity employer, supports the spirit, policies, and practices of affirmative action, and has implemented programs to address the diversity of its workforce.



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.”

## **Table of Contents:**

<b>Policy</b>	<b>Page</b>
Attendance	4
Tardiness	6
Early release	6
Visitors	6
Dress code	7
School Closure	7
Grading System/Honor roll	7
Permission Slips/School Activities	8
Internet Use	8
Cell Phones	8
Sexting	8
Discipline Policy	9
Harassment, Intimidation, Bullying	11
Firearms and Weapons	11
Tobacco Policy	12
Alcohol Drug Policy	12
Truancy	13
School Bus Rules and Expectations	13
Promotion/Retention	15
Nondiscrimination/Sexual Harassment	16
Athletics and Extra-Curricular Activities	19
Extra-Curricular Activity Code	22
School Eligibility Board	27

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**Revised: March 2018**

# **School Procedures**

## **Attendance Policy - BECCA Law**

### **RCW 28A.225.010 COMPULSORY ATTENDANCE**

Parents of a child older than 8 and younger than 18 years of age in the State of Washington shall cause such a child to attend school and such child shall have the responsibility to and therefore attend for the full school session.

### **RCW 28A.225.030 School Districts are required to file a petition with the juvenile court for attendance violations by a parent or child.**

Improving school attendance increases the likelihood that children will be successful in school. Also, improved attendance decreases problems related to inappropriate social behavior.

The legislators, school districts and courts share the common goal of requiring students to attend school on a regular, full-time basis without acquiring unexcused absences.

### **WAC 392.400.325 STATEWIDE DEFINITION OF EXCUSED ABSENCES**

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

<b>Action</b>	<b>Required School District Intervention</b>
Students first unexcused absence	The school attempts to contact the parent by phone or mail regarding the unexcused absence.
Students third unexcused absence	The school will schedule a conference with the parent, student, and school staff to create an attendance plan, resolve the issue of unexcused absences and any consequences with additional unexcused absences.
Student's fifth unexcused absence in one month, or eighth unexcused absence in a school year	The school will review and revise the attendance plan with a community truancy board. The plan will include any interventions used by the school to reduce or eliminate further unexcused absences.
Students seventh unexcused absence in one month or tenth in a school year	The school principal (or designee) is required to file a petition to the Wahkiakum County Juvenile Court.

Students are expected to attend all assigned classes each day. Wahkiakum School District regulations require a student's parent or guardian to either call the school or send a note explaining the reason for student's absence.

1. If a student is absent 6 times during a quarter they could 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 be 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, reason for the absence, and his/her signature or call the office at 795-3261 to verbally excuse your child.
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. \*Pre-arranged absences may not be approved if a student has a history of chronic absences and/or are currently in jeopardy of failing a class.

**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 unless approved by the classroom teacher. Exceptions will be made for medical or religious reasons.
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. Check the school website at [www.wahksd.k12.wa.us](http://www.wahksd.k12.wa.us)
2. Get an automated call from the school messenger system – if you do not get these calls please call the office to update your contact information.
3. Listen to KBAM 1270 (AM), KEX 1190 (AM), KGW 620 (AM) or 105.5 FM
4. Watch Portland television stations for updates

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 letter 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.

8<sup>th</sup> grade students will receive high school credit for the 3<sup>rd</sup> and 4<sup>th</sup> 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.

### **Grade Percentages:**

A – 94% - 100%, A- - 90% - 93.99%, B+ - 87% - 89.99%, B – 84 – 86.99%, B- - 80% - 83.99, C+ - 77% - 79.99%, C – 74% - 76.99%, C- - 70% - 73.99%, D+ - 67% - 69.99%, D – 60% - 66.99%, F – 0% - 59.99%

### **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. Most Category 1 infractions will be handled by a Rethinking letter at the elementary school and a detention at the middle school.

#### **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
- 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 may 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 may 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 may 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.

\*\*\* 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:**

- Leaving Campus without Permission
- Theft/Extortion
- Aggravated Assault
- Fighting – Students shall refrain from fighting. Violent acts will likely involve the notification of law enforcement.
- Students that encourage, attend, text plans or video fights/fighting is not permitted and will result in consequences as fighting is disruptive to the educational process.
- Spitting on others
- Arson
- Possession and/or use of weapons/explosives/knives with blade under 2 inches
- Vandalism
- Malicious Racial/Sexual Harassment \* see Harassment, Intimidation, Bullying Policy at the end of this section
- 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 of lighters or matches
  - 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.)

### **Prohibition of Harassment, Intimidation, Bullying**

The Wahkiakum School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. The District is committed to a safe and civil educational environment for all students that is free from harassment, intimidation or bullying.

Our policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules. This includes posts and comments on social media sites.

### **Weapons and Firearms**

No weapons are allowed at school. As in District Policy 4210.

