

Wahkiakum School District Handbook 2011 – 2012 School Year

Wahkiakum School District Mission Statement

We believe that education is a partnership with responsibility shared by all: school, family, students and the community. All individuals shall be provided a safe and 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: July 2011

Goals

Each student has the right to a free education. The district provides the best learning opportunities possible within the resources available. In addition to a full instructional program, those opportunities include a wide range of student activities to stimulate the athletic, artistic and creative skills of students.

In exchange for these opportunities both students and their parents assume substantial responsibilities. In order to preserve an orderly and safe learning environment, students must abide by the reasonable rules and instructions of staff. Corrective action shall be fairly and moderately meted out primarily to modify behavior rather than to punish students. Parents are encouraged to inquire about the successes and problems of their children and to reinforce their learning at home by showing an active interest in students' development.

Graduation and Diplomas

Wahkiakum High School issues a diploma which meets the requirements and recommendations of the State of Washington and Wahkiakum School District. Foreign Exchange students will be issued a Certificate of Attendance as a verification of their attendance at Wahkiakum High School. Below is listed a summary of the graduation requirements. A student will earn .25 credit for successfully passing each class each quarter or 1.0 credits for the entire year.

*A student, with the approval of the administration, may elect to repeat a passed course but receives **elective credit** only upon successful re-completion of the class. The requirements for each category must be fulfilled by passing different classes in succession, not merely repeating the same class previously completed for credit. For example, if a student chooses to repeat a passed math class to increase skill levels, one math credit will be granted for the original passed class and one credit of elective credit will be granted for the second time the same class was passed. Therefore, the student will have earned one math credit total and will still need additional credit to fulfill graduation requirements.*

Wahkiakum High School Graduation Requirements

Class of 2012

Students in the class of 2012 must complete a total of 23.5 credits to earn a Wahkiakum High School diploma.

<u>Course # of credits (or years)</u>		<u>Course # of credits (or years)</u>	
English	4.0	Science	2.0
Mathematics	2.0	Occupational Ed.	2.0
U. S. History	1.0	9th Grade computers	0.5
Wash. History	0.5	and keyboarding	
C.W.P.	1.0	Health	0.5
World History	1.0	P.E.	2.0
Fine Art	1.0	Elective	6.0

Class of 2013 & Beyond

Students in the class of 2013 and later must complete a total of 22.5 credits to earn a Wahkiakum High School diploma.

<u>Course # of credits (or years)</u>		<u>Course # of credits (or years)</u>	
English	4.0	Science	2.0**
Mathematics	3.0*	Occupational Ed.	2.0
U. S. History	1.0	Health	0.5
Wash. History	0.5	Fine Art	1.0
C.W.P.	1.0	P.E.	2.0
World History	1.0	Elective	4.5

*Freshmen entering school in fall of 2009 (graduating class of 2013 and later) may not take Pre-algebra for a Wahkiakum math credit. Pre-algebra will count as an elective credit. Students must take Algebra I, Geometry, and a third year of either Algebra II or an approved alternative math class that teaches to HS standards. This alternative must be accompanied by parent/guardian meeting and be addressed by a Student Learning Plan per state law.

** One of the two science credits must be lab-science as approved by Wahkiakum School District.

If prior arrangements are made, credit may be given for classes taken at the college level, in correspondence programs or other similar programs.

Other State Graduation Requirements

Complete a **Culminating Senior Project**. Wahkiakum School District determined that the student's

portfolio and senior presentation meet the state requirement for a culminating project. This work is assembled over the student's four years in advisory and in service outside of school.

Complete a **High School and Beyond Plan**. Students must detail their strategies to earn a high school diploma and outline their post-graduation plans (i.e. college, work, travel). This plan is placed in the student's portfolio and is completed mainly during monthly advisories during the student's four years.

The section below discusses the passing of the state's achievement tests formally known as the Washington Assessment of Student Learning (WASL). The wording is taken directly from the graduation requirements page of the Office of Superintendent of Public Instruction website found at: <http://www.k12.wa.us>

The Certificate of Academic Achievement (CAA) and Certificate of Individual Achievement (CIA) tell families, schools, businesses and colleges that an individual student has mastered a minimum set of reading, writing and math skills by graduation. [State law](#) (RCW 28A.655.061) dictates the assessment graduation requirement.

Beginning in the 2009-2010 school year, the high school Washington Assessment of Student Learning (WASL) was replaced by the [High School Proficiency Exam](#) (HSPE). If a student has previously passed the WASL in a specific content area (e.g., reading), the student is not required to take the HSPE. Visit www.WAtesting.com for more information and a frequently asked questions section.

Students in the **class of 2012** can earn a diploma without one of the CAA/CIA certificates if they:

- Meet the state's reading and writing standards,
AND
- Earn two credits of math after 10th grade.
AND
- Meet standard on their HS & Beyond Plan Portfolio & Presentation

Students in the **classes of 2013-14** are now required to earn one of the certificates by meeting state learning standards in: reading and writing on HSPE tests and math on one End-Of-Course (EOC) test during their high school experience.

Students in the **class of 2015 and beyond** are now required to earn one of the certificates by meeting state learning standards in: reading and writing on HSPE tests, two EOC tests (Algebra and Geometry), and one EOC Biology test during their high school experience.

Both the CAA and the CIA lead to a diploma. Only a student's transcript indicates which certificate the student earned.

Certificate of Academic Achievement (CAA)

- Students earn the CAA by meeting state reading, writing and math learning standards on the high school WASL/HSPE,
OR

- One of the [CAA Options](#) (state-approved alternatives to the WASL/HSPE)

Option 1 - Earn your CAA by passing the WASL/HSPE: Students have five chances to pass the WASL/HSPE in high school. [Testing windows](#) are in March/April and August. Additional retake opportunities will be available in high school completion programs in community colleges.

Option 2 - Earn your CAA through [alternative assessment](#). Most students will earn a high school diploma with a CAA by passing the High School WASL/HSPE in reading, writing and math. But some equally skilled students will need a different way to show what they know. The state has created a menu of options students may access after they take the High School WASL/HSPE at least once and meet any requirements spelled out in their [Student Learning Plan](#).

All of the CAA Options are designed and required to be at least as rigorous as the High School WASL/HSPE. The CAA Options should not be viewed as an alternative for students who have not yet acquired the reading, writing or math knowledge and skills that are required by the state.

The [CAA Options](#) are:

- A [collection of evidence](#) consisting of student work showing they meet grade-level academic standards.
- [AP/College Admission test scores](#): A student earns scores at or above a state-designated level on the SAT, ACT and Advanced Placement exams.
- [An HSPE/Grades Comparison](#). Comparing a student's grades in specified math or English/language arts classes with the grades for students who passed the test. (This option is only available to students in 12th grade with an overall cumulative Grade Point Average (GPA) of at least 3.2 on a 4.0 grading scale.)

Certificate of Individual Achievement (CIA)

The CIA is available for students with an Individualized Education Program (IEP) who are unable to take the High School WASL/HSPE (with or without accommodations). As 10th graders, students in special education programs only earn a CIA by passing the WASL/HSPE-Modified (the High School WASL/HSPE with the passing score adjusted to Level 2) or [Washington Alternate Assessment System Portfolio](#). In grades 11 and 12, students who have not yet earned a CIA may also use the Developmentally Appropriate Proficiency Exam (DAPE, formerly DAW), which allows students to take the HSPE at a grade level that best matches their abilities. To pass the DAW, students must earn Proficient (Level 3) on each test taken. Any testing accommodations used must be consistent with the student's IEP. Students with 504 Plans are not eligible to earn a CIA.

