

# Wilson Creek School District Student Handbook 2017-2018



Wilson Creek School District 167-202  
PO Box 46 – 400 Navar Street  
Wilson Creek, Washington 98860

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[www.wilsoncreek.org](http://www.wilsoncreek.org)

Mrs. Laura Christian, Superintendent  
Mrs. Sally Nelson, Principal

Updated 10/03/2016 (AMENDED)

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*The Wilson Creek School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Civil Rights Compliance Coordinator is available to handle questions and complaints of alleged discrimination. If you have questions and/or concerns please call Sally Nelson (Civil Rights Compliance Coordinator) [snelson@wilsoncreek.org](mailto:snelson@wilsoncreek.org) or Amy Hickok (504/ADA Coordinator) [ahickok@wilsoncreek.org](mailto:ahickok@wilsoncreek.org) or Kirk Freeman (Title IX) [kfreeman@wilsoncreek.org](mailto:kfreeman@wilsoncreek.org) at Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, phone 509-345-2541.*

*El Distrito Escolar de Wilson Creek no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Sally Nelson, La directora, [snelson@wilsoncreek.org](mailto:snelson@wilsoncreek.org) o Amy Hickok [ahickok@wilsoncreek.org](mailto:ahickok@wilsoncreek.org) o Kirk Freeman [kfreeman@wilsoncreek.org](mailto:kfreeman@wilsoncreek.org) Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, telefono 509-345-2541.*

August 2017

Dear Students and Parents/Guardians:

Welcome to Wilson Creek School District. We are glad that you are a part of the Wilson Creek family and we believe that this is a place where all students can thrive and flourish.

This handbook has been prepared to provide you with all of the information that you will need to have a successful school year. It should serve as a reference for you to navigate the school processes and procedures. Please refer to the table of contents for the type of information that is included in this document. You will find discipline procedures, including bullying and harassment, information on school closures during inclement weather and our internet use policy. If you are unable to find something in the handbook or have any questions, please feel free to ask any teacher, staff member, or me any questions you might have.

#### Basic Expectations for Students

1. Be There  
Be at school and be on time.
2. Be Prepared  
Come to school prepared to work hard and learn.
3. Be Respectful  
Treat your fellow students, teachers and staff with respect. Follow school rules and procedures.  
Respect yourself and others.

The Wilson Creek staff is prepared to provide a positive and rigorous educational experience for all students. We look forward to a rewarding and successful year at Wilson Creek School! This year I will be on site at Wilson Creek School daily and would love to meet you or answer any questions or concerns you might have.

Respectfully,

Mrs. Laura Christian  
Superintendent

## Wilson Creek School District Staff

### ADMINISTRATION

Mrs. Laura Christian.....Superintendent  
Ms. Sally Nelson .....Principal

### TEACHING STAFF

Mrs. Laurice Warthan.....Preschool  
Mrs. Holly Finkbeiner .....Kindergarten  
Ms. Sharmon Husko (McCart) .....1<sup>st</sup>-2<sup>nd</sup> Grade  
Mrs. Veronica Clinton .....3<sup>rd</sup>-4<sup>th</sup> Grade  
Mrs. Cori Kane .....5<sup>th</sup>-6<sup>th</sup> Grade, Elementary Health & Fitness  
Mrs. Dorris Cronrath .....Art, Health & Fitness Education  
Mr. David Nichols. ....6-12<sup>th</sup> Grade Mathematics  
Miss Jackie Floetke.....Business/Technology, ASB/FBLA Advisor, CTE Director  
Mr. Nick Weitzel .....History, Social Studies, Literature  
Ms. Tracy Wilson .....Special Education (Skill Builders)  
Mrs. Carol MacSpadden .....Music, Title I/LAP  
Mr. Scott Mortimer.....Vocational Agriculture, Traffic Safety  
Mrs. Katie Wolff.....English, College in High School Credit  
Mr. Zach Knudsen .....Science

### SUPPORT STAFF

Mrs. Kellie Ribail .....Business Manager  
Ms. Stacy Sims .....District Secretary  
Ms. Jessie True .....Librarian/Office Assistant

Mr. Nicholas Odorizzi .....Technology Department

Mrs. Holly Riehle .....Elementary Classroom Paraprofessional  
Mrs. Lisa Godfrey.....Elementary Classroom Paraprofessional  
Miss Ashley Gilley .....Elementary Paraprofessional  
Mrs. Pam Brashear.....Title I/LAP Classroom Paraprofessional  
Mrs. Judy Schafer .....Skill Builders Classroom Paraprofessional

Mrs. Kathy Thomas .....Head Cook  
Ms. Jade Stewart.....Assistant Cook  
Mr. Kirk Freeman .....Athletic Director

Mr. Shawn Herrera .....Director of Facilities/Grounds & Vehicle Technician  
Ms. Sylvia Lee .....Custodian  
Mr. Tim Warthan .....Custodian

Mr. Shawn Herrera .....Transportation Director  
Mr. Cory Olsen .....Bus Driver  
Mrs. Dawn Friel.....Bus Driver  
Mr. Dave Knapton. ....Bus Driver  
Mrs. Roxi Mortimer.....Bus Driver  
Mr. Ken Christian .....Bus Driver

## Statement of Belief

The mission of the Wilson Creek School District is to provide a personalized education, which enables students to achieve at the highest level.

We believe:

1. Our school will provide conditions for success.
2. Students, parents, staff and community are involved as partners in the life-long learning process.
3. Students will accept the responsibility for learning and academic excellence in a safe, positive learning environment.
4. Students will behave in a respectful, responsible manner which demonstrates honesty and integrity.
5. Students will develop positive qualities and will gain respect for themselves and others.
6. Our students will develop the skills necessary to make a successful transition from school to the working world and society.

## General Information

### ACCREDITATION

Wilson Creek High School and Middle School are fully accredited by the State of Washington.

### CONTACT INFORMATION

Wilson Creek School District is located at 400 Navar Street, Wilson Creek, Washington 98860. The district mailing address is PO Box 46, Wilson Creek, WA 98860. The district's telephone number is (509) 345-2541, the fax number is (509) 345-2288 and the website is [www.wilsoncreek.org](http://www.wilsoncreek.org).

### TEACHER QUALIFICATION

Parents have the right to request the qualifications of their child's teacher(s) and para-professionals by notifying the office.

## Inclement Weather

If, in the opinion of the principal/superintendent and transportation coordinator, road conditions are such that normal bus operations cannot be conducted safely, the district will notify parents/guardians of school delays or closures via the district website and the following television and radio stations:

- KULE-730 AM/92.3 FM
- KXLY News 92 AM
- KHQ-6 News
- KWIQ AM/FM
- KREM-2 News
- KBSN AM/KDRM FM
- KXLY-4 News

In the event that school is delayed due to weather, please make sure your child does not arrive at school more than 15 minutes before scheduled starting time. We cannot assure proper and safe supervision or that buildings will be open before that time. Students should arrive at school with appropriate clothing for the weather conditions of the day.

School Messenger is an automated messaging system that will alert parents/guardians in case of school emergencies (including closures and delays due to inclement weather) via a combination of telephone calls and e-mail and cell phone text messages.



## **Student Registration**

All students wishing to enroll in the Wilson Creek School District must have a completed registration packet turned in to the office before attendance will be allowed. Registration documents may be obtained on the district website or from the office. Required documents are:

1. Enrollment Information
2. Application for Free and Reduced-Price Meals
3. Certificate of Immunization Status
4. Student Health Information
5. Student Media Release
6. Student Network User Agreement
7. Student Insurance and Residency Questionnaire
8. Parent/Student Handbook Agreement
9. Student/Family/School Compact

Additional forms may be required. Contact the district secretary for enrollment information.

## **Out-of-Service-Area Students**

The mission of the Wilson Creek School District is to provide a personalized education, which enables the student to achieve at the highest level. Students are expected to benefit from the personalized education that is a trademark of the district. The district also believes in holding a high degree of accountability for every member of the community – students and adults.

Two documents are required from all students enrolled in the Wilson Creek School District who reside outside the school district boundaries:

1. Choice/Out-of-Service-Area Student Contract: This contract serves to notify out-of-service-area students that attendance at Wilson Creek Schools is a privilege, and that failure to meet expectations as defined in the contract will cause the student to forfeit his/her right to attend school in the Wilson Creek School District
2. Choice Application For Non-Resident Students: This application is used as a communication device between the student's district of residency and the Wilson Creek School District. The document allows for the resident district to waive student attendance, and for the non-resident district to approve or deny student enrollment.

## **Withdrawing or Moving From School**

Students who are transferring or for other reasons must leave (check out of) Wilson Creek School are to report to the office. Students must show parental or guardian approval for the withdrawal. Once provided the proper withdrawal form, the student is to return all books and school property to teachers and the library, having each instructor fill out the release form. The completed form is then to be returned to the office for final approval.

## Rights of Homeless Students

In 1987, the Stewart B. McKinney Homeless Assistance Act was passed in response to the growing crisis of homelessness in America. One of the Act's provisions established the federal Education for Homeless Children and Youth Program in order to address the educational barriers homeless children encounter. The Homeless Education Program (also known as Title X, Part C), was reauthorized in the 2002 No Child Left Behind Act.

The Wilson Creek School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian, applies to all services, programs and activities provided or made available.

**A student is considered homeless** if he or she is presently living:

- in a shelter \* sharing a house with relatives or others due to lack of housing,
- in a motel/hotel, camping ground or similar situation due to lack of alternative, adequate housing
- at a train or bus station, park or in a car \* in an abandoned building
- temporarily housed while awaiting foster care placement

**All homeless students have rights to:**

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- **Enroll in:**
  - the school he/she attended when permanently housed (school of origin)
  - the school in which he/she was last enrolled (school of origin)
  - any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain** enrolled in his/her selected school for as long as he/she remains homeless, or, if the student becomes permanently housed, until the end of the academic year.
- **Priority** in certain preschool programs.
- **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- **Obtain** information regarding how to get free waivers, free uniforms, and low-cost or free medical referrals.
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s)he is homeless, or, if the student becomes permanently housed, until the end of the academic year.

For any inquirers or concerns contact our Homeless Liaison, Superintendent Laura Christian, at 509-345-2541.

## Counseling

School staff is concerned with every student's development, progress and success in school. The principal functions as a contact person for school counseling needs. Counseling services will be available on a scheduled basis or as needed in case of emergencies. The principal and/or staff will assist in scheduling classes and coordinating assistance with scholarships applications. Students should not leave class to talk with the principal regarding counseling concerns without teacher permission.

## School Day

The doors of the Wilson Creek School are open at 7:45 am, but students are not expected to arrive until 8:00 am. Students will be allowed in the building earlier only with special permission or if arrangements have been granted from the principal/superintendent or a teacher. Students are to leave school grounds immediately after school is dismissed or a school event concludes.

### BELL SCHEDULE

	<u>REGULAR DAYS</u>	<u>EARLY RELEASE (HS)</u>
Warning bell	8:15 am	8:15 am
Period 1	8:20 – 9:04	8:20 – 8:44
Period 2	9:08 – 9:52	8:47 – 9:11
Period 3	9:56 – 10:40	9:14 – 9:38
Period 4	10:44 – 11:28	9:41 – 10:06
Period 5	11:32 – 12:16	10:09 – 10:33
Lunch	See lunch schedule	
Period 6	12:50 – 1:34	10:36 – 11:00
Period 7	1:38 – 2:22	11:03 – 11:27
Period 8	2:26 – 3:10	11:30 – 12:00
Lunch		12:00 – 12:30
Dismissal	3:10 pm	12:30 pm

### LUNCH SCHEDULE

<u>Elementary</u>	
Preschool	11:00 – 11:30
Kindergarten	11:00 – 12:00
1 <sup>st</sup> -2 <sup>nd</sup> grade	11:05 – 11:45
3 <sup>rd</sup> -4 <sup>th</sup> grade	11:15 – 11:45
5 <sup>th</sup> -6 <sup>th</sup> grade	11:23 – 12:00
<u>HS - 1<sup>st</sup> semester</u>	
7 <sup>th</sup> -8 <sup>th</sup> grade	12:11 – 12:45
9 <sup>th</sup> -12 <sup>th</sup> grade	12:16 – 12:45
<u>HS - 2<sup>nd</sup> semester</u>	
7 <sup>th</sup> -8 <sup>th</sup> grade	12:16 – 12:45
9 <sup>th</sup> -12 <sup>th</sup> grade	12:11 – 12:45

## Closed Campus

Campus is closed to all students during the school day. This means that students are not allowed to leave school grounds during the day without permission from the principal, superintendent or designee.

