

# **Tenino High School**

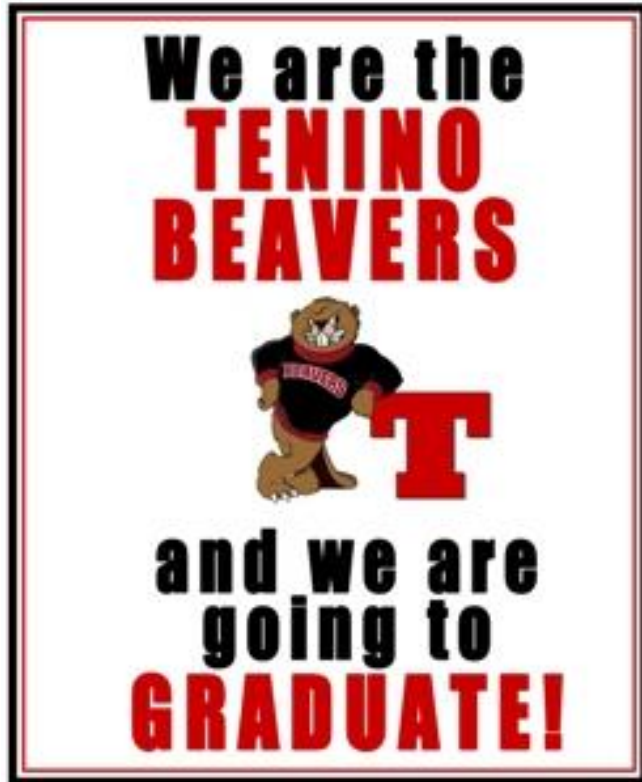
**Relationships. Rigor. Relevance. Results.**

2014-2015

## Welcome to Tenino High School

This booklet is printed and distributed annually to all students in Tenino High School to inform them of their responsibilities and rights. A complete copy of Policy and Procedure 3000 is on file for review in our building or on the district website at <http://www.teninoschools.org>.

Students have certain rights as citizens and the school system cannot unduly infringe on those rights. Contained in this document are rules that define the reasonable limits of those rights, based on the rules and regulations established by the State of Washington. This booklet also contains notification information which is required to be published and distributed to parents annually.



Building Contacts:

David Chappell, *Principal*

John Neal, *Assistant Principal*

John Neal, *Athletic Director*

Michael Van Buskirk, *Counselor*

Chiska Leigh, *Registrar*

Terrie Beckford, *Building Secretary*

Teresa Madrid, *ASB Secretary*

Ginny Erwin, *Attendance*

Rachel Peters, *Nurse*

# TENINO HIGH SCHOOL

## BELL SCHEDULES

### REGULAR SCHEDULE

#### 1<sup>st</sup> Lunch Group

Warning Bell 8:20

1 <sup>st</sup>	8:25-9:16
2 <sup>nd</sup>	9:21-10:12
Core/Flex	10:17-10:47
3 <sup>rd</sup>	10:52-11:42
Lunch	11:42-12:12
4 <sup>th</sup>	12:17-1:08
5 <sup>th</sup>	1:13-2:04
6 <sup>th</sup>	2:09-3:00

#### 2<sup>nd</sup> Lunch Group

Warning Bell 8:20

1 <sup>st</sup>	8:25-9:16
2 <sup>nd</sup>	9:21-10:12
Core/Flex	10:17-10:47
3 <sup>rd</sup>	10:52-11:42
4 <sup>th</sup>	11:47-12:38
Lunch	12:38-1:08
5 <sup>th</sup>	1:13-2:04
6 <sup>th</sup>	2:09-3:00

*Lunch is based on 4<sup>th</sup> period*

### LATE ARRIVAL

#### 1<sup>st</sup> Lunch Group

Warning Bell 10:20

1 <sup>st</sup>	10:25-11:01
2 <sup>nd</sup>	11:06-11:45
Lunch	11:45-12:15
3 <sup>rd</sup>	12:20-1:00
4 <sup>th</sup>	1:05-1:40
5 <sup>th</sup>	1:45-2:20
6 <sup>th</sup>	2:25-3:00

#### 2<sup>nd</sup> Lunch Group

Warning Bell 10:20

1 <sup>st</sup>	10:25-11:01
2 <sup>nd</sup>	11:06-11:45
3 <sup>rd</sup>	11:50-12:30
Lunch	12:30-1:00
4 <sup>th</sup>	1:05-1:40
5 <sup>th</sup>	1:45-2:20
6 <sup>th</sup>	2:25-3:00

*Lunch is based on 3rd period*

### EARLY DISMISSAL

8:20	Warning Bell
8:25-8:52	1 <sup>st</sup> Period
8:57-9:24	2 <sup>nd</sup> Period
9:29-9:56	3 <sup>rd</sup> Period
10:01-10:28	4 <sup>th</sup> Period
10:33-11:00	5 <sup>th</sup> Period

11:05-11:30	6 <sup>th</sup> Period
11:30-11:50	Lunch

Our  
Tenino High School  
**MISSION:**

“Preparing  
Life-Long Learners  
as Responsible  
Citizens in a  
Dynamic, Changing  
World”



## **ENROLLMENT INFORMATION**

### **Boundary Information**

Elementary, middle and high school boundary information is published as a district map and is available at the Tenino School District office.

### **Resident and Non-Resident Transfers (“Choice”)**

**Policy and Procedure 3120** provides information regarding non-resident (inter-district) transfers. Individuals wishing to transfer into the Tenino School District from another district must first be released from their resident school district.

### **Student Residence Verification**

When requesting enrollment in Tenino High School, students must provide proof of residency within the Tenino School District. The student’s address will be verified with a current electric bill. If an electric bill is not available, then a rental agreement, lease agreement or buyer’s agreement will be temporarily accepted. Upon enrollment, the parent/guardian/custodian will be asked to complete an enrollment form. Residence verification must be received before student registration is complete.

## **EDUCATIONAL RECORDS**

### **Directory Information**

Federal law allows school districts to routinely release what is called “directory information” without permission of parents/guardians.

**Policy and Procedure 4040** identifies this directory information as:

- \* Student’s name
- \* Address and telephone listing
- \* Electronic mail address
- \* Date and place of birth
- \* Student’s major field of study
- \* Enrollment status and grade level
- \* Student’s participation in officially recognized activities and sports
- \* Weight and height of a member of an athletic team
- \* Dates of attendance
- \* Degrees and/or awards
- \* Most recent school attended

\* Photos are also considered to be directory information

This information is not released for commercial purposes. However, directory information may be given to the **news media** (such as graduation lists, honor roll and other achievements), **colleges and universities** (such as scholarship information) as well as **state and local officials** (such as law enforcement, education agencies or juvenile court). Additionally, the district will provide students' names, addresses and telephone listings to **military recruiters** when requested. Such directory information may, upon administrative approval, but reported or provided to **others** (such as school parent organizations), subject to school district policy.

Parents/guardians/adult-age students have the right to withhold the release of this information by notifying the school.

## **Family Educational Rights and Privacy Act (FERPA)**

Tenino High School, in conformance with the federal Family Educational Rights and Privacy Act (FERPA), provides parents/guardians and eligible students (age 18+) certain rights with respect to the student's educational records.

**The right to inspect and review the student's education records** within 5 days of the day the district receives the request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**The right to request the amendment of student education records** the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information** contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unity personnel); a person serving on the school board; a person or

company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

**The right to file a complaint** with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The contact information for the government office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

## **Student Records**

**Policy and Procedure 3231**, “Student Records” and **Policy and Procedure 4040** “Public Access to School District Records” explain that information about individual students (other than Directory Information) will not be released to persons or agencies without the written consent of parents/guardians.

However, student records shall be released to another school district where the student has enrolled or intends to enroll, upon official request from the district. At the time of the transfer of records, the parent/guardian/custodian or adult-age student may receive a copy of the records at their expense, if requested, and shall have an opportunity to challenge the contents of the records.

Information contained in the cumulative folders and administrative records of a student shall be released to persons, prospective employers and organizations other than the student, parent/guardian/custodian or adult-age student with exceptions limited to directory information, legal requirements, or in connection with an emergency to protect the health or safety of the student or other persons.

**Policy and Procedure 3520** explains that Tenino High School students shall be responsible for the fees/fines or cost of replacing materials or property that are lost or damaged due to negligence. A student’s grades, transcripts and/or diploma will be withheld from the student or parent/guardian/custodian until restitution is made by payment or the equivalency through voluntary work if the student is unable to pay the restitution. The transfer of a student to another school does not negate the student’s responsibility to make restitution for lost or damaged school materials or property.



## Health Information

State law requires that orders from a licensed health care provider for medication and/or treatments and a nursing care plan be in place before a student with a life-threatening health condition attends school (RCW 28A.210.320). A health condition is considered life-threatening if that condition will put the student in danger of death during the school day if a medication or treatment order is not in place.

**Parents have the responsibility to update the school about their child's current health condition at the time of registration and whenever a change in health status occurs.** Parents are responsible to alert any extracurricular or school sponsored events of their child's health condition, health care plan, or need for emergency medication/treatment. Such programs may include after school sports, extended field trips, etc. Contact the school office or assigned school nurse for more information or assistance.

**Policy 3413** requires all students to submit records of immunity to specified childhood diseases in order to register for school. In addition, immunization requirements change as students go through the system and updated records of immunity will periodically be required for continued attendance at school. Please contact the school office or nurse with questions about immunization requirements.

**Policy and Procedure 3416** allows school personnel to administer oral medication (prescription or over-the-counter) during school hours under limited conditions which include a written request by a parent/guardian and/or the student's licensed healthcare provider. Additional requirements are in place for students who self-carry/administer medication for asthma or severe allergy (RCW 28A.210.260). All medication must be accompanied by a *Medication Authorization Form, Permission for Self-Administration of Over-the-Counter Medication* form, a *Severe Allergic Reaction Plan & Medication Orders* form, and/or a *School Asthma Plan & Medication Orders* form which may be obtained at any school office. Medication is stored securely and administered by trained staff.

Students who are ill are asked not to attend school. Parents/guardians should call the school's attendance line to report the absence, taking care to be as specific as possible about the nature of the child's illness. Specific illness reporting allows school and public health officials to better track illness among our student population.

## STUDENT RESPONSIBILITIES AND RIGHTS

Tenino High School encourages student conduct that shall promote good health, reasonable standards of behavior, effective citizenship and a safe, positive learning environment. Students on school grounds or in locations under school jurisdiction are expected to abide by the rules which are established to achieve these objectives. Admission to the school carries with it the presumption that students shall conduct themselves as responsible members of the school community. This includes the expectation that the student shall obey the law, adhere to the policies of the school district, and comply with rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others in the school community.

**Policy and Procedure 3240** explains the general policy of Tenino High School regarding student conduct. The procedures describe the disciplinary action that may be imposed if a student should violate district policy. A student's rights are also outlined in this policy and due process is explained in this booklet.

## **General Rules and Regulations**

The development of these rules and regulations observes the "Pupils" section of the Washington Administrative Code (WAC 392-400). In the event of inconsistencies between the state administrative provisions and school district rules, regulations and implementing procedures, or that the State Board of Education revises the administrative provisions at a later date, the WAC shall supersede the district's rules. The enforcement of rules promulgated by the Washington Interscholastic Activities Association (WIAA) and like organizations that govern the participation of students in inter-school activities related appeals shall be governed by rules of the organization that have been adopted pursuant to RCW 28A.600.200 and approved by the State Board of Education, not by district rules.

A student has rights in the context of these rules insofar as the student is duly enrolled in a particular school in Tenino School District. At age 18, students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students ages 16-17 who have been granted legal emancipation from their parents/guardians/custodians have the same right as 18-year old students. Students age 14 or older have the right to keep private from everyone any district records indicating they have been tested or treated for a sexually transmitted disease or referred, diagnosed, or treated for drug or alcohol problems. A student age 18 or older, as a legal adult, shall have full responsibility for their behavior, but shall continue to have disciplinary actions regarding their conduct referred to their parent/guardian (unless emancipated), as hereinafter noted in these rules and regulations.

## **Private Transportation of Students**

In accordance with state school regulations, school authorities are empowered to supervise and control private transportation at school and may require student-operated vehicles to be registered and properly parked according to the policy of the school. Elementary and middle school students are not permitted to operate gas/electric powered vehicles on school grounds. Violations endangering public or private safety or lack of consideration for the public welfare in the operation of a vehicle are among the causes for which a principal/designee may suspend the driving privilege of a student's privately driven motor transportation to and from school.

## **LOCK-DOWNS AND EMERGENCY PROCEDURES**

At Tenino High School, student and staff safety is our top priority. We routinely practice a variety of emergency drills so that we are prepared in the event of fire, earthquake, and environmental events. We also practice lock-downs to respond to potential threats. There are two different types of lock-down procedures, and they are for very different purposes:

### **Modified Lock-Down**

A modified lock-down is a precautionary procedure. In a modified lock-down, any students in the halls are instructed to return immediately to their classroom. Classroom and outside doors are then secured, but teaching and learning proceed as normal. Depending on the circumstances, we may let students proceed to their next class during passing period, and re-initiate the modified lock-down at the bell. The modified lock-down is put into effect if there is even a remote chance that there may be a threat to our building. It also makes it very easy to enter full lock-down status if needed.