Students receiving special education services must pass state-approved special education reading, writing and math alternate assessments. Download the handout "[How Students in Special Education Participate in State Testing](#)."

Explanation of Grades

Waiver: When the school district deems it in the best interest of an individual student, specific requirements may be waived by the School Board upon recommendation of the high school principal and/or superintendent, provided the request is not prohibited by State statutes.

College bound students: Students should remember that these minimum requirements for high school graduation do not necessarily meet all requirements for entrance into a particular college, technical school or trade school. If one has a particular college in mind, the student should check with the college catalogue or counselor so that a proper program can be planned. Websites can also provide information on entrance requirements.

It is standard for colleges to require two years of a foreign language, at least one year of algebra-based science class (Chemistry and/or Physics), and at least three years of math. Four years of math is strongly recommended.

Graduation: No senior will be permitted to participate in graduation ceremonies or receive a diploma if he/she does not pass all of his/her required courses, has fines or fees, unserved detention time, or fails to meet other necessary requirements established by the School Board.

Running Start Students: Any student who has been accepted and enrolled in the running start program will earn credit towards graduation and college credit at the same time. After the college course has been completed and the school has received a copy of the student's transcripts, the grade and credit will be entered on their high school transcript. Students will not be allowed running start status until they have reached junior status at Wahkiakum High School. Junior status means that all courses normally completed by the end of the second year of high school; including two credits each of Math, Science, English, one and one-half credits of History, at least one credit of P.E., and one-half credit each of Computer Applications/Ag Science and Health are completed. In addition, a total of one half of the total graduation requirements must have been attained. It is the responsibility of the student to inform the high school of any changes in status while enrolled in the running start program. It should be noted that due to different grading schedules, Running Start students will not be able to be recognized for Honor Roll. Running start students will have diplomas held until the high school receives their final college transcript.

Attendance and Grades: As stated in RCW 28A.600.030 it is permissible for a teacher to consider a student's attendance when determining his/her grade. In case of excused absences a student will, in most cases, be given the opportunity to make up the missed portion of the grade. However, if the class is designed such that participation is required, an excused absence may also result in the loss of a portion of the student's grade.

Explanation of Letter Grades: Report cards will be issued at the end of each quarter. Each student receives a grade from each teacher in whose class he/she is enrolled. The report cards are not to be returned.

A - Outstanding work, prompt, resourceful, accurate, effective, good study habits.

B- Is a good worker, responds readily, does assigned work.

C- Does average work, is cooperative, has good intentions.

D - Meets minimum standards.

F - Minimum essentials not completed, has poor study habits, lacks interest, makes no effort.

NC - Is given to a person who does not meet minimum standards. This grade receives no credit and does not effect the student's GPA.

P – "P" grades are given to a person who works to ability but cannot meet minimum standards. This grade does not affect G.P.A

(This grade is also used for teacher assistants.)

I - Is an incomplete grade. The student has not finished the requirements for a grade. The student will have two weeks from the end of the quarter to complete the necessary work, unless special arrangements have been made with the teacher and principal.

***(Incomplete grades can have an effect on the posting of honor roll.)**

***The last three days of each quarter will normally be set aside for final exams.**

It is imperative that students be present for these days and tests.

Vacations or other activities should not be done during these days.

Grade Percentages:

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

G.P.A. Equivalents:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	F = 0
B = 3.0	C- = 1.7	

Credits: Each nine weeks (one quarter) a student will receive .25 or 1/4 of a credit provided that the student receives a passing grade (D or above). The quarter grades will be placed on transcripts and determine credit for graduation requirements.

Progress Reports: Progress reports will be mailed for individual students who are failing or at risk of failing any time a teacher feels it is important to communicate with a parent about a student's unsatisfactory progress. Parents are encouraged to call and/or meet with teachers when they receive notice of their student/child's unsatisfactory work. Students are also encouraged to take responsibility for knowing their own status in all classes. Skyward Family Access is available for families to access student grade, assignment, and various other items of interest. See the office for login information.

Honor Roll: At the end of each quarter an examination of class records is made. All students whose G.P.A. is 3.25 or above are listed on the Honor Roll. A student must be enrolled full time to be considered and be eligible to receive credit in all classes. It should be noted that due to different grading schedules, Running Start students will not be able to be recognized for Honor Roll.

Honors at Graduation: Honor cords will be presented to graduates to be worn during the graduation ceremony based upon their grade point average during all four years of high school. Students with a G.P.A. between 3.25 and 3.49 will be given a single chord and the students with a G.P.A greater than 3.49 will be given two chords.

Honor Society: Election to Honor Society is an honor conferred on a student by a majority vote of the faculty council. Each potential recipient who meets the academic requirements is evaluated on the basis of leadership, character, and service and must receive the majority vote of the council in all three areas in order to be elected to membership.

Guidance and Counseling: Guidance and counseling materials and services are available for students from the school counseling office.

Teacher Assistants: Juniors and Seniors may enroll as T.A.'s with the approval of the principal. Seniors will be given priority. Students who have failed required classes and/or are not on track to graduate will not be considered. A grade of "P" or "F" will be given for credit in most cases.

Wahkiakum High School Attendance Policy

Regular and punctual attendance is an essential part of the education process. The daily experiences gained in the classroom cannot be substituted for, or regained in their entirety through make-up work. It is the direct responsibility of the students and parents to ensure regular and punctual attendance in school.

A student's attendance may be considered by a teacher in determining a student's overall grade when attendance and/or participation is related to the instructional objectives or goals of a class and has been identified as such by the teacher and communicated to the student. Students with excused absences or short term suspensions will be permitted to make up both the work they have missed and the effect of the absence on their grade (with the exception of participation classes). Students with unexcused absences will not be given the opportunity to make up their missed work or their absences. A student's grade will not be adversely affected by attendance while participating in an approved school sponsored activity.

Excused Absence: Absences due to illness, medical appointment, family emergency or disciplinary action shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence if deemed appropriate. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s). Since missed assignments due to absenteeism can seriously impair a student's educational progress, the school board strongly supports the school staff in requiring that missed assignments be made up.

Unexcused Absence: Unexcused absences are those absences of a class period or more that are not approved by the principal, occur with or without parent or guardian knowledge or approval, and/or do not meet the school district's policy for excused absences. As a means of instilling values of responsibility and personal accountability, students whose absence is not excused shall experience the natural consequence of their action. They shall not be permitted to make up missed work assignments, and any graded activities which occur during the absence shall be graded as if the student had chosen not to participate in them.

A court petition will be filed if a student reaches 5 unexcused absences in a month or 10 unexcused absences in a school year. RCW28A.225.010

Pre-Arranged Absences: Whenever a student knows in advance that he/she will be absent from school, the student is encouraged to present a note or phone call from a parent to the office. At this time it will be determined if the absence will be excused. In the case that the absence is for two or more days or the student is not progressing satisfactorily in at least one class, the student will be given a Pre-arranged Absence Form to take to all classes to determine missed assignments.