**Students in grades 9-12 who reside within the city limits of Wilson Creek and wish to go home for lunch must have a note of permission on file in the office to do so.**

Permission to leave campus may be revoked if private property is abused, town residents complain about behavior, or leaving campus results in excessive tardiness. Students are only allowed to go to their home and not to other students' houses.

## Before School Parent-Student Drop-Off

If you are transporting your child to school, please use the front of the school to drop them off, not the upper parking lot north of the commons. State policy dictates that private cars should not be present in the driveway when buses are loading or unloading students.

**Students should not arrive before 7:45 am.** We do not have staff to supervise students before this time. Student safety is our #1 priority. If a parent drops their child off in the morning before 7:45 am, this is a major safety concern and a letter will be sent to notify the parent of the school policy. If the pattern continues, the parent/guardian will be contacted for a conference to determine alternative options for child care in the morning.

## Breakfast and Lunch Program

The School Breakfast and Lunch Program is open to all students enrolled in Wilson Creek School District. Applications forms for Free or Reduced-Price Meals are available in the district office or on the school website. Breakfast will be served to students in the commons from 7:50 am to 8:10 am Lunch will be served in the commons to elementary (PK-6) students from 11:00 am to 11:30 am, and to secondary students (7-12) students from 12:16 pm to 12:45 pm.

Starting in the 17-18 school year each student will be issued a food service card also associated with a 4-digit pin. Pre-K-12th grade students will be required to scan or slide a food service card or enter their 4-digit pin when receiving a school lunch, breakfast or milk.

## Attendance

Specific attendances rules are addressed in the secondary or elementary sections of this handbook. The following areas regarding attendance apply to both secondary and elementary students.

### TRUANCIES

Truancy is defined as a student leaving school or failing to report to the appropriate school areas after arriving on school grounds by bus or private vehicle and being gone for any length of time during the school day without approval by the teacher or school office.

Truancies will be treated as an **unexcused absence** and require that the truant student will serve detention of twice the number of hours tardy during the school day in after-school detention.

### TARDIES

**A student will be considered tardy within the first ten minutes of class. After ten minutes, the student will be considered absent (unless the student is tardy due to a school-related reason).** Three unexcused tardies will yield an unexcused absence and will be applied to total absences.

**Students late for school must sign in at the office upon arrival.** Teachers may also require students who are late for class to sign in at the office. Students are expected to be in their appropriate classroom when the bell rings. All tardies will be unexcused unless there is a signed note from a school staff member, which indicates the staff member caused the student to be late. (*Additional information page 63.*)

## Illness or Emergency

If a student becomes ill while at school, they should report to the office. Before a student will be released to go home, parents/guardians must be contacted. If parents/guardians are unable to be reached, the student will return to class. Office staff, only in extreme circumstances, will provide a sick room. If your child has a condition that conceivably might require emergency treatment, such as diabetes, epilepsy or severe allergies, please be sure the school is aware of the medical condition.

## Medication

**If a student needs to take a prescription medication, a form requiring a doctor's signature must be obtained from and returned to the office before the student may take any of the medication while at school.** Aspirin, Tylenol or other non-prescription medications may not be taken at the parent/guardian or student's discretion unless the parent/guardian is present at school with the student. All medication, prescription and non-prescription, will be kept in the school office except when special arrangements are made through the office and school nurse, with the proper completed district form.

## Associated Student Body (ASB) Cards

ASB cards entitle students to participate in certain activities, such as games or dances, for reduced or free prices as the money raised by the sale of ASB cards goes directly to support those activities. **ASB cards are required for participation in extra-curricular activities. The cost of the ASB card is \$25.00. ASB cards may be purchased in the office and are valid for the school year.**

## Athletics

Students planning to turn out for any sport must complete the following requirements prior to turning out for a sport or athletic activity:

1. Student must pass a physical examination and provide proof of exam every two years.
2. Student must provide proof of medical or student insurance.
3. Student must return signed parental consent forms.
4. Student must purchase an ASB card before first game/match.

All forms are available in the office. Students must turn in physical, insurance and consent forms before being allowed to practice in extra-curricular athletics.

The eligibility rules are explained in the co-curricular code packet. Co-curricular activities refer to all activities taking place after school hours, not just athletics. Examples are cheerleading, rooters' bus, music trips, FFA and FBLA conventions, clubs, etc. Students must possess an ASB card to participate. Dress code provisions apply to the participating students in these programs.

The following sports are offered at the Wilson Creek School District, based on minimum number of qualified participants. The superintendent makes the decision, with input from the coach and athletic director, on the first day or practice whether sufficient numbers of student athletes are participating.

	<u>High School</u>	<u>Middle School</u>
Fall:	Football, volleyball and cross country	Football, basketball
Winter:	Basketball, wrestling (if available for combine)	Volleyball
Spring:	Baseball, softball, tennis and track	Baseball, track

## Student Insurance

**Insurance is available for each student to purchase.** Only athletes are required to have insurance, but you are encouraged to purchase it if any other insurance program does not cover you. Note: School District Liability will not automatically cover student accidents occurring on school grounds, including but not limited to playground accidents, shop or physical education class accidents, or other accidents.

## Telephone/Cell Phone Use

The school telephone is not for general student population use. Students need teacher and office permission to use the office phone, however, students should not be dismissed from class to use the office phones. Students may use classroom phones only under direct supervision and direction of teachers/supervisors. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device. No charging of telecommunication devices on school grounds will be permitted. *(See Policy 3245 and Procedure 3245p for additional information on district expectations, offences, and discipline, page 42-45.)*

## Fees and Charges

### BREAKFAST AND LUNCH PROGRAM

	<u>Breakfast</u>	<u>Lunch</u>	<u>Extra Milk</u>	<u>Extra Serving</u>
Preschool – 6 <sup>th</sup> grade	\$1.50	\$2.25	\$0.30	\$0.05
7 <sup>th</sup> – 12 <sup>th</sup> grade	\$1.75	\$2.75	\$0.30	\$0.05
Reduced-price meals	No charge	\$0.40 (No charge K-3)	\$0.30	\$0.05
Adult	\$3.00	\$4.00	\$0.30	\$0.05

### CLASS FEES

Some elective classes such as wood shop, art and band may charge a fee for cost of projects or materials. The class teacher makes the determination of the cost of materials and fees. Students pay these fees in the school office. Class fees and charges include:

ASB cards	\$25
Traffic Safety Education (Driver’s Ed)	\$175 (+\$10 workbook) = \$185 total
Instrument rental	\$30/school year; \$10/summer
District PE Uniforms	\$20- \$25 (District supplied- see page 16)

## Visitors

Parents/guardians are always welcome. The principal/superintendent, teachers and staff are always pleased to have the opportunity to talk with you. A visit will probably be more satisfactory if you observe the following suggestions:

1. Check with the teacher prior to visiting the classroom to assure a time that will be convenient and not a disruption, as well as be of interest to you.
2. All conferences need to be arranged for times other than when classes are in session.
3. Please do not bring small children to the classrooms when visiting.

**Parents, guardians, visitors and alumni must report to the office and obtain permission and a displayed pass to be on campus.** Student visitors are not allowed, except under special circumstances, to visit the school during school hours. The principal/superintendent, with at least one-day prior approval, may grant exceptions. Visitors are subject to all the rules of Wilson Creek School District students while on campus. This includes all school premises during school hours/activities, including the student parking lot and road.

Safety is a priority for students and staff at the Wilson Creek School District. There is a zero tolerance policy regarding violence and unsafe behaviors that are the basis for requiring all visitors to report to the office and receive a visitor’s pass to wear while they are visiting school grounds.

## Behavior Incentive Activities and Guidelines

Part of the mission of the Wilson Creek School District is that every student strives for achievement at the highest level. Students who abide by standards of behavior, maintain regular attendance and make a satisfactory effort to achieve to the utmost of their ability will be rewarded. The purpose of incentive activities is to provide an opportunity for fun and a gesture of appreciation for those students who are eligible to attend Behavior Incentive Activities based on student performance.

## **Daily Bulletin and Distribution of Materials**

Each morning, announcements concerning the day's activities and future events will be given by the daily bulletin. The bulletin is to be read in each class at the beginning of the day, during the first few minutes or the day or first period at the secondary level. It is important that students pay attention when the bulletin is read, as many notices will have information that may be important to them.

The daily bulletin is also published to the district website each morning at

[www.wilsoncreek.org/morningbulletin/MorningBulletin.pdf](http://www.wilsoncreek.org/morningbulletin/MorningBulletin.pdf)

The bulletin is used to communicate information necessary for the orderly function of the school and may not be used otherwise. Distribution of other materials or publications must have prior approval of the principal/superintendent.

## **School Newsletter**

The school district publishes a monthly newsletter that is distributed to all patrons of the district. This newsletter includes the school breakfast and lunch menus, monthly activities, articles and/or parental updates. Information must be approved by the principal/superintendent and must be submitted to the office by the 15th of each month for publication at the end of that month.

## **Report Cards**

Report cards are issued to the students four times a year – at the end of each quarter. At the end of the second quarter (eighteen weeks), the first semester report card is issued indicating the final semester grade. The final report card for the second semester will be mailed home after school is out in June.

## **Weekly Grade Check**

As part of the process of keeping parents/guardians informed about their child(ren)'s progress, Wilson Creek School District teachers turn in a weekly grade check list. Any student receiving a "D" in any subject for the week or quarter is reported to the parent/guardian and placed on the eligibility list under cause for concern. If the grade continues as a "D" they will move to probation. Any student failing a class is automatically placed on the list as ineligible. The list for eligibility will post during the day on Tuesday and takes effect on Wednesday morning. Students that are on the ineligible portion of the list will be able to practice but not participate in any athletic events, home or away. Additionally, students that are ineligible will not be able to attend off campus field trips until they are off the ineligible list. Students will be ineligible until the next weeks grade check takes effect on Wednesday morning. Grades are based on the previous week's work.

## **Library**

The library has been provided for the students' use and enjoyment. Books must be cared for, returned on time and undamaged, or fines and replacement fees will be assessed. Computers and technology equipment must be used appropriately and under teacher or library staff supervision. A student sent to the library by a teacher must have permission before leaving class to use the library and the librarian or a staff member must be present. The library is also open to parents and community members during schools hours when a staff member or the librarian is present. The same regulations concerning book borrowing and computer usage apply as described above.