### **Full Lock-Down:**

A full lock-down is initiated in the event of an immediate or highly likely threat. In that event, any students in the hallway are pulled into the closest secure space. Classroom and external doors are locked, lights in classrooms re turned off, windows are covered, and students and staff assemble in the most secure/protected part of the classroom that offers the best cover and concealment. This may look different in each classroom. In full lock-down status, students remain concealed until the potential threat has ended, or the situation warrants lessening the lock-down status to modified.

### **In any emergency circumstances:**

In any actual emergency circumstances, the situation will be evolving and changing. Our entire office staff must be working in tandem with law enforcement or other emergency responders.

The most dangerous and disruptive reaction to these circumstances is when students begin to use cell phones to text or call out when they are already in a secure location. This is generally followed by worried parents calling our office wanting information, or even worse, coming to the school. This greatly complicates our efforts to keep your child safe because:

- Students and teaching staff will likely not know the reason for the lock-down or evacuation so information will be inaccurate at best;
- In 99% of cases, lock-downs are precautionary or the threat is not imminent, so it creates unnecessary panic;
- If a real threat does exist, parents coming to the school may put themselves in danger and impede law enforcement or emergency responder activities;
- Our office staff is forced to answer phones rather than keep their attention on and assist with the situation at hand;
- In the event that we do need to make a call out quickly to parents, high phone use may impede that process.

We understand, as parents, our first reaction is naturally to want to protect our kids. At Tenino High School, that's our goal, as well. Students and parents can be assured that in any emergency situation we will be doing everything in our power to make sure every child is safe and secure. Students who are in a secure location can help best by not calling or texting during an emergency. Parents who are contacted can help best by telling the student who is in a secure location, "You are safe. Sit tight and stop using your phone." Once the real or potential threat has passed, we will send out accurate information via our calling system to parents explaining the reason behind our actions, or providing instructions for orderly pick-up of students at the school if returning to class is not possible.

## Visitors

Visitors are only allowed for legitimate and compelling reasons. Socializing with friends and lack of a better place to be are not considered compelling. If a legitimate and compelling reason exists, permission must be secured in advance from an administrator and all teachers **affected by the visit. The visitor must check in at the main office and be introduced to administrators**

## STUDENT RESPONSIBILITIES

### Respect for the Law and Rights of Others

As a citizen, the student is responsible to observe the laws of the United States, the State of Washington, and/or its sub-divisions. In the school, the student shall respect the rights and property of others so as not to interfere with the educational process. The teacher and the administrator are required by law to maintain a safe, suitable environment for learning. Students who involve themselves in criminal acts on school property, off school property – and which acts have a detrimental effect upon the maintenance and operation of the schools or the district – are subject to prosecution under the law and/or disciplinary action by the school. Video surveillance may be used on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment.

## Rules of Conduct

Students shall comply in a respectful and responsible manner with all rules and regulations adopted by the district including the rules and regulations set forth in this booklet and Policy and Procedure 3240. The following rules identify, but do not limit, the types of activities covered by school district regulations. School administrators shall enforce the rules:

- \* On school grounds
- \* Off school grounds at a school activity, function, event
- \* Off school grounds if the actions of the student materially and substantially affect the educational process

## Class Changes

The master schedule at Tenino High School is developed from the course selections made by students when they register. It is important that you and your parents choose classes carefully and meet registration timelines.

If you are dissatisfied with the schedule you receive, it may be possible to make changes if you follow this procedure:

- You must attend the class until the official class change is complete.
- Class changes are made during the first ten (10) school days of a semester. Any class changes after the 10<sup>th</sup> day will result in a failing grade for the class dropped unless the change is specifically requested by an administrator. You must sign up in the counseling center and you will be called from class when a counselor has time for you.
- Counselors and administrators will make changes provided there is space in the class the student wishes to add.
- Class changes are made for **academic purposes only**, not to resolve personality conflicts or desire to be with friends.

- Textbooks and classroom materials must be returned to the original teacher prior to attending the new class.
- Some class changes require permission of the teacher or an administrator. In some cases, lack of permission may prevent your request.
- Students must be registered for required courses.

## **Non-Negotiables**

The following expectations represent cornerstones to the educational process and as such are to be fully enforced at all school activities on or off campus:

- Everyone will speak and act respectfully towards others.
- Students will comply with reasonable directives of staff.

## **Field Trips**

You must have a permission slip signed by your parent or guardian to participate in any off-campus field trip. Permission slips are due 48 hours before the field trip. If you return from a field trip early, you are expected to go directly to class. Your participation in activities may be restricted if you are failing a class.

## **Academic Dishonesty Policy**

Academic dishonesty is as unacceptable as any other dishonest act. Cheating on assignments or tests is unacceptable at THS, and will result in consequences. Any time you turn in work that is not your own effort, or use a cheating device on an assignment or test, you are being academically dishonest. The consequences of academic dishonesty in some cases can be far reaching including impact on standing in National Honor Society, or loss of credit or scholarships at the college level.

Cheating includes, but is not limited to: wandering eyes, crib sheets, copying assignments, collaborating on assignments without teacher directive, sharing notes, plagiarism, and benefitting from test answers, questions, or information not authorized by the teacher. Students who assist others in academic dishonesty may also be held accountable for cheating.

Plagiarism is taking the ideas or written words from another source (including the Internet) and claiming them as your own work. If you use the words or ideas of another person, they deserve credit by using quotation marks and listing the source. If you paraphrase ideas, the source deserves credit in the form of a citation.

**All instances of cheating must be entered into guidance and reported to administration for**

**tracking. Consequences for cheating shall be cumulative based on all cheating violations recorded while the student is enrolled at Tenino High School.**

**Cheating on assignments** will result in the student receiving a “zero” for that assignment and/or other consequence based on the teacher’s published policy. Three assignment cheating violations in any single class will result in removal from that class with a failing grade.

**Cheating on a test or project** will result in a failing grade on the test or assignment and removal from the class with a failing grade. If the incident represents the first time the student has cheated on a test or project, removal from the class may be avoided if a formal meeting is held for the purpose of developing a behavior plan to insure that the behavior will not be repeated. In addition, the student will receive the following consequence:

**1<sup>st</sup> Offense:** 2 Days ISS

**2<sup>nd</sup> Offense:** 5 Days Off-Campus Suspension

**3<sup>rd</sup> Offense or greater:** Long-Term Suspension or expulsion

**Cumulative Cheating Violations**, regardless of class period, will result in the following discipline:

**3<sup>rd</sup> Offense:** 3 Days ISS

**4<sup>th</sup> Offense:** 5 Days Off-Campus Suspension

**5<sup>th</sup> Offense or greater:** Long-Term Suspension or expulsion

*In cases where cumulative violations include cheating on both assignments and tests/projects so that the offense may fit into more than one category, the greater consequence will be applied. (i.e. if a student cheats on a test or project for the first time, but he/she has three other instances of cheating on assignments, the consequence in addition to removal from the class with a failing grade would be 5 days off-campus suspension.)*

**Examples for Clarification:**

- Larry copies his work from a friend’s paper and turns it in as his own. He has no prior cheating violations.
  - Larry receives a consequence based on the teacher’s published policy.
  
- Moe cheats on a test or project. He has no prior cheating violations.
  - Moe May be removed from the class with an F and is assigned 2 days ISS. Since this incident represents the first time Moe has cheated on a test or project, removal from class can be avoided if a formal meeting is held for the purpose of developing a behavior plan to insure that the behavior will not be repeated.

- Bruce cheats on an assignment for the first time in Mr. Bill's class. He has two previous cheating violations on record.
  - Bruce receives a classroom-level consequence based on Mr. Bill's published policy AND receives 3 days ISS for cumulative violations.
- Hilda cheats on a project in Mr. Bill's class. She previously cheated on a test in Mrs. Kim's class and on an assignment in Mr. Henry's.
  - Hilda is removed from Mr. Bill's class with an F. Because the consequence for a second test/project violation is greater than a third cumulative, Hilda is suspended for 5 days.
- Zeke has two assignment violations in Mr. Bill's class and two assignment violations in Mrs. Kim's class. Zeke is then found cheating on a project in Mr. Abel's class.
  - Zeke is removed from Mr. Abel's class with an F. Because the consequence for a fifth cumulative offense is greater than the consequence for a first instance of test or project cheating, a long-term suspension is imposed.
- Curly has a previous test/project cheating violation on record. Curly is then reported for copying someone else's math homework during Spanish class and later turning it in as his own.
  - Curly receives a classroom consequence in math. He now has two violations on record.
- Curly then cheats on a math test in the same math class.
  - Curly is removed from the Math class with an F. The violation is both a 3<sup>rd</sup> cumulative and a second test/project violation so the greater consequence of 5 days off-campus suspension is imposed.
- The following school year, Curly violates the assignment cheating policy by repeatedly using an internet translator to do his Spanish translation assignments.
  - Curly receives a classroom consequence. The offense is a 4<sup>th</sup> cumulative, so he receives a 5 day off-campus suspension.
- Herbert cheated on three assignments his freshman year. During the first semester of his sophomore year, he cheats on a test causing removal from the class with an F and a 5 day suspension as the greater consequence for 4 cumulative incidents. During the next semester, he gets caught turning in a copied paper.
  - Herbert is long-term suspended for the remainder of the year.

## Electronic Device Policy



Tenino High School recognizes that the way students communicate and access information is constantly evolving. THS also believes, in the spirit of our mission, that students need guidance in learning to use evolving technologies effectively, ethically, and appropriately.

Cell phones, or any other devices capable of taking a photographic image, may not be used in bathrooms, locker rooms, or other areas of the building where there is a reasonable expectation of personal privacy.

Modern electronic devices may benefit classroom instruction and learning in certain subject areas for a variety of purposes. Therefore, use of electronic devices at Tenino High School shall be at the discretion of the classroom teacher provided that such use:

- Directly supports the learning process or increases student performance;
- Does not interfere with instruction;
- Does not create a distraction or impediment to the learning of others;
- Does not create a dangerous, hostile, or offensive learning environment

Discipline for misuse of electronic devices will remain at the classroom level unless the violation represents a repeated violation of classroom rules according to policy. When an electronic device is removed from a student for disciplinary reasons, it will be delivered to the office to be picked up by a parent/guardian.

## **Attendance/Truancy**

All students enrolled at Tenino High School will be punctual and regular in attendance. The primary responsibility of good school attendance rests with the parent/guardian/custodian and student(s). Therefore, it is the student's responsibility on the day the student returns to school from an absence to contact the teacher for their makeup work. Such makeup work must be completed in a reasonable time. Students are expected to attend all assigned classes each day and will be in their assigned areas at assigned times, unless officially excused. Students who are absent have two days to clear the absence. After two days, please see Truancy policy.

### **Excused Absences**

The following are valid excuses for absences:

- a) Participation in a district or school approved activity or instructional program;
- b) Illness, health condition, or medical appointment (including but not limited to medical, counseling, dental or optometry);
- c) Family emergency, including but not limited to a death or illness in the family;

- d) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- e) Court, judicial proceeding or serving on a jury;
- f) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- g) State-recognized search and rescue activities consistent with RCW 28A.225.055;
- h) Absence directly related to the student's homeless status;
- i) Absence resulting from a disciplinary/corrective action (e.g. short-term or long-term suspension, emergency expulsion); and
- j) Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010

The school principal or designee has the authority to determine if an absence meets the above criteria of an excused absence.

### **Unexcused Absences**

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. A conference with the parent or guardian may be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile

court alleging a violation of RCW 25A.225.010. If such action is not successful, Tenino High School will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year. All expulsions will be reported in writing to the superintendent.

### **Student Grade or Credit**

A student's academic grade or credit in a particular subject may be adversely affected by reason or absence or tardiness only to the extent that the student's attendance and/or participation is related to the instructional objective of the course, and has been identified by the teacher as a basis for grading in the course.

### **Chronic Absenteeism**

Students missing 20% or more of school days, whether excused or unexcused, are considered to be chronically absent and may be in danger of losing credit. Students in this case will be referred to the Student Concern Team for intervention according to Chronic Absenteeism plan (p. 18).

## **ATTENDANCE POLICIES & PROCEDURES**

Daily attendance and participation in classroom learning activities is important for student success and progress. When a student is absent from school, the instruction and dialogue that they miss cannot be replaced by make-up work. We encourage students and parents to make every effort to minimize absences from school.

As a means of instilling the values of responsibility and personal accountability, district policy stipulates that a student whose absence is **not excused** shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent without permission.

Grades can be impacted by poor attendance only to the extent that such a reduction is in conformity with law. State regulations (WAC 180-40-235) provide that absences may affect grades if:

- the student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course, and
- the student's attendance and/or participation has been identified by the teacher pursuant to policy of the school district as a basis for grading, in whole or in part, in the

particular subject or course.