Procedures regarding excused and unexcused absences

Truancy: Truancy is any portion of a day that a student misses without the knowledge of their parent/guardian and the school. The school shall notify a student's parent or guardian in writing or by telephone of any truancy in a school year. A student who is truant will not be given an opportunity to make up the missed work. The following procedures will be used in dealing with truanancies:

First, second, and third offenses: A phone or personal conference shall be held with the parent or guardian after each truancy. The conference shall determine what corrective measures should be taken to eliminate the cause for the student's absences from school. The student may be suspended for up to 5 days. The teachers are not required to provide make up work for the suspended period. The first offense may result in making up the missed time plus an additional 60 minutes in detention or Saturday school.

Fourth or subsequent offense: If previous actions taken were/are not successful, any of the following actions may be taken on or after the fourth truancy during the current school year:

1. The attendance officer may petition the juvenile court to assume jurisdiction of the alleged violation by the parent.
2. The parent or the attendance officer, at the request of the parent, may petition the juvenile court regarding an alleged violation of the compulsory attendance law.
3. Suspension from school for the remainder of the semester with loss of credit.

Excusing Absences: The student will present a written/verbal excuse from a parent/guardian or physician as circumstances require, stating the reason for the absence. The excuse must be presented to the principal or his designee within three days who will then determine the grounds for excusing the absence(s). It should be understood that a communication from a parent does not guarantee the absence will be excused.

A failure to bring a note within three days of an

absence may result in the absence being recorded as a truancy indefinitely.

Make up work: It is the student's responsibility to ascertain make-up work and complete it within the stated time. For each day of absence the student generally has one day in which to make up work, or a reasonable time limit established by the appropriate teacher(s).

Tardies: When a student arrives to school after classes have started the student is expected to go to the office and check in. Tardies will be treated like absences in terms of considering viable excuses. Students being tardy at the start of a class or absent at the end of a class in excess of 10 minutes will be counted absent for the period. Unexcused tardies will incur detention time as described below.

Students will receive a warning for the first two tardies of each quarter. For any subsequent tardy a 60 minute detention will be issued. After three 60 minute tardy detentions, progressive discipline may include suspension.

Late Arrival/Early Release Students who have scheduled late arrival or early dismissal are not to be in the building more the five minutes before or after their arrival/dismissal time unless under the supervision of a staff member or with permission from the office.

Detention Policy

Students are expected to serve detention time for violations of classroom policies with the assigning teacher. The teacher will schedule the detention time with the student. When a teacher assigns detention, parents/guardians will be notified by phone or by receiving a copy of the detention notification form.

Detention will also be given by any school official for repeated violations of school policy. Detentions of this type will be issued in 30 minute increments and served at Saturday school or after school when approved by the principal. Students are to serve detention at the next scheduled detention time. Parents/guardians will also be notified about these detentions.

Every Monday, the detentions will be checked. Students who have been issued detention but did not serve it at the last established detention time (including Saturday school), and have not made arrangements with the principal, will be suspended from school the following Friday. This suspension will include suspension from all school activities during that weekend. Notification to the parents/guardians of the suspension will be by the Wednesday preceding the suspension.

Saturday school is a time set aside for students who have received detention by school officials other than teachers or by special arrangements by the teachers. Students are required to do Saturday school for any detention not served or time assigned by 3:35 pm on the Thursday preceding Saturday school.

Saturday school will be offered every other Saturday. Saturday school hours will be 8:30 AM to 11:00 AM. Students must arrive no later than 9:00 AM to be admitted and may leave when their detention time is served.

Activities

Scheduling: All social functions, (parties, dances, dinners, etc.) must have the approval of the class or club advisor, the student council, and final approval by the principal.

Final approval must be completed at least ten school days prior to the event.

Dances: The class or club sponsoring the dance is responsible for getting three adults (preferably parents of high school students) to serve as chaperones as well as three High School staff members. Security must also be arranged with the Wahkiakum County Sheriff's Reserves. Other requirements will be explained in a dance request form. All dances will be 3 hours in length and will conclude by midnight. The ending time and duration may be changed with the principal's approval for special event dances.

Admittance to dances is open to individuals currently enrolled in Wahkiakum High School, a home-school student registered with Wahkiakum School District, or a student from a nearby high school, if he or she has an active student body card and an invitation from a W.H.S. student signed by the principal. Other guests or patrons may be admitted at the discretion of the principal or a designee. All guest passes must be presented to the principal no later than the Wednesday prior to the event. Admission to all dances is limited to students in grades 9-12, with the following exceptions. Alumni may attend Homecoming and exceptions may be made for Prom.

All doors to the dance will be closed to admission one hour after the official opening time. No one will be allowed to enter after that time except by permission of the advisor in charge. Once a person leaves the dance premises he/she will not be permitted to reenter.

Students using the facilities for dances or other activities shall leave the area as clean as it was before the event or they will be charged a clean-up fee.

Activity Money: The student body treasurer, the A.S.B. financial secretary and principal will handle all A.S.B. funds. This includes money from all classes, clubs and athletics. All expenditure requests must have authorization of the class or club advisor and two officers to make a purchase. All bills coming to the A.S.B. must include the signature of the purchaser and name of the organization to which the amount is to be billed. An A.S.B. requisition form and a purchase order will be used in most instances. Records of approval by activity or organization members must be kept for all expenditures. Copies of monthly minutes reflecting approval of all expenditures from each activity must be turned into the ASB Executive Council. It is not considered appropriate to pay cash for items and expect to be reimbursed with student body funds. Bills incurred without approval could be the responsibility of the purchaser.

School and Student Insurance: A student accident insurance plan is available to all students for a minimal fee. This plan covers the student in all sports and activities (with the exception of football) and any accident that may occur during the school day while the student is under the supervision of a staff member. A special rate is charged for all students participating in tackle football. A dental accident insurance program is also available.

Withdrawal from School: No student will be allowed to withdraw from school without confirmed consent by their parent/guardian. Students wishing to withdraw from school must first check in at the office and pick up a withdrawal slip. This slip must be presented to all of the student's teachers,

along with the textbook for each class. When signed by all of the teachers on the student's schedule, the slip is then returned to the office for refunds or payment of any fines.

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. No bare midriff or visible cleavage while sitting or standing. Tank/sleeveless tops are not permitted during school hours as they may be a distraction to the learning environment. They are permitted for athletic participation with straps a minimum of 1" and must not have large arm holes.
3. Undergarments shall not be visible at any time. Sheer clothing or articles with holes must be accompanied with appropriate clothing underneath.
4. Cutoffs/shorts may be worn as long as they do not contain holes and are of reasonable length. (Both shorts and skirts must comply with the fingertip length rule -including any slit in shorts, skirt, dresses or other garments).
5. Hats, bandanas, head wraps, hoods, or any other head coverings shall not be worn or brought into the classroom, library or in the halls during school hours unless approved by the principal. It is permissible before school, during lunch, and after school.
6. Students shall not wear clothing with inappropriate slogans and graphics printed on them. This includes any material that is sexual, obscene, profane, drug, tobacco or alcohol related. (This also includes school sponsored events.)
7. Students participating in a contest, exhibition or representing a club shall dress according to the school Dress Code and adhere to any additional and reasonable dress request made by the advisor, coach or teacher.
8. Sunglasses are not to be worn in the building during the school day.

It is the responsibility of the principal and school staff to determine when a student's dress is inappropriate.