## Student Dress Code

It is our desire to present an atmosphere where all children can feel safe, show pride in themselves and others, and be a successful learner. Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene/safety, or which is distracting or disruptive in appearance and detrimental to the educational purpose of conduct of the school will not be permitted. The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall be specifically restricted by the clothing, attire and styles included in the following:

1. Hats, hair nets, hoods, caps, bandanas (rags) worn or displayed in any fashion, or any other headgear or sunglasses, may not be worn at any time until after the dismissal bell for the day, except for safety/hygiene reasons requested by staff. Acceptable hats (unaltered caps, cowboy hats and traditional stocking caps) may be worn to recess held outside and after school activities when worn properly and respectfully or required because of weather conditions determined by the principal/superintendent. Hats needed in certain classes (i.e. shop or metals) will be provided by the district. Hats worn to co-curricular, extra-curricular and school-sponsored trips in a vehicle and while attending the activity and representing our schools may be worn only with advisor and/or principal/superintendent approval.
2. Skin-tight, spandex-type shorts/apparel will not be allowed. Shorts, skirts and dresses, which are excessively short, will not be allowed. Mid-thigh (4 inches from the knee) is the minimum length acceptable for these types of apparel. All sleeves and shorts (when allowed) are to be hemmed. Students may wear shorts at any time that the parent/guardian allows.
3. Sagging pants or excessively baggy clothing will not be allowed.
4. All shirts, tops, etc., must be "tuckable," meaning long enough to be tucked into the waistband of the pants.
5. Any clothing, which exposes the undergarments or cleavage, is not allowed.
6. Revealing clothing styles will not be allowed.
7. Gang-related tattoos or other gang identifying marks must be removed or covered for school attendance.
8. Wearing of clothing that advertise alcoholic beverages, other drugs or tobacco products; promotes sex or violence; or that have profane or vulgar words, phrases, pictures or symbolic meanings will not be allowed.
9. No article of clothing or uniforms issues by the athletic department can be worn other than for practice or games associated with the sport involved, except for special occasions and game days with proper approval.
10. To meet with legal standards of decency and health/safety, students must wear shoes, shirt/blouse and pants/shorts/skirt at all times while in school.
11. Jewelry may not be worn during Health/Fitness classes to meet health/safety standards.
12. Any clothing colors or style that appear on groups of students and that may lead to intimidation or may make students feel threatened, unsafe or uncomfortable may be subject to inclusion on this list of clothing or apparel that may not be worn.
13. PE uniforms are required for grades 7 through 12 starting in the 2017-2018 school year. Shorts are to be black in color and cover mid-thigh (4 inches from the knee) as a minimum length acceptable for physical education. Shirts, no tank tops allowed, are to be gray in color and "tuckable" meaning long enough to be tucked into waistband of shorts/pants. The district will provide the option to order uniforms that meet requirement for a fee, (see current Fee Schedule on page 14). Student(s) are allowed to purchase their own uniforms from outside carriers. If so, uniforms must meet the standard requirement and approved by physical education staff.



## Student Dress Code (continued)

If the student's dress or grooming is objectionable under these provisions, the principal/superintendent shall request the student to make appropriate corrections and/or the option to change into district approved physical education uniform. If the student refuses, the principal/superintendent shall notify the parents and require that the student be sent home until the necessary corrections are made.

Students who violate any section of the dress code a second time, in addition to changing clothes/appearance, will automatically revert to the procedures of Board Policy 3300P: Minor Offenses, and receive the defined consequence for each of the actions.

Students who violate provisions of the dress code relating to extra-curricular activities may be removed or excluded from the extra-curricular activity for such period as the principal/superintendent may determine. All students shall be afforded due process for safeguards before any corrective action may be taken.

## First Aid and Accidents

During the period of a school year, with many students we must expect and plan for a few accidents. Every precaution is taken to prevent such mishaps. It is very important that each student and parent/guardian know the procedure to follow in case of an accident. The student must report the accident and what happened to a teacher, paraprofessional or staff member. If medical attention is needed, the person in charge will bring the student to the office for aid, or aid will be brought to the student. The staff offers only minimum first aid, except for an occasion where a more advanced staff member or school nurse is available. If the injury or illness appears serious enough to seek formal medical attention, the school will make every effort to contact the parent/guardian.

School administration will make a decision to call an ambulance if it is needed. It is very important that the parent/guardian fill out and keep current the information with the school regarding emergencies. **When parents/guardians are away, please notify the school and indicate someone to contact in the event of an emergency.**

## Cafeteria and Commons

Student behavior during school meals should be based on courtesy and cleanliness. Students are to remain in the commons area while eating. Please help to keep the cafeteria and commons area clean and a pleasant place to eat by following these rules:

1. Don't cut in line or save places.
2. Clean up your table, throw away garbage in proper areas, scrape and return your trays in the bay area designated.
3. Throwing food or anything is prohibited.
4. Washing tables and supervised clean-up are assigned as consequences for poor behavior.
5. Trays are not allowed to leave the lunch room unless prior arrangements have been made with the principal.
6. Students need to push in their chairs and return chairs to their appropriate table.

## **Vending Machines**

Vending machines are available during the school day to students in grades 7-12. Students in grades K-6 may purchase items from the vending machines only after the school day. Pop, juice and snack machines in the commons are for student use under the following conditions:

1. Eating and drinking items outside of the commons is a privilege to be gained or lost depending on the actions of the students.
2. Refunds may or may not be available through the vendor in the office.
3. Lunches, snacks or liquids may be consumed only in the commons, with the exception of the blue picnic tables outside the gym. Failure to throw away garbage and leaving messes will cause loss of eating privileges on the outside tables. Food and beverage items may be transported to lockers for storage but not consumed inside the building. Purchase of food or liquid is limited to before school, after lunch is served, and after school. Items may not be purchased between classes except for when approved by supervisors.
4. If students do not dispose of trash in the proper manner and containers, or abuse the machines, the vending machines will be unplugged or removed.

## **Lockers**

Students in grades 7-12 will be assigned lockers at the beginning of each school year. Lockers will be assigned by grade, beginning with the senior class.

Students are responsible for items in their lockers, and should keep them neat and secure. Student books and bags must be kept in their locker or hung on hallway racks. Student coats, backpacks, bags, books, etc., should not be left on the hallway floor at any time.

All lockers have been cleaned and inspected before school starts. The locker is free of debris and illegal substances. Student lockers remain the property of the Wilson Creek School District. To avoid problems, use only your locker. Keep your locker clean and throw away old lunches, pop cans, etc. use magnets to decorate your locker. Do not use stickers, masking tape or strapping tape.

Students may not bring their own locks for their lockers. Locks may be checked out from the office.

## **Searches of Students, Student Lockers or Student Property**

School officials may inspect lockers when looking for library books or other school property, or when there is a reasonable cause to suspect something within the locker represents a danger, either to the student or other students. When school officials have reason to believe something that violates school rules or the law is being concealed in a student's locker, they may search that locker without the student's presence. However, the student may be requested to be present as well.

When school officials have a reasonable suspicion that a student is concealing something on their person or in their property (including vehicles) that violates the school rules or the law, they may conduct a search. Wilson Creek School District contracts with an outside agency that provides canine searches. These dogs may randomly visit the school for searches of lockers, backpacks, vehicles and other items located on school property.

## Student Disciplinary Procedures

### PHILOSOPHY STATEMENT

Wilson Creek School places a high priority on maintaining positive behavior standards designed to assist students to achieve the school mission. We believe that all children have the right to learn and succeed, and that no one has the right to neither interfere with student learning nor interfere with the teacher and the educational process.

### DISCIPLINARY PROCESS

The disciplinary process at school begins in the classroom or school setting, i.e. school bus, lunch room, playground, gymnasium, etc. Students are expected to follow the behavior standards set in each classroom or school environmental setting. Referral to the principal/superintendent on a Discipline Notice form occurs to those students who cannot follow school rules.

**Once referred to the principal/superintendent, a student will be processed in accordance with the circumstances of the misbehavior in compliance with statutory limitations and in accordance with recommended guidelines are provided in this discipline document.** Notifications of a referral to the principal/superintendent will be communication to a student's parent/guardian by a copy of the Discipline Notice being sent to the parent/guardian. In addition, custodial parents and guardians may request the office to contact them in cases of referral.

If an out-of-school suspension occurs, the parent/guardian will be called to immediately pick up their child. A conference with the principal/superintendent is to occur at the time the parent/guardian picks up their child or prior to the student's return to school following a suspension. The object of all disciplinary actions is to change behavior to be in compliance with socially acceptable, positive standards of behavior in order to assist the student to achieve the educational mission.

### DISTRICT LEVEL DISCIPLINE GUIDELINES

The disciplinary process for handling misbehavior referrals to the principal/superintendent is based on a progressive system. Except in cases of what is considered "more serious misbehaviors," which are prescribed in the grid guideline below, management of student behavior referrals is based on the philosophy of providing for safety and stability of the educational process while attempting to change unwanted behaviors.

This is a continuum of behavior modification interventions that begin at the classroom level.

**Appeal Process:** Students accused of a violation of district policy, rules or regulations shall be afforded an appeal process. The first level of the appeal process should be with the adult making the accusation of the violation. The second level of the appeal process is with the principal/superintendent or athletic director (if it is extra-curricular in nature). If the incident is dealing with athletics, the appeal will then go onto the principal. The third level of the appeal process is with the superintendent.

The final level of the appeal process is with the Board of Director and their next regularly scheduled meeting. Depending on the consequences involved, the superintendent may opt to suspend discipline until after the Board has had an opportunity to hear the appeal and rule on the appeal. In each case of the appeal process, the student and/or parent/guardian will be informed in writing within five (5) school days of the appeal.

## Student Disciplinary Procedures (continued)

**Severity Clause:** Administration will enact the Severity Clause any time a student willfully disregards a consequence or commits an act so severe that requires the administration to advance the student on the consequence progression or utilize Exceptional Misconduct consequences.

**Notification of Authorities:** Under any action by the student that violates city, county, state or federal laws or regulations, a possible referral to appropriate law enforcement or other authorities will be contingent upon the nature of the student action.

### MILD/CHRONIC MISBEHAVIOR

These student behaviors include making noises, not working, teasing, talking out, or other disruptions for which specific rules exist or staff permission has not been given. Normally, the adult in charge of the setting (e.g., teacher, paraprofessional) where the problem occurred will handle these offenses in a brief and calm manner so as not to disrupt the teaching/learning process.

We expect that most of our students will strive to meet our expectations for responsibility and self-discipline. However, we also recognize that no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. Therefore, this series of interventions is designed for any student who has not been motivated by our school-wise procedures. As we adapt our procedures, the focus will remain positive, while recognizing a continuing need for calm and consistent consequences.

Discipline steps once a student has been referred to the principal:

#### Action Step 1

Strategy: Verbal warning, parent/guardian notification, detention and review of behavior expectation.

#### Action Step 2

Strategy: Loss of recess or assignment to a detention after school hours; parent/guardian notified.

Strategy: Time out in a specified area with student completing a written statement regarding behavior; parent/guardian notified.

Strategy: Loss of playground privilege, other behavior restrictions, or written statement of action and desired action; parent/guardian notified.

#### Action Step 3

Strategy: Parent/guardian scheduled conference of behavior concerns; 1-2 days In-School-Suspension; referral to Child Study Team.

## **Student Conduct Expectations and Reasonable Sanctions**

### **Student Conduct Expectations**

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

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

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

### **Compliance with Rules**

All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term “district personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

### **Student Rights**

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability.;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
  - freedom of speech and press,

- peaceably assemble
  - petition the government and its representatives for a redress of grievances,
  - the free exercise of religion and to have their schools free from sectarian control or influence, and
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
  - Establish appropriate channels to voice their opinions in the development of curriculum;
  - Representation on advisory committees affecting students and student rights;
  - Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
  - Consult with teachers, counselors, administrators and other school personnel at reasonable times;
  - Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
  - Free election of their peers in student government and the right to hold office;
  - Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
  - Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and,
  - Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

### **Scope of District Authority**

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

The rules will be enforced by school officials:

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

**Disruptive Conduct**

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
  - disobedience of reasonable requests, instruction, and directives of school personnel;
  - refusal to leave an area when instructed to do so by school personnel;
  - refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
  - refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation (see Policy **3224**);
- Harassment of others;
- Inappropriate dress or appearance (see Policy **3224**);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

**Exceptional Misconduct**

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion. Exceptional misconduct includes the following:

- Arson;
- Assault, if the assault involves
  - injury to another;
  - a weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy **4210**.