### **Attendance Office**

The attendance office is open daily from 8:00 a.m. to 3:30 p.m. The direct phone number is 264-3500. Parents may leave a message about student absences at any time. We ask that parents call the school by 9:00 a.m. if their child will be absent. Emancipated students are asked to follow the same guidelines if they are going to be absent.

### **Emancipated Students**

Emancipated students are students 18 years of age or older who have taken responsibility for their own education. As a legal adult, an emancipated student may write their own excuses for absences and becomes responsible for all parent duties associated with attendance. Whenever feasible, a parent/student conference with an administrator will be held before a student will be considered emancipated. In cases where an 18 year old student is no longer living at the home of the parent and the parent cannot be contacted or is not willing to attend a meeting, the student will be considered emancipated. Once the student is emancipated, no further parent contact will be made unless at the student's request.

### **Absences**

Teachers take roll at the beginning of each class. Students who are not present or more than five minutes late are marked absent. Students who are out of class without permission may be marked as truant (see truancy section).

When a student is absent, they must report to the attendance office and obtain an admit slip before returning to class. A written note from their parent stating the reason for the absence or a phone call to the attendance office is required for the absence to be excused.

### **Pre-Arranged Absences**

Pre-arranged absences **are** included in the total accumulation of student absences unless the absences are approved school-related activities in which the student is directly involved. Approved school-related activities in which the student participates directly and is required to miss class do not count as one of the 11 absences. School related activities in which the student is directly involved will be identified with an "SR" in the attendance record.

Pre-Arranged absences for religious observance will also not count as one of the 11 absences.

**Partial Day Absence**

Students who must leave the school during the day MUST check out through the Attendance Office prior to leaving school. A telephone call or note from the parent is required to leave during the day. If students leave without signing out, disciplinary action may result due to truancy.

**Extended Illness or Health Condition**

If a student is to be confined to home or hospital for an extended period, the school will arrange for the availability of assignments. The district will cooperate with private tutors that parents may employ. In some instances of long-term illness homebound teachers can be provided. At the high school level, if the student is unable to do his or her schoolwork, or if there are major requirements of a particular course, which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

**Chronic Health Conditions**

Students with a chronic health condition, which interrupts regular attendance, may qualify for placement in a limited attendance and participation program. The student and his/her parents or guardian shall apply to the principal or designee and limited program shall be written following advice and recommendation of the student's medical advisor. The school principal or designee shall approve the recommended limited program. The staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

**Truancy**

Students are considered truant if they are absent from school or class without parent or school permission or if they miss school for a reason not approved by district policy.

Truancy is defined at Tenino High School as:

- Unexcused absence from all or part of any class
- In a restricted area without permission during class time
- Absence from school for an unapproved purpose
- Tardy by more than five minutes without excuse
- Leaving campus without permission, including at lunch

Parents will be contacted for a conference when a student accrues two unexcused absences in

any month. The goal of the conference will be to determine the reasons for the absences and develop a plan. The plan may include providing assistance or imposing corrective action.

Not later than a student's fifth unexcused absence in a month, the school administration will conference with the parents/guardians and the student and enter into an agreement that establishes school attendance requirements. The district may elect at this time to file a petition with the juvenile court for violation of state school attendance laws.

State law requires schools to refer students to the juvenile court when a student has 7 or more unexcused absences in a month or more than 10 unexcused absences in a year. Tenino High School considers truancy a serious problem, and cooperates fully with the Thurston County Juvenile Court on truancy cases.

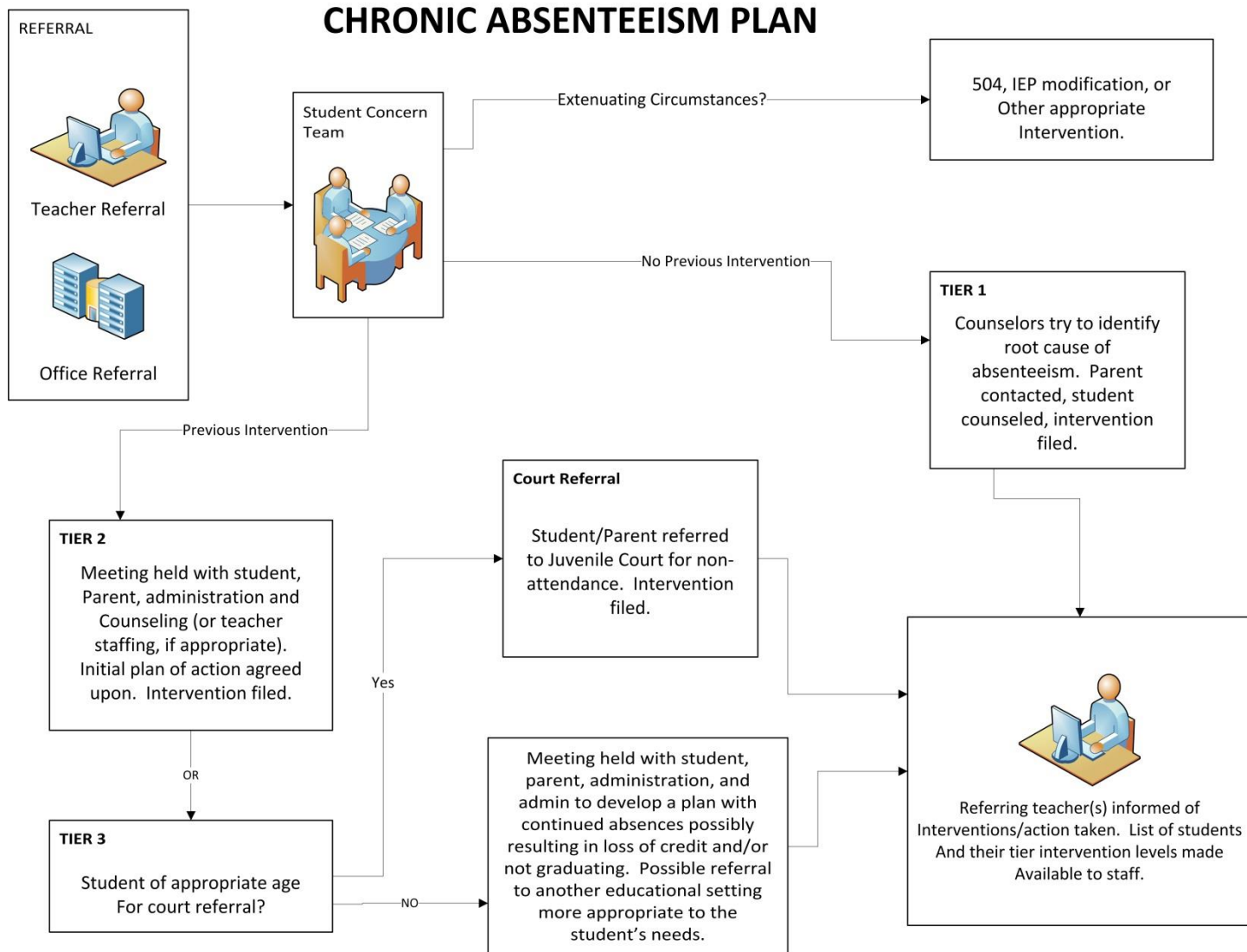
### **Excessive Absences**

In order for any student to access their education, attendance to classes is a priority. For that reason, Tenino High School tracks all absences, excused and unexcused. Students who are absent from 20% or more of school days (one day per week) will be referred to the Student Concern Team for intervention through a tiered chronic absence intervention plan.

A. Attendance will be taken each period in each class. Office staff will attempt to make phone or email contact with parents when students are absent without notice.

B. When a student accumulates:

1. Five (5) absences in a class, notice will be mailed or e-mailed to the parent/guardian, including a warning about potential loss of credit for excessive absences. The Assistant Principal may conference with the student and may contact the parents/guardian by telephone.
2. Seven (7) absences, a second letter will be mailed to the parent/guardian the appropriate teacher will send an attendance alert to the office. An administrator or designee will conference with the student and may conference with the parent/guardian. At this time the administrator or designee may choose to review the student attendance record and as a result of the review amend the record to more accurately reflect attendance patterns and circumstances.
3. at 20% or greater absence rate, a student is referred to the Student Concern Team for intervention according to the chronic absence intervention plan shown on the following page:



## STUDENT CONDUCT AND RESPONSIBILITIES

### Definitions and Consequences

**Consequences for the violation of Tenino High School rules will be one or more of the following:**

**Student Court (CRT):** Tenino High School Student Court is a new, student-based discipline alternative. Student-court accepts referrals from school personnel - counselors, administrators and teachers for offenses involving school-based rule/handbook violations which are minor and would not result in suspension. Participation in Student Court is voluntary. Disposition options

include a variety of school-based and community-based community service placements, tutoring, essays, research papers, Student Court jury duty, letters of apology, etc. The purpose of Student Court is to reduce recidivism, encourage personal accountability, and provide restorative justice.

Because of the need to select and train student jurors, Student Court is generally not an option until October of each year.

**After School Detention:** After School Detention is from 3:06 p.m. to 4:00 p.m. Monday through Thursday. If a student is assigned to "ASD" and does not fulfill that obligation, he or she will be assigned to Monday school.

**Conferences:** A conference is used to meet with the student and significant adult(s) to reach a solution to a classroom or personal problem that is interfering with the student's ability to be successful at Tenino High School.

**BECCA Court Referral:** Students who accumulate excessive unexcused absences can be referred to Juvenile Court for sanction. Sanctions include, but are not limited to, community service, mandatory juvenile school and detention, and are decided by a Thurston County judge.

**Emergency Expulsion:** Emergency Expulsion is the immediate denial of school attendance due to an immediate and continuing danger to the student(s), other students, or school personnel.

**Expulsion:** Expulsion is the denial of attendance to school for a definite period of time to exceed one grading period. Expulsion may also include a denial of admission to any school sponsored event and the entry on school owned or controlled property. The seriousness and nature of the student's misconduct shall affect the consequences.

**In School Suspension:** In School Suspension is used to immediately remove a disruptive student from class so education can continue to take place in the classroom. A student will usually be assigned to "ISS" for the rest of the period or, under special circumstances, for the rest of the school day.

**Long-Term-Suspension:** Long-Term-Suspension is suspension from school, which exceeds ten (10) days.

**Loss of Credit in a Course:** A student who continues to choose to cheat or plagiarize work can lose credit for a course as outlined in the Academic Dishonesty policy.

**Lunch Detention:** Lunch Detention is detention during the school day. Students eat their lunch and spend time in a room to be designated by the administration.



**Monday School:** Monday School is on Monday from 3:05 PM to 6:00 PM. The student is to report to the assigned room.

**Parent Shadowing:** Parent shadowing is the practice of having a parent(s)/guardian(s), or an acceptable adult designee, “shadow” the student by following the student’s schedule throughout the school day. In the situation whereby an adult designee takes the place of a parent(s)/guardian(s), the adult designee must be approved in advance by the building administration and a volunteer background investigation.

**Short-Term-Suspension:** Short-Term-Suspension is suspension from school from one (1) to ten (10) days. WAC 392-400-245 —No student in the grade five and above program shall be subjected to short-term suspensions 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.

**Zero on Assignment:** A student who chooses to cheat or plagiarize work will receive zero credit for the given assignment. Depending on the weight of the particular assignment, this zero can have a significant negative impact on an overall grade.

## **EXPECTATIONS**

**ACADEMIC ETHICS (CHEATING/PLAGIARISM)**– See Academic Dishonesty Policy (p.10)

**ARSON:** A student shall not set or cause a fire on school premises. Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis.

**ASSAULT or THREAT OF ASSAULT:** The use, or threat of use, of excessive physical force against another person, which could include the use of a weapon or other instrument for the purpose of inflicting injury.

Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis. Law enforcement may be called.

**BOMB THREAT:** Threats to bomb or damage any public school building facility or property. Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis.

**USE OF CELL PHONE/ELECTRONIC DEVICES:** Tenino High School recognizes that the way students communicate and access information is constantly evolving. THS also believes, in the

spirit of our mission, that students need guidance in learning to use evolving technologies effectively, ethically, and appropriately.

Cell phones, or any other devices capable of taking a photographic image, may not be used in bathrooms, locker rooms, or other areas of the building where there is a reasonable expectation of personal privacy.

Modern electronic devices may benefit classroom instruction and learning in certain subject areas for a variety of purposes. Therefore, use of electronic devices at Tenino High School shall be at the discretion of the classroom teacher provided that such use:

- directly supports the learning process or increases student performance;
- does not interfere with instruction
- does not create a distraction or impediment to the learning of others;
- does not create a dangerous, hostile, or offensive learning environment

Discipline for misuse of electronic devices will remain at the classroom level unless the violation represents a repeated violation of classroom rules according to policy. When an electronic device is removed from a student for disciplinary reasons, it will be delivered to the office to be picked up by a parent.

**1st Offense:** Cell phone /electronic device is taken from student and may be picked up by their parent/guardian at end of school day taken.