Pop Machine Rules:

1. Pop is not to be purchased during the day except before school, after school or during lunch.
2. No open containers are allowed in lockers.
3. No pop or other beverages are allowed in the classrooms or library, except on special occasions as authorized by individual teachers. Water may be allowed at the teacher's discretion.
4. Only beverages in plastic, screw-top bottles are allowed in the gym.

Rules and Regulations Relating to Student Conduct

Student Conduct: The Board acknowledges that conduct and behavior are closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The Board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Cheating: Cheating in any form on tests, quizzes, homework, etc. will not be tolerated at Wahkiakum High School. No student should have another student's paper in his/her possession at anytime. If a student is caught in any form of cheating the student will lose credit for that assignment and a letter will be sent home. A second offense, in any class, may result in a failure of that class. **Plagiarism - (when someone else's work is used as your own) will also be considered cheating.**

Student Discipline: Students will be disciplined in a progressive manner, depending on the frequency, nature and circumstances of the violation. A serious infraction may warrant immediate suspension or expulsion. Discipline measures may include one or more of the following: student conference, parent notification, parent conference, detention, work duty, out-of-school suspension and expulsion.

Harassment/Sexual Harassment Any unwelcome or unwanted comment, gesture or other behavior will not be tolerated at Wahkiakum High School and will be addressed in a serious manner. (Students found or suspected of harassment may be suspended or expelled from school. Law enforcement may also be contacted.)

General Rules of Conduct: The following list represents some of the general rules for which disciplinary action may be taken. This list is not intended to be a complete list of all possible infractions.

1. A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall any student urge other students to engage in the same. A student shall not participate in any illegal act such as arson, theft, harassment or sexual harassment, vandalism, possession of controlled substances or dangerous weapons.
2. Gym: Only approved gym shoes will be allowed on the gym floor.
3. Building Hours: Students are not expected to arrive at school in the morning before 8:00 am unless a special class has been scheduled or under the supervision of a staff member. Students are to leave the school building after the last class of the day unless involved in an extra-curricular activity and/or under the supervision of a teacher.
4. Transportation: All students are expected to use the transportation provided by the school district to get both to and from all events and field trips. Students may be released from riding the bus after events or field trips if prior arrangements have been made with the office by the parent (at least by noon the day of the event) or if the parent or guardian is present and verbally requests the release of their student to the coach, or supervisor. Arrangements to be released must be made in a timely fashion to allow the administrator involved time to verify all communication. No student will be

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

5. It is important that an academic, business-like environment be maintained in the halls and library area as well as in the classroom. Running, yelling, throwing paper or objects, rough-housing or the use of noise makers are not permissible.

6. Students will not play video games or music devices without the use of headphones. These items may not be played in the classrooms or library except with prior permission from the classroom teacher. Students are free to use these items before school, during lunch, or after school.

7. Students are not to eat or drink beverages in the library or the classrooms during class; Water and chewing gum is left to the discretion of the teacher.

8. Inappropriate display of affection such as, but not limited to, embracing and kissing, is considered inappropriate while on school premises and/or at school functions.

9. Students must take reasonable care to secure their valuables. P.E. lockers and hallway lockers should be locked and secured. Personal articles are not to be left in the rest rooms or on the floor in the hallway. **Any lock or locker that does not function properly should be reported to the office so repairs can be made.**

10. Any action or behavior that disrupts or undermines an orderly education process will not be permitted. All students are to respect persons in authority, and each other's individual rights and welfare. Insubordination will not be tolerated.

11. Profane and obscene language and gestures are inappropriate and disciplinary action will be taken.

12. Students shall refrain from gambling and fighting. Violent acts will likely involve the notification of law enforcement.

13. No student may participate in a club or class activity (such as drama, music or FFA.) that occurs during the school day or after school hours when the student has missed any portion of the school day for an unexcused absence or an illness. In a special situation, by request of the advisor, the principal may waive this policy.

14. No matches or lighters shall be in a student's possession on school properties.

15. Laser lights or laser pointers will not be allowed on school grounds or on school buses unless approved for a school project.

16. Cell phones and other electronic devices shall not become a distraction to the educational process. They are not to be powered on or in the open with the exceptions of before and after school, and during lunch. With staff permission, cell phones may be used for educational purposes in the classroom if they contribute to student learning. They are not to be used during passing time.

If a student is found in violation of this policy the incident will be reported to the office as a discipline issue. In some instances the phone may be confiscated by a school official or designee. Detention minutes may be given and if confiscated the phone returned at the end of the school day. Subsequent violations will result in further detention and the school calling the parents to pick up the phone.

17. 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 parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.

By bringing a cell phone or other electronic device to school or school-sponsored events, students 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.

18. Students will be held accountable for any vandalism of school property, whether that property is inside or outside the school (including trees and plants).

19. Students are not allowed in the hallways without signing out of class or without a hall pass. All students sent to the library must have a pass stating the purpose of the visit.

20. Students who drive to school are required to park their vehicles in the parking bays of the parking lot.

Cumulative Violations:

Students who consistently violate various school policies, rules and regulations may be subject to suspension. An accumulation of minor violations can be equally as disruptive to the education process as a violation of a major type. Therefore, the seriousness of the violation is not the only criteria for disciplinary action. The frequency of disruptions must also be considered an important criterion.

Weapons: As stated in **RCW 9.41.280** it is unlawful for any person to carry onto public or private elementary or secondary school premises, school provided transportation or any area which is being used exclusively by public or private schools, any firearm or dangerous weapon as defined in **RCW 9.41.250 and RCW 9.41.280**. **Any student found violating or suspected of violating this law will be disciplined.**

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- 1) Persons engaged in military, law enforcement or school district security activities.
- 2) Persons involved in a school authorized convention, showing, demonstration, lecture, or firearm safety activity.
- 3) Persons competing in school authorized firearm or air gun competitions.
- 4) Any federal, state or local law enforcement officer.

Outside the school building the following persons over eighteen years of age and not enrolled as students may

have firearms in their possession on school property outside of school buildings:

- 1) Persons with concealed weapons permit who are picking up or dropping off students.
- 2) Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

A dangerous weapon is defined as any instrument or weapon of the kind usually known as 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.

As stated in ESSB 5307 and District Policy 4210. students who violate the firearms provisions are subject to a minimum one year expulsion, with possible case by case modification by the superintendent. The District shall also comply with federal protection 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.

Before a student will be readmitted the Superintendent or designee(s) will consider criteria, such as the following prior to readmission. This criteria is not intended to be all-inclusive and other criteria may be considered.

1. The degree of safety of other students and staff that can be assured.
2. The degree of district and personal liability exposure by reentry.
3. The age and maturity of the student.
4. Previous record and attitude regarding the incident.
5. Degree of parental or guardian cooperation and support.
6. Chance of remediation.
7. Agreement to a Behavior Contract which may involve completion of an anger management program.
8. Built in consequences if the contract is violated by the student or parents/guardian

Discipline for other infractions (including being in possession of look-alike weapons) of the Dangerous Weapon policy could range from short term suspension to expulsion depending on the circumstances. A mandatory conference between the student, parent/guardian, and school administrator will occur.

Tobacco, Alcohol, and Illegal Drugs

The following information is provided to meet federal requirements where schools receive money for an intervention/prevention program.

1. The Wahkiakum School Board believes that the use of illicit drugs or unlawful possession and use of alcohol by minors is wrong and harmful.