### **Guidelines for Sanctions**

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

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

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator determines that there is an immediate and continuing threat to the student or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

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

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

### **Implementing the Guidelines for Sanctions**

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

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

### ARSON

For purposes of school discipline, “arson” means any intentional or reckless setting of a fire or other burning of personal or public property. “Reckless” means that the student understood, but acted with disregard for, the consequences of his or her conduct.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal damage
- Little potential of harm
- Student’s intent or purpose
- Student’s age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Student attempted, but failed to or was prevented from, carrying out the conduct

AGGRAVATING FACTORS:

- Significant damage
- Potential of serious harm
- Intent or purpose in setting fire
- Previous discipline record of student warranting progressive sanctions
- The student’s presence on campus is determined to be a threat to the safety of others.

### ASSAULT

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: 0 Days

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal injury or damage
- Student was primarily acting defensively, but facts do not support a conclusion that the student’s conduct was clearly reasonable self-defense as set forth below
- Student’s age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct

**AGGRAVATING FACTORS:**

- Serious actual or potential injury
- Use of an object or weapon
- Premeditated conduct
- Multiple students assaulting a single student
- Prior assault(s), threat(s), harassment, or bullying by the student against the same victim
- Exceptional severity or cruelty
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- Previous discipline record of student warranting progressive sanctions

**REASONABLE SELF-DEFENSE:**

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

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

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

**DEFACING OR DESTRUCTION OF PROPERTY**

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

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 3 Days

Restitution will usually be required.

**MITIGATING FACTORS:**

- No prior documented misconduct
- Minimal damage
- Student's age and/or inability to understand potential consequences of the conduct

- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to district or victim of misconduct

**AGGRAVATING FACTORS:**

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions
- Property defaced with:
  - lewd or obscene words or imagery
  - words or imagery containing slurs or negative reference to the race, color, national origin, gender, sexual orientation, gender expression, or disability of others
  - gang words or imagery

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**DEFIANCE OF SCHOOL AUTHORITY**

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

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

**MITIGATING FACTORS:**

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Subsequent action taken by student to make amends for misconduct with school personnel

**AGGRAVATING FACTORS:**

- Part of a pattern of similar misconduct
- Previous discipline record of student warranting progressive sanctions
- Substantial disruption to learning of others caused by student's defiance
- Student attempts to solicit or incite others to engage in defiant behavior
- Use of lewd, obscene, or profane language directed towards supervising school personnel
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel

**DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES**

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

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

STANDARD RANGE Elementary: 0-10 Day Suspension

STANDARD RANGE Secondary: 3-20 Day Suspension

**PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE:**

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 10 Days

**PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION:**

Elementary: Short-Term Suspension of 5 Days

Secondary: Long-Term Suspension of 20 Days

**MITIGATING FACTORS:**

- Little or no prior documented misconduct
- A significantly small amount of substance
- Student's age and/or inability to understand potential consequences of the conduct

- Momentary or transient handling of the item
- Admitted or self-reported conduct
- Student believed that he or she was authorized to possess a lawfully-prescribed drug on campus
- Evidence that there was no intent to use, consume, or distribute the substance on school grounds, district-provided transportation, or at school activities.

**AGGRAVATING FACTORS:**

- Previous discipline record of student warranting progressive sanctions
- A relatively large amount of substance that would reasonably exceed anticipated single use
- Evidence of sophistication or pre-planning
- Evidence of distribution or intent to distribute prohibited substances
- The substance is heroin or another similar opiate (including methadone, oxycodone, etc.), cocaine, methamphetamine, or a similar substance designated as a level one or level two controlled substance with the potential for significant harm and addiction
- Distribution has been to multiple students
- Conduct is related to gang affiliation

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days. A suspension for secondary students in either case should not fall below three (3) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

**FIGHTING OR FIGHTING INVOLVEMENT**

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

SANCTIONS: See Assault

## **GANG CONDUCT**

For school discipline purposes includes:

- the creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- the promotion of gang culture and/or gang violence, and/or
- the solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution for property damaged or defaced with gang imagery, symbols, or language

AGGRAVATING FACTORS:

- Similar previous conduct
- Concerted action with other students or non-students
- Gang conduct in connection with other misconduct prohibited elsewhere by this procedure, including but not limited to assault, harassment, intimidation, bullying, theft, and the possession of weapons
- Previous discipline record of student warranting progressive sanctions

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the Superintendent or Superintendent's designee.

## **HARASSMENT, INTIMIDATION OR BULLYING**

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

- intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207 and procedure 3207P;
- unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;

- a threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

STANDARD RANGE Elementary: 0-10 Day Suspension

STANDARD RANGE: Secondary: 3-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: 3 Day Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent action taken by student to make amends for misconduct with the victim

AGGRAVATING FACTORS:

- Threat of serious injury
- Use of an object or weapon
- Premeditated conduct
- Part of a pattern of similar misconduct against the same victim
- Prior assault(s) threat(s), harassment, or bullying by the student against the same victim
- Exceptional severity or cruelty
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- Previous discipline record of student warranting progressive sanctions

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

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

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Subsequent action taken by student to make amends for misconduct



**AGGRAVATING FACTORS:**

- Part of a pattern of similar misconduct
- Previous discipline record of student warranting progressive sanctions
- Substantial disruption to learning of others caused by student's defiance
- Student attempts to solicit or incite others to engage in behavior  
Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.

**TARDINESS**

Schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all, for the purpose of analyzing the causes of the student's tardiness. Take steps to eliminate the tardies, including adjusting the student's school program, or school/course assignment.

**THEFT/STEALING**

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 2 Days

Restitution will usually be required if property is not recovered and returned.

**MITIGATING FACTORS:**

- No prior documented misconduct
- Property returned to victim
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to district or victim of misconduct

**AGGRAVATING FACTORS:**

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by gang affiliation

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

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

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

#### **Elementary Students**

See sanctions for Defiance of School Authorities

#### **Secondary Students**

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

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

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

### **TRUANCY**

See Policy and Procedure 3122.

### **WEAPONS**

This section addresses the possession or use of actual weapons in violation of district policy 4210, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 4210 should be addressed under other sections, as appropriate.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 3 Days

Secondary: Long-Term Suspension of 11 Days

SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

MITIGATING FACTORS:

- No prior documented misconduct
- No injury or damage caused
- No evidence that student intended to display or use the weapon
- The weapon is a small pocketknife with a blade 3 inches or less
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Student offers credible evidence that he or she had the weapon for legitimate purposes away from school and unintentionally brought the object to school

AGGRAVATING FACTORS:

- Previous discipline record of student warranting progressive sanctions
- Student used the weapon in furtherance of an assault, to intimidate another, cause injury, and/or to cause physical damage to property
- Student displayed, activated or discharged the weapon in a reckless manner
- Evidence of premeditation
- Display or use of the weapon was motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of a person intimidated or assaulted
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- The weapon is an airgun or firearm.
- The object appears to be a firearm and the student displaying or using the object does so with malice

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school *for not less than one year (12 months) under RCW 28A.600.420*, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

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

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

**Date: 12.11; 09.13; 12.13**

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

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

### **BEHAVIORS/EXPRESSIONS**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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

### **TRAINING**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

## **Procedure: Prohibition of Harassment, Intimidation and Bullying**

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

1. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
2. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
3. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
4. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

## **Procedure: Prohibition of Harassment, Intimidation and Bullying**

- A. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days stating:
  - 1. That the district intends to take corrective action; or
  - 2. That the investigation is incomplete to date and will be continuing; or
  - 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- B. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- C. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination, or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images.

### **CONSEQUENCES & INTERVENTIONS**

**Administration can initiate consequences at any level, dependent upon severity of the bullying or harassment incident.**

Level I: One (1) day of out-of-school suspension (OSS), with parent re-entry conference

Level II: Three to five (3-5) days of OSS, with parent re-entry conference

Level III: One to five (1-5) days of out-of-school suspension (OSS); parent re-entry conference

Level IV: Long-term OSS, with parent re-entry conference

Level V: Expulsion

## **Discrimination Complaint Procedure**

Under state law (WAC [392-190-060](#)), school districts and public charter schools must annually inform all students, parents, and employees about the district's or charter school's sexual harassment and discrimination complaint procedures. This notice must be provided in a language that each parent and guardian can understand, which may require that the district or charter school translate this information for limited-English proficient parents and guardians.

OSPI's Equity and Civil Rights Office has developed the following sample wording that school districts and charter schools may include in student and/or staff handbooks or other district publications to meet compliance requirements.

### **COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT**

#### **What is discrimination?**

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

#### **What is a protected class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

#### **How do I file a complaint about discrimination?**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit [www.wilsoncreek.org](http://www.wilsoncreek.org) or contact the school district at **509-345-2541**.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

**Title IX and Civil Rights Compliance Coordinator: Sally Nelson**

**Section 504 coordinator: Amy Hickok**

#### **Step 1: Complaint to the School District**

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that

the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

### **Step 2: Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

### **Step 3: Complaint to OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

*E-mail:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

*Fax:* (360) 664-2967

*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

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



## **Different Forms of Sexual Harassment**

### **Unwelcome Sexual Advances or Behaviors:**

Unwelcome sexual advances, requests for sexual favors, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting is considered harassment when:

- Submission, either expressly or by implication, is a term or condition of any individual's employment or participation in an educational program;
- The conduct has the effect of unreasonably interfering with one's work or academic performance;
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, honors, grades, assignments, programs or activities.

### **Quid Pro Quo Sexual Harassment:**

Quid Pro Quo means "You do something for me and I'll do something for you." Basically, it means sex for jobs, benefits, grades, assignments or honors. It may be based on a single incident or a series of incidents. It may be based on harassment from a teacher to a student, an administrator to a teacher, or a student in a position of responsibility to a student.

### **Hostile Environment Sexual Harassment:**

Hostile environment sexual harassment is the most common. It includes any sexually oriented conduct or any sexually oriented atmosphere or environment that is intimidating or offensive to a "reasonable victim" of the same or other gender. It usually involves a series of incidents or conduct rather than a single incident.

Hostile environment sexual harassment in schools could be any sexual-based annoyance such as:

- Sexual jokes;
- Graffiti or signs;
- Suggestive remarks;
- Comments or groping/touching other students in classrooms or the halls;
- Physical interference with movements, such as blocking or following; and/or
- Sexually derogatory comments.

## Student Electronic Device Use

Please see following pages for school board policy and procedure 3245 and 3245P

Personal electronic devices, including but not limited to cell phones, iPods, CD players, mp3 players, video game players, etc, create a disruption to the educational process. Furthermore, these devices are targets of student theft and are seldom recovered. It is strongly recommended that students leave these devices at home. The school does not accept responsibility for loss or theft of any of these items while on campus or at school events.

Students using or displaying any electronic devices in any area of the high school campus during school hours (*upon arriving at school until the 3:05 pm dismissal bell*) will have them confiscated and will be subject to discipline.

EXCEPTION: If parents would like students to have electronic devices at school, students may use them during their lunch period in the designated areas (commons and outside) only. During school hours, items are to be **turned off and out of sight**. School hours are considered 7:45 am to 3:15 pm

Consequences for violating the electronic use policy will be:

- **FIRST OFFENSE:** The device will be held in the office. Students will receive an infraction letter. They will be required to read and sign the policy when the device is picked up at the end of the school day.
- **SECOND OFFENSE:** The device will be held in the office for parent/guardian pick-up. The student will again sign the infraction letter. The parent/guardian will also be required to sign the infraction letter.
- **SUBSEQUENT OFFENSE(S):** The device will be held in the office for parent/guardian pick-up. Student will receive discipline subject to administrative discretion such as: detention, in-school suspension or out-of-school suspension. In addition, the student may not possess personal electronic devices at school for a period of time subject to administrative discretion.

