

## INTRODUCTION

Pe Ell High School operates on a basic principle of MUTUAL RESPECT. Simply stated, every student has the right to learn, and every teacher has the right to teach. More specifically, students at Pe Ell School have the right to expect:

1. Fair and equitable treatment from staff members.
2. An atmosphere free of intimidation and harassment.
3. A classroom and general school climate conducive to learning.
4. Maximum learning opportunity every period of the day.

In return, staff members (teachers, substitute teachers, secretaries, aides and administrators) have the right to expect:

1. Respectful treatment by students -- it is a sign of respect for students to address all adults at school as Mr., Mrs., Ms. or Miss followed by their last name.
2. Student to do their very best.
3. Students' cooperation with efforts to establish a classroom and general school climate conducive to learning.

At times it is necessary to place a substitute teacher in the classroom. The administrator selects these substitutes with care and affords them all of the authority for the teaching of students that is vested in the regular teacher, including authority to discipline students. Substitutes are surrogate teachers and are entitled to respectful treatment of the students.

The policies and procedures presented in this handbook have been carefully prepared and presented to serve as your guide to success at Pe Ell School. We want nothing but the best for you.

## SERVICES

**Counseling Services** The counseling center is (with a few exceptions) always open to students. The counselor is available to discuss academic plans, career or continuation options, and topics or situations of concern to you. Ideally, students should arrange counseling appointments with the counselor and teacher(s) in advance, but unscheduled visits are also welcome in an emergency and/or with teacher permission if the counselor is not previously committed at that time.

**Health Services** Health services are available at the school, but should be limited to those accidents and illnesses that happen at school. If you become ill during the school day, report to the main office. We will either allow you to rest in the sick room or excuse you from school depending on the severity of the illness. The office will contact your parents before allowing you to leave. When emergencies develop, we administer

and call your parents. All medications will be kept in and dispensed through the

Library Services The library will be opened at 8:00 A.M. and remain open through the school day for your convenience. Students are encouraged to use the library as much as possible. Please remember the library is a QUIET study and research area and should not be used for socializing.

School Insurance School insurance is available to all students. Packets describing the insurance program are available in the office. Purchase of this program is optional; however, students participating in athletic activities (including cheer leading) must provide signed evidence verifying adequate insurance coverage if they choose to buy the school insurance.

## STUDENT HEALTH PROBLEMS

A professional responsibility in education is to try to identify any problem or condition that may adversely affect the learning ability of the student. This includes things such as hearing, sight, teeth, lack of sleep, malnourishment, injuries and ailments. In cases of child abuse, the teacher, principal and district can be held legally responsible for not taking immediate action if there is any hint of child abuse. A false alarm is nearly as bad as missing someone needing help.

Head Lice- Each year schools throughout the state must cope with the irritating problem of head lice. Head lice are not considered to be a health problem, however, they are highly contagious and due to the fact the law (RCW 28A.31.010) requires districts to establish rules concerning the presence and/or readmission of persons who have been infested with head lice, the following procedure has been established to deal with this problem once it has been detected:

1. Parents will be contacted immediately and asked to come to get their child/children.
2. Instructions concerning treatment will be provided;
3. students must be treated with a medication which is approved of by the medical profession;
4. All nits (eggs) must be removed as treatment is not 100% effective;
5. Once the treatment has been administered and nits removed, a parent is to bring their child/children back to school.
6. The child will be checked to see that he/she is nit free before being readmitted.

## IMMUNIZATIONS

The law requires that school children must meet certain minimum immunization requirements or they will not be allowed to enroll in school. You must present proof that your children have been immunized against certain childhood diseases. They must

1. 4 or more doses of DTP/DT/Td vaccine, last dose after age 4.
2. 3 or more doses of polio vaccine, last after age 4.
3. 1 dose of measles vaccine at or after age 1.
4. 1 dose of rubella vaccine at or after age 1.
5. 1 dose of mumps vaccine at or after age 1.
6. A MMR (measles, mumps, rubella) booster vaccine is now required of all students prior to entering the sixth grade.

**Proof must also include:**

1. Month, day, and year of all vaccines. If no day of immunization is available, enter the first day of the month.
2. Physician documentation of measles disease will no longer fulfill the MMR requirement. The MMR requirement may be met by providing laboratory confirmation of a positive titer for measles, mumps & rubella.
3. If there are medical, religious, or philosophical reasons why your children should not be immunized, you must sign a waiver and present it to the school.
4. If your children need additional vaccines, please contact your physician, local health department, or community clinic.

**MEDICATION**- If your child is in need of any medication while at school you will need to pick up and fill out a school form. These forms can be picked up at the school office or your doctor's office. This form needs to be signed by both you and your doctor. This is a state requirement. (This is for both prescription and over-the-counter medication.) All medication will be dispensed through the office.

**EMERGENCY TREATMENT FORMS** If you have not already done so, please fill out and turn an Emergency Form to the school office. If you don't have one they can be picked up at the office.

#### **ATTENDANCE LAW**

Washington State law requires that enrolled students between 6 and 18 years of age attend school. Schools are required to keep records of excused and unexcused absences. Absences for health, family emergency, school activities, prearranged absences, and absences proved by the principal, and absences for disciplinary reasons are excused absences. All other absences are unexcused absences and may result in disciplinary action including referral to courts for habitual truants.

Attendance requirements are currently in effect that require schools to: 1) Notify parents and students of the compulsory attendance law each year; 2) inform parents of any unexcused absence; 3) conference with parents after two unexcused absences in any one month; and 4) take steps to eliminate or reduce an individual's absences.

#### **POLICY AND DEFINITIONS**

Since research and experience both demonstrate that (1) regular attendance is a primary ingredient of success in school, and (2) future employers place great emphasis on habits of punctuality and dependability developed as students, regular attendance will be required of all students attending Pe Ell School. Indeed, school attendance should take precedence over other activities such as visiting, shopping, hunting and/or hunting trips or other such engagements that can be scheduled outside the school day.

**Excused Absence**- A student who presents a written excuse signed by a parent or guardian stating the reason for absence(s) by noon the day following his/her return to school will be excused provided the absence occurred for one of the following reasons:

1. Illness or health condition
2. Family emergency
3. Doctor or dentist appointment

4. **Prearranged (contracted) absence requested and arranged by the parent in advance.**

Absences resulting from disciplinary action such as suspension will also be treated as excused absences as required by law. A student whose absence is excused earns the right to make up missed work within a reasonable period following his/her return.

**Unexcused Absence** An absence will be regarded as unexcused if:

1. The student fails to bring a note signed by his/her parents or guardian explaining the reason for the absence within the first two days of returning to school.
2. The reason for the absence doesn't fit the criteria for excused absences listed above.
3. A student leaves school without properly checking out of school.