2. The Wahkiakum School District has adopted and implemented an age-appropriate, developmentally-based, K-12 drug and alcohol curriculum which stresses abstinence.
3. The Wahkiakum School District will attempt to help students and parent/guardians obtain drug and alcohol counseling services and referrals for students who have a demonstrated need. The school district works closely with Wahkiakum County Mental Health to provide additional counseling.
4. Students should review discipline standards and actions for the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Any cost associated with a recommended procedure or to reduce the penalty or suspension for these offenses are the sole responsibility of the student or parent/guardian.

USE/POSSESSION OF TOBACCO ON SCHOOL PROPERTY

Smoking or any use of tobacco products by anyone, shall be prohibited on school district property. RCW 28.210.310 This shall include all district buildings, grounds and district-owned vehicles. Students are subject to discipline for violations of this policy. (Civic and legal violations and consequences could also be a result)

Tobacco: Possession, using or suspicion of using tobacco products or look-alike products on school grounds at any time, during the school day, or at any school sponsored activity is prohibited. Students found using look-alike tobacco products, as well as students using genuine products may be disciplined in the same manner. All discipline includes confiscation and may include law enforcement action.

First Offense: parent conference or contact, referral to counselor and 1 day suspension with completion of home school tobacco education packet (or 5 - day suspension)

Second Offense: 2 - day suspension with completion of home school tobacco education packet and/or referral to a tobacco cessation program, (or 5-day suspension)

Third Offense and Subsequent Offenses: (5-day suspensions)

USE/POSSESSION OF ALCOHOL AND ILLEGAL DRUGS

Alcohol and Illegal Drugs: Students are prohibited from possessing, being under the influence of, or using alcohol or illegal drugs while they are in school, on school grounds, or at any school sponsored activity. Students suspected of violating this policy will also be disciplined. Students, if found using look-alike products, such as non-alcohol beer, as well as students using genuine products may be disciplined in the same manner. Offenses listed below may include confiscation and notification of law enforcement. Any use of prescribed drugs that are not dispensed by the office is considered an illegal use of drugs.

As per district policy, if a student appears to be under the influence of a controlled substance(s) they shall be referred to the administration for an assessment. The district's DITEP trained team will work to best assess the

status of the student. If after their extensive assessment they have reason to believe that it is more likely than not that the student is under the influence of a controlled substance, the student will be subject to the disciplinary action and rehabilitative consequences outlined below. The student's locker and/or personal belongings may be searched by the school official if there is reason to believe the search is warranted. **To potentially avoid the consequences below by showing a negative test, the student or his/her parent/guardian may request for the student to provide a urine sample according to district policy.**

First Offense: 2 day suspension with parent notification, pre-assessment and its follow through and completion of phase 1 of alcohol and other drug education program
(or 10-day suspension)

Second Offense: 5 day suspension with parent notification, 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 semester or 30 days whichever is longer)

Third Offense and Subsequent Offenses: Long term suspension to expulsion.

Alcohol and Illegal Drugs (Dealing or Selling or Distributing)

First offense: Notification of law enforcement, emergency expulsion and/or long term suspension (completion of drug education program may reduce the long term suspension).

Second Offense: Expulsion

All offenses include confiscation and notification of law enforcement.

The school district reserves the right to change the sequence or severity of discipline depending on the nature and circumstance of the offense.

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

For additional assistance - Students and parents may contact the Wahkiakum County or Cowlitz County Drug and Alcohol Center for intervention and counseling services.

SCHOOL PROCEDURES

Leaving School Early: Any pupil who for any reason wishes to be dismissed early from school must first report to the office. If a pupil has sufficient reason to leave early, his/her request will be granted. When teachers send pupils off the school grounds for certain duties, pupils will first provide the office with written teacher approval and have a parent authorization on file in the office. **Students must check out in the office before leaving.** The office reserves the right to refuse to allow the student to leave the school grounds.

Accidents and Illnesses: Accidents which occur on the school premises should be reported to the office immediately. In case a student becomes ill, the student should report to his/her teacher and then to the high school office if necessary. **A student should never leave the school grounds without permission from the principal or someone in the office.**

Library: The library is a resource center for student convenience to be used for research and study. Upon entrance it should be respected as a place of library business pertaining to research and study, not a place of visitation. Students should be respectful of the library staff. Students will keep the privilege of using books, materials, and the library facilities by taking proper care of them.

1. Return checked-out materials promptly so that other students can use them.
2. No fines for late books will be assessed, but replacement fines will be charged for lost material or replacement with other materials of like value with library approval.
3. Encyclopedias and reference materials may be checked out overnight only, and are due before school the next morning. Students are expected to get copies of materials that are needed longer.
4. Books are to be checked out for two weeks and can be renewed two times.
5. Return all borrowed materials to the book drop at the circulation desk.
6. Respect furniture, book shelves and other materials.
7. Food and drink are not allowed in the library without permission from the librarian.

Fire Drill: In order that our fire drills may be orderly and that the building may be vacated in the shortest time possible, a few simple rules are necessary.

1. The signal for a fire drill or actual fire will be a continuous blast of the fire bell.
2. Students will leave each room immediately upon hearing the signal. Students will exit the building according to the plan in each classroom and assemble in areas designated by teacher.
3. Students in the band room will use the exit door on the South side of the building.
4. Teachers will see that all windows and doors are closed and lights turned off and should take their daily attendance and/or gradebooks out of the building with them.
5. Reenter the building only after all-clear signal, 3 rings on the bell, has been given. **All students and staff will gather in the first parking lot area in front of the building for student accounting and for instructions or procedural information.**

Emergency Evacuation and Intruder drills will be discussed by staff and will be drilled.

Lockers: Students will be issued lockers at the beginning of each school year. Students are expected to keep their lockers clean and orderly. The school is not responsible for items taken from lockers as locks are available in the high school office and it is recommended that lockers be locked. While privacy is an important right of each individual, the school is the owner of the lockers, and therefore maintains the right to search any locker at any time. **Any lock or locker that does not function properly should be reported to the office so repairs can be made.**

Only school appropriate decorations will be allowed on lockers

ALL LOCKER CHANGES MUST BE CLEARED THROUGH THE OFFICE.

Telephone: The telephone in the high school office is there for school business. Students may use the phone

with permission from a teacher or other staff member.

Assemblies: School assemblies are an integral part of the school's government and spirit. Whether it is the regular student body meeting, a pep rally, or a special program assembly, the whole student body will take part either as participants or as members unless excused by the principal or designee. **All students are expected to be respectful during all assemblies, and may be removed if judged to be disrespectful.**

Internet Use at School: 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. Often students are required to access the internet and other technology for research and other classroom activities as directed by the teacher. Any misuse of the internet and/or technology may result in the loss of privilege.

Bus Transportation:

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 drivers 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.
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 windows whether 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, where 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 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.

Wahkiakum Athletic / Extra-Curricular Activity Philosophy

Wahkiakum High 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 Wahkiakum High 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”: As resources have become more scarce, the School District has implemented a “pay to participate” policy. High school students participating in an extra-curricular activity are required to pay \$60 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: At a minimum, WHS athletes and participants are required to be passing all subjects and achieve a minimum GPA of 1.75 each quarter. If he/she does not do so, he/she will be placed on academic suspension. These regulations apply to anyone associated with a sport or an activity in any capacity. Any student athlete or activity participant who is placed on academic suspension, will be ineligible during the suspension period.