**Students who bring firearms on school grounds are subject to a minimum of one academic term, 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.**

A dangerous weapon is defined as any instrument or weapon of the kind usually known as a sling-shot, sand club, metal or plastic knuckles, pocket knives with blades of 2” or more, any knife such that the blade is ejected or released by a spring, mechanical device, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement or any other knife commonly known as a dagger or dirk carried in a concealed or exposed manner. Also, any firearm, any explosives such as fireworks and any device commonly known

as “nun-chu-ka-sticks”, consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means. Also, any device commonly known as “throwing stars”, which are multi-pointed, metal objects designed to embed upon impact and any air gun including any air pistol or air rifle designed to propel a BB, pellet, paintball, or any other projectile by the discharge of compressed air, carbon dioxide, or any other gas.

**Tobacco Policy - Including but not limited to any items containing nicotine or tobacco like substances (Possession and/or usage)  
Students found to be using or in possession of tobacco products or look-alike products.**

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.
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 in 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 PE, language arts, mathematics, science, and social studies. 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. 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.

## **NONDISCRIMINATION AND SEXUAL HARASSMENT**

### **DISCRIMINATION**

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

#### **Title IX Coordinator**

Name and/or Title\*: Brent Freeman  
Address: 500 S 3<sup>rd</sup> Street, Cathlamet, WA  
Telephone Number: (360) 795-3971  
Email: [bfreeman@wahksd.k12.wa.us](mailto:bfreeman@wahksd.k12.wa.us)

#### **Section 504/ADA Coordinator**

Name and/or Title\*: Brent Freeman  
Address: 500 S 3<sup>rd</sup> Street, Cathlamet, WA  
Telephone Number: (360) 795-3971  
Email: [bfreeman@wahksd.k12.wa.us](mailto:bfreeman@wahksd.k12.wa.us)

#### **Civil Rights Compliance Coordinator**

Name and/or Title\*: Brent Freeman  
Address: 500 S 3<sup>rd</sup> Street, Cathlamet, WA  
Telephone Number: (360) 795-3971  
Email: [bfreeman@wahksd.k12.wa.us](mailto:bfreeman@wahksd.k12.wa.us)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or [visit the Wahkiakum School District's Nondiscrimination website page](#)

### **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the 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, a 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.



### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or [visit the Wahkiakum School District's School Safety Center](#) to review documents related to Policy 3205 and its procedures

### **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 Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Our 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.

#### ***Step 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.

#### ***Step 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:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit the [OSPI Equity & Civil Rights website](#) or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR \(Office of Civil Rights\) Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Washington State Human Rights Commission Website](#)

## ***Wahkiakum Athletic / Extra-Curricular Activity Philosophy***

John C. Thomas Middle School offers extra-curricular opportunities in numerous sports and other extracurricular activities to promote the physical and social development of each individual student. All students are encouraged to participate. In order to clarify established policy concerning athletics, the school board, the administration, athletic director, and coaches of John C. Thomas School believe that the accepted rules and obligations of a participant should be made clear.

Participating in an extra-curricular activity is a privilege rather than a right. This privilege can be maintained only 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 oneself, the school, and the team activity group to abstain from doing anything which will cause disfavor upon the school.

“Pay to Participate”: 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 no later than one day prior to the first game/event in which the athlete is eligible. This payment does not guarantee 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 to 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, or other activity participant may not participate in an athletic or activity event or practice on any day that he/she has missed any portion of the school day for an unexcused absence or an illness. Exceptions will include medical appointments (doctor, dentist, vision, etc.). Appointments with doctors require a signed statement by the physician stating the player is safe to participate and/or any limited capacity to participate. Approved pre-arranged absences made with the principal may warrant participation as well.

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. This is required before a student may participate in practice.

Physical Appearance: An athlete or activity participant shall maintain the appropriate dress and grooming standards (a minimum standard of the school dress code will be maintained) of the team as determined by the head coach in consultation with his/her immediate supervisor. First offense: verbal warning. Repeated offenses: suspension from the activity for five school days.

Rules pertaining to behavior: Extra-curricular activities are an extension of the classroom and all rules and regulations stated in the student handbook pertaining to behavior and dress code apply to athletics and other extra-curricular activities.

### **General Regulations**

1. Each extra-curricular participant must abide by the rules and regulations of the Washington Interscholastic Activities Association, The Eligibility Code for extra-curricular activities, and regulations and policies set forth by the Wahkiakum School District.
2. All athletes must be covered by accident insurance offered at the school or have a waiver signed by parents attesting to home coverage equal to the W.I.A.A. minimum requirements. This is required before a student may participate in practice and must be submitted at the beginning of each sport season.
3. Each athlete 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 the activity. Physicals may not expire mid-season. This is required before a student may participate in 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. This is required before a student may participate in practice.
5. Participants will return a parental permission slip to the office at the beginning of the school year or before the beginning of his/her first season. This slip also gives the parent some information on the action the coaches will take in case of injury, as well as listing the player's doctor and his/her phone number. This is required before a student may participate in practice.
6. Athletes and Activity Participants shall respect all decisions of officials and

abide to all reasonable requests made by their coaches and/or activity advisors.