NOTE: If the incident also includes violation of other school rules, additional discipline may be applied subject to administrative discretion.

### Student Electronic Device Infraction Procedure

1. Teacher confiscates device from student.
2. The personal electronic device will be delivered to the office.
3. Secretary will place the confiscated device in a secure location.
4. Discipline will be administered according to the above-listed process.
5. Student signs the infraction letter prior to the return of the device.

If the student refuses to give the electronic device to the teacher, the teacher will explain the choices to the student of giving the device to the teacher, or facing further consequences.

If the student still refuses, without further confrontation, the teacher will call the office and request an administrator or security to remove the student from class.

The student will be escorted to the office and receive discipline for electronic device use infraction and for defiance.

## **STUDENTS AND TELECOMMUNICATION DEVICES**

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

1. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
2. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
3. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, 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.
4. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student's parent or legal guardian.
5. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
6. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.
7. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
8. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

## STUDENTS AND TELECOMMUNICATION DEVICES

### DEFINITIONS

- A. *Sexting* means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience.
- B. *Disrupting the Learning Environment*: means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
  - 1. Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
  - 2. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent or pervasive behavior.
- C. *Third parties* include, but are not limited to coaches, school volunteers, parents or guardians, school visitors, service contractors or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

### REPORTING VIOLATIONS

- A. Any student, employee, parent or guardian or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of sexting, menacing, retaliation or reprisal in violation of this policy shall immediately report the concerns to:
- B. The building principal or his/her designee;
- C. A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;
- D. A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- E. The superintendent of schools or designee.

### INVESTIGATING

The principal or designee shall be responsible for timely investigating a complaint made under this policy. The investigation, witness statements and evidence shall be documented along with the outcome of the investigation.

In the course of the investigation, administrative staff will not send, receive or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

### **PARENT OR GUARDIAN NOTIFICATION**

Parents or guardians of all students identified in the report shall be notified of the investigation and informed of their students' involvement in the incident.

### **DISCIPLINE**

Students whose behavior violates this policy will be subject to discipline up to and including expulsion. Law enforcement will also be notified when conduct may violate criminal laws.

In addition to discipline, the district will assist students and/or parents or guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem-solving.

In imposing discipline the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions. Exceptional misconduct penalties may be imposed, if in the opinion of the administration it is warranted.

### **SEXTING OFFENSES**

#### **First offense:**

- A. Parents or guardians will be notified;
- B. The district will file an information report with the police by phone or in writing;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;
- D. The student will receive a short-term, out-of-school suspension or an in-school suspension; and
- E. The district may impose appropriate interventions.

#### **Second offense:**

- A. Parents or guardians will be notified;
- B. Police will be notified;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;
- D. The student will receive a long-term suspension; and
- E. The student will be ineligible to participate in extracurricular activities.

#### **Third offense:**

- A. Parents or guardians will be notified;
- B. Police will be notified;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;
- D. The student will be expelled; and
- E. The student will be ineligible to participate in extracurricular activities.

## Retention Procedure

The Wilson Creek School District is dedicated to the continuous progress of students at the highest level of their abilities. The Wilson Creek School District also understands that the responsibility entrusted to students and parents/guardians to complete assigned work to the best of his/her ability is an important trait that each graduate of Wilson Creek School District must possess. In the event that a student is having difficulties and retention is a possibility, the school's responsibility will be to:

1. By the end of each quarter the student's teacher(s) and administrator will meet to identify those students who are at risk of failing, in danger of the possibility of retention or not earning enough credits to move to the next grade. Teachers will then notify the parent via a phone call or e-mail or personalized letter of the student's difficulties in her/her class. Weekly Grade Check letters do not count for this procedure.
2. If retention is still an option by the end of the second quarter, a parent conference will be scheduled with the administrator, teacher and other support services if necessary. Goals of this meeting will be to develop a Student Learning Plan (SLP), which will include, but not limited to, weekly parental contact.
3. If the goals of the SLP have not been met by the end of the third quarter, the SLP Team will reconvene and seek assistance from special services.
4. If, at four weeks of the fourth quarter, retention is still a possibility, the SLP Team will convene to determine if the student will be retained the following year.
5. If the parent/guardian wishes the student to be promoted without regard to the SLP Team decision, the parent/guardian will be asked to schedule a meeting with the superintendent within three days of the SLP Team's decision. The decision to retain a student shall be the superintendent's, after having an opportunity to analyze the efforts and recommendations of the parent/teacher/administrator team. Any decisions affecting the following school year shall be made before school is out for the year.
6. If a parent is dissatisfied with the superintendent's decision, they may take their final appeal to the school board at the next scheduled school board meeting.

## Public Displays of Affection (PDA)

Wilson Creek School District endeavors to build a positive learning community with all of our children from 3-year-old preschool students through 12<sup>th</sup> grade. Due to the size of our school and our close proximity to each other, we will inevitably see each other throughout the day whether it is during a passing period, or a bus ride to or from school. And due to those contacts, we expect students, especially older students, to set good examples for other students regarding displays of physical affection.

We do not wish to create a list of behaviors that are acceptable and/or unacceptable. Simply put, we are human, and appropriate physical touch is a healthy part of who we are. So rather than a list of do's and don'ts, we are asking students to use common sense and ask themselves the following questions:

1. Does my behavior honor and respect those around me?
2. Would I do this particular thing if my father, mother, grandparent, pastor, etc., were watching me right now?

If the answer is "no" to either of those questions, please make a better decision.

## **Bus Procedures and Regulations**

Approximately 70% of our students ride buses to and from school. Each day children will be dismissed directly to buses unless we have written notification of a change to the exit plan. We must have a note from parents/guardians each time a child will not be riding his or her regular bus home. If we don't have a note, the child will be sent on the bus.

Students who come to school on the bus must return home on the bus unless they have a note from their parents stating otherwise. Riding the bus is a privilege, which may be denied if a student demonstrated improper conduct. Bus rules and disciplinary procedures are posted in each bus and follow this section of the handbook.

### **WILSON CREEK SCHOOL DISTRICT BUS RULES AND REGULATIONS**

Rules for riding the bus shall be the same for classroom behavior and violations of rules dealing with school behaviors shall be simultaneously enforced for bus behavior. The district's dress code is in effect for all vehicle-riding instances.

The vehicle driver has authority and responsibility for the behavior of students using school district transportation. Students shall conduct themselves in accordance with the following rules and regulations. The right to use school district transportation may be denied to a student who violated these rules and regulations.

1. Students must never approach a bus until it has come to a complete stop and access doors have been opened.
2. Students shall cross the roadway only when the driver gives approval and the crossing must be only in front of the bus.
3. A student shall not be allowed to depart the vehicle other than at his/her boarding place unless permission is first obtained from the school superintendent/principal or his/her designee. This includes athletic trips.
4. Articles, which may be hazardous in and of themselves, which could cause injury to passengers, shall not be transported in the passenger area of any school vehicle. The driver shall determine which articles are hazardous and are not to be transported in the passenger area of the vehicle. Glass containers are not allowed.
5. Except for seeing-eye dogs, no animal, reptile, fish or fowl is permitted on district vehicles.
6. Students shall not be allowed to stand when the vehicle is in motion. (WAC 392-145-010)
7. Each pupil may be assigned a seat in which he/she will be seated at all times.
8. Windows may be opened only with permission of the driver and, when opened, no students shall extend any part of his/her body beyond the window ledge.
9. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor.
10. No student will smoke, light matches or lighters or use any type of flame or sparking device on the bus.
11. Excessive noise and loud behavior is not permitted; classroom conduct must be observed.
12. Except when absolutely necessary, students shall refrain from talking to the driver when the vehicle is in motion.
13. Students shall not sit in the driver's seat and students shall not tamper with any emergency doors, windows or equipment unless emergency conditions exist or while emergency exit drills are being conducted as authorized by the bus driver.
14. Pupils must not stand or play in the roadway while waiting for the bus.
15. Pupils at the bus loading area should exercise self-discipline.

## Bus Procedures and Regulations (continued)

16. Pupils, who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
17. Parents/guardians of students damaging school buses will be responsible for proper reimbursement to the school district.
18. Pupils must not at any time ride on the outside of the bus.
19. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
20. Students must be at the bus stop and ready to board when the bus arrives. (Three minutes allotted.)
21. Students must remain seated while the bus is in motion
22. Students shall refrain from foul language. Classroom rules on foul language also apply to bus students.
23. Students shall refrain from scuffling and general "horseplay."
24. Common courtesy and politeness is expected of all students.
25. Eating is permitted on athletic and field trips, but students are expected to use trash cans for all garbage. Failure to observe this rule may result in loss of eating privilege. Glass containers are not allowed on any bus.
26. Eating is not permitted on bus routes.

Rule infractions shall result in the following\*:

**First offense:** Verbal warning

**Second offense:** Driver will have a private conversation with the student including a warning of future consequences. Parent/guardian notified.

**Third offense:** Driver issues a written report to the bus supervisor and the administration. The administration will contact the parents and notify them of the consequences of the student's behavior.

*\*The administration will be notified in writing on each offense.*

## Extra-Curricular Bus Trips

The most important aspect of bus safety is the safety of our children riding the bus. However, some rules applied to route trips are inappropriate for extra-curricular and curricular field trips because of the presence of adult supervision and the trip's duration. All district discipline rules including dress code are in effect for riding in a district vehicle or on a school authorized trip. The purpose of the following safety guidelines is to adhere to the law (WAC 392-145-035), while also following the use of reason, common sense and flexibility.

1. Identification of the individual who has authority over passengers:
  - a. Although it is realized that the bus driver is ultimately responsible for all activity on the bus, it will be accepted when other adult supervision is available (coach, teacher, advisor, etc.), that the supervisor will be responsible for the behavior of the passengers.
  - b. If an infraction of a safety rule occurs, the driver is to communicate this to the supervisor for a remedy of the infraction.



## **Extra-Curricular Bus Trips (continued)**

- c. If the remedy is not suitable to the driver, this information will be shared with the supervisor and reported to the transportation supervisor for follow-up action.
2. Student riding privileges:
  - a. Every student has the right to ride the bus to any activity of which he/she is a part.
  - b. Riding privileges can be revoked if unsafe behavior warrants it.
3. Procedures prior to loading:
  - a. Students are to cross in front of the bus when loading/unloading on a highway.
  - b. Never cross in between buses.
  - c. All trip buses will load in the parking lot for the gym/commons.
4. Loading/unloading procedures and seat assignments:
  - a. Loading/unloading of the bus will take place in an orderly and respectful manner.
  - b. Assigned seats will be given to those students exhibiting behavior that warrants separation from other students. These behaviors will be identified and acted on, by the supervisor.
5. Student conduct:
  - a. Students will behave with respect, adhering to all rules set forth in this document.
6. Acceptable practices with respect to talking, moving around the bus, use of windows and other behavior:
  - a. Students will remain seated while the bus is in motion or until the bus has come to a complete stop.
  - b. Students may engage in activities, which are quiet and not a distraction to the driver, i.e., card games, braiding hair, conversing, etc. All students must be seated with the main part of their body in the seat “compartment.”
  - c. Students may open windows only after receiving permission from the supervisor. At no time will a student place any part of his/her body through and outside of a window.
  - d. Throwing anything out of a window will result in a loss of riding privileges.
  - e. No one can lay down utilizing two separate seats and thus blocking the aisle of the bus.
7. Unacceptable hazards that may cause injuries to others:
  - a. No glass containers are allowed on the bus.
  - b. All backpacks and “carry on” items are to be placed with the student within their riding compartment.
  - c. All loose equipment must be properly stored.
8. Bus cleanliness:
  - a. It is the responsibility of the students and supervisors to leave the bus in a clean and orderly fashion.
  - b. Bus drivers will not leave the drop site until they are satisfied with the bus’ cleanliness.
  - c. Ultimately, the driver is responsible for the cleanliness of the bus.
9. Emergency exit procedures:
  - a. Students will adhere to the posted accepted procedures of the school district.