Suspension Period for Anyone Failing a Class at the End of a Quarter or Not Achieving at least a 1.75 GPA at the end of a Quarter: This suspension period will be for five weeks. If, at the end of the suspension period, the student is passing all classes and has a GPA of 1.75 or higher, the student will be reinstated for interscholastic competition. If the student has not met the minimum standard by the end of the suspension period, he/she will be ineligible for the remainder of the quarter.

Suspension Period for Anyone Failing a Class at Mid-Term of a Quarter: This suspension period will be for one week. If, at the end of the suspension period, the student is passing all classes, the student will be reinstated for interscholastic competition. If he/she is not, the student will remain ineligible for another week, when another grade check will be done. If, at the end of the second week of this suspension period, the student is passing all classes, the student will be reinstated for interscholastic competition. If he/she is not, the student will be ineligible for the remainder of the quarter.

The Principal and the Athletic Director may take into consideration special and/or extenuating circumstances as it relates to students.

Definition of a Week as it Relates to Suspensions: Each student is eligible on Monday of the week following the suspension week. Three or more teaching days shall constitute a week.

Right to a Hearing: The student athlete or activity participant has the right to a hearing whenever the participant feels that he/she has been unfairly suspended from participation. If a student is

ineligible because of having one or more "F(s)" or "NC(s)" but the teacher(s) who issued the "F(s)" or "NC(s)" agree that the student is working to ability then the student will be allowed to participate only if the student's GPA is at least a 1.75.

Attendance Requirements: An athlete, cheerleader, 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). 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 prearranged absences made with the principal will warrant participation as well. If the student has received school permission, he/she may miss any portion of the day and participate in practice or contests.

If an athlete/cheerleader 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/cheerleader 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/cheerleaders 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/cheerleader 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. This is required before a student may participate in practice.
4. If an athlete/cheerleader 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, Cheerleaders, 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/cheerleader will be allowed to turn out for another sport until all equipment and uniforms have been turned in from the previous sport.**
8. Athletes, Cheerleaders, 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.
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 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.

Extra-Curricular Activity Code

The opportunity to participate in interscholastic athletics and other activities at Wahkiakum High 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: - 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. 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 SEB will conduct and 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)

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) -

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) -

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: - (will be the 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. (In-season for WHS)

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 and may only offer information regarding school policy, practice, state law, etc. The principal's opinion can not be solicited or offered in these meetings.
3. The five member board shall consist of:
 - one teacher, one off-season coach from the opposite school of the participant (M.S. or H.S.), one student - randomly chosen from the school of the participant (student participation is voluntary), 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.

Course Descriptions

Course Description herein described will not necessarily be offered every year at Wahkiakum High School.

Some courses at Wahkiakum High School are designated as "Tech Prep" courses. These courses are capable of earning college credit. See the instructor or check with the Counseling office for details. These classes will be labeled with a "TP".

Agriculture

Forestry/Natural Resources - Students will explore the following: dendrology, regeneration, mensuration, protection, timber harvest, fish and wildlife management, forest products, multiple use and forest business. "TP"

Agricultural Mechanics - Students will receive classroom and shop instruction in the following areas (may not all be in one year): arc welding, oxyacetylene welding and cutting, electricity, cold metal work, concrete work, plumbing, carpentry, and equipment repair and maintenance. Student skill displays and projects will be required. "TP"

Ag Science - This is an introductory course recommended before taking other AG courses. Students will explore: FFA/Leadership development, animal science, plant science, forestry, and record keeping one semester. The second semester will focus on beginning AG mechanics skills including safety, sketching and drawing, arc welding, oxyacetylene welding, rope work, fasteners, tap and drilling, tool identification and use, and plumbing. "TP"

Wildlife Studies – Wildlife studies consist of students working part time in the classroom, while the other half using the environment for their lab. Students will gain knowledge about a wide array of local and non-local animals. The students will be working with some of the most up to date trail cameras to track and locate different predator and prey relationships. Not only will they learn about wildlife on land, but they will be studying aquatic organisms all the while becoming familiar with the Columbia River tidal structure.

Community Projects - Is a class where the students work in the field, community, and classroom. Students work with, and gain knowledge from local carpenters, welders, electricians, auto mechanics, and other individuals working in vocational related areas. The students will also be using new technological tools while building projects in and out of the classroom working environment.

English

Intro to Literature (9th) – Intro to Literature involves an emphasis on written and oral communication skills: writing, grammar, vocabulary development, listening, and following directions. Various genres of literature, kinds of computer-related technology, and team dynamics are used for the application of the skills.

World Literature (10th) - Students will be exposed to varieties of world literature and expressing insights through written and oral communication. Writing style will be emphasized, leading to self-managed year-end portfolios representing the four types of writing. An introduction to public speaking and drama will conclude the year.

American Literature (11th/12th) - A survey of American literature is presented through its various stages of development. Writings of several American authors are used as vehicles for study, discussion, comparison, debate, appreciation and comprehension. Students practice communication skills of writing, listening, speaking and thinking. A unit on careers, personal business forms and resumes is included.

British Literature (11th/12th) - British Literature consists of two areas of study: Children's Literature and English Literature. Children's Literature offers students an opportunity to read, evaluate, discuss, present and to compare folktales and children's books. Bloom's taxonomy is used as a basis for activities: understanding and using the taxonomy, and creating plans and projects. English Literature introduces students to examples of writings that range from the Anglo-Saxon to modern times.

Rhetoric & Communication (11th/12th) – This course offers the student a practical, hands-on application of English. As the course title implies, emphasis is on persuasive communication in a variety of formats. Students who successfully complete this course will have developed fundamental skills in public speaking, story scripting for film, technical writing, critical analysis of text and non-text sources, resume-building, Powerpoint presentation, and creative writing in both poetry and prose.

AP English Literature and Composition (11th/12th, "B" Eng average, instructor permission) - This is a challenging college-level course that focuses on the art of rhetoric and how applying this art can improve one's effectiveness both as a writer and as a reader. The intent of this course's instruction is to move beyond the "what is a work saying" to emphasize more the Why and How a work of writing is crafted. Upon completion of this course, students can expect to have the ability to analyze different text and non-text sources and to write strong, clear persuasive arguments of their own. All participating students are strongly encouraged to take the AP exam in May.

Fine Art

Art - This course will start with the basic fundamentals of drawing elementary shapes and forms freehand. As the skill level improves, students will be guided through projects designed to introduce them to composition, perspective, medium usage, etc. The amount of material covered varies with the ability of the student.

Band - The high school band is both an academic and an activity class. Emphasis is placed on improving personal skills on individual instruments, ensemble playing, music theory, and community service. The class does not have a large amount of written homework, and in lieu of this students are expected to perform with the band at various band activities throughout the year. These include a minimum of two concerts per year, playing at all home football games, and playing at one basketball game per week (during the season). Additional events may include performances at Massed Band Festivals, Contests, or performance tours. Students with an excused absence from class or activity will be given the opportunity to do other work outside of class time to make up grade points missed due to non-participation.

Chorus - In this class the student will learn breathing techniques, scales, different ranges, reading music, and performing in front of an audience.

Annual/Yearbook Design (Instructor permission required) – This independent study course will work closely under the advisement of the Yearbook Advisor. Students will work to create the yearbook using applicable software, photography, and will coordinate with staff and the various student body groups for a final product. This course may alternatively count as an Occupational Ed course.