**2nd Offense:** Cell phone /electronic device is taken from student and may be picked up by their parent/guardian at end of school day taken.

**3<sup>rd</sup>+ Offense:** Cell phone /electronic device is taken from student and may be picked up by their parent/guardian at end of school day taken. Student will then be referred to discipline policy for defiance and be handled accordingly.

**CLOSED CAMPUS:** THS is a closed campus. Students who want to leave campus during the school day must have permission from a parent/guardian and must sign out in the school office. As soon as you have entered school campus, whether riding or driving a vehicle, or if you were dropped off from the bus you cannot leave the campus. When a student returns to the campus he or she must check in at the attendance window in the school office. The parking lots are off limits during the school day. If a student needs to go to his or her car, he or she must have permission from his or her teacher *or administrator*. The student will be accompanied by an adult. Students must check out through the office before leaving campus

- |                               |                               |
|-------------------------------|-------------------------------|
| <b>1<sup>st</sup> Offense</b> | <b>Warning</b>                |
| <b>2<sup>nd</sup> Offense</b> | <b>Monday/Saturday School</b> |
| <b>3<sup>rd</sup> Offense</b> | <b>3 days, ISS</b>            |
| <b>4<sup>th</sup> Offense</b> | <b>5 days Suspension</b>      |
| <b>5<sup>th</sup> Offense</b> | <b>7 day Suspension</b>       |

## 6<sup>th</sup> Offense      Long-Term Suspension

**COMPUTER VIOLATION:** Inappropriate use of school computers, including, but not limited to, improper access of confidential material. **CONSEQUENCES:** Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis.

**CORE/FLEX:** Students who are assigned a core class must attend their designated Core period each day unless cancelled due to late starts, assemblies, etc. The Core period is an essential part of improving student learning is not to be used for any other purpose (bathroom, locker, etc) except in an emergency as determined by the instructor. Failure to attend the Core period will result in discipline as truancy.

**DAMAGE OR DESTRUCTION OF PROPERTY:** Intentional or careless damage to school property or private property.

**CONSEQUENCES:**

**1st offense:    Monday/Saturday School and appropriate restitution**

**2nd offense:    Short-Term Suspension and appropriate restitution**

**3rd offense:    Long-Term Suspension and appropriate restitution**

**DANCE EXPECTATIONS:** School dances are open to students, alumni, and visitors who meet the requirements below and who choose to follow THS behavior expectations. These expectations will help us maintain a fun, healthy environment for everybody.

1. Students on suspension, including in-house suspension, may not attend dances.
2. Guests may attend dances if:
  - a. They are in the company of, and enter with a current THS student;
  - b. They are in high school and/or are under the age of 21;
  - c. They are pre-approved by administration (visitor forms are available in the attendance office). Completed visitor forms must be received at least **FIVE DAYS** before the dance. Students who are not currently enrolled in a high school must provide a copy of some form of identification showing date of birth.
  - d. They agree to abide by all THS rules;
  - e. The THS student is responsible for the actions of the guest.

- f. **PROM ONLY:** Students wishing to invite non-THS students to the formal Prom must submit a guest form the same as any other dance. If the guest is 21 years of age or older, the guest must be interviewed by an administrator before the actual day of the prom. If approved, both the THS student and guest should be prepared to submit to a breath alcohol test prior to admission to the dance. No person possessing alcohol or under the influence of alcohol will be allowed to enter, and standard school sanctions will apply.
3. Personal beverage containers are not allowed at any time. Backpacks, bags, purses, must be stored in the designated supervised area.
4. Students must be dressed in acceptable school attire to enter the dance.
5. ALL REGULAR TENINO HIGH SCHOOL RULES WILL BE IN EFFECT AT DANCES.
6. Once you leave a dance, you may not re-enter and you need to leave school property.
7. Violation of dance rules may result in students being asked to leave and possible school discipline including suspension.

**DISOBEDIENCE:** Failure to follow the directions of staff members.

CONSEQUENCES:

**1st Offense Conference-student and staff member and Monday School**

**2nd Offense 1 to 3 days ISS**

**3rd Offense 3 to 5 day Suspension**

**4th Offense Ten day Suspension**

**5th Offense Long-Term Suspension**

**DISRUPTION OF THE EDUCATIONAL PROCESS:** Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

CONSEQUENCES:

**1st offense: Staff/Student Conference and 1 hour After School Detention**

**2nd offense: Parent(s)/Guardian(s) conference with teacher/administrator and Monday/Saturday School**

**3rd offense: 1 to 3 days ISS**

**4th offense: Short-Term Suspension**

**5th offense: Long-Term Suspension**

**DRESS and APPEARANCE:** **DISTRICT DRESS CODE:** Dress standards for high school students are designed to promote the educational mission of Tenino High School and ensure a safe and healthy learning environment. Student dress cannot disrupt the educational process. The following standards are designed to prepare student for transition to the next educational level or workplace. Principles of cleanliness and appropriate attire and appearance are necessary to establish an atmosphere conducive to respect and successful learning. The basic responsibility

for appropriate attire must rest with the student and his/her parent/guardian and be consistent with the educational mission of the school district. Administration and staff are responsible for recognizing cultural factors determining when a student's dress does not conform to district policy. This policy applies at all school activities.

#### **High School**

- \* Hats, hoods or other non-religious headwear that obscures the face must be removed upon entering the school building.
- \* Apparel/accessories (e.g. including chains, jewelry, bandanas) that can damage school property be considered gang-related or be used as a potential weapon, are not acceptable school attire.
- \* Dress that directly or indirectly communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, weapons, profanity, or that is disparaging to gender, ethnicity, religion, or that has a sexual connotation is not acceptable school attire.
- \* Clothing that reveals undergarments, bare midriffs, bare backs, or cleavage, including clothing that has excessive rips and tears, is not acceptable school attire. As
- \* Shorts and skirts must be below fingertips (school activity uniforms exempt when worn with proper undergarments).
- \* Sagging pants are not acceptable school attire.
- \* Footwear is required.

**Expectation to Identify Oneself:** If requested to do so by any employee or community volunteer of the Tenino School District, students will readily provide their true name and school affiliation. Refusal to identify oneself is considered exceptional misconduct.

**EXTORTION OR ROBBERY:** The wrongful taking of a person's money or property without his or her consent by the use of threat or violence. Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis.

**FAILURE TO COMPLETE DETENTION AS AS-SIGNED:** A student who doesn't complete detention by the date assigned by administration.

CONSEQUENCES:

**1st offense: Monday/Saturday School**

**2nd offense: In School Suspension of 1 to 3 days**

**3rd offense: Out of School Suspension, 1 to 5 days**

**FAILURE TO COMPLETE MONDAY/SATURDAY SCHOOL AS ASSIGNED:** A student who doesn't complete Saturday School by the date assigned by administration.

CONSEQUENCES:

- 1st offense: 1 day In School Suspension**
- 2nd offense: 3 days ISS**
- 3rd offense: Up to 5 days Out of School Suspension**

**FALSE ACCUSATIONS:** Untrue charges of wrong doing of student or staff member.

CONSEQUENCES:

- 1st offense: Administrative conference with Parent(s)/Guardian(s) & Student and 1-3 days ISS**
- 2nd offense: Five (5) day Suspension**
- 3rd offense: Long-Term Suspension**

**FALSE ALARM:** Activating an emergency alarm for other than the intended purpose of the alarm. Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis. Refer to State and Federal guidelines.

**FALSIFICATION OR FORGERY OF DOCUMENTS:** Altering or falsifying times, names, dates, grades, addresses or other data may also qualify as **Exceptional Misconduct**.

CONSEQUENCES:

- 1<sup>st</sup> offense: Parent(s)/Guardian(s) Contact and 1 to 3 days In School Suspension**
- 2<sup>nd</sup> offense: Parent(s)/Guardian(s) Conference with Administrator and 3 day Suspension**
- 3<sup>rd</sup> offense: Ten (10) Day Suspension**
- 4<sup>th</sup> offense: Long-Term Suspension**

**FIGHTING AND ASSAULT:** Fighting, sparring, and other assaultive behaviors are unacceptable, major violations that will result in an immediate consequence of suspension for all participants. In cases of assault, police will be called for possible judicial action. Students who watch, promote, incite, or participate in inciting a fight through words, gestures, or messages, who refuse to leave the area, or who make no attempt to summon help may also receive sanctions.

Posting or distributing images, video or audio for public view of any fight at school is prohibited and will be considered the same as promoting a fight. Fighting, assault, and promoting a fight are considered **exceptional misconduct**.

**GANG-RELATED CLOTHING/SYMBOLS OF HATRED:** As part of a safe and orderly school climate, it is prohibited to wear or display on the person any item or symbol which has been identified to promote gang activity or affiliation with any hate group. Such items include, but are not limited to, swastikas, confederate flags, bandanas, tag-style lettering or graffiti, sagging pants, etc. Because such clothing and symbolism is constantly changing, it should be

understood that the list of prohibited items and symbols may be expanded or changed by school officials as needed to maintain a safe and orderly environment.

**HARASSMENT, INTIMIDATION OR BULLYING:**

**Policy 4200** declares Tenino School District’s commitment to a safe and civil educational environment for all students, employees, parent/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentional written message or image, including those that are electronically transmitted, a 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 such as physical appearance, clothing or other apparel, socioeconomic status and weight when an act:

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

Harassment, intimidation or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. While most cases of HIB following the progressive discipline plan below, administrators must use discretion depending on individual situations. In situations where harassment is perceived by a student at an early stage, administrators may assist the victim in writing a formal request to CEASE harassment which is presented to the harasser by an administrator, or by Student Court officer, and filed.

**CONSEQUENCES**

**1st offense: The Harasser is put in an HIB “Notice of Responsibility” directing them to follow a series of expectations designed to bring an immediate end to harassment. Parents are contacted and supplied a copy of the expectations.**

**2nd offense: Short-term suspension**

**3rd offense: Long-term suspension**

**HAT/HOOD WEAR:** For security reasons, wearing a hat or headwear inside the school building from the 8:25 a.m. bell to the 3:00 p.m. bell without prior approval from the principal or principal designee is prohibited.

**CONSEQUENCES:**

- 1<sup>st</sup> Offense:** Hat/headwear is taken from student; hat or headwear may be picked up end of the day
- 2<sup>nd</sup> Offense:** Hat/headwear is taken from student; may be picked up at the end of week and detention.
- 3<sup>rd</sup> Offense:** Hat/headwear is taken from student; may be picked up at the end of the semester and 1-3 days ISS or Monday School
- 4<sup>th</sup> Offense:** Hat/headwear is taken from the student and may be picked up at the end of the current school year and Short-Term or Long-Term Suspension

**HORSEPLAY:** Any application of undue or unwelcome force to another person or unsafe behaviors may constitute horseplay

**CONSEQUENCES:**

**1st offense:** Parent/Guardian(s) Contact and 1 hour After School Detention

**2nd offense:** Parent(s)/Guardian(s) Conference and Monday/Saturday School

**3rd offense:** Short-Term Suspension

**4th offense:** Long-Term Suspension

**KENDAMA/TOYS:** Students are urged not to bring Kendama or other toys to school that may cause a distraction to the learning process. If they are brought to school, they are to remain out of sight in lockers or backpacks except during lunch or Flex period, and be used only in areas where they do not pose a hazard to other students or staff.

**LEAVING SCHOOL WITHOUT CHECKING OUT:** For reasons of safety and security, it is important that office personnel know where students are during the school day. When a student has written permission from his parent(s)/guardian(s) or teachers to leave school and does not check out through the attendance office, she/he is in violation of this rule.

**CONSEQUENCES:**

**1<sup>st</sup> Offense:** One (1) hour of After School Detention

**2<sup>nd</sup> Offense:** Monday/Saturday School

**3<sup>rd</sup> Offense:** Treated as Refusal to Comply

**LITTER:** Tenino High School students are expected to set an appropriate example by placing litter in containers provided around the school, and by cleaning up after themselves at lunch. Students who litter, as consequence, may be assigned hours of campus service or be referred to student court. Show your Beaver Pride by keeping your campus and community clean!



**MISUSE OF SCHOOL EQUIPMENT, SUPPLIES OR FACILITIES:** Deliberate abuse and/or misuse of school equipment, supplies (including all school computers and electronic devices), or facilities, including failure to follow safety rules established for laboratory instructional areas. In all consequences for this infraction there shall be restitution and law enforcement authorities may be informed.

CONSEQUENCES:

- 1<sup>st</sup> offense: Parent(s)/Guardian(s) contact and 1 to 3 days In School Suspension**
- 2<sup>nd</sup> offense: Five (5) day Suspension**
- 3<sup>rd</sup> offense: Long-Term Suspension**

**OCCUPATION OF SCHOOL PROPERTY:** Occupying a school building or school ground in order to deprive others of its use, or blocking normal pedestrian or vehicular traffic on school property. Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis.