## **Overnight Trips**

Written guidelines will be distributed to students pertaining to the expectations and rules for overnight trips. These guidelines will include, but not be limited to, bed check, curfew, behavior, courtesy to others, times and conditions when students may be in rooms other than their own, boundaries of where and when to be and consequences for failure to follow guidelines.

## Transportation Procedures

### CO-CURRICULAR AND CURRICULAR FIELD TRIPS

The athletic director/employee requests bus departure times at least one week prior to away contests/trips. Copies of these requests are provided for coaches/staff at that time. Contact the athletic director/principal regarding time changes. Coaches/supervisors will ride the bus with the team/field trip class and are in charge of all students on the bus. Insist on proper behavior and see to it that bus rules are obeyed and all garbage is picked up at the end of the trip. All athletes/students are to travel to and from athletic contests with the team in transportation provided by the school district. The only allowance of this procedure will be the four (4) districted-provided bus stops depending on trip location and road conditions.

All dress code requirements will apply to curricular and co-curricular trips.

Written requests from the parent/guardian to the athletic director/principal prior to departure for a contest can waive this requirement. The options available to the parent/guardian with a pre-departure approved written note to the athletic director or principal will be to have the player/participant ride with another party after the game/event. This request must be performed in writing from both parties and must be completed at least 24 hours in advance of the activity. This written note must specify who that party is and that party may not be another student, except when siblings are asked to transport other siblings.

The athletic director/principal will forward all such written requests to the transportation supervisor for notification of transportation drivers.

If extenuating circumstances arise following a contest/event, bus drivers or school district administrators can release players/participants to ride with their parent/guardian only. This is accomplished by the parent/guardian signing the school district's transportation release form with the district driver after the contest/event.

Players/participants eighteen (18) years of age and older will not be allowed to sign himself/herself off of a bus.

### BUS STOP AREA PERMISSION SLIP

The Wilson Creek School Transportation Department will establish the following bus stop areas for the purpose of pick-up and drop-off of students on co-curricular activities and curricular field trips.

Soap Lake	—————>	Safeway parking lot in Ephrata
Stratford	—————>	Stratford Post Office parking lot
Road 16	—————>	Car stop on west side of Road 16
Marlin	—————>	Marlin Post Office

*Other stops are possible when pre-approved.*

The event bus will stop at the appropriate stop listed above to pick up and deliver students, if weather permits such a detour for safe travel on secondary roads and turn-around points.

If the event is held east of Marlin, the vehicle will make a stop for Marlin. If the event trip passes through Lakeview in Soap Lake, or Ephrata, there will be one stop at the Ephrata Safeway. If the event is north and the vehicle will be traveling over Pinto Ridge, road conditions permitting, the vehicle will use the Stratford stop unless the driver has been informed of poor road conditions on Pinto Ridge. Any events happening in Moses Lake, the vehicle will make a stop at the normal Road 16 bus stop on Stratford Road.

## **Network, Internet and Computer Use**

Dear parents/guardians,

We are pleased to offer students of the Wilson Creek School District access to the district computer network for internet access. To gain access to these services, all students must obtain parents/guardian permission, and sign and return the proper form to Miss Floetke. In addition, each student who wishes access to the internet must attend a one-hour training course during class (business class) or after school, on internet procedures and protocol.

The internet is a network of smaller networks that is also connected throughout the world. Through these networks, students will be able to research information stored on computers and share information with other computer users.

With this educational opportunity also comes responsibility. It is extremely important that you and your child understand and follow the rules and ethics governing computer networks. Please read the enclosed information and discuss it together. Users of the network are responsible for their own actions and violations of the rules can result in the loss of access to the network for a period of up to one year.

Access to the internet can also produce some risks of which you should be aware. In spite of our best efforts to provide a wholesome educational environment and monitor the network usage, it is still possible that your child may access information you think is inappropriate for their viewing. It is not possible to filter all information on other computers.

Individual users of the district network are responsible for their behaviors and communications over the network. It is presumed that users will comply with district standards and honor agreements they have signed. The district has set forth those standards, but cannot be responsible for controlling the communication of individuals utilizing the network.

We expect this network to provide your student the opportunity to gather new information and explore out constantly changing universe. With home and school working in partnership, the school network and World Wide Web will be valuable learning tools for students.

If you have any questions or concerns, please contact Miss Floetke or myself at the school by calling 345-2541.

Sincerely,

Mrs. Laura Christian  
Superintendent

## **Guidelines for Student Users of the Wilson Creek School District Computer Network**

- 1. All users of the Internet must be in support of education and research consistent with the purposes of Wilson Creek School District, ESD 171, and WedNet.
- 2. For safety reasons, personal information such as complete names, address, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian. **No user may disclose, use, or disseminate personal information regarding minors without authorization.**
- 3. Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate on the WEB.
- 4. Use of the Internet to facilitate illegal activity is prohibited.
- 5. Installing or use of non-approved software is prohibited.
- 6. Use of the network for commercial or for-profit purposes is prohibited.
- 7. Use of the network for advertisement or political lobbying is prohibited.
- 8. **Accounts are to be used only by authorized owner for the account for authorized purpose.**
- 9. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the network; or attempt to gain unauthorized access to any entity on the K-20 network.
- 10. All communication and information accessible via the network should be assumed to be private property. Additionally, unauthorized installation, use, storage or distribution of copyrighted materials on district computers is prohibited.
- 11. Attempting to disrupt the use of the network by others is prohibited. Hardware or software shall not be destroyed, modified, or abused.
- 12. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system is prohibited.
- 13. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are prohibited.
- 14. Illegal installation of copyrighted material on district computers is prohibited.
- 15. Use of the Internet to access obscene or pornographic material is prohibited.
- 16. Use of the Internet to transmit material likely to be offensive or objectionable is prohibited.
- 17. **NO HOTMAIL OR OTHER WEB-BASED EMAIL ACCOUNTS WILL BE ALLOWED. EXCEPTION IS THE AUTHORIZED SCHOOL EMAIL SYSTEM.**
- 18. **Accessing CHAT ROOMS, social networking sites, instant messaging sites, ebay (or other sales-based sites), or Internet games is prohibited.**
- 19. **School assignments are school property. Uploading of classroom assignments involving photos and/or video to the web without signed consent of ALL parents of ALL participants involved as well as administration approval is prohibited.**

Violations of these policies will result in progressive steps on the disciplinary chart.

## Network, Internet or Computer Misuse Discipline/Consequence Ladder

All network/internet/computer users have signed a User Agreement pledging they will abide by the Wilson Creek Network/Internet/Computer Users Guidelines before they are given their passwords and access. These guidelines are in place to safeguard the network/server structure and to provide each student a safe place to store assignments and other class work.

Violations of the guidelines will be categorized as either a “misuse” or a “severe misuse.” Repeat offenders will move up the ladder. All consequences will result in upward progression through the ladder; there will be no way to move down the ladder. Once you have been through the three steps of the “misuse” grid, you will automatically jump to the first stage of the “severe misuse” grid.

Misuse of your network/internet/computer privileges will result in the following consequences:

### MISUSE

<b>Infraction Level</b>	<b>Examples of possible infractions include, but are not limited to:</b>	<b>Consequence</b>
Step 1	Giving out your password, using a teacher’s e-mail	Loss of network access for one month
Step 2		Loss of network access for six months
Step 3		Loss of network access for nine months

### SEVERE MISUSE

<b>Infraction Level</b>	<b>Examples of possible infractions include, but are not limited to:</b>	<b>Consequence</b>
Step 1	Logging onto the network as someone else, using a teacher’s e-mail and sending vulgar or inappropriate messages	Loss of network access for twelve month
Step 2		Loss of network access for eighteen months
Step 3	Hacking	Loss of network access for the remainder of attendance at school

## **FAMILY INVOLVEMENT**

It is the policy of the Wilson Creek School Board of Directors to encourage and support family involvement in education at home, in our schools and communities, and in school governance. The board recognizes the diversity of family structures, circumstances, and cultural backgrounds and respects families as important decision makers for their children's education. The Board is committed to the creation and implementation of culturally inclusive and effective school-family partnerships throughout the school district and in each school, and believes these partnerships to be critical to the success of every student. The district's family involvement efforts will be comprehensive and coordinated.

The board recognizes that family involvement in education has a positive effect on student achievement and is an important strategy in reducing achievement gaps. The intent of this policy is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning and positive child and youth development in all schools.

The board is committed to professional development opportunities for staff and leadership to enhance understanding of effective family involvement strategies. The board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to school-family partnerships.

In support of the implementation of this policy, a copy will be distributed to all schools, school staff, families, teachers and community members. Further, the district will provide support and guidance, to parents and teachers as they plan and implement effective family involvement efforts.

The Wilson Creek School Board of Directors support the development, implementation and regular evaluation of family involvement efforts that includes parents and family members at all grade levels in a variety of roles. The district will use the results of the evaluation to enhance school-family partnerships within the district.

The superintendent will develop procedures to implement this policy.

## **FAMILY INVOLVEMENT**

### **DEFINITIONS:**

The term “family” is used to denote parents, extended family, guardians, or other persons with whom the student lives. “Parent” or “family” may also include community members or other concerned adults involved in the student’s life, pursuant to state and federal laws surrounding confidentiality.

“Family Involvement” refers to school/family partnerships. It is the collaborative interaction between educators and families in activities that promote student learning and positive child and youth development at home, in school, and in the community, including but not limited to regular, two- way and meaningful communication between parents and school personnel; outreach to families; parent education; volunteering; school decision making; and advocacy.

### **IMPLEMENTATION:**

The superintendent will identify a district administrator to supervise the implementation of this policy and procedure, and each school in the district will develop a family involvement plan aligned with their academic goals and/or school improvement plan and, if applicable, Title 1 services. Each plan will be tailored to the realities of school families, be culturally relevant to the school population and delineate strategies to greater family participation in education (particularly families who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

The district’s family involvement efforts will have six overarching goals. They will include, but not be limited to, the following research-based National Standards for Parent/Family Involvement in schools:

1. **Communicating:** Effective two-way communication between all parents and schools regarding district policies and procedures, local school operating procedures, and an individual child’s progress.
2. **Parenting:** Information and programs for parents on how to establish a home environment to support learning and appropriate behavior.
3. **Student Learning:** Information and programs for parents about how they can assist their own children to learn and meet the student’s short-term and long-term educational goals.
4. **Volunteering:** Activities to encourage a variety of parental volunteer opportunities in schools both in the classroom and in other areas of the school including attendance at local school programs and events.
5. **School Decision-Making and Advocacy:** Assistance to develop parental involvement in educational advocacy, including school district task forces and site based advisory committees.
6. **Collaborating with Community:** Identification and utilization of community resources to strengthen school and family partnerships and student learning.

In order to achieve these goals the board, district and school staff will comply with the roles and responsibilities that are outlined below.

## **FAMILY INVOLVEMENT**

### **ROLES AND RESPONSIBILITIES**

The Board will:

1. Establish a district level family partnership committee to advise the Board and to assist the Superintendent in implementing the family involvement policy and procedure at the building and district level. (For example, the committee could include parents reflecting the diversity of the schools' families.)
2. Provide professional development opportunities for teachers and staff to enhance their understanding of effective family involvement strategies.
3. Perform regular evaluations of family involvement efforts at each school and in the district;
4. Provide activities that will educate families regarding the intellectual and developmental needs of their children. These activities may rely on cooperation between the districts and other agencies or school/community groups. (Describe specific activities within the board's goals or strategic plan.)
5. Implement strategies to involve families in the educational process, including information about opportunities for volunteering and encouraging participation in various school and district activities;
6. Provide access to educational resources for parents and families to support the education of their children. (For example, a family training center or a family academy for classes and parenting books, magazines and home teaching materials.)
7. Keep families informed of the objectives of district educational programs as well as of their child's participation and progress with these programs. (This could be accomplished through newsletters, the district website, translated materials, school and district reader boards, etc.)
8. Enable families to participate in district level decision making opportunities. For example, family members may provide input into district policies or district level committees.