**A STUDENT WHOSE ABSENCE IS UNEXCUSED WILL NOT BE ALLOWED TO MAKE UP MISSED WORK AND WILL BE SUBJECT TO PROGRESSIVE DISCIPLINARY ACTION UP TO AND INCLUDING SUSPENSION.**

**Contracted Absence** A student who knows in advance that he/she will be absent from school (whether for a single day or an extended period of time) should bring a note to the office requesting to be absent at least one day prior to the anticipated absence. The office will issue a contracted absence form to the student that the student will have to turn in to his/her teachers in order to get make-up assignments in advance. Those assignments should be submitted upon returning to school.

#### **ATTENDANCE PROCEDURES**

**Following An Absence** Upon returning to school following an absence, the student is required to report to the office (with or without an excuse) before school begins. The student is responsible to complete this business without being late to first period.

**Early Dismissal** A student needing to leave school during the school day must bring a signed request from his/her parents or guardians specifying the dismissal time and the expected time of return when applicable. This early dismissal request must be submitted to the office before school begins so teachers can be informed and the absence recorded as excused. When time for the early dismissal arrives, the student is expected to check out of school through the office before leaving.

**Late Arrival**- If a student arrives at school after 8:30, he/she must report to the office before going to class. A written excuse will be expected.

**Checking Out of School** Students are never to leave school before 3:00 P.M. without first checking out through the office. If it becomes necessary for a student to leave during the school day, written or verbal permission of the parent or guardian is required.

**Eighteen Year Old Students** When a student reaches the age of eighteen, the rights previously accorded the parents and/or guardians shall thereafter be accorded to the student if the following conditions are met:

1. In order for an eighteen year old student to have the authority to write his/her own excuses, he/she must be an emancipated adult.
2. An emancipated adult is one who has not been claimed as a dependent for income tax purposes by parents or guardians or has been

- legally declared emancipated by a court of law.
3. Proof of emancipation rests with the parents/guardians and with the student. Parents/guardians are required to notify the principal in writing if their student is to be considered an emancipated adult.

**Tardiness**- In order to cultivate promptness and to make the most of available instruction time, students are expected to be in their seats and ready to work when the bells ring. Any student who arrives late to class will be considered tardy unless accompanied by a note of explanation issued by a staff member. Tardiness is to be treated as a discipline problem first by the teacher and then by the office if the problem persists.

#### HIGH SCHOOL SCHEDULE

Period 1	8:30 - 9:58
Period 2	10:02 - 11:30
Period 3A	11:34 - 12:14
Lunch	12:14 - 12:44
Period 3B	12:44 - 1:24
Period 4	1:28 - 3:00

#### MIDDLE SCHOOL SCHEDULE

Period 1	8:30 - 9:58
Period 2	10:02 - 11:30
Lunch	11:30 - 12:00
Period 3	12:00 - 1:24
Period 4	1:28 - 3:00

#### CLASS LOAD

All students will register for, and regularly attend, four classes during each semester of attendance. The four-class requirement may include work-study and/or off-campus courses if taken in accordance with district policy and approved by the principal.

#### SCHEDULE CHANGES

Generally speaking, students should attend classes as registered. However, if circumstances dictate schedule changes, they should be made within the first five days of a semester in order to minimize disruption of the student's education. All such changes must be made through the counselor and approved by the effected teachers.

If a student or teacher believes a schedule change is necessary after the first five days of a semester, then the counselor will schedule a conference to include the student, parent/guardian, effected teachers and principal. On the basis of the input at the conference, the counselor and principal will jointly approve or disapprove such a change.

#### GRADING

The evaluation of student achievement is one of the important functions of the school. The accepted system is as follows:

A = 4.0	Excellent
A- = 3.7	
B+ = 3.3	
B = 3.0	Good
B- = 2.7	
C+ = 2.3	
C = 2.0	Average
C- = 1.7	
D+ = 1.3	
D = 1.0	Poor
F = 0.0	Failure (no credit)
I =	Incomplete (no credit)
P =	Pass (not used to calculate grade point average)

An incomplete is given only in those cases where illness, emergency or pre-arrangement the student has not been able to complete his/her assignments. An incomplete on the report card becomes an F two weeks after it is issued if the requirements for passing grade have not been completed. Make-up work is the responsibility of the student.

#### REPORT CARDS

Report cards will be issued four (4) times during the school year. Each grading period is approximately nine (9) weeks long. Report cards will be sent home with students during the first three grading periods. The last report card will be mailed home after school.

**ONLY SEMESTER GRADES ARE USED TO COMPUTE GRADE AVERAGES AND BECOME PART OF THE PERMANENT RECORDS.** First and third quarter grades are merely progress reports.

#### WITHDRAWAL FROM SCHOOL

Students who plan to withdraw from school are asked to notify the office as soon as possible. Before withdrawing from school, students will be expected to:

1. Turn in all books, equipment, etc.
2. Pay all fines and fees owed.
3. Turn in a student withdrawal form which has been signed by all teachers, the librarian, counselor and school secretary.

Transcripts and student records will be mailed when the withdrawal process has been completed and the new school has requested them.

#### STUDENT RECORDS

Schools are required by law to maintain student records that are necessary for the educational guidance and/or welfare of students, and for the orderly and efficient operation of schools:

Student Directory Information is public and may be published or released without prior written consent of students, parents or legal guardians. Directory information may include a student's name, address, and telephone number; date and place of birth; participation in officially recognized activities and sports; membership in organizations; and dates of attendance.

ognized activities and sports; weight and height of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by a student. Parents, legal guardians, and emancipated students may notify the principal annually in writing if they wish that such directory information not be published or released without prior written consent.

Student Cumulative File may contain all information about a student which is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's name, ethnic classification, emergency information; attendance records; grades and other student progress reports; records of school accomplishments and participation in school activities; verified reports of student misconduct, including a record of disciplinary action taken; such other information as shall enable staff to counsel with students and plan appropriate activities; and current reports of psychological tests and progress reports related to a student's handicapping condition. Such records are treated in a confidential and professional manner. Student records are the property of the district but shall be available in an orderly and timely manner to students and parents.

#### RELEASE OF STUDENT RECORDS

Release of Records to Other Schools Student records (academic, immunization, special needs, discipline, tests, attendance, etc.) shall be forwarded to other state-approved school agencies upon request. Certain records such as the final transcript may, however, be withheld pending payment of fines or fees. At the time of transfer of records, a parent or adult student may receive a copy of the records at his/her expense if requested and shall have the opportunity to challenge the contents of the records. It should be noted that current state law requires schools to maintain and forward disciplinary records to state-approved school agencies within two school days of their request.

Release of Records to Other Persons and Organizations Prospective employers or others may request student records. Such requests shall be only with the consent of the parent or adult student in the form of a signed release.