Foreign Language

Spanish I - Students will begin to express themselves in a second language, and be able to understand Spanish when spoken. Students will be required to be active in the learning process. They will write and act out short stories, as well as learn Spanish songs to gain fluency. Students will also gain an understanding and appreciation for Spanish culture and customs.

Spanish II - Students will continue to enrich their vocabulary and mastery of the Spanish language by writing and acting out short stories in a second language. The second year will focus on using past, future, and conditional tenses. This will give students the knowledge base they need to have a better understanding of important grammar concepts.

Leadership

Student Leadership – This course is designed for current ASB officers and other student leaders who are interested in learning about leadership, working on regular ASB and non-ASB led activities, and serving their student body. Typical activities are: participating in leadership training, creating activities for student involvement, planning and orchestrating assemblies, volunteering in our schools and community, and working closely with both the leadership team and office staff. Prerequisites: grade 11/12 and/or ASB officer, 3.5 GPA, no discipline record, solid attendance, and a commitment to leadership. Students must complete an application in May/June the prior year.

Mathematics

Pre-Algebra - This course is designed to review and further develop the student's basic computational and problem solving skills in preparation for further study of math.

Note: Freshmen entering school in fall of 2009 (graduating class of 2013 and later) may not take Pre-algebra for a Wahkiakum math credit. Pre-algebra will count as an elective credit.

Algebra I - Students in this course will study basic principles of algebra including operations with algebraic expressions, characteristics and behaviors of important functions, manipulating and solving linear and quadratic equations, graphing, and some topics and probability and statistics. Topics in this course aim to support students in meeting standard on the current End-Of-Course (EOC) state assessment required for graduation.

Geometry – Students in this course will study topics including logical arguments and proofs, lines and angles, two and three-dimensional figures, geometry in the coordinate plane, and geometric transformations. Success in this course depends on a solid understanding of topics from Algebra 1. Topics in this course aim to support students in meeting standard on the current End-Of-Course (EOC) state assessment required for graduation.

Algebra II - Students in this course will study topics related to operations with algebraic expressions, quadratic, exponential, and logarithmic functions and equations, and more sophisticated statistical topics. Algebra II is a college preparatory course and successful completion should help students become prepared for college-level mathematics.

Pre-Calculus - An introductory class in Calculus which is a branch of mathematics that deals with continuously changing quantities.

Calculus - This course is for advanced students who have completed math through pre-calculus. It is the study of limits, derivatives to find slopes, and integrations to find areas and volumes under a curve.

Physical Education and Health

Physical Education - This course will include a wide variety of physical activities. Particular time and attention will be devoted to individual skill development, strength and conditioning and the ability to maintain a lifetime of physical fitness.

Weight Training - Weight training will enhance student physical fitness through exercise by means of weight lifting and related activities. Students will learn of the lasting benefits of such training and the safe and successful procedures for this class. Students will be expected to perform physical fitness warm-ups, and exercises to prepare themselves to begin lifting.

Science

Biology - A science which emphasizes the study of living things in their various forms.

Physical Science - Students will study the composition and properties of matter and energy with a focus on the exploration of basic physics and chemistry concepts. Students will explore these topics through the use of laboratory experiments and problem solving exercises.

Environmental Science – This course is a field based study of stream ecology and watershed science with an emphasis on how people and the environment interact in aquatic ecosystems.

Physics - The study of forces (mechanical, electrical, and atomic) and their impacts. Conservation, mass/energy, wave motion, and atomic theory are included. The force of gravity and Newton's Laws of Motion are foundational. Physics is offered every other year.

Chemistry- The study of chemistry includes the following topics: the periodic chart, various ways of expressing a mole, pressure, volume and temperature relationships; models, atomic theory, conservation of mass-energy, kinetic molecular theory; light, color and atomic structure, molecular structure of gases, liquids and solids; chemical reactions, rates, equilibrium and energy changes; nuclear chemistry and environmental concerns. At least one day per week will be in the lab. Chemistry is offered every other year.

Social Studies

U.S. History – This course will explore the following subjects: Discovery and colonization of the “New World” and conflict over it; the American Revolutionary and Constitutional Period; Growth of Democracy; Politics in America (national and sectional); Abolitionism and Slavery; Civil War and Reconstruction Era; Westward Expansion and Native Americans; Industrialization and Immigrations of America; Cultural development and changes. If time allows, the Progressive Era will be covered.

World History – This course will explore the following: ancient and classical world civilizations (rise and fall); the Byzantine Empire; the Medieval World, Dark Ages, Feudalism, Religious Institutions, etc.; Renaissance and Reformation; Rise of absolute Monarchies and growth of Nation states; French revolution and Napoleon; Age of Empires in Asia Africa, and the Americas; Commercial Revolution; Growth of Democracy and Revolutions; Age of Reason and Exploration; Growth of Nationalism and Unification; Scientific Revolution; and the Age of Enlightenment.

Contemporary World Problems – This course will explore the following subjects: Global Decision making, Trade issues, foreign markets, International organizations. Nuclear Proliferation and Arms Race; Conflict management and resolution; Environmental issues, deforestation and pollution; population growth and demands on resources, food issues and poverty; war and terrorism; family issues; suicide; World AIDS crisis and other health issues; discrimination and prejudice; genocide and human rights; justice and crime, etc., as time allows.

Technology Education

Graphics Communication – The study of information and skills relative to communications using tools, materials, and processes pertaining to the printing/graphic video communication industry. Students progress through the course assembling a portfolio to be used as an example for future employment opportunities.

Computer Aided Design I – This beginning course will introduce the students to the basic principles of drafting and computer aided design. Students will learn basic computer and printer equipment. Students will learn orthographic projection, isometric drawing, assembly drawing and some architectural drawing.

Computer Aided Design II - This course will cover architectural drawings and computer aided drafting. Required drawings will include: site plan, floor plan, foundation drawings, elevation views, wall sections, perspective drawings, selected class activities and research as it pertains to the structural integrity and energy efficiency of buildings. Emphasis will be placed on alternative energy saving resources.

Learning Lab

Learning Lab English - This class is offered for students who qualify for assistance in English. Topics that are covered include: Grammar and its usage, sentence patterns, real life English skills, basic writing, reference skills, filling out forms and reading everyday materials.

Learning Lab Math - This class is offered for students who qualify for assistance in math. Topics that are covered include: Basic math functions and skills, consumer math covering shopping, food skills, banking skills, wages and traveling.

Learning Lab Life Skills - This class is offered for students who qualify for assistance in life skills. Areas that are covered include: home AND FAMILY skills, hygiene, social skills, health and wellness skills and community interaction skills.

Alternative Learning Experience (ALE)

WHS provides access to a wide range of online (ALE) classes that students can complete from home. This option gives priority to grade 11-12 students, with consideration of grade 9-10 students provided availability and principal approval. Students considering participation in ALE must complete a Written Student Learning Plan (WSLP) signed by the principal or designee, parent/guardian, and student. Students must maintain passing ALE grades throughout the year to remain in the program. ALE course grades must also meet the minimum athletic eligibility requirement of passing at mid-terms in order to prevent academic suspension. Students must also make arrangements to do all course work at home and will not be allowed to be at the school during the ALE class period. All tests will be taken at school and scheduled with the ALE director. It is an expectation that the ALE class will be completed within the quarter it is taken.