**OCCUPYING UNAUTHORIZED AREA:** Being present in an area(s) without permission of school authorities.

CONSEQUENCES:

- 1<sup>st</sup> offense: One (1) hour After School Detention**
- 2<sup>nd</sup> offense: Parent(s)/Guardian(s) Contact and Monday/Saturday School**
- 3<sup>rd</sup> offense: Parent(s)/Guardian(s) Conference and 1 to 3 days, In School Suspension**
- 4<sup>th</sup> offense: Short-Term Suspension**
- 5<sup>th</sup> offense: Long-Term Suspension**

**OTHER:** Other infractions as observed by school staff which may not necessarily be included in the school handbook but which negatively impact the learning environment.

**PROFANITY:** The use of vulgar or profane language by students on school property whether spoken, written, or gestured.

CONSEQUENCES:

- 1<sup>st</sup> Offense: Teacher/Student Conference and 1 hour After School Detention**
- 2<sup>nd</sup> Offense: Teacher/Parent(s) /Guardian(s) Conference and Monday/Saturday School**
- 3<sup>rd</sup> Offense: Administrative Conference with Parent(s)/Guardian(s) & Student and 1 to 3 days ISS**

**4<sup>th</sup> Offense: Short-Term Suspension**

**5<sup>th</sup> Offense: Long-Term Suspension**

**PUBLIC DISPLAYS OF AFFECTION (PDA):** The manner in which affection and/or sexually suggestive behavior is publicly displayed in school or at school events is often a matter of concern to the professional staff as well as a source of embarrassment to fellow students and visitors. Tenino students are expected to show self-control and self-restraint. Any sexually suggestive behavior including, but not limited to, embracing, prolonged kissing, or sitting on another's lap is considered inappropriate.

CONSEQUENCES:

**1<sup>st</sup> Offense: Teacher/Student Conference and 1 hour After School Detention**

**2<sup>nd</sup> Offense: Teacher/Parent(s)/Guardian(s) Conference and Monday/Saturday School**

**3<sup>rd</sup> Offense: Administrative Conference with Parent(s)/Guardian(s) & Student and 1-3 days ISS**

**4<sup>th</sup> Offense: Short-Term Suspension**

**5<sup>th</sup> Offense: Long-Term Suspension**

**REFUSAL TO COMPLY:** The law requires students to comply with all reasonable directives of school personnel. Students who demonstrate blatant and willful disregard for the authority of staff or school rules are guilty of Refusal to Comply. Refusal to comply is considered **Exceptional Misconduct** and administrative discretion shall be used when imposing discipline on a case by case basis.

**SKATEBOARDS:** Use of skateboards, skates, wheelies, and other types of rolling shoes are prohibited on school district property at all times. Multiple violations will result in further disciplinary action.

**SERIOUS DISRESPECT OR VERBAL ABUSE OF STAFF:** Directing an obscenity or profanity toward a school district employee is considered abusive to that staff member. School District Policy considers such actions Exceptional Misconduct, and administrative discretion shall be used when imposing discipline on a case-by-case basis. Repeated violations may result in removal from the class and loss of credit for the semester.

**TARDY TO CLASS:** Being late for class (5 minutes or less, if it is over 5 minutes see Truancy).

When instructors include attendance and/or participation as part of the instructional objectives or goals, a student's academic grade or credit can be adversely affected by reason of tardiness. Tardies will be reset every semester.

**CONSEQUENCES:**

**1<sup>st</sup> Offense: Warning**

**2<sup>nd</sup> Offense: Warning/Parent Contact**

**3<sup>rd</sup> Offense: Teacher notifies parent(s)/guardian(s) and 1 hour After School Detention**

**4th Offense: Admin conference with parent(s)/guardian(s) and student, and Monday/Saturday School**

**5<sup>h</sup> & More: Student will be referred to discipline policy for Defiance and be handled accordingly.**

**THEFT OR PROPERTY DAMAGE:** The best way to avoid being a victim is to create a culture where theft and vandalism will not be tolerated. Be a vocal majority — if you are aware of a theft or vandalism, report it! Protect yourself by not leaving important items or valuables unattended, or better yet, leave them at home.

For the purposes of this handbook, “theft” includes, but is not limited to, the taking of any item from a student or staff member without their consent, knowingly possessing stolen property, or knowingly benefitting from something stolen by another person. Vandalism may include damage to school property that results from horseplay or other negligence. Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis.

**TOBACCO USE OR POSSESSION:** Carrying or smoking of any kind of cigar, cigarette, pipe, E-cig, vapor product, or any other smoking equipment or material, or the chewing or sniffing of a tobacco product at school or school sponsored events or activities, or while a passenger in district vehicles or on school property.

**CONSEQUENCES:**

**1<sup>st</sup> Offense: 3 days of In School Suspension**

*The administrator may choose to assign 1 day of ISS provided the student immediately chooses to enter a “principal approved” program designed to help the student alleviate tobacco-related addiction.*

**2<sup>nd</sup> Offense: Short-Term Suspension**

**3<sup>rd</sup> Offense: Long-Term Suspension**

Failure to cooperate in a reasonable substance abuse testing procedure be considered Refusal to Comply.

**TRESPASS:** Unauthorized entry upon the property of the school district.

CONSEQUENCES:

- 1<sup>st</sup> offense:** One (1) hour After School Detention
- 2<sup>nd</sup> offense:** Parent(s)/Guardian(s) Contact and Monday/Saturday School
- 3<sup>rd</sup> offense:** Parent(s)/Guardian(s) Conference and 1 to 3 days, In School Suspension
- 4<sup>th</sup> offense:** Short-Term Suspension
- 5<sup>th</sup> offense:** Long-Term Suspension

**TRUANCY:** The willful and/or unauthorized absence of a student from school or a class. Truancy includes students who arrive to class more than five (5) minutes late without an excused absence. Truancy also applies to students who leave class without permission.

CONSEQUENCES:

- |                               |  |
|-------------------------------|--|
|                               | <u>1 Period or less</u>                    |
| <b>1<sup>st</sup> Offense</b> | <b>One (1) hour After School Detention</b> |
| <b>2<sup>nd</sup> Offense</b> | <b>Monday/Saturday School</b>              |
| <b>3<sup>rd</sup> Offense</b> | <b>1 to 3 days, In School Suspension</b>   |
| <b>4<sup>th</sup> Offense</b> | <b>3 to 5 days Suspension</b>              |
| <b>5<sup>th</sup> Offense</b> | <b>10 day Suspension</b>                   |
|                               | <u>More than 1 period</u>                  |
| <b>1<sup>st</sup> Offense</b> | <b>Monday/Saturday School</b>              |
| <b>2<sup>nd</sup> Offense</b> | <b>1 to 3 days, In School Suspension</b>   |
| <b>3<sup>rd</sup> Offense</b> | <b>3 to 5 days Suspension</b>              |
| <b>4<sup>th</sup> Offense</b> | <b>10 day Suspension</b>                   |
| <b>5<sup>th</sup> Offense</b> | <b>Long-Term Suspension</b>                |

**Threat to the health/safety of others:** When a person, through actions or words, creates an unsafe environment or makes a person feel threatened.

CONSEQUENCES: School District Policy considers such actions Exceptional Misconduct, and administrative discretion shall be used when imposing discipline on a case-by-case basis.

- 1<sup>st</sup> Offense:** Three to five (3-5) day suspension from school.
- 2<sup>nd</sup> Offense:** Ten (7-10) day suspension from school.
- 3<sup>rd</sup> Offense:** Long-Term Suspension from school.

**UNAUTHORIZED GATHERINGS:** The assembly or meeting of students/or non-students on school property without the permission of school authorities

CONSEQUENCES:

- 1<sup>st</sup> Offense: One (1) hour After School Detention**
- 2<sup>nd</sup> Offense: Parent(s)/Guardian(s) Contact and Monday/Saturday School**
- 3<sup>rd</sup> Offense: Parent(s)/Guardian(s) Conference and 1to 3 days, In School Suspension**
- 4th Offense: Short-Term Suspension**
- 5th Offense: Long-Term Suspension**

**USE, SALE, DELIVERY, OR POSSESSION OF DRUGS OR ALCOHOL:** Students shall not be under influence of, use, distribute, sell or be in possession of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens, or other drugs, medications (or items that purport to be any of the preceding), during school time, on school premises, or during school sponsored activities. Anytime administrators receive what they reasonably believe to be credible information that a student may be under the influence of intoxicants or drugs, the report will be investigated. The investigation may involve the use of a portable breath testing device, or other non-invasive tests conducted by an administrator duly trained by the Washington State Patrol via Drug Identification Training for Education Professionals (DITEP).

The POSSESSION or USE of alcohol and illegal drugs on school property and at school-related events is prohibited. Any student who comes to school under the influence of one or more of these substances shall be considered as using them on school property. It is required that legal (prescription) drugs, which a student is legally using, be left with the high school office and/or nurse. Further, a student shall not knowingly possess or transmit a look-alike alcoholic beverage, illegal chemical substance, and opiate or tobacco product.

Use, Possession, Sale, Distribution, Trade and/or Transfer of Alcohol, Illegal and/or Misuse of Over-the-Counter or Prescription Drugs or Substances (Or That Which Purports To Be) or Paraphernalia - Any student suspected of use, possession, sale, distribution, trade and/or transfer of alcohol, illegal and/or misuse of over-the-counter or prescription drugs or substances (or that which purports to be) or paraphernalia will be immediately escorted to the Administrative Offices where an appropriate assessment regarding the individual's condition can take place. When appropriate, law enforcement will be notified.

A student shall not possess drug paraphernalia, nor possess, or be under the influence of, nor sell, distribute, trade or transfer alcoholic beverages, illegal and/or other over-the-counter or prescription drugs or substances. A student shall also not possess nor be under the influence of, nor sell, dis-tribute, trade or transfer substances purporting to be alcoholic beverages, illegal and/or over-the-counter or prescription drugs of substances. (Medicine properly prescribed and used in accordance with the prescription and school policy is exempt from this provision).

CONSEQUENCES: Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis. Guidelines for such action are:

**First Offense for use and/or possession:**

Long-Term suspension up to a maximum of ninety (90) school days with no loss of academic credit impacting more than one semester. The student may request an appeal for the suspension duration within 3 days of suspension assignment.

**Second Offense for use and/or possession:**

Long-Term suspension up to a maximum of ninety (90) school days with no loss of academic credit impacting more than one semester.

**Third Offense for use and/or possession:**

Suspension for the remainder of the school year. Academic credit will be forfeited.

**Fourth & Subsequent Offenses:**

Expulsion from Tenino High School.

**First Offense for sale, distribution, trade and/or transfer:**

A student involved in the sale or distribution of controlled substances poses an immediate and ongoing threat to others. As consequence, the student will be emergency expelled pending appeal. The student may request an appeal for the emergency expulsion duration within 10 days of suspension assignment.

**Second Offense for sale, distribution, trade and/or transfer:**

Expulsion from Tenino High School.

\* Failure to cooperate in a reasonable substance abuse testing procedure shall result in the same disciplinary consequences, as a student found of guilty violating the alcohol/drug/narcotics policies and procedures.

\* Further, a student shall not knowingly possess or transmit a look-alike alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

**ALTERNATIVE CORRECTIVE ACTION:** Student Assistance Program (True North): Students who have been denied attendance at school by a disciplinary action under this procedure and who wish to re-enter school prior to completion of the disciplinary action may choose to be evaluated by a state certified substance abuse treatment agency, and/or an appropriately certified school prevention/intervention specialist. If the parent(s)/guardian(s) and student choose the evaluation and program option, and agree to follow the recommendations of that agency, a portion (all but five school days) of the disciplinary action may be waived. In all cases, if the program recommendations are not followed, the initial discipline will be reinstated in its

entirety. The student will be re-admitted when a recovery plan, acceptable to the principal or principal designee, is in place. Student enrollment will continue so long as the student provides, at a minimum, weekly verification of program compliance.

Note: An emergency expulsion may be imposed when the student:

- \* Presents an immediate and/or continuing danger to him-self or herself; and/or
- \* Presents an immediate and/or continuing danger to other students or school personnel; and/or
- \* Poses an immediate and continuing threat of substantial disruption of the educational process by either:
  1. The continual use of alcohol, illegal and/or misuse of over-the-counter or prescription drugs or substances, or by
  2. The possession of alcohol, illegal and/or over-the-counter or prescription drugs or substances that such possession could be construed to be a felony possession.

**VERBAL ABUSE:** Verbal abuse is profanity or very rude words or gestures directed at another person. Verbal abuse, even in jest, is inappropriate at THS and will result in at least one day ISS or more at the discretion of the administrator.

**WEAPONS:** The possession, use or transmission of any object that could reasonably be considered a firearm or a dangerous weapon; or the possession of any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process. Such actions are considered **Exceptional Misconduct** by School District Policy, and administrative discretion shall be used when imposing discipline on a case by case basis. Students who violate the dangerous weapons regulations of the Tenino School District discipline policies are subject to a minimum of one (1) calendar year expulsion, with the possible case-by-case modification by the Superintendent.