7. Extra-curricular participants shall be responsible for the care and return of all property issued them. Uniforms and equipment are costly to replace and to a large extent paid for by student fees. Athletic tape and other supplies should not be used unnecessarily or wasted. **No athlete will be allowed to turn out for another sport until all equipment and uniforms have been turned in from the previous sport.**
8. Athletes and activity participants 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, cheerleader, and activity participant will purchase an A.S.B. card. This is required before a student may participate in the first contest.
10. Any student withdrawing from participation in a specific sport or activity during a season shall notify the coach at once. The student will be billed for any equipment not returned.
11. Citizenship Eligibility: Participation in extra-curricular activities is considered a privilege. Students may be required to complete extra tasks as a penalty for being late to or absent from practice and thus letting his/her team down. If a student has consistent problems with absences, tardies, or detention they will need to meet with the principal and/or athletic director to create a plan to correct the problem. If the problem continues, the student can be suspended from competition. 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. It is the responsibility of the athlete, cheerleader, or activity participant to secure and complete all missed assignments. Temporary suspension may occur until missed assignments are completed.
13. Athletes and activity participants will always conduct themselves in an appropriate manner that will not harm or taint the reputation of the school, the group, or teammates. This includes posts and comments on social-media sites.

## **Extra-Curricular Activity Code**

The opportunity to participate in interscholastic athletics and other activities at John C. Thomas Middle School is a privilege granted to all students of the district. Participants in these voluntary programs are expected to conform to specific conduct standards established by the school district 24 hours per day beginning with the first day of the season until the last day of the season according to W.I.A.A.'s calendar of events. A student who is found to be in violation of any rules is subject to disciplinary action, suspension and/or removal from the team. Provisions are made for a student who 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 tobacco products, alcoholic beverage, or intoxicant of any kind, narcotic drug or hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, or other 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 or like products.

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

Violation of the extra-curricular activity code: Upon confirmation that a student has violated the extra-curricular activity code of conduct and both the participant and parents/guardians 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 same)

**Alcohol** - (possessing, being under the influence of, or using alcohol and/or like products, or suspicion of same).

**First Offense:** - (Since the beginning of 7th grade, or 6th grade if they are needed to fill a team.) A participant shall be immediately ineligible for the equivalent of one full season. (Example: if a suspension affects 33% of the football games [3 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 school eligibility board 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 the 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 effect 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:** (During the high school career) 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 violating participant will be banned from any further extra-curricular activities for the remainder of their high school career.

**Re-instatement:**

***If a participant has offended three times in the areas of tobacco and/or alcohol he/she may request an appeal for a reinstatement of 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 school district within the last year.
3. Consent to complete 6 U.A.'s over a period of six months.
4. Three letters of recommendation from adults (over 21 years of age and not family members) indicating the character of the participant.
5. 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 SEB will conduct an interview with the participant and participant's parents/guardians and render a decision within 3 days of this 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 same

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

**First Offense:** (Since the beginning of 7th grade, or 6th grade if they are needed to fill a team.)

A participant shall be immediately ineligible for the equivalent of one full season.

(Example: if a suspension affects 33% of the football games [3 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 school eligibility board 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 substances and 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 a 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 school eligibility authority committee. (***School Eligibility Board -S.E.B.***)

**Second Offense:** (Since the beginning of 7th grade, or 6th grade if they are needed to fill a team.) -

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

**Third Offense:** (Since the beginning of 7th grade, or 6th grade if they are needed to fill a team.) -

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

**This W.I.A.A. policy 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 the first offense. If a second or third offense 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.

**In the presence of prohibited substances or activities:**

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

**First Offense:**

A participant shall 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 School Eligibility Board (S.E.B.) to request approval to participate. The school eligibility board 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:** - Same as the 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 WHS 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 extracurricular events 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.

Attendance at School: An athlete, cheerleader, or other activity participant may not participate in an activity/contest or practice on any day that he/she has missed any portion of the school day for an unexcused absence or an illness. If the student has received school permission he/she may miss any portion of the day and participate in practice or contests.

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

Repeated Offenses: If a student repeatedly violates one of the above rules, he/she may be suspended for the sports season. (As an example: if a student is suspended from one Spring sport he/she shall 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 sport or activity until such time that an appeal decision overrules, upholds, or revises the suspension.

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

1. Upon the imposition of penalty for infraction(s) of said rules or regulations and the notification of the student and parent/guardian, any aggrieved student and/or the parent/guardian 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 School Eligibility Board. If the student and/or the parent/guardian do not make a written request for this conference within three (3) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The School Eligibility Board 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 to 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. **This decision shall be final.**

### **The School Eligibility Board (SEB).**

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.
3. The five member board shall consist of:
  - a. two teachers
  - b. one off-season coach from the opposite school of the participant (M.S. or H.S.) 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 SEB.
6. The principal or designee will inform participant and parents of the SEB's decision.