Exceptions to Release Policy Some exceptions exist to the release of student information and records policy as explained above. Student data and records may be released without written permission from the student or legal guardian as follows: 1) information needed to comply with federal and state audits of district compliance with regulations; 2) information required by other statutes to be released -- truancy or child abuse records, etc.; 3) information needed for the purpose of developing, validating or administering predictive tests or improving instruction; 4) information required by court order or lawfully issued subpoena; and 5) information released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons.

#### SATELLITE COURSE REQUIREMENTS

Satellite courses are very demanding and have daily assignments that are often time consuming. Students wishing to take these courses should be highly motivated and must have an above average academic standing or the recommendation of the principal and an additional faculty member indicating that student's ability to succeed in a satellite course.

The following criteria will be used in the assigning of students to the indicated courses:

Spanish I- The student must have at least a “B” average grade in English class from the previous year. If the student has a “C+” grade from the previous year in English and a recommendation from that English teacher indicating the student’s potential for success, the student will be permitted to take this course.

Spanish II- To enroll in this course, the student must have achieved a “B” grade in English the previous year or have a recommendation from the Spanish I coordinator indicating the student’s potential for success.

Japanese I- The student must have at least a “B” average grade in English class from the previous year. If the student has a “C+” grade from the previous year in English and a recommendation from that English teacher indicating the student’s potential for success, the student will be permitted to take this course.

Japanese II- To enroll in this course, the student must have achieved a “B” grade in English the previous year or have a recommendation from the Japanese I coordinator indicating the student’s potential for success.

Advanced Senior EnglishThe student must have at least a “B” grade in English class from the previous year. If the student has a “C+” grade from the previous year in English and a recommendation from that English teacher indicating the student’s potential for success, the student will be permitted to take this course.

#### ACADEMIC WARNINGS

In addition to formal progress reports as described above, we conduct informal academic checks at two-week intervals for students in grades 6 - 12. We conduct these checks in order to monitor eligibility for athletics and other extracurricular activities. They also help us to keep students and parents informed. Parents are notified in writing if students' grades place them on either the warning list (gpa's between 2.00 and 2.49 and/or one "F"), or the ineligible list (gpa's less than 2.00 or more than one "F").

It is hoped that regular access to information on student academic progress will encourage students to keep their grades up and will assist parents. Although parents are notified in writing only if students' grades result in placement on the warning or ineligible lists, those parents who would like to monitor the progress of their students on a regular basis are encouraged to call the secondary principal for periodic reports.

#### HONOR ROLL

Honor roll lists will be published at the end of each grading period. Standards for Honor Roll are as follows:

Superintendent's Honor Roll	3.50 - 4.00 gpa
Principal's Honor Roll	3.00 - 3.49 gpa

#### HIGH SCHOOL GRADUATION REQUIREMENTS

Each student who has successfully completed an instructional program appropriate for graduation will receive a diploma from the secondary principal.

his/her interests and needs shall be awarded a high school diploma at graduation ceremonies. The Board shall award a regular high school diploma to every student in the district who meets the requirements of graduation established by the district. Diplomas will not be awarded to those students who fail to meet state and district requirements by the end of the second semester of their senior year. Such students will not be permitted to participate in graduation ceremonies nor any of the other benefits, awards, honors, or ceremonies normally associated with graduation.

The Pe Ell School District Board of Directors has established the following as the minimum requirements for graduation:

<u>COURSES</u>	<u>CREDITS</u>
English	4.0
Mathematics	3.0
*Science	3.0
Social Studies	3.0
Physical Education	2.0
Health	0.5
Occupational Education	1.0
Visual, Fine or Performing Arts	1.0

1998 - 1999 -- total credits required for graduation will be 30.00

1999 - 2000 -- total credits required for graduation will be 31.00

2000 - 2001 -- total credits required for graduation will be 32.00

\*One year must be a lab science

#### RETENTION/PROMOTION

Middle School-- Students in grades 6, 7 & 8 are evaluated each year for retention or promotion based upon a variety of factors: maturity, physical development, school adjustment, school adjustment, citizenship, etc. On occasion it is necessary for the school board to recommend the retention of an individual in accordance with Pe Ell School District Policies No. 3421 & 3421P. In the event that retention is to be considered, the parent must be notified of the possibility of retention prior to the end of the third quarter. A recommendation for retention must be made at least two (2) weeks before the end of the school year.

High School-- Students in grades 9 - 12 are evaluated for promotion based upon progress toward graduation (see Graduation Requirements). If insufficient progress is being made toward graduation, the principal may retain a student at his/her current grade level until such time as required classes and/or credits are made up through approved summer school, correspondence courses, etc. Those students who have been retained forfeit those privileges granted to their peers who have been promoted.

#### RULES FOR PE ELL HIGH SCHOOL DANCES

1. All dances must be approved by the ASB and the principal. The sponsoring organization is responsible to present an activity form to the principal who will forward the form to the ASB for its approval.
2. All dance dates must be approved and on the calendar two weeks before the dance.
3. There must be at least four adult chaperons -- at least two faculty members.

- must be male) and two parents. The faculty chaperons must be arranged a two weeks prior to all major dances.
4. Students at the dance are expected to dress, dance and behave in a socially approved way.
  5. Any student who leaves the dance without permission or who leaves the immediate area in which the dance is being held will not be allowed to reenter. Students who must leave the school grounds immediately. Violators will be denied the privilege of attending dances in the future.
  6. Doors will be closed one hour after the end of the game, (if the dance is at a game) or one hour after the starting time of the dance.
  7. Dances must end by 11:30 (major dances at 12:00).
  8. A Pe Ell High School student may invite one guest. Any guest is also expected to dress, dance and behave in a socially approved way. Guests must be registered in advance on the guest list for the dance posted in the high school office.
  9. If a guest is asked to leave the dance for any reason, the student who invited him/her must leave too. In this case, the PLHS student will lose the privilege of inviting guests to subsequent school dances. The guest asked to leave will be denied further dance privileges at PLHS.
  10. No middle school students may attend high school dances.
  11. No high school students may attend middle school dances -- exception: Senior Banquet.