### **THE DISTRICT ADMINISTRATORS AND STAFF WILL:**

1. Allocate staff, time and resources to ensure effective implementation of this policy and procedure.
2. Work with staff and families to identify resources needed to implement planned family involvement activities and programs.
3. Provide time for teachers to share and replicate successful classroom strategies that promote and increase school-family partnerships.
4. Provide training opportunities for school staff to increase their skills in working effectively with all families and to enable them to provide family workshops that link family involvement to student learning.
5. Conduct both formal, such as Title 1 parent meetings, and informal, such as coffee chats and breakfast with the principal meetings, to ensure ongoing two way communications with families.
6. Provide a system where teachers, students, and families can resolve problems that arise in ways that promote the best relationships possible allowing them to solve problems first before resorting to the inclusion of principals and other administrators.



## **FAMILY INVOLVEMENT**

7. Provide assistance for families to understand topics such as the state academic content standards, and state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children. (For example, by publishing information in multiple languages and regularly communicating with families regarding academic requirements);
8. Work with staff and families to brainstorm possible activities and actions that are consistent with the family involvement policy and, when appropriate incorporate these into schools' annual goals and/or the school improvement plan.
9. Recognize staff, families and community members who promote school-wide family partnerships.
10. Monitor and evaluate with district assistance the effectiveness of family partnership efforts in the district.

### **SCHOOL STAFF WILL:**

1. Allocate staff, time and resources to implement this policy at the school level.
2. Help families feel welcome by demonstrating excellent customer service and basic courtesy.
3. Treat all families and community members with respect; be sensitive to cultural differences and life circumstances among families.
4. Be as flexible as possible when scheduling appointments and school events with families.
5. Communicate early and positively with families and continue these positive contacts throughout the year, including home visits during the year, if feasible.
6. Consider an annual student led conference and/or an annual parents meeting.
7. Invite parents and family members to observe and assist in classrooms.
8. Offer families opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
9. Share class/school discipline and homework policies with families and follow through in a timely manner if problems arise.
10. Involve families in decision-making committees and other site based councils.

### **EVALUATION**

The content and effectiveness of this policy and procedure, and the individual school plans will be evaluated by the Superintendent or his/her appointee annually with regard to the quality and effectiveness of the strategies presented in the plan. The findings of the evaluation will be used to design strategies for more effective family involvement, and if necessary to revise this policy and procedure.

## **PARENTAL INVOLVEMENT**

1. The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:
  1. Play an integral role in assisting their child's learning;
  2. Are encouraged to be actively involved in their child's education at school; and
  3. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
2. The board of directors adopts as part of this policy the following guidance for parent involvement. The District shall:
  - A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title 1 schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
  - B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.
  - C. Build the schools' and parents' capacity for strong parental involvement;
  - D. Coordinate and integrate Title 1 parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction, Preschool Youngsters, State-run preschools;
  - E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title I-related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
  - F. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

Reviewed June 2017

## PARENT INVOLVEMENT

- I. The Superintendent or designee shall ensure that the district's Title 1 Parent Involvement policy, plan and programs comply with the requirements of federal law.
4. **The district will take the following actions to involve parents in the joint development of its district wide parental involvement plan:**
  1. An annual meeting of parents of participating Title 1 students shall be held to explain the goals and purposes of the Title 1 program. An annual meeting of Title 1 parents and other interested parents will be held in May of each year in the Title 1/Learning Assistance Program classroom. The Title 1/Learning Assistance Program coordinator will be responsible for scheduling and planning the meeting. The meeting will also include presentations on special education service and other federally-funded programs. All parents are welcomed to attend the meeting.
  2. Parents will be given the opportunity to participate in the development, operation and evaluation of the program. Parents are invited to contact the Title 1/Learning Assistance Program coordinator at any time during the year to make suggestions for the development, operation, and evaluation of the Title 1 program. Parents are encouraged to visit with the Title 1 coordinator during parent-teacher conferences in November and to attend the annual meeting in May. Parents are notified for these opportunities through letters, flyers, district newsletters, and district website.
  3. Parents will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents are invited to contact the Title 1/Learning Assistance Program coordinator at any time during the year to make suggestions for the development, operation, and evaluation of the Title 1 program. Parents are encouraged to visit with the Title 1 coordinator during parent-teacher conferences in November and to attend the annual meeting in May. Parents are notified for these opportunities through letters, flyers, district newsletters, and the district website.
5. **The district will take the following actions to involve parents in the process of school review and improvement:**
  1. Parents will be given the opportunity to review the school improvement plan.  
Parents are invited to contact the school at any time during the year to make suggestions for the development and evaluation of the school improvement plan. Parents are encouraged to visit with the staff during parent-teacher conferences in November and to attend the annual meeting in May. Parents are notified for these opportunities through letters, flyers, district newsletters, and the district website.
  2. Parents will be encouraged to participate in the building self-review.  
Parents are invited to contact the school at any time during the year to make suggestions for the development and evaluation of the building self review. Parents are encouraged to visit with the staff during parent-teacher conferences in November and to attend the annual meeting in May. Parents are notified for these opportunities through letters, flyers, district newsletters, and the district website.
6. **The district will provide the following coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities:**
  1. Identify barriers to greater participation by parents in parental involvement activities;
  2. Use findings of the evaluation to design strategies for more effective parental involvement; and
  3. Revise, when necessary, the district and school parent involvement policies.

**7. The district will coordinate and integrate parental involvement strategies with similar strategies under the following other programs, such as:**

- Learning Assistance Program;
- Special Education

The district shall facilitate removing barriers to parental involvement by activities such as:

1. Conducting joint parent meetings with other programs;
2. Holding meetings at various times of the day and evening;
3. Arranging for in home conferences;
4. Title 1 funds may be used to facilitate parent attendance at meetings by payment of transportation and child care costs.

**8. The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy.**

**9. The district will build the schools' and parent's capacity for strong parental involvement through the following:**

1. The school district will, with the assistance of its Title I, Part A schools, provide information to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
  - The State's academic learning requirements,
  - The State and local academic assessments including alternate assessments,
  - How to monitor their child's progress, and
  - How to work with educators. The district will assist parents through the district newsletters, the district website, parent-teacher conferences, and community meetings.
2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, by:
  - a. Giving guidance as to how parents can assist at home in the education of their child;
  - b. Holding parent meetings at various times of the day and evening to provide parents:
    - Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
    - Opportunities to submit parent comments about the program to the district.
    - Opportunities to meet with the classroom and Title 1, Part A teachers to discuss their children's progress.

**10. School district personnel will work with teachers, principals and other staff, to reach out to, communicate with, and engage parents as equal partners. The district will provide:**

- 1. An explanation of the reasons supporting their child's selection for the program;**
- 2. A description and explanation of the school's curriculum;**
- 3. Information in the academic assessment used to measure student progress;**
- 4. Information on the proficiency levels students are expected to meet; and**

The district will notify parents of their student's selection for the Title 1 program and the reasons for the selection through a personal letter. Other information will be provided through district newsletters, parent-teacher conferences, and district website.

**11. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:**

- 1. Distribute the Title 1 Parent Involvement policy on an annual basis. The Title 1 Parent Involvement Plan will be published in the student handbook that goes home to each family at the beginning of the year. It will also be published in a school newsletter and on the district website. In addition, it will be available during parent-teacher conferences; and**
- 2. To the extent needed and practicable, distribute the Title 1 Parent Involvement policy in multiple languages or formats.**

## **II. School-Based Parent Involvement Policy**

- A. In addition to the district-wide policy on parent involvement, each school offering Title I, Part A services will have a separate school building parent involvement policy.

The building-level Title I , Part A parent involvement policy will meet the following requirements: a) Each building in the district receiving Title 1, Part A funds shall jointly develop with and distribute to parents of students served in the program a written building-level policy, agreed upon by parents of Title I served students; b) The policy will outline how parents, school staff and students share responsibility for student achievement in meeting academic standards; c) Parents will be notified of the policy in an understandable and uniform format; d) To the extent practicable, the policy will be provided in a language the parents can understand; and e) The policy will be evaluated with parents annually.

Reviewed June 2017

# WILSON CREEK SECONDARY SCHOOL (Grades 7-12)

## Grade Classification

A student will be considered a freshman, sophomore, junior or senior when they have earned the following number of credits:

9<sup>th</sup> grade: 0-7 credits      10<sup>th</sup> grade: 8-14 credits      11<sup>th</sup> grade: 15-21 credits      12<sup>th</sup> grade: 22+ credits

## Grade Point Average

A student's grade point average (GPA) will use the following 4.0-scale:

A .....4.0	A- .....3.7	B+ .....3.3	B.....3.0
B- .....2.7	C+ .....2.3	C.....2.0	C- .....1.7
D+ .....1.3	D .....1.0	F .....Credit not earned	

## Honor Roll

Students achieving high grades will be placed on one of the following lists, based on cumulative GPA:

Highest Honors .....3.75 – 4.00	High Honor..... 3.5 – 3.74
Honors.....3.0 --3.49	

## Eighteen-Year-Olds and Signing Documents

Students eighteen (18) years old or older who are residing with their parents/guardians must have their parents/guardians sign school documents including, but not limited to, field trip permission forms, insurance forms, absence notes and registration forms.

## Incentive

Part of the mission of the Wilson Creek School District is that every student strives for achievement at the highest level. Those students who abide by the following criteria and make a satisfactory effort to achieve to the utmost of their ability will be rewarded. The purpose of incentive activities is to provide an opportunity for fun and a gesture of appreciation for those students who are eligible to attend Behavior Incentive Activities based on student performance.

1. **Attendance:** A student cannot have more than one (1) unexcused absence for the spring semester. An unexcused absence will be defined as any absence from a period/day for which there has been no pre-approval, phone call or subsequent note from parent/guardian.
2. **Behavior:** A student may not have more than two written referrals during the course of the semester. In addition, a student is not eligible if they have served any out-of-school suspension during the course of the semester.
3. **Achievement:** To be eligible, a student may not have any grade less than a C- in any class. The weekly grade check list prior to the incentive date will be utilized to make this determination.
4. A student must have written permission from parent/guardian to attend the incentive. A permission slip will be given to each eligible student the afternoon of the Tuesday prior to the incentive. **Permission slips must be turned in to the activity coordinator prior to leaving. No phone call permission will be accepted.**

## Traffic Safety Education (TSE) Insurance/Fee's/Permit

It is the responsibility of and requirement for each student enrolled in the Driver's Education course to provide proof of Uninsured/Underinsured motor vehicle insurance from his/her family policy.

Student(s) entering TSE courses will be required to pay standard TSE fees, (see Fee Schedule, page 14) before the completion of first quarter. If dues are not paid by the end of first quarter, district will schedule a parent/student meeting. TSE certificates and grades will be held until full payment has been made.

Student will need to register with the DOL and obtain an instruction permit before allowed to participate and clock drive time. See instructor/office for additional detail.

## Attendance

### PHILOSOPHY STATEMENT

The Wilson Creek School District considers regular attendance to be a necessary part of student learning. It is the district's desire to instill a sense of responsibility in each student that will carry over into the world of work. Students, in concert with their parents/guardians, are responsible for establishing and maintaining prompt and regular attendance as prescribed in the compulsory Attendance Law of the State of Washington (RCW 28A.225.10 and RCW 28A.225.20).