## **Sexual Harassment**

A student shall not sexually harass another student or an adult. Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if: 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment, or; 2) Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's educational opportunities or employment, or; 3) That conduct or communication has the purpose or effect of substantially interfering with an individual's

education or work performance or of creating an intimidating, hostile, or offensive educational or working environment.

## **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violations, to change the behavior of the perpetrator, and to restore a positive school climate. **THS will consider the frequency of incidents, developmental age of the student and severity of the conduct in determining intervention strategies. Interventions will range from referral to student court, counseling, correcting behavior and 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 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.

## **Incident Reporting Process**

1. Students may report incidents by completing the Incident Reporting Form available in all school offices and turning in the completed form to a school teacher, counselor or administrator.
2. The administrator will review and investigate the incident. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate, and change the behavior of the perpetrator.

## **Compliance Officer**

Each school has a designated Harassment, Intimidation or Bullying (HIB) Compliance Officer. The district also has a designated HIB Compliance Officer to receive copies of all formal and informal complaints and ensure policy implementation. Inquires may be directed to principal or designee.

## **Notification of Threats of Violence or Harm**



**Policy and Procedure 4314** directs students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, THS may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

## **DISCIPLINARY ACTION**

### **Definitions**

If the school is to maintain an atmosphere which is conducive to learning and which insures the educational rights of each student, the reasonable exercise of authority by school officials is a necessity. In fulfilling this duty, the schools recognize the need for an equitable procedure of disciplinary action which assures the rights and obligations of each individual. The degree of disciplinary action imposed shall be consistent with the misconduct involved.

Any student or parent/guardian/custodian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal/designee for the purpose of resolving the grievance. If the grievance is not resolved, the student or parent/guardian/custodian shall have the right to continue the appropriate grievance procedure through the superintendent and board as described in Administrative Procedure 3124.

### **Disciplinary Sanctions**

Disciplinary sanctions consistent with local, state, and federal laws, up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct prohibiting the unlawful possession, sale, use, or distribution of illicit drugs, including anabolic steroids, alcohol, or tobacco products by students on school premises, grounds, in school-owned vehicles, or any other school-approved vehicle used to transport students to or from school or school activities, including athletic events, dances, field trips, etc.

### **Persons Authorized to Impose Disciplinary Action/Procedures**

## Procedures

All disciplinary action shall be covered by and be subject to the due process procedures issued pursuant to Policy.

## Disciplines and Emergency Removal

Each certificated teacher, school administrator, school bus driver, and any other school employee designated by the board of directors shall possess the authority to impose discipline upon a student for conduct which violates rules of the school district and certificated staff may impose emergency removal from class, subject, or activity and send the student to the building principal/designee.

## Suspensions and Expulsion

The Board of Directors of Tenino School District does hereby delegate to the superintendent and/or his/her designee(s) the authority to impose suspensions and expulsions upon students for misconduct which violates rules of the school district. Each certificated teacher may recommend to their principal/designee the imposition of suspension or expulsion upon students.

## THS PROHIBITED STUDENT CONDUCT CONSEQUENCE GRID

Administrative discretion will be used when determining appropriate consequences. Definitions for each infraction below can be found previously in the student conduct section of this student handbook.

<b>INFRACTION</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Academic Dishonesty	MON/Zero	1-3 STS/Zero	"F" Grade/NC 5-10 STS	LTS	
Closed Campus	Warning	MON/MON	1-3 ISS	3-5 STS	10 or more LTS
Damage/Destruction of Property	MON/Restitution	STS/Restitution	LTS/Restitution		
Disobedience	MON	1-3 ISS	3-5 STS	10 STS	LTS
Disruptive Conduct	ASD	MON	1-3 ISS	STS	LTS

Dress & Appearance	Warning/Change	MON	Conf/1-3 ISS	STS	LTS
Electronics/Cell Phone	Confiscated & Parent PU	Confiscated & Parent PU	Confiscated & Parent PU Defiance Referral		
Failure to Complete Detention	MON	1-3 ISS	1-5 STS	Defiance	
Failure to Complete Lunch Detention	2LD	Mon School	1-3 ISS	1-5 STS	Defiance
Failure to Complete Monday School	1 ISS	3 ISS	1-5 STS	Defiance	
False Accusations	1-3 ISS	5 STS	LTS		
False/Forged Documents	1-3 ISS	3 STS	10 STS	LTS	
Hat Wear	Hat Removal/ RTN End of Day	Hat Removal/1 ASD/ RTN End of Week	Hat Removal MON or 1-3 ISS/RTN End of Semester	Hat Removed/RTN End of Year/STS/LTS	
Horseplay	ASD	MON	STS	LTS	
Refusal to Comply	3 STS	5 STS	7 STS	LTS	
Inappropriate Language	ASD	MON	1-3 ISS	STS	LTS
Intentional Misuse of Equipment, Supplies, or Facilities	1-3 ISS	3 STS	5 STS	LTS	
Intimate Behavior	ASD	MON	1-3 ISS	STS	LTS
Leaving School without Checking Out	ASD	MON	Refusal to Comply		
Occupying an Unauthorized Area	ASD	MON	1-3 ISS	STS	LTS
Tardy (Semester)	Warning	Warning	ASD	MON	Defiance
Trespass	ASD	MON	1-3 ISS	SA	LTS

Truancy (1 period)	ASD	MON	1-3 ISS	3-5 STS	LTS
Truancy (2+ periods)	1-3 ISS	3-5 STS	10 STS	LTS	
Tobacco	3 ISS OR *Alternative	STS	LTS		
Unauthorized Gatherings	ASD	MON	1-3 ISS	STS	LTS
Other	Other infractions observed by school staff not included in school rules as outlined in handbook.				

\*On tobacco violations, students that agree to and complete a tobacco cessation class will have their discipline reduced to the minimum penalty for the first two steps.

## **EXCEPTIONAL MISCONDUCT**

Law enforcement may be involved if the situation warrants. Administrative discretion will be used when determining appropriate consequences.

**These steps are general guidelines only and are subject to administrative change should a situation be serious enough to warrant stronger consequences.**

<b>INFRACTION</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Arson	Administrative Discretion: LTS/Expulsion		
Assault/Threat of Assault	Administrative Discretion: LTS/Expulsion (Minimum 5 days)		
Bomb Threat	Expulsion from TSD		
Computer Violation	Administrative Discretion: ISS/STS/LTS/Expulsion		
Defiance	Administrative Discretion: STS/LTS/Expulsion		
Extortion/Robbery	Administrative Discretion: LTS/Expulsion		
False Alarm	Administrative Discretion: LTS/Expulsion		
Fighting, Assault, Promoting a fight	3-5 STS	10 STS	Administrative Discretion: LTS/Expulsion
Harassment, Intimidation, Bullying	Administrative Discretion: Notice of Responsibility/STS/LTS/Expulsion Reference TSD HIB Policy 3207		
Obscenity/Profanity/Assault to School District Employee	Administrative Discretion: STS/LTS/Expulsion		
Occupation of School Property	Administrative Discretion: STS/LTS/Expulsion		
Theft or Property Damage	Administrative Discretion: STS/LTS/Expulsion & Restitution		
Use/Sale/Delivery/Possession of Drugs or Alcohol	Use/Possession: 1 <sup>st</sup> Offense LTS; 2 <sup>nd</sup> Offense LTS; 3 <sup>rd</sup> Offense NC/LTS Remainder of School Year; 4 <sup>th</sup> Offense Expulsion from TSD		
	Sale/Distribution/Trade: 1 <sup>st</sup> Offense LTS; 2 <sup>nd</sup> Offense Expulsion from TSD		
Weapons	Students who violate the dangerous weapons regulations of the Tenino School District discipline policies are subject to a minimum of one (1) calendar year		

	expulsion, with the possible case-by-case modification by the Superintendent.
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## **STUDENT RIGHTS**

### **Student Expression**

All students possess the constitutional right to freedom of speech and press. Freedom of student expression is part of the district’s instructional program. Free speech may not be used to disrupt the educational process. Freedom of students’ expression applies also to the students’ dress and appearance, but may be regulated when, in the judgment of school administrators, there are reasonable expectations that:

- \* A health or safety hazard shall be presented by the student’s dress or appearance.
- \* Damage to school property shall result from the students’ dress or appearance.
- \* A material and substantial disruption of the educational process shall result from the students’ dress or appearance. For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student’s conduct is inconsistent with any part of the educational mission of the school district. No student on or about school property or at any school activity shall wear or display clothing or symbols which are gang related or representative of hate groups, advocating noncompliance with the law, vulgarity, lewdness, immoral conduct, or the use of tobacco, alcohol, or other drugs. The uniforms of nationally recognized youth organizations clothing worn in observance of a student’s religion are not subject to this policy.

Where disruption occurs, the student shall be subject to disciplinary action.

### **Assembly**

All students possess the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievance, subject to reasonable limitations upon the time, place, and manner of exercising such rights.

Students have the right of peaceful assembly in school facilities generally available to the public and at convenient hours that do not conflict with school functions or require staff on duty beyond regular hours.

Assembly shall be related to the educational process and applicable to school policies and educational objectives. It shall be conducted in an orderly manner and not interfere with the educational process. The assembly cannot impede the free movement of traffic in any way.

When students participate as members of approved student body organizations, they shall assemble as authorized by the principal or his/her designee.

### **Search, Seizure and Inspection**

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable search and seizure.

However, in order to maintain a safe and orderly school environment, a student is subject to search, by school officials if reasonable grounds exist to suspect a safety issue or that the search will yield evidence of a student's violation of the law or school rules governing student conduct. The discovery of contraband, or other evidence of a student's violation of the law or school rules, may also precipitate a search. For purpose of this policy "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy including, but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonable be considered a firearm or a dangerous weapon.

Anyone found to possess a gun or other dangerous weapon shall have the weapon confiscated and law enforcement personnel notified. If contraband is discovered during a search, it may be confiscated and disciplinary action taken and/or the evidence may be relinquished to law enforcement personnel.

Administration is required to search a student, the student's possessions and locker if there are reasonable grounds to suspect the student has violated the law against a firearm on school grounds, transportation or at school events.

The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the school. The principal, or other such staff designated by the superintendent shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in the manner prescribed by district policy. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

Student lockers, desks and storage areas are the property of Tenino School District and are made available for student use. No right or expectation of privacy exists for any student as to

the use of any space issued or assigned to a student by the school and such lockers and spaces are subject to search without prior notice or reasonable suspicion. As noted above, school authorities have the right to inspect and/or search desks lockers and/or storage spaces at any time. In addition, any container in such area including but not limited to purse, backpack, electronic devices and/or hardware (laptops, cellphones), gym bag or an article of clothing, may also be searched if there is a reasonable basis to believe that the search will reveal evidence of a violation of the law or school rules. A student's personal property, including a motor vehicle or other means of transportation, shall be reasonably free from search. However, if there is reasonable cause to believe that school policies and regulations have been violated school authorities may search such person or property and may take into custody any objects which could disturb or interfere with the educational process or which present a threat to the safety or security of others.

## **Freedom from Discrimination**

The district shall provide equal educational opportunity and treatment for all students in its academic and activities program without regard to race, creed, color, political and religious beliefs, national origin, gender, sexual orientation, marital or parental status, socioeconomic status, health status, previous arrest (unless a clear and present danger exists), or incarceration or non-program-related physical, sensory, or mental disabilities. Sexual harassment of a student by a staff member constitutes unlawful discrimination.

District programs shall be free from gender harassment. Married students shall have the same responsibilities and rights as unmarried students. This includes the right to participate in extracurricular activities on the same basis and subject to the same requirements as unmarried students. A student shall not be excluded from attendance in the regular school program solely based on the grounds of pregnancy. A pregnant student may be required to produce a physician's statement as to the condition of her health relative to her continued presence in the regular school program. If the statement indicates that the pregnant student's health and physical well-being mandates her withdrawal from regular school activities, the district shall develop an alternative education program.

## **APPLICATION FOR READMISSION**

A student who has been suspended or expelled for more than 10 days may apply for readmission at any time by making written application to the principal. Any such application should, therefore, state the reason and should include such assurances as may be appropriate



concerning the non-recurrence of the problem which led to such suspension or expulsion. Students suspended for 10 days or less may appeal to the building principal only.

## **DUE PROCESS RIGHTS**

### **Short-term Suspension (1-10 days)**

Any student, parent, or guardian who is aggrieved by the imposition of a short-term suspension shall continue notwithstanding the implementation of the informal conference procedure. (WAC 392-400-245)

### **Long-term Suspension (11-90 days)**

A written request for a hearing must be received by the school district on or before the expiration of the **third business day** after receipt of the notice of opportunity for a hearing. If a request for a hearing is not received within the required three school business day period, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed long-term suspension may be imposed without any further appeal rights. (WAC 392-400-260)

### **Emergency Expulsion**

Students who are emergency expelled may not attend class until the emergency expulsion is converted to another form of discipline or the emergency expulsion is rescinded. A written request for a hearing must be received by the school district before the expiration of the **tenth school business day** after receipt of the notice of opportunity for a hearing. If such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the emergency expulsion may be continued as deemed necessary by the school district without any further opportunity for the student or his or her parent(s) or guardian(s) to appeal. (WAC 392-400-275)

### **Expulsion**

A written request for a hearing must be received by the school on or before the **third school business day** after receipt of the notice of opportunity for a hearing. If a request for a hearing is not received within the required three school business day period, the school district may deem the student and his or her parent (s) or guardian (s) to have waived the right to a hearing and the proposed expulsion may be imposed. (WAC 392-400-275)

### **Interview by Law Enforcement Authorities**

Law enforcement authorities may be allowed by the building administration to interview students in school.