#### RULES FOR MIDDLE SCHOOL DANCES

1. All dances must be approved by class advisor and principal. The sponsoring student is responsible to present a dance contract form to the advisor who will fill out the completed form. The advisor will then present the form to the principal for his approval.
2. All dances must be approved and on the calendar two weeks in advance of the dance.
3. There must be at least four adult chaperones. Two must be school employees. Of these two, one must be male and one must be a faculty member. The school employee chaperones must be arranged at least two weeks prior to the date of the dance.
4. Students attending the dance are expected to dress, dance and behave in a socially accepted manner.
5. No student may leave the dance after entering unless accompanied by a parent or guardian. Violators will be denied the privilege of attending dances in the future and may be subject to school discipline.
6. Dances will last no longer than three hours, beginning no earlier than 6 pm and ending no later than 10 pm.
7. A Pe Ell Middle School student may invite one guest. Guests must be registered in advance on the guest list for the dance. Guests must also follow all of the rules including #5 above.
8. There will be no "open" invitations to other schools unless pre-approved by the principal.
9. If a student is asked to leave the dance his/her parent will be contacted before the student is sent home. If a guest is asked to leave the dance for any reason, the student who invited the guest will also be asked to leave. In this case the student will lose the privilege of inviting guests to subsequent school dances. The guest will also be denied further privileges at PLMS.
10. Music will be played by an approved H. S. student or an adult. A music list must be approved by the class advisor prior to the dance; only the music from the list may be played.
11. No high school students may attend middle school dances unless they are invited.

- nated music players.
12. No open containers of pop may be brought into the dance.

### STUDENT DRIVING POLICY

Since the school district provides bus transportation for all students, driving an automobile or other motor vehicle to school must be regarded as a privilege subject to the following conditions:

1. All student cars will be parked within the designated parking places.
2. Drivers and occupants will vacate their cars immediately after arriving at school.
3. Students driving vehicles to school may not enter or drive the vehicle again until dismissal time (3:00 PM) unless given permission by the principal.
4. Reckless driving on or near school property will result in a loss of driving privileges and possible arrest by Pe Ell Town Marshall or the Lewis County Sheriff's office.

### VISITORS

Students are not encouraged to bring guests to school during school hours. Exceptions may be made to bring a guest of the same approximate age and grade as the host student but permission must be arranged with the principal at least one day in advance of the arrival of the guest. Any guest who causes a disturbance will be required to leave campus immediately.

As a matter of building security and safety, all individuals, including parents and/or guardians, who visit the school are required to check in at the office prior to visiting classrooms or their students.

### DRESS AND GROOMING

Although the primary responsibility for dress and grooming rests with the parents of our students, the school's responsibility is to prohibit dress and grooming practices that disrupt the educational process, pose a health or safety threat or offend the standards of propriety. The principal will determine if questionable attire is acceptable. The dress requirements include:

1. Shoes must be worn at all times.
2. Shorts are acceptable school attire providing they are Bermuda length and reach mid-thigh.
3. The following types of attire are not appropriate for general school wear -- tank tops, halter tops, and shirts or blouses that expose the waist or abdomen.
4. Dress or appearance that is vulgar, obscene, profane, signifies gang affiliation, or otherwise creates an impression of disrespect for religion, sex or ethnic background is prohibited.
5. Dress which promotes or advertises drugs, alcohol or tobacco products are unacceptable.
6. Ragged clothing which exposes underwear is not appropriate. Pants or shorts worn in such a fashion (extremely low belt line) as to expose underwear are also not appropriate. Sweat suits are not considered undergarments.

7. Specialized clothing may be required for specific classes such as physical education and industrial/vocational classes.
8. Activity supervisors may have special dress requirements such as a traveling-team dress code.
9. Hats are not to be worn in school. For further information see "Types of Student Misconduct."

Students in violation of the dress code will be held out of class and/or sent home to make the necessary changes in attire. Tardiness or absence due to dress code violation is considered unexcused.

### **LOCKERS**

Each student will be issued a locker at the beginning of the school year, and each student will be held accountable for both the contents and appearance of the locker which he/she is assigned. If, for some reason, your locker does not function properly, please inform the office so that maintenance staff can repair it.

In order to discourage theft, students are cautioned not to bring large amounts of expensive jewelry, or other especially valuable items to school. Lockers should be locked at all times. Students should not tell their combinations to each other, and cannot expect their property to be safe.

Student lockers remain the property of the school district, and school officials reserve the authority to inspect student lockers in the absence of students when:

1. It occurs as part of a general inspection of all student lockers for the purpose of recovering school property such as library books.
2. They have reasonable cause to believe that items may be concealed in one or more lockers which violate school rules or the law.
3. They have reasonable cause to believe that conditions or circumstances exist which threaten the health or safety of those in the school.

Students taking physical education or participating in interscholastic athletics will be issued a locker.

### **EATING, DRINKING & GUM**

Students may only consume food, (including candy) and beverages outdoors, in the cafeteria, tipurpose room or the gym lobby, except for special occasions, such as parties, etc. In order to keep our facility looking nice GUM CHEWING is NOT PERMITTED at school. Students are expected to place all trash in the appropriate garbage or recycling receptacles. Please take pride in the appearance of our school.

### **TELEPHONE USE**

The telephones throughout the school are to be used for school business only. Students will be allowed to use school phones for emergencies only. Personal calls (including long distance and turn calls) must be made after school, during lunch or between class periods - not during class except in emergencies.

## STUDENT COMPUTER PRIVILEGES

Pe Ell School has dedicated itself to developing a high quality technology and education programs for the educational benefit and progress of its students. From planning and implementation, as well as many budget dollars have been committed to this ongoing effort. Learning to respect the computer network and all its components (hardware and software) is an integral part of the instructional program. We believe that technology education and access to available technology is important for all our students, it must be understood that computer and network access are privileges that may be lost due to violation of state and federal laws, WEdNet regulations, and school district policies regarding acceptable use of these facilities.

Clearly, no list of rules can anticipate every possible infraction; however, the following regulations are presented as a guide for computer and network use:

1. All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computer system is prohibited.
6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.
9. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
10. Users shall not seed information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
11. Communications may not be encrypted so as to avoid security review.
12. Users should change passwords regularly and avoid easily guessed passwords.
13. Personal information such as addresses and telephone numbers should never reveal such information without permission from their teacher or other adult.

14. Students should never make appointments to meet people in person that they have contacted on the system without district or parent permission.
15. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
16. The unauthorized installation, use, storage or distribution of copyrighted software or material on district computers is prohibited.
17. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
18. No person shall have access to the system without having received appropriate training -- a signed Individual User Release Form must be on file with the district. Students under the age of 18 must have the approval of a parent or guardian.
19. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

Violation of any of the conditions of use may be cause for loss of computer and work privileges. Furthermore, violation may result in disciplinary action as described in the discipline code, and, possibly, referral to law enforcement agencies if laws are broken (i.e.: malicious mischief, theft, harassment, etc.).

**Privacy of Files** -- User access and use of the network are privileges not rights. Access to and files stored on the network remain the property of the district, and the district reserves the right for authorized personnel to review system use and files for security and administrative purposes. The district also reserves the right to remove a user account on the system to prevent further unauthorized activity. The district's area network provider (WEEdNet) reserves the right to disconnect the district to prevent further unauthorized use.

#### ASSOCIATED STUDENT BODY

Pe Ell student activities are governed by the Pe Ell High School Constitution, district policy and state law. All students are encouraged to participate in extracurricular activities, however students are expected to maintain a 2.00 g.p.a. in order to be eligible to participate (see Scholastic Requirements).