### EXCUSED AND UNEXCUSED ABSENCES

**Excused absences** are those resulting from illness, medical/dental appointments and those pre-arranged with the principal by parents. If the student is ill and cannot attend school for the entire day, he/she will not be able to participate in any co-curricular or extra-curricular practices or activities. It is required that a note or phone call notification from the parents must be received to excuse an absence. **If a note or phone call is not received within two (2) school days following the absence, the absence will be marked as "unexcused."** 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.

**Unexcused absences:** *Student absences will be considered unexcused if a student fails to bring an excuse note or if a phone call is not received within two (2) days following the absence* if the absence was due to a non-school related activity. Students receiving an unexcused absence will not be permitted to make up missed work assignments. All unexcused absences count toward the "Becca Bill" for reporting to the juvenile court system as outlined at the end of this attendance policy description.

### TEN (10) DAY CREDIT/NO CREDIT PROCEDURE

Any student who misses ten (10) days during a single semester in any class may be in jeopardy of losing credit in that class.

- A. On the tenth (10<sup>th</sup>) absence (a combination of all excused and unexcused absences), discounting school-sponsored absences, the attendance officer will:
  1. Calculate the percentage of absences vs. total days in the semester thus far;
  2. Apply this percentage in the form of a deduction to the student's current grade.
- B. **On the eleventh (11<sup>th</sup>) absence, the student will lose credit for the semester in this class.**

\*\* WAC 180-40-235 states that student grades can be adversely affected by excused/unexcused absences.

- C. The student may appeal all or part of this procedure within three school days to the attendance officer (principal) and superintendent.
- D. Exclusion from school (suspension and school-related absences) will not count toward the maximum ten (10) days of absenteeism.

## Attendance (continued)

### ATTENDANCE NOTIFICATION

1. Upon the accumulation of absence number three **(3)** in a class period, the student and parent(s)/guardian(s) will receive a letter notifying them of the absence total.
2. Upon the accumulation of absence number five **(5)** in a class period, the school principal will initiate and hold a meeting involving the student, parent(s)/guardian(s) and teacher. At this meeting, an attendance Probation Notice will be given to the student, which will be signed by the student, parent(s)/guardian(s), teacher and principal. The student is notified that they are in danger of losing credit.
3. Upon the accumulation of absence number seven **(7)** in a class period, a certified letter will be mailed by the school district to the student and parent(s)/guardian(s) notifying them of the absence total and that they are in danger of losing credit.
4. Upon the accumulation of absence number ten **(10)** in a class period, the principal will once again initiate and hold a meeting involving the student, parent(s)/guardian(s) and teacher. At this meeting, the percentage deduction will be determined.
5. **Upon the accumulation of absence number eleven (11) in a class period, the student will lose credit for that particular class.**

## Schedule Changes

Class changes are sometimes necessary at the beginning of a semester to better meet the needs of students and teachers. Parents/guardians will be notified of teacher-initiated changes.

- Student-initiated changes will take place within the first five (5) school days of each semester, and will require parent/guardian, teacher and principal/superintendent approval.
- Teacher-initiated changes will take place within the first ten (10) school days of each semester.

## Student Automobiles and Motor Vehicles

Students driving to school must park in the designated school parking areas. **Students must register their vehicles with the office by completing the Student Driving Permit form within 10 days of bringing their vehicle to school. Students must provide proof of insurance and a copy of their valid Washington state driver's license.** Motor vehicles may not be used any time during the school day except with administrative approval. The student will not, for any reason, visit any vehicle parked on private or public non-school property during the entire school day. Vehicles cannot be moved or sat in during the school day without permission of the superintendent/ principal or person in charge of the school activity at the time. Violation of these rules will cause the student to lose the ability to drive or park vehicles on school property for a period of time or the rest of the school year.

## Senior Trip

The senior class must petition the Board of Directors each fall, no later than October 30, in order to gain approval for the end-of-the-year senior trip. Senior classes will be limited to a trip of not more than 5 days and 4 nights with not more than a one-day drive to the site and a one-day drive returning from the trip. Any senior who participates in a senior sneak or skip day will automatically forfeit his/her right to attend that year's senior trip. Learning experiences as part of the trip are strongly encouraged.



## High School Graduation Requirements

1. One (1) credit equals one year of study in a class period. Therefore, a semester grade equals one-half ( $\frac{1}{2}$ ) credit. Students must earn a minimum of 29.5 credits to graduate.
2. No more than  $\frac{1}{2}$  credit per semester or one credit per year may be applied toward graduation requirements in these subjects. Exceptions will be allowed only in cases where a student has failed a previous course.
3. Requirements:

Subject

English.....	4
Mathematics.....	3
Science.....	2
Social Studies.....	3.5
Washington State History* .....	$\frac{1}{2}$
World History .....	1
U.S. History & Government .....	1
Contemporary World Problems .....	1
Health and Fitness**.....	2
Arts .....	1
Occupational Education.....	3
Personal Finance.....	$\frac{1}{2}$
Technical Writing.....	$\frac{1}{2}$
Community Service .....	1
Electives.....	9
<b>TOTAL .....</b>	<b>29.5</b>

Community service: 70 hours required over four years

Freshman (9<sup>th</sup> grade) year – 10 hours

Junior (11<sup>th</sup> grade) year – 20 hours

Sophomore (10<sup>th</sup> grade) year – 15 hours

Senior (12<sup>th</sup> grade) year – 25 hours

*Excess community service hours cannot be carried over from year to year.*

NOTE: The district has the discretion to award credit when clearly defined competencies have been mastered. Therefore, online and independent study courses may be substituted for graduation requirements at the discretion of the principal/superintendent.

\* The Washington State History credit is received while in 7<sup>th</sup> grade.

\*\* The second year of health and fitness may be waived if two sports seasons are completed in one academic year.

\*\*\*The Class of 2019, will be required to have 2 credits in a World Language. Electives will be reduced to 7, totaling 29.5 credits.

**For more details on the Wilson Creek School District’s high school graduation requirements, a full copy of Board Policy 2410/2410P may be requested from the district office.**

# **WILSON CREEK ELEMENTARY SCHOOL (Grades PK-6)**

## **Grade Admission**

### **PRESCHOOL**

To be admitted to the 3-year-old preschool program, which commences in the fall of the year, a child must be not less than 3 years of age prior to September 1 of that school year.

To be admitted to the 4-year-old preschool program, which commences in the fall of the year, a child must be not less than 4 years of age prior to September 1 of that school year.

### **KINDERGARTEN AND BEYOND**

To be admitted to a kindergarten program which commences in the fall of the year a child must be not less than 5 years of age prior to September 1 of that school year.

To be admitted to a first grade program which commences in the fall of the year a child must be not less than 6 years of age prior to September 1 of that school year.

**Please see Board Policy 3110: Qualifications of Attendance and Placement.**

## **Attendance**

Elementary students' attendance is recorded on a half-day basis. Students must be in attendance a minimum of one-and-a-half hours per half day in order to be counted as in attendance. For example, a student who starts the school day at 8:15 am, and leaves for a doctor appointment at 9:45 am, will be counted as having attended school for the morning half of that day.

Elementary students who have accumulated eight (8) absences will have their respective case referred to the administration for review to determine if the parent(s)/guardian(s) is/are required to meet with the administration regarding the student's absences.

Satisfactory school progress is dependent upon regular attendance. The only "excused" absences are those resulting from illness, medical/dental appointments, bereavement and those pre-arranged with the principal by parents/guardians. Up to six (6) parent request absent days will be "excused." After the six parent request days are utilized, a pre-arranged waiver may be granted by the principal/superintendent for situations that may arise. However, if the student is ill and cannot attend school for the entire day, he/she will not be able to participate in any co-curricular or extra-curricular practices or activities. All other absences are considered "unexcused."

When a student is absent, parents/guardians are encouraged and expected to let the school know by calling the school as soon as possible to avoid an unexcused absence. If the student will be absent for two or more days, parents should request homework.

It is the student's responsibility to make up assignments when they are absent.

## Playground Rules

The playground is one place where many skills can be learned and practiced. Not only can motor skills be refined, but many responsible behaviors can be cultivated, such as cooperative play, good sports etiquette and self-control. The following guidelines have been designed to facilitate positive playground interactions and experiences.

The goal: The playground should be a safe and fun area for children.

On the playground, “The Four” guidelines are specifically outlined. We expect all children to learn these six playground guidelines. We have **six** main rules on the playground that everyone should learn. These rules follow “The Four” guidelines, but are more directed to the playground. Specific game rules and equipment guidelines are also printed here to help staff increase consistency while supervising common areas and to provide teachers with a basis for teaching and re-teaching responsible behavior.

### THE FOUR

#### 1. I am safe

Safety is of primary importance in our school. Safety includes listening to directions, thinking before you act, and respecting the rules of the school and community. Any behavior that could hurt someone, or yourself, will not be allowed and is not a safe or healthy choice.

1. When a whistle is blown, stop and follow the directions the first time.
2. Use all equipment safely as it is intended to be used.
3. Keep hands, feet and your body to yourself.

#### 2. I am kind

A student who strives to be kind to others is one who tries his/her best to solve problems and get along with others. The staff at our school make it a priority to notice acts of kindness. Kindness includes respectful behavior to others and helping others around you. Rudeness, disrespect, and mean and dangerous behavior is also noticed and attention is given to helping children turn this behavior around.

4. No teasing, put-downs, foul language or harassment.

#### 3. I am responsible

Being responsible means making good choices at all times, even when no one is around. It includes taking care of your property, making responsible choices even when others are not, and doing what is right. Some examples of not being responsible include: being unprepared for school, not doing homework, frequently being absent and tardy, and getting involved with others who are making poor choices.

5. Wear appropriate clothing for the weather and activity.

#### 4. I am a learner

A student at Wilson Creek Elementary sees him/herself as a learner. No matter what a student struggles or excels in, students learn that practice and effort placed into learning pays off and feels good.

6. Learn and follow all of the school rules for common school games and activities.

## **Playground Rules (continued)**

### **PLAYGROUND SUPERVISORS**

The playground supervisors' #1 goal is to keep children **safe** while playing. They usually do not referee games. The students in line are the judges. When something is unsafe or a problem occurs, playground supervisors are there to help.

### **EXPECTED BEHAVIORS FOR OUTSIDE AND/OR ON THE PLAYGROUND**

- Play only in designated areas
- Play by the rules of each game and use the equipment in the way it was meant to be used
- Show good sportsmanship, share equipment and take equal turns
- No kissing allowed
- Get permission from the playground supervisor to enter the building for any reason
- Upon hearing the whistle, stop playing and listen to the playground supervisor
- Upon hearing the end of recess whistle, line up quickly and quietly within 5 seconds
- In line, hold on to all playground equipment and keep your hands to yourself
- Enter the building in a walk using quiet voices
- All areas of the playground need to be monitored during free recesses or early release by their classroom teacher(s)

### **BE PREPARED FOR THE WEATHER**

- Be ready for different weather conditions as seasons indicate (coats, boots, hats, gloves, etc.)
- Bring outside whatever you need to play with during recess
- After recess bring back inside whatever you brought out, as there is not an unlimited supply of equipment
- Shoes must be worn at all times
- Depending on weather, recess may be held indoors with structured games

### **VIOLATIONS FOR BREAKING THE RULES**

1. First offense: Talk to the student
2. Second offense: Sitting in time out
3. Third offense: Sent to office with a referral

### **ACKNOWLEDGING POSITIVE CHOICES**

The Wilson Creek Elementary School Discipline Plan emphasizes the improvement of responsible behavior. Responsible behaviors enable students to develop, strengthen and maintain academic, personal and interpersonal skills. These behaviors increase opportunities for success in school, at home and in the community.

The most important means of encouraging students are the minute-by-minute interactions that occur between staff and students. We will strive to interact with each student more frequently when the student is engaged in responsible behavior than when the student is not being responsible.