Complaints Concerning Staff or Programs

Constructive criticism can be helpful to the district. At the same time, the board has confidence in its staff and programs and shall act to protect them from unwarranted criticism or disruptive interference. Complaints received by the board or a board member shall be referred to the superintendent for investigation.

The superintendent shall develop procedures to handle complaints concerning staff or programs. Complaints regarding instructional materials should be pursued in the manner suggested by policy 2311 (Selection and Adoption of Instructional Materials).

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

1. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint which describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member.
2. The staff member shall respond to the superintendent in writing or in person.
3. The superintendent shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
4. If the matter is still not resolved, the superintendent shall present the issue to the board. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

Student Responsibilities and Duties

The mission of the common school system is to provide learning experiences which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of a common school district and submit to reasonable corrective action or punishment imposed by a school district and its agents for violation(s) of such rules.

Student Rights

In addition to other rights established by law, each student served by or in behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- (1) No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.
- (2) All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
- (3) All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. However, no right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school district and the locker shall be subject to reasonable search by school officials.
- (4) All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
- (5) No student shall be deprived of the right to equal educational opportunity in whole or in part by the school district without due process.

The foregoing enumeration of rights shall in no way be construed to deny or disparage other rights set forth in the Constitution and the laws of the state of Washington or the rights retained by the people.

Person Authorized to Impose Discipline, Suspension, Expulsion, or Emergency Removal Upon Students

Each certificated teacher, each school administrator, each school bus driver, and any other school employee designated by the board of directors of a school district shall possess the authority to impose discipline upon a student for misconduct which violates rules of the school district and to impose an emergency removal from a class, subject, or activity upon a student.

Discipline - Grievance Procedure

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent or the district of his/her designee. If the grievance is not resolved the student, parent, or guardian upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

Definitions:

- (1) "**Discipline**" shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period, provided, that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district.
- (2) "**Suspension**" shall mean a denial of attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class, or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
- 3) "**Short-term suspension**" shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days.
- 4) "**Long-term suspension**" shall mean a suspension which exceeds a "short-term suspension".
- 5) "**Expulsion**" shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
- 6) "**School business day**" shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the superintendent of the school district is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day

Short-Term Suspension—Conditions and Limitations

A short-term suspension may be imposed upon a student for violation of school district rules subject to the following limitations or conditions:

- (1) The nature and circumstances of the violation must be considered and must reasonably warrant a short-term suspension and the length of the suspension imposed.
- (2) As a general rule, no student shall be suspended for a short term unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. A school district may, however, elect to adopt rules providing for the immediate resort of short-term suspension in cases involving exceptional misconduct. For the purpose of this rule, "exceptional misconduct" means misconduct of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to short-term suspension, and/or be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short-term suspension.
- (3) No high school student shall be subjected to short-term suspensions for more than a total of fifteen school days during any single semester.
- (4) Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension.
- (5) Any student who has been suspended shall be allowed to make application for readmission at any time.

Short-term Suspension —Prior conference required—Notice to parent

- (1) Prior to the short-term suspension of any student a conference shall be conducted with the student as follows:
 - (a) An oral or written notice of the alleged misconduct and violation(s) of school district rules shall be provided to the student
 - (b) An oral explanation of the evidence in support of the allegation(s) shall be provided to the student.
 - (c) An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student, and
 - (d) The student shall be provided the opportunity to present his/her explanation.
- 2) In the event a short-term suspension is to exceed one calendar day the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the United States mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to WAC 180-40-255 and that the suspension may possibly be reduced as a result of such conference.

Short-term Suspension—Grievance Procedure

Any student, parent, or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

Long-Term Suspension—Conditions and Limitations

A long-term suspension may be imposed upon a student for violation of school district rules subject to the following limitations or conditions:

- (1) The nature and circumstances of the violation must be considered and must reasonably warrant a long-term suspension and the length of the suspension imposed.
- (2) As a general rule, no student shall be suspended for a long term unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. A school district may, however, elect to adopt rules providing for the immediate long-term suspension in cases involving exceptional misconduct. For the purpose of this rule, "exceptional misconduct" means misconduct of such frequent occurrence, notwithstanding past attempts of the district.
- (3) No single long-term suspension shall be imposed upon a high school student in a manner which causes the student to lose academic grades or credit in excess of one semester during the same school year.
- (4) Any student who has been suspended shall be allowed to make application for readmission at any time.

Long-term Suspension - Notice of Hearing - Waiver of Hearing

Prior to the long-term suspension of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parent(s) or guardian(s). If the request for a hearing is not received within the required three school business day period the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed long-term suspension may be imposed

Expulsion - Conditions and Limitations

A student may be expelled for violation of school district rules subject to the following limitations or conditions:

- (1) The nature and circumstances of the violation must reasonably warrant the harshness of expulsion.
- (2) No student shall be expelled unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.
- (3) Once a student has been expelled the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to chapter 13.04 RCW in order that such authorities may address the student's educational needs.
- (4) Any student who has been expelled shall be allowed to make application for readmission at anytime.

Expulsion—Notice of Hearing—Waiver of Hearing

Prior to the expulsion of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parent(s) or guardian(s).

If a request for a hearing is not received within the required three school business day period, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed expulsion may be imposed.

Emergency Removal From a Class, Subject, or Activity

A student may be removed immediately from a class, subject, or activity by a certified teacher or an administrator and sent to the principal or designated school authority: Provided, that the teacher or administrator has good and sufficient reason to believe that the student's presence possess an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing danger to the class, subject, activity, or educational process of the student's school The removal from classes, subjects, or activities shall continue only until:

- (a) The danger or threat ceases, or
- (b) the principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency, pursuant to this chapter

1) The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action

or punishment. In no case shall the student's opportunity for such a meeting be delayed beyond the commencement of the next school day. Prior to or at the time any such student is returned to the class/classes, subject/subjects, or activity/activities, the principal or school authority shall notify the teacher or administrator who originally removed the student of the action which has been taken or initiated.

2) A student may be removed during an appeal period, not to exceed a period of ten consecutive school days, or until the appeal is decided, whichever is shortest.

Emergency Expulsion—Limitations

A student may be expelled immediately by a school district superintendent or a designee of the superintendent in emergency situations: Provided, That the superintendent or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until rescinded by the superintendent or his or her designee, or until modified or reversed pursuant to the hearing provisions.

Emergency Expulsion - Notice of Hearing - Waiver of Hearing Right

The student and his or her parent(s) or guardian(s) shall be notified of the emergency expulsion of the student and of their opportunity for a hearing either (a) by hand delivering written notice to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery, or (b) by certified letter(s) deposited in the United States mail, within twenty-four hours of the expulsion. In addition, if the notice is by certified letter, reasonable attempts shall be made to notify the student and his or her parent(s) or guardian(s) by telephone or in person as soon as reasonably possible.

If a request for a hearing is not received within the required ten school business day period, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the emergency expulsion may be continued as deemed necessary by the school district.

School Board Decision

Any decision by a school board of directors pursuant to this chapter to impose or to affirm, reverse, or modify the imposition of discipline, suspension, or expulsion upon a student shall be made:

- (1) Only by those board members who have heard or read the evidence.
- (2) Only by those board members who have not acted as a witness in the matter.
- (3) Only at a meeting at which a quorum of the board is present and by majority vote.

Detaining of Pupils

Pupils shall not involuntarily be detained more than 40 minutes after the regular hour for dismissal with due consideration for those pupils being transported in school bus.