Pe Ell competes in the Central B League consisting of the following teams: Pe Ell, Mossyrock, Napavine, Colombia Heights, Colombia Adventist Academy & Wahkiakum. Sports offered include: football, volleyball, basketball, track and field, baseball, softball. Baseball and softball are offered for high school students only.

Pe Ell also offers opportunities in the following activities: Band, Letter Club, Torso Club, Drama, Pep Club, Leadership, Key Club, Builders Club, Knowledge Bowl and Activities.

#### NON-DISCRIMINATION

Pe Ell School provides equal educational opportunity and treatment for all students in all aspects of the academic and activity programs without regard to race, creed, color, national origin, sex, marital status, previous arrest or incarceration, or non-progressive physical, sensory, or mental handicaps.

## ATHLETICS

**The Meaning of Athletics** Participating in athletics means more than competition between individuals or teams from different high schools. Athletics involves more than learning fundamentals and patterns of play. It develops specific character traits such as perseverance, self-respect, good grooming, self-discipline, cooperation, respect for others, and citizenship -- values to be carried over into the player's adult life.

**Student Participation**-- Participation in the Pe Ell School District interscholastic athletic programs and other extracurricular activities is considered a privilege. Therefore, an athlete and his parents must agree to abide by the Pe Ell School District Activities Rules.

The school wishes to include all students who participate in good faith. However, if a never reasonable condition exists, the athletic department may find it necessary to reduce the number of participants.

**Scholastic Requirements**To remain eligible to participate in interscholastic athletic and school activities, a student must maintain a C (2.00) grade average with no more than one F, or have special permission from the board. Grades for secondary students will be checked at two-week intervals throughout the school year.

1. Any student with a g.p.a. of less than 2.15 or an F shall receive a written warning. The student, his or her parents, the coach or advisor, and the athletic director will be notified of the warning in writing.
2. Any student found to be ineligible (g.p.a. less than 2.0, or more than one F), will be suspended from participation in all athletic contests or other extracurricular activities for a two week period. The student, his or her parents, the coach or advisor, and the athletic director will be notified of the suspension in writing.
3. An ineligible student will remain on suspension as long as he/she continues to be ineligible, and will only be permitted to resume participation when found to meet all scholastic eligibility requirements during a regularly scheduled grade check.

Some students may fall into an exceptional category (i.e., extenuating circumstances that have been beyond the control of the student). In these instances, a waiver may be applied for by the principal, staff member, parent, or coach.

**School Day**- All athletes are required to attend the full school day (8:30 a.m. - 3:00 p.m.) in order to participate in practice or athletic events unless excused for a verified appointment or other appointment approved in advance by the principal.

## DISCIPLINE OF ATHLETES

**Suspension and Probation Offense**The coach has the right to institute disciplinary measures against his athletes for the following reasons:

1. Violation of athletic code:
  - a. **General Conduct** penalties established by the school policies and the coach. A student who receives an in-school suspension shall be ineligible to practice or participate after 3:00 p.m. each day during the period such suspension is in force. The player will not be excused to travel or participate before the normal time at which ISS is dis-

missed. No student who is suspended at home may attend practice or participate in an athletic contest during the period of such suspension. Students with overdue detention time may not play or practice unless a minimum of 30 min. during each school day.

- b. Training Rules penalties established by school policies and coaches with the exception that automatic expulsion will result from the use of alcohol, drugs or tobacco products. However, this automatic expulsion may be waived if a substance abuse team recommends an alternative procedure and if athlete and his/her parents fulfill an intervention contract as recommended by the substance abuse team. In this case the athlete may be placed on probation or suspension while the contract is carried out and the expulsion may be waived.
  - c. Appearance- penalties established by the coach.
  - d. Attitude- penalties established by the coach.
2. Attendance(turnout, contests) -- penalties established by coach.
  3. Scholastic- set by the school district and monitored by the office (see scholastic requirements above).
  4. Other reasonable rules (established by coach).

The athlete will not receive any athletic letter or awards until removed from this category or suspension status by the athletic department. If an athlete is suspended from school, he may not participate in athletic events or turnouts until he is reinstated to school as a full-time student.

Expulsion from the TeamAn athlete expelled from a team for the entire or remainder of a sports season will receive no letter or awards for that season. A sport season includes pre and post season contests.

#### PHILOSOPHY OF DISCIPLINE

Pe Ell School's philosophy of discipline centers around the belief that discipline is firm, fair, and consistent. Our goal in disciplining students is to reduce behavior that interferes with learning and to help students be self-managers who possess inner control and the self-esteem it helps generate.

We believe that no student has the right to interfere with the rights of other students to learn. Each teacher has the right to teach and each student must have the right to a productive learning environment at Pe Ell School. All students need an understanding of the rules and consequences (positive and negative). Possessing this knowledge will allow the student to make a choice between proper behavior or inappropriate behavior. By knowing these things the student can begin to develop self-discipline and good citizenship.

One of the most important lessons education should teach is discipline. While it may not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in the school, one may develop a correct attitude toward it, and not just one's part in making the school an effective place of learning, but develop the self-restraint which will make one a better person.

## STUDENT CONDUCT CODE

As with any system, our school runs more effectively when the educational process is protected by a clearly understood code of conduct. The rules are not intended to restrict student enterprise, but rather to protect each student's right to a superior educational experience. For students who seriously desire an education, clearly defined limits on acceptable conduct provide more freedom to achieve than restriction of behavior. Therefore, our discipline code provides consequences for misbehavior:

**Detention**- Teachers and administrators may require students to serve detention in school, at lunch, or after school. Students and parents must be given 24 hours notice if the detention is to be served after school in order to arrange special transportation; that condition may be waived by the parents. To assure parent notification, a detention form must be signed and presented to the detention room supervisor on the day the detention is to be served. Conflict with jobs or other activities will not excuse students from serving detention unless the teacher or administrator agrees. Detention time is to be served between the hours of 7:45 a.m. to 8:25 a.m. and 3:05 p.m. to 3:45 p.m. It is the student's responsibility to bring materials to the detention room no later than 7:45 a.m. and 3:05 p.m. Each student is to have sufficient materials and books to study for the assigned time, and is to cooperate with the detention room supervisor. Students will be required to study and/or do custodial work during detention time. Failure to serve detention time as assigned will result in additional disciplinary action being levied, as described for Type B behaviors, and, in each case, the eventual completion of the original detention time.

**Suspension**- Suspension means "a denial of attendance at any single subject or class at any full schedule of subjects or classes for a stated period of time" (WAC 180-205). Suspended students are also precluded from participation in school activities and are denied access to school property during the period of their suspension.