When on-site interview/interrogation is warranted by the circumstances of the case, the principal/designee shall make a reasonable effort to first contact card, for their consent. Parent contact will not be required when the law enforcement indicated that allegations of child abuse or neglect are alleged. If unable to contact parent/guardian/emergency contact after a reasonable time, the office may proceed with the interview/interrogation where in the judgment of the office, an emergency exists.

Representatives of the State Department of Social and Health Services, upon receiving reports of abuse or neglect, may interview students on school premises. If the student wishes a third party to be present for the interview, reasonable effort shall be made to accommodate the student's wishes.

## **FREQUENTLY ASKED QUESTIONS**

### **Are students allowed to use cell phone and electronic devices?**

Use of and/or visual displays of cell phones, cell phone cameras or other electronic devices and personal listening devices such as iPods and MP3 players are prohibited during the school day as outlined in the electronic devices policy. The use of cell-phones of any other device capable of taking still or motion images is strictly prohibited in bathrooms, locker rooms, or anywhere else there is a presumed expectation of privacy. Such devices may be confiscated if they are visible, on and/or if they disrupt the educational process. **School staff will not use limited resources to search for lost or stolen cell phones, electronic devices, etc.**

### **What are the consequences when a student has a sexually explicit photo on their cell phone?**

A sexually explicit phone/conduct means actual exhibition of a body part (unclothed) normally covered by underwear (RCW 9.68A.011), even if the photo is of the student him/herself. A person who knowingly possesses visual or printed matter depicting a minor engaged in sexually explicit conduct is guilty of a class B felony (RCW 9.68A.070). If the sexually explicit picture is sent from one phone to another or to a computer this represents intent to "deal" (develop, duplicate, publish, print, disseminate, exchange, or sell) in depictions of a minor engaged in sexually explicit conduct which is a class C felony (RCW 9.68A.050). Students may be arrested and if found guilty of possession or transmission of sexually explicit photos could serve jail time, be required to pay a fine and be required to register as a sex offender.

### **May law enforcement authorities question a student at school?**

Yes. The principal/designee will make a reasonable effort to contact the parent/guardian for their consent, except in cases of alleged child abuse or neglect.

### **What are the consequences to students who make drug deals at school?**

Classified as “exceptional misconduct,” students who sell or distribute drugs at school will be turned over to law enforcement. This includes alcohol, controlled substances, non-prescription and/or over the counter medications or any look-alike substances as well as students in possession of drug paraphernalia. This offense is also cause for emergency expulsion from school.

### **What about student fighting?**

Students shall not participate in mutual physical contact involving anger or hostility. Additionally, student shall not participate in an incident by inciting or encouraging misconduct or by being a spectator who is actively inciting or encouraging such conduct by words, actions or presence. These actions are likely to result in a short-term suspension of 1-10 days.

### **May students bring over-the-counter medications to school?**

Students and parents/guardians must follow **Policy and Procedure 3416** “Medications at School” which directs oral medications to be administered by district personnel during school hours under limited conditions which include a written request by a parent/guardian and the student’s licensed healthcare provider. All medication must be accompanied by a *Medication Authorization Form*, a *Severe Allergic Reaction Plan & Medication Orders* form, and/or a *School Asthma Plan & Medication Orders* form.

### **May schools request identification from a person who is picking up a student?**

Yes. Student safety is a top priority in the Tenino School District. With this in mind, school staff may request photo identification from any person who asks to pick up a student before, during or after the school day.

### **English Language Learning Services**

If your child does not speak English, you may obtain services at your school to help your child become more successful at learning to read, write, speak and listen in English. Contact your school principal.

### **Discrimination Complaints**

A student claiming discrimination must file a complaint with the compliance officer in order to secure at the earliest possible time an equitable and prompt resolution of a complaint if the claim is justifiable. Procedural steps are as follows:

1. A student, a student's parent/guardian/custodian, legal representative, or a district employee may, on the student's behalf, believing the student has been grieved, file a signed, written complaint with the compliance office, setting forth specific acts, conditions, or circumstances alleged to be violative of the aforementioned laws.
2. Upon receipt of the complaint, the compliance officer shall institute such other reasonable procedures to affect a prompt resolution of the complaint.
3. The compliance officer, upon completion of the investigation of the complaint, shall provide the superintendent with a full written report of the complaint and the results of the investigation.
4. The superintendent shall respond, in writing, to the complaining party as expeditiously as possible, but in no event later than thirty (30) calendar days following receipt of such complaint by the school district.
5. The superintendent's response shall clearly state either, a) that school district denies the allegations contained in the complaint; or b) the nature of such reasonable correction measures deemed necessary to eliminate such act, condition, or circumstance within the school district.

Any such corrective measure deemed necessary shall be instituted as expeditiously as possible, but in no event later than thirty (30) calendar days following the school district superintendent's mailing of written response to the complaining party.

### **Opting Out of Certain Surveys, Physical Exams, or Activities Related to Selling or Marketing of Personal Information**

As to any protected information survey not funded in whole or part by the U.S Department of Education, a student's parent/guardian/custodian or an adult-aged student may advise the school district that the student has chosen to opt out of participation in any such survey.

A student's parent/guardian/custodian or an adult-aged student may advise the school district that the student shall not participate in any non-emergency, invasive physical exam or screening, provided that this opt-out entitlement shall not apply to any physical exam or screening that is necessary to protect the immediate health and safety of the student, nor shall it apply to hearing, vision, or scoliosis screenings, or any other physical exam or screening, permitted or required under Washington law.

A student's parent/guardian/custodian or an adult-aged student may advise the school district that the student shall not participate in any activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

A parent/guardian/custodian or adult-aged student wishing to exercise any of the opt-out rights discussed above must inform the school principal, in writing, of that decision. Such written notice to the school principal should occur within seven days of the student's enrollment in school.

### **Rights of Inspection**

A student's parent/guardian/custodian or an adult-aged student may, before administration or use, inspect instructional materials used as part of the curriculum; or any protected information surveys; or any instruments used to collect personal information from students for any of the marketing, sales, or other distribution purposes mentioned above.

### **Security Devices in Schools**

The School Board authorizes the use of security devices including video cameras, on district property to ensure the health, welfare, and safety of all staff student, and visitors to district property and to safeguard district facilities and equipment. Video surveillance may be installed and maintained in any area other than restrooms and locker rooms.

## **GRADUATION REQUIREMENTS**

### **Tenino High School: Class of 2015 and Beyond**

High school graduates must fulfill four requirements to receive a high school diploma. Set by the Washington State Board of Education and the Tenino Board of Directors (Policy 2410), these requirements help ensure graduates have a solid foundation of skills and knowledge to be prepared for the next steps in life.

- 1. Earn Class Credits** – Students attending Tenino High School must earn credits listed below in specified subject areas. One-half credit is awarded for each successfully completed course.
- 2. Meet State Academic Standards** – Student in the class of 2014 must pass the reading and writing portion of the approved Washington State Assessment or state-approved alternative (see chart below). Students will need to pass one math end-of-course exam. Beginning with the class of 2015, students must pass the reading and writing portions of the approved Washington State Assessment or state approved alternative (see below), pass two

math end-of-course exams and pass the biology end-of-course exam. Students must also earn a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA) to meet state academic standards (see chart below).

- 3. Complete a High School and Beyond Plan** – Students must detail their plans for meeting high school graduation requirements and for the first year following high school completion. The plan is intended to help students identify post-secondary paths such as education, military, travel and work by thinking about their future and providing motivation for their current work in high school. The plan is updated throughout the student’s high school years.
- 4. Complete a Culminating Project** – Culminating projects challenge students to demonstrate and display mastery of skill acquired during their academic careers. Students select a topic of interest and present their findings to teachers, community members and other students.

## **Graduation Walking Policy**

In order to participate in the commencement ceremony, seniors must be enrolled by second semester, be free academic and disciplinary fines and obligations, and must maintain satisfactory progress in the proper number and type of courses/assessments that will satisfy all graduation requirements. This may include Running Start Courses or NMVSC courses that are approved by a Counselor and completed before commencement ceremonies. Summer school credits may not be planned to establish a student’s eligibility to walk in the graduation ceremony.

## **Counseling Center**

Need help planning your schedule? Looking for information about college requirements or scholarships? Thinking of going to a technical school? Want to explore some career options? The Counseling Center is a good place to start for you to ask these questions. Parents may reach the counselor at 360.264.3535.

## **Pass/Fail**

If a class has been approved by the student's counselor, the department coordinator, and the principal, a pass/fail petition must be submitted within the first 10 days of the semester.

## **Withdrawal Policy**

A student who withdraws from a class after the 10th school day of the semester will receive an F. If special circumstances exist, the student may appeal the rule by presenting a written request to the counselor. Such requests are reviewed by the counseling center, which makes a recommendation with input from your teacher to the administrators.

# Tenino High School Graduation Requirements for 2014-2018

**English:** 4 credits

**Social Studies:** 3 credits

- World Studies (10<sup>th</sup>)
- US Studies (11<sup>th</sup>)
- Current World Problems—CWP (12<sup>th</sup>)

**Math:** 3 credits

- Algebra I
- Geometry
- Algebra II/CTE Pathway Equivalent 3<sup>rd</sup> Math credit

**Science:** 2 credits (1 must be a lab science)

**Fitness:** 1.5 credits

**Health:** .5 credits

**Career and Technical Education:** 1 credit

**Fine Arts:** 1 credit

**Electives:** 6 credits

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**Total Credits: 22**

1. Must pass the Reading and Writing HSPE or ELA SBAC or 10<sup>th</sup> Grade ELA Exit Exam
2. One Math EOC (Algebra Year 1 or Geometry Year 2) or Math SBAC
3. Pass one Science EOC
4. Must take WA State History in middle school or later—out of state history may apply
5. Must complete 22 total hours of community service, a High School and Beyond Plan, and a senior project.



# **STUDENT ELECTRONIC INFORMATION SYSTEMS ACCEPTABLE USE POLICY (AUP)**

## **Electronic Resources Procedure 2022P**

### **K-20 Network Acceptable Use Guidelines/Internet Safety Requirements**

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions.

### **Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

### **Network**

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

### **Acceptable network use by district students and staff include:**

- A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research;
- C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- D. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
- E. Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network after checking with the Superintendent or his/her designee to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

**Unacceptable network use by district students and staff includes but is not limited to:**

- A. Personal gain, commercial solicitation and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the superintendent or his/her designee;
- D. Support for or opposition to ballot measures, candidates and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- F. Unauthorized access to other district computers, networks and information systems;
- G. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; or
- J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

**Internet Safety**

Personal Information and Inappropriate Content:

- A. Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, email or as content on any other electronic medium;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

**Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- E. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

### **Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

- A. Age appropriate materials will be made available for use across grade levels.
- B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

### **Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

### **Ownership of Work**

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary. All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff

members must obtain a student's permission prior to distributing his/her work to parties outside the school.

### **Network Security and Privacy**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district policy;
- B. Do not use another user's account;
- C. Do not insert passwords into e-mail or other communications;
- D. If you write down your user account password, keep it in a secure location;
- E. Do not store passwords in a file without encryption;
- F. Do not use the "remember password" feature of Internet browsers; and
- G. Lock the screen or log off if leaving the computer.

### **Student Data is Confidential**

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **No Expectation of Privacy**

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- A. The network;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders and electronic communications;
- E. E-mail;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### **Archive and Backup**

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

### **Disciplinary Action**

All users of the district's electronic resources are required to comply with the district's policy and procedures. Violation of any of the conditions of use explained in District's user agreement, Electronic Resources policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

## **TEACHER RESPONSIBILITIES AND RIGHTS**

Listed below, in part, are the state laws, State Superintendent of Public Instruction rules and regulations, and school district policies which affect teachers' responsibilities and rights with respect to discipline of students.

The following statutes contained in the common school code (Title 28A RCW) *either*...expressly encompass the responsibilities, rights, and authority of teachers and principals regarding the discipline of pupils, *or*...concern duties or prohibited actions which may possibly involve of form a basis for the discipline of students. The statutes are referenced in sequential order with a brief description of the pertinent contents.

### **Flag Ceremonies and National Anthem**

RCW 28A.230.140

Requires a recitation of the Pledge of Allegiance to the flag in each classroom at the beginning of each school day and at the opening of all school assemblies; those students not participating must maintain a respectful silence during the exercise. A salute to the flag or the National Anthem shall be rendered immediately preceding interschool events where feasible.