Short Term Suspension -- A suspension of ten (10) school days or less.

Long Term Suspension -- A suspension of longer than ten (10) consecutive school days.

**In-School Suspension** A short term suspension during which the student will continue to attend school each day but be confined to a designated space rather than moving through his/her normal class schedule. In-school suspension is designed to keep students in a formal learning environment when they have been suspended for disciplinary reasons. It is a rigid program with strict supervision in a room where students spend the day. Rules include no communication with other students, no sleeping, no eating (except during the scheduled lunch), no gum chewing, etc. Students must keep busy working on assignments related to their suspension and regular classroom work. They are expected to be cooperative and respectful at all times. Any violations could result in further disciplinary action including additional days of in-school or off-campus suspension.

**Expulsion**- Expulsion means "a denial of attendance at any single subject or class at any full schedule of subjects or classes for an indefinite period of time" (WAC 180-205). Expelled students are also precluded from participation in any school activities and are denied access to school property during the period of their expulsion.

## TYPES OF STUDENT MISCONDUCT

Clearly, no list of rules can either foresee or anticipate every possible infraction. However, the following regulations are presented as a guide for student conduct and

complete as they can be within reasonable space limitations. In general, behavior unacceptable in polite, law-abiding society is unacceptable at Pe Ell also. Obvious taste and common sense remain the best guides for conduct here and elsewhere.

The following acts of misconduct are judged as a breach of student conduct at Pe Ell School. Penalties for any of these acts are discipline, suspension, or expulsion as determined by district policy and state law and depending on the severity of the offense. In some cases, engaging in these acts may involve notification of civil authorities.

**Classroom Misconduct** Teachers have the right, and indeed are legally responsible to maintain "good order and establish discipline" in their classrooms. Students are expected to follow established guidelines and obey teacher instructions. (See RCW 28A.14.100, 28A.58.101 and WAC 180-44-020).

**Fines/Obligations** Any student who has acquired a fine or obligation (which can include detention time) is responsible for satisfying that obligation by the end of the quarter. Students who have not satisfied all of their fines/obligations will, in compliance with RCW 28A.87.120, have any requests for records, transcripts, and other cards held.

**Disruption of School** the use of noise, force, violence, or any other conduct, intentionally causing the disruption or obstruction of the educational process or any function of Pe Ell School. This may result in detention or suspension for a single offense and possible contact with law enforcement depending on the nature of the offense.

**Bus Behavior**- Students are expected to conduct themselves appropriately while a passenger on a school bus. Rules are posted and/or explained on each bus. Violation of these rules may render pupils immediately liable for temporary or permanent deprivation from riding. Fighting, endangerment of other students, or smoking, chewing tobacco, lighting matches or lighters or using any type of flame or spark device will result in automatic one week suspension. For all other rule violations, the following procedure will be followed:

- 1st violation -- telephone call to parent or guardian from the bus driver.
- 2nd violation -- warning slip and telephone call to parent or guardian from the bus driver.
- 3rd violation -- automatic suspension of riding privileged until parent, principal and driver conference.

**Use of Vehicles on Campus** In accordance with state law RCW 28A.74.10 and WAC 180-40-040, school authorities are empowered to supervise and control private transportation of students on the way to and from school. Permission to operate vehicles on Pe Ell School District property is subject to the following conditions and regulations:

1. Drivers shall, at all times, yield the right of way to school buses.
2. All vehicles must be operated in a cautious and safe manner.
3. All motor vehicles and operators must be licensed.
4. All vehicles must be operated in a safe and legal manner and in such a way as to not interfere with the educational process.
5. All vehicles must meet current legal standards for safety.
6. All bicycles must be operated according to the same traffic rules as motor vehicles.
7. The speed limit is not to exceed 5 mph.
8. Vehicles are to be parked in designated student parking areas.

9. Vehicles improperly parked or parked in bus loading/unloading zones are subject to towing at the owners expense.
10. Students are not to "cruise" in the parking lot before, during, or after school.
11. Students violating the above conditions and regulations will be subject to the loss of their campus driving privileges and/or other school discipline including possible suspension from school.
12. Drivers of vehicles on campus must possess a valid driver's license.
13. Vehicles are to remain parked until the end of the school day.

If your driving privileges are suspended, you are not to drive any vehicle on the ground at any time, nor have any other person drive your vehicle onto the grounds at any time. Violations of this can result in in-school suspension and/or driver driving suspension.

Compliance with Directions Students will comply with all reasonable directions requests of all school district personnel during any period of time when they are the proper authority of school personnel. Refusal to comply with directions shall constitute cause for discipline, suspension, or possible expulsion.

Refusal to Identify One's Self to School Personnel Any teacher, administrator, or other school district personnel has the legal right to request that persons on school grounds or at school-related activities identify themselves. No student shall fail to identify his/her name and other pertinent information to any school personnel. Refusal to identify one's self will lead to disciplinary action.

Hats-- When students arrive at school they will be required to remove their hats, enter, and put them in their lockers. Hats are not to be worn again until students enter the building. Students will not be allowed to bring hats to class or wear them in the hallway between classes or during lunch. Violation of the hat policy will be treated as a discipline policy and will be treated as a Type A offense.

Tobacco-- Possession and/or use of tobacco products (or tobacco look-a-likes) by students is not permitted on school property or at any school function either on or off campus. 1st violation = one day in-school suspension, 2nd violation = three days in-school suspension, 3rd violation = five days off-campus suspension. Further violations will result in long-term suspension.

Fighting/Physical Injury Intentionally causing or attempting to cause physical injury or behaving in such a way as could cause physical injury to any person. Fighting will not be tolerated on school grounds or at any school function off school grounds. Fighting by students is subject to in-school suspension, parent contact, and possible legal action and medical costs. Harassment, intimidation, threatening, etc., will result in similar disciplinary action. Fighting will, in general, be treated as a Type B behavior, however, depending on severity of an episode it may merit heavier penalties than normally associated with these behaviors.

Behaviors that Might Be Harmful Safety is a major concern in any place where large numbers of people gather. At Pe Ell School, dangerous activities include but are not limited to: throwing objects which could injure others, running in the halls, and horseplay such as tripping or pushing which could cause injury.

Profanity/Vulgarity The use of profane, obscene or vulgar language or gesture on school property or during school-sponsored events is prohibited. In addition, the possession of profane, indecent or obscene language, literature, writing, pictures, posters is prohibited. Such use of profanity or vulgarity may result in disciplinary action.

tinual behavior of this nature can possibly lead to suspension or expulsion.

**Dress and Appearance** Dress and appearance of students is primarily the responsibility of parents. Dress and appearance should be clean and neat and not cause the disruption of the educational process or present health and safety problems (see Dress and Grooming). Vulgar or obscene images or slogans on items of dress are inappropriate in a school setting and may result in consequences as defined in other sections of the discipline code (see Profanity/Vulgarity). Inappropriately dressed or appearing students may be sent home until the matter is corrected.

**Dangerous Weapons or Objects** No pupil shall possess, handle, transmit, or conceal on school property or at a school activity, function or event any potentially dangerous weapons or objects such as knives, hunting equipment, weapons, explosive devices. Any such objects will be confiscated and turned over to the county sheriff. The student will then be subject to school discipline and possible criminal prosecution.

**Explosive Devices/Fireworks** Any student possessing and/or using any explosive device or fireworks will be subject to school discipline ranging from detention to suspension or expulsion for repeated offenses.

**Property Damage/Vandalism/Malicious Mischief** Destruction, damage or theft of school property or the property of others, defacing or writing on school or personal property under school jurisdiction is prohibited. Students who destroy, injure or damage school property will be required to pay for losses or damages. Grades, diplomas and transcripts may be withheld until damage charges have been paid by the student or the student's parent or guardian. Further, student may be liable to suspension or other disciplinary action and/or referral to local law enforcement agencies (See RCW 28A.87.12).

**Littering**- Students must use the trash cans for all trash. This requirement includes food, paper, bottles, cans, bags, etc. Students who choose to litter the environment must clean it up. In effect, no student has the right to litter an environment shared with others. Neither do they have the right to expect the custodians or members of the community to act as servants in situations where students can clean up after themselves.

**Intimidation/Harassment/Threats** Students and staff members will not be subject to verbal or physical intimidation or harassment. Threats of physical harm or property damage will prompt serious disciplinary action such as suspension or expulsion and possible legal action.

**LASER pointers** LASER pointers are banned from school buses, school grounds and school activities. In most instances violation of this ban will result in confiscation of the device and possibly detention or suspension. In some cases -- if the device is used on a school bus or used to intimidate or harass others by mimicking a LASER sight or sound, for example -- a student may be suspended or expelled and the matter may be reported to law enforcement agencies. The option to file charges would apply to both students and non-students.

**Dehumanizing Behavior** Dehumanizing behavior may be defined as use of words, gestures, or actions intended to insult, humiliate, belittle or embarrass. This would include hazing, profanity, racial or ethnic slurs, and other similar behaviors.

**Initiation**- Initiations, hazing, or any sort of harassment toward freshmen or other students is not allowed and is a violation of school rules. Initiations often have a way of getting out of hand and causing problems no one anticipated. Violators will be subject to school discipline and possible action by civil authorities.

**Insubordination/Disrespect/Intimidation of --Staff** Disrespectful language, signs or acts, intimidation or threatening of school personnel will not be tolerated, and discipline will vary according to the offense. Such discipline may range from an apology, suspension, expulsion, and possibly criminal prosecution.

**Interruption of School/False Alarm** No student may interrupt the normal operation of school by false alarm, threat or major disturbances. Pulling fire alarms and/or charging fire extinguisher for non-emergency reasons is subject to immediate suspension and notification of civil authorities for further action. Such acts not only disrupt the educational process, but are against state law and potentially create dangerous conditions.

**Cheating**-- Any student who shall knowingly submit any work of others fraudulently represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others, the use or preparation of written, printed, or other materials not authorized by the instructor during any test or assignment, use of testing materials obtained previous to the test date, etc. Any student caught cheating or improperly assisting another student is subject to disciplinary action both in the classroom (failing grade on test or assignment or failure of class) and the school as a whole (detention, suspension, expulsion).

**Forged/Altered Notes, etc.** Any student writing and/or attempting to pass a forged or falsified note or document will earn disciplinary action for a Type B offense along with any penalty for truancy, etc.

**Public Display of Affection** Public displays of excessive affection beyond the holding of hands is inappropriate in the school setting on school grounds or at any school function, is embarrassing to some who are exposed to it, and creates an image of Peoria which is not positive. Examples of inappropriate displays of affection are kissing, hugging, being together in a reclining position, sitting on laps, etc. Offenses in this category will be dealt with according to our discipline policy and may result in detention, parent contact, or suspension.

**Radios/Tape players/Walkmen** Since all such devices are not to be played at any time during the school day, they should be left at home. On the first offense the student will be given a written warning and the item will be held in the office until then end of school day. Repeat offenses will result in increasingly severe disciplinary action.

**Water Toys**- "Toys" such as water balloons and squirt guns on school grounds at school sponsored events are not permitted. Any student possessing and/or using a water device in the building or on the campus will be subject to detention or suspension as specified in our discipline code.

**Snowballs**- Snowballing is permitted on the baseball field only. This privilege may be revoked by the principal if such activity becomes hazardous.

**Skating**-- Skating and skate boarding are not permitted on school property during school day or at school events.

**Unauthorized Areas** Being in an unauthorized area of the campus or building (including unlawful entry) is prohibited. Such behavior can lead to detention, suspension, or expulsion.

**Theft**-- Stealing (or assisting in stealing) private property, school district property or information (this would include but not be limited to tests, quizzes, school keys, books, computer disks, etc.). This is a Type B Behavior and can result in suspension.

pulsion and referral to a law enforcement agency.

**Disobedience**- Failing to comply with policies or rules, or with the directions of teachers or other authorized school personnel during school or at any school associated activity can result in detention, suspension or expulsion.

## SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of Washington State law. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature. Sexual harassment may include inappropriate touching, looks, gestures, lewd comments, jokes or innuendo. Even non-verbal communication can be sexually harassing by a person's tone of voice, facial gestures, body language or hand/arm gestures. Sexual harassment may occur between staff and student, or student and student (i.e.: boy and girl, girl and girl, boy and boy). Continued behavior after being told to stop is sexual harassment.

The first minor offense of sexual harassment will result in a conference with administration, notification of sexual harassment and a written warning that the next offense will result in disciplinary action and parent contact. The first minor offense may result in a minor disciplinary action if it violates other school rules -- obscene or profane language, profanity, etc. The second offense of minor sexual harassment or any major offense of sexual harassment will result in disciplinary action to include possible in-school suspension, suspension from school, or expulsion. Some cases of sexual harassment especially physical sexual harassment, sexual harassment involving physical contact or threat may be referred to law enforcement agencies for further action.

## GUIDELINES FOR DISCIPLINARY CONSEQUENCES

In general, unacceptable behaviors are divided into two basic types: Type "A" and Type "B" behaviors. Type "B" behaviors are potentially more dangerous to the health and general well-being of students and staff. If a student commits Type "A" or Type "B" behaviors a series of consequences will follow. These consequences will become increasingly severe if students continue to break the rules.

**Type "A" Behaviors** those behaviors which are undesirable in a school setting but which generally do not represent an immediate and serious threat to the health, safety, and well-being of student and staff. Repeated infractions of this type can, however, result in serious disruption of the educational process, and may therefore merit more severe consequences. Examples of Type "A" behaviors are: Dehumanizing Behavior, Violation of Vehicle Code, Radios/Walkmen, Water Toys, Skating/Skateboards, Behaviors that are Potentially Harmful, Littering, Disruptive Conduct, Unauthorized Areas, Disobedience, Public Display of Affection, Profanity/Obscenity, Tardiness, Dress & Grooming, Water Devices, Video & Tape players, etc.

### Type "A" Consequences:

1st Stage	Written warning and up to thirty minutes detention.
2nd Stage	Written warning and up to one hour detention.
3rd Stage	Parent contact and up to two hours detention.
4th Stage	Parent contact and begin with Type "B"

consequences.

**Type "B" Behaviors** Those behaviors which are unlawful, seriously disrupt the educational process, or represent an immediate and serious threat to the health, safety, or well-being of students and staff. Examples of Type "B" behaviors are: Refusal to Attend School, Failure to Serve Detention, False Alarm, Vandalism/Malicious Destruction of Property, Theft, Tobacco, Cheating, Driving Off Campus, Fighting, Physical Injury, Firearm Possession, Dangerous Weapons, Explosives, Disrespect, Insubordination, Intimidation, Forged, Counterfeit, Notes, Refusal to Identify One's self, Initiation, etc.

**Type "B" Consequences:**

- |           |   |
|-----------|---|
| 1st Stage | Written warning and from one to three days of in-school suspension. |
| 2nd Stage | Parent contact and three to five days of in-school suspension.      |
| 3rd Stage | Parent contact and five days in-school suspension.                  |
| 4th Stage | Possible long-term suspension.                                      |

**Other Type "B" Consequences** Some Type "B" behaviors have more serious and/or additional consequences (apologies, confiscation, restitution, etc.). Vandalism, theft, possession of drugs or alcohol, intimidation, dangerous weapons, etc. will very likely be reported to law enforcement officials. In addition, some offenses merit additional serious consequences simply because they pose an extremely serious threat to the education of students or to safety of students and staff:

**Alcohol/Drugs-** No pupil shall possess, use, sell, conceal or be under the influence of alcohol or illegal drugs at any time or during a school activity, function or event on or off school property. Possessing, using, transmitting narcotics/drugs (including alcohol, or possession of narcotic/drug paraphernalia). First violation consequence is subject to a minimum 5 day in-school suspension and probable police referral. Possession of illegal narcotics/drugs could result in long-term suspension or expulsion as well as police referral. This section also applies to drug, narcotic, and alcohol "look-alikes".

**Criminal Acts-** the following activities are among those defined as criminal under the laws of the State of Washington. In addition to having legal consequences under the criminal code, these acts can result in suspension or expulsion.

1. **Arson**-- the intentional setting of a fire.
2. **Extortion, Blackmail, Coercion** obtaining money or property by violence or threats, or by forcing someone to do something against his/her will by force or threats.
3. **Trespass**-- being in an unauthorized place or refusing to leave when ordered to do so. Students on suspension or expulsion are excluded from school property and from all school functions.
4. **Willfully Disobeying School Administrative Personnel or Refusing to Leave Public Property** RCW 28A.635.020. This is a gross misdemeanor.
5. **Abusing or Insulting Teachers** Any person who shall insult a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor (RCW 28A.635.010)

6. Unlawful Interference with School Authorities interfering with school personnel in the performance of their duties (RCW 28A.635.090). A gross misdemeanor.
7. Intimidating any Administrator, Teacher, Classified Employee, or Student by Threat of Force or Violence It is unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge of conduct of his or her duties or studies (RCW 28A.635.100). A gross misdemeanor.
8. Possession of Dangerous Weapons It is illegal to possess firearms or other dangerous weapons on school grounds or at school activities. By law, possession of dangerous weapons will lead to suspension or expulsion and must be reported to law enforcement authorities for appropriate action.
9. Bomb Threats It is unlawful for any person to threaten to bomb or otherwise injure any public or private school building...; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person or persons to whom the information is communicated (RCW 9.61.160). It shall not be a defense to any prosecution under the law that the threatened bombing or injury was a hoax (RCW 9.61.170). Threats to bomb or injure property are a felony (RCW 9.61.180).

Repeated Violation of School Policies Any student who repeatedly fails to comply with the rules or directions of teachers and administrators is subject to suspension or expulsion from a single subject or class, or any full schedule of classes.

Excluded Students to Remain Away from Campus Any student who has been excluded from school as a result of discipline of any type is not permitted to return to the campus at any time during the period of the disciplinary action unless he/she has specific permission from the principal. Violators will be subject to possibly more disciplinary action as well as trespass charges being filed.

## WEAPONS IN SCHOOL

It is illegal for any student, or non-student under 18 years of age, to have a weapon on campus, regardless of whether the weapon is in a locked vehicle and the owner has proper permits.

Any violation of this provision by an elementary or secondary school student shall result in expulsion from the state's public schools if a firearm is involved, and shall result in expulsion if a dangerous weapon is involved. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding the violation or indication of such violation.

Dangerous weapons include but are not limited to: firearms, sling shots, sand clubs, metal knuckles, spring blade knives, or any knife having a blade which opens, falls, or is ejected into position by the force of gravity or by an outward, downward, centrifugal thrust or movement; any dagger, dirk, pistol, or other dangerous weapon carried furtively with intent to conceal, or any contrivance or device for suppressing the noise of any firearm; any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected by wire, rope, or other means; or any device commonly known as "throwing stars,"

are multi-pointed, metal objects designed to embed upon impact from any aspect of an air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas. Imitation weapons or weapon look-alikes, especially if used to intimidate or threaten, will be considered to be dangerous weapons. Violators are guilty of a gross misdemeanor.

#### RELATIONS WITH LAW ENFORCEMENT AND OTHER AGENCIES

School officials have the option -- or in some cases are required -- to inform law enforcement agencies regarding discipline problems (theft, assault, alcohol & drug possession, false alarm, threats & intimidation, vandalism, dangerous weapons, etc.) and may press charges. Any action taken by legal authorities will be in addition to that taken by the school.

Juvenile authorities, police officers, sheriff's deputies, officers of the court, representatives from Children's Protective Services, etc., are encouraged to conduct interviews of students off school premises, however, the principal shall permit such authorities to conduct any necessary questioning at school. The principal or someone delegated by the principal shall be present at the interview, unless the conditions are very unusual. In a situation arises where, in the judgment of the principal, the interview should be conducted in private. (A possible example of such a situation would be when a student indicates that he/she has something he/she wishes to tell the interviewer in private.)

When an officer removes a student from school, it is the responsibility of the officer to attempt to contact the parents/guardians. It is the responsibility of the principal to attempt to contact the parents/guardians.