### **State Board of Education Rules**

RCW 28A.600.015

Requires the State Board to adopt and distribute rules governing the substantive and procedural due process guarantees of pupils. See Chapter 392-400 WAC.

### **Acquiring Custody and Disposition and Truants**

RCW 28A.225.060

Requires attendance officers or law enforcement officers to deliver any child required to attend school to a person in parental relation to the child or to the school from which the child is truant.

### **School Boards to Adopt and Enforce Rules**

RCW 28A.600.010

Requires school district board of directors to enforce state rules established for the government of pupils; to adopt and make available, therewith, a detailed description of responsibilities, rights, and authority of teachers and principals regarding the discipline of pupils as prescribed by the state statute, by rules of the district, by rules of the State Board and the State Superintendent and to suspend, expel, or discipline pupils in accordance with the state board's rules.

### **Optimum Learning Atmosphere Interpretation of District Rules**

RCW 28A.600.020

Requires that the rules of a district governing pupil conduct and discipline be interpreted to ensure an optimum learning atmosphere in the classroom and that the highest consideration be given to the judgment of qualified, certificated staff regarding conditions necessary to maintain such atmosphere. Written procedures for administering discipline at each school within the district will be developed with the participation of parent/guardian/custodian and the community. Schools will make every reasonable attempt to involve the parent/guardian/custodian and the student in the resolution of the student discipline problems. Procedures will assure that all staff work cooperatively toward consistent enforcement of proper student behavior throughout each school. The principal and certificated employees will confer annually to develop and/or review building disciplinary standards and uniform enforcement of those standards. (RCW 28A.400.110).

### **Pupils to Obey**

RCW 28A.600.040

Requires pupils to comply with rules established for the government of schools, to pursue required courses, and to submit the authority of teachers, subject to such disciplinary action as school officials will determine.

### **Certificated Staff as Accountable for Classroom Teaching Responsibilities**

RCW 28A.150.240

Requires each teacher to hold pupils to a strict accountability for disorderly conduct while under the teacher's supervision and to require excuses for all cases of absences, late arrivals, or early dismissals.

### **No Secret Organizations**

RCW 28A.330.100

Empowers district board of directors to prohibit secret fraternities and sororities in schools.

## **Certificated Employees to Enforce Rules**

RCW 28A.405.060

Requires certificated employees to faithfully enforce the course of study and rules prescribed by their district, the State Board, and the State Superintendent.

## **Treatment of Children**

RCW 28A.410.090

Provides in part that a certificate to teach may be revoked for conviction of any crime involving the physical neglect of children, the physical injury of children, or the sexual abuse of children.

## **Treatment of Teachers**

RCW 28A.635.010

Makes it a crime to insult or abuse a teacher on school premises while the teacher is carrying out their official duties.

## **Refusal to Leave School Grounds**

RCW 28A.635.020

Makes it a crime for any person to disobey the order of a district's chief administrative officer/designee to leave school premises or property when under the influence of alcohol or drugs or committing certain acts of interference or obstruction or to refuse to obey the order of a law enforcement officer to leave property under certain circumstances.

## **Disturbances**

RCW 28A.635.030

Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.

## **Disclosure of Exam Questions**

RCW 28A.635.040

Makes it a crime to disclose questions prepared for an examination of pupils prior to the time appointed for the use of the questions.

## **Injury to Property**

RCW 28A.635.060

Provides that pupils who deface or injure school property may be suspended and punished; the parent/guardian/custodian of such pupil(s) is liable for damages.

## **Interference with Teacher or Pupil**

RCW 28A.635.090

Makes it a crime to interfere by force or violence with the administrator, teacher, or student who is in the peaceful discharge or conduct of his/her duties or studies; the reasonable exercise of disciplinary authority by school administrators and teachers does not, however, constitute such a crime.

## **Intimidation of Teacher or Student**

RCW 28A.635.100

Makes it a crime to intimidate any administrator, teacher, or student by threat or force or violence when in the peaceful discharge or conduct of his/her duties or studies; the reasonable exercise of disciplinary authority by school administrators and teachers does not, however, constitute a crime.

## **State Board of Education Rules**

The State Board rules are referenced in sequential order with a brief description of the pertinent contents.

### **Pupils**

Chapter 392-400 WAC

Establishes the substantive rights of an prohibited practices on the part of pupils; defines the various forms of discipline that may be imposed upon pupils; establishes the notice and procedural requirements governing student discipline; and, establishes the requirements and procedures governing appeals by students and parents from discipline actions.

### **Classroom Conduct**

WAC 180-44-020

Requires teachers to maintain good order and discipline in their classrooms.

### **Student Records**

WAC 392-500-020

Requires districts to adopt written policies relating to the compilation and maintenance of student records and the inspection of such records.



## **Title IX**

It is the policy of Tenino School District to prohibit discrimination on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 educational amendment and laws of the State of Washington. Inquiries regarding compliance with Title IX may be directed to: Dave Chappell, Principal at Tenino High School.

## **Superintendent of Public Instruction Rules**

A selection of Washington State Office of the Superintendent of Public Instruction rules is referenced in sequential order with a brief description of the pertinent contents.

### **Transportation – Responsibility for Pupil Behavior**

WAC 392-145-021

Places the primary responsibility for the behavior of pupils riding school buses upon the teacher, coach, or other certificated person assigned to accompany the pupils, subject to the final authority and responsibility of the driver.

### **Transportation of Unsafe Articles**

WAC 392-145-021(3)

Requires that teachers and other school district personnel refrain from requesting students to transport on a school bus any form of animal life (except seeing eye dogs), firearms, weapons, breakable containers, flammable material, and other articles which could adversely affect the safety of the bus or passengers.

### **Transportation – Rules Governing Riding Privileges and Conduct**

WAC 392-145-021(2)

Requires each school district to adopt transportation rules governing pupil conduct and acceptable practices with respect to talking, moving around the bus, use of windows, and other behavior.

### **School Safety Patrol**

WAC 392-151-040

Establishes the ability to discipline as one of the criteria governing the selection of a school patrol supervisor.

## **Disabled Students – Behaviorally Disabled Students**

WAC 392-172A-01035

Defines a behaviorally disabled child and entitles such a child to assessment and placement in a Special Education program. See Chapter 392-172A-WAC, generally.

## **Maintaining Professional Staff/Student Boundaries**

All staff, students, volunteers and community members must adhere to appropriate boundaries defined as “consistent with the legal and ethical duty of care that school personnel have for students.” A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship. District employees are prohibited from **inappropriate online socializing and from engaging in any conduct on social networking web sites** that violates the law, district policies or other generally recognized professional standards.

## **ANNUAL NOTIFICATION**

### **Adequate Yearly Progress (AYP)**

Under federal law, AYP is an annual determination of whether schools, school districts, and states have made sufficient progress toward the goal of having all students meet or exceed state standards in reading and math as well as meet targets for test participation, unexcused absences and graduation rates.

### **Asbestos Hazard Emergency Response Act**

In compliance with federal legislation, Tenino School District has contracted with Environmental Protection Agency accredited personnel and has completed AHERA inspections and management plans for all school district buildings. All friable and non-friable asbestos-containing building material (ACBM) discovered during the inspections are recorded in the AHERA management plan along with the approved response action for each. Copies of reports and plans are available for public review. For more information, call 360.264.3518.

### **Americans with Disabilities Act (ADA)**

Individuals with disabilities who may need a modification to participate in a school-related meeting or activity need to contact the school or district office location no later than three (3) days before the meeting, so that arrangements for the modification or accommodations can be made.

## **Annual School Performance Reports**

Every Tenino school posts their Annual School Performance Report on the school's website. These reports include the most current student achievement data and description of school programs. School websites are accessed through the district website [www.teninoschools.org](http://www.teninoschools.org).

## **Child Find**

A child with a disability may be eligible for services through Section 504 of the Rehabilitation Act of 1973 or special education and related services through the Individuals with Disabilities Education Act of 2004. If you have reason to suspect your child or another child may have a disability which affects his/her education, please contact the school or Special Services department at 360.264.3409 for additional information or to refer the child for an evaluation to determine eligibility for services.

## **Dangerous Weapons/Firearms**

**Policy and Procedure 4210** states it is a violation of the district policy and state and federal law for any person to carry a firearm or dangerous weapon pursuant to state and federal law on school premises, including school-provided transportation. This also applies to non-school facilities when being used for school activities. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated; a threat to bomb or injure property is a violation of RCW 9.61.160. Intervention and disciplinary actions for students violating this policy are reflected in **Policy and Procedure 3240**.

## **Drug Free Schools**

Tenino High School recognizes that the use/abuse of alcohol, narcotics and other drugs is a societal problem. Within the context of a school, use/abuse represents a health danger, disrupts the educational process, contributes to behavior problems, often results in diminishing academic performance, and can prevent the fullest physical, intellectual and emotional development of each student. Programs of education, prevention, intervention and after care are supported by Tenino High School in collaboration and cooperation with public and private agencies. Students who possess, use, deliver, distribute, sell, offer to sell, arrange to sell or are under the influence of any controlled substance are subject to disciplinary action as outlined in **Policy and Procedure 5201**. (RCW 69.50.204; RCW 69.50.102; 20 U.S.C. 3171, 3221, etc.)

## **Education of Students with Disabilities**

**Policy 2162** addresses education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to the Special Services department at 360.264.3409.

### **Highly Capable Students**

**Policy and Procedure 2190** guides the district's offerings of appropriate instruction programs to meet the needs of highly capable student of school age. Information about the nomination, selection and appeals process and program options is also available. (WAC 392-170-042)

### **Homeless Children and Youth**

The purpose of the McKinney-Vento Act is to provide educational services to homeless students which are equal to all other enrolled students, and ensure that homeless children and youth have equal opportunities to enroll in, attend, and be successful in school. Contact your principal, school counselor, or call 360.264.3400.

### **Home Schooling Declaration**

State law requires that parents/guardians providing home-based instruction to their children must file a declaration with their local school district by September 15, or within two weeks of the beginning of any public school quarter or semester.

### **Human Papilloma Virus (HPV)**

Human papilloma virus (HPV) is a very common virus that is spread through genital contact. At least 50 percent of sexually active people will get HPV at some time in their lives. The HPV vaccine, Gardasil®, protects against four types of HPV which cause 70 percent of cervical cancers and 90 percent of genital warts. This vaccine is recommended for adolescent girls ages 11-12. For more information visit the Centers for Disease Control & Prevention, [www.cdc.gov](http://www.cdc.gov), the Washington Department of Health, [www.doh.wa.gov/cfh/immunize/](http://www.doh.wa.gov/cfh/immunize/), or your personal health care provider. This information is provided at the direction of the Washington State Legislature to reduce rates of cervical cancer in the state.

### **Meningococcal Disease**

Meningococcal disease is a serious infection of the brain (meningitis) and blood caused by a certain type of bacteria. Adolescents and young adults are more likely to get meningococcal disease, especially those living in group settings, like college dorms. One dose of meningococcal vaccine is recommended for all adolescents' ages 11-12 years as part of their pre-teen health check-up.

## **Non Discrimination**

Tenino High School complies with all federal and state rules and does not discriminate on the basis of 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 a trained guide dog or service animal by a person with a disability in its programs and activities. This holds true for all students who are interested in participating in educational programs or extra-curricular activities. Inquiries regarding compliance issues may be directed to Equal Opportunity Office.

## **Pesticide Notification**

State law requires school districts to provide parents/guardians of students and employees information about the district's pest control policies and methods upon request. For information regarding the use of pesticides in the school district, please contact the Maintenance Department at 360.264.3518.

## **School Employee Disciplinary Records**

State law requires school districts to provide parents/guardians with information regarding their rights under the Washington Public Disclosure Act to request public records regarding school employee discipline. To make a public records request, please see **Policy and Procedure 4040**. (RCW 28A.320.160)

## **Tobacco Use**

The use of any and all tobacco products or any tobacco innovation (e.g., electronic cigarettes) is prohibited by all persons in all district buildings, facilities and vehicles, including playfields.

## **ATHLETICS & DANCES**

Tenino High School is part of the Southwest Washington 1-A League. We also offer the following sports:

Fall	Winter	Spring
Cheerleading	Basketball	Fast pitch
Cross Country	Cheerleading	Baseball
Girls Soccer	Wrestling	Girls Tennis
Football		Track & Field
Volleyball		Boys Soccer

Informational meetings are advertised in our Daily Bulletin.

All club members and athletes will be under the guidelines of the Activities Code.

### **How Do I Sign Up to Play A Sport?**

It's pretty simple. Attend the informational meetings advertised in the Daily Bulletin. If you miss the meeting, talk to the coach of the sport or Athletic Director. To participate in a sport, you must complete the following:

1. A current physical
2. A signed activity code
3. Completed travel card
4. Insurance form
5. You **MUST** purchase an ASB card from the ASB window. The cost is \$25.00.
6. Sports fee **MUST** be paid. One high school sport is \$60, two or more sports are \$100, and the district family maximum is \$200

Turn in all forms and be cleared to participate prior to the first practice! If you are in a fall sport, and then participate in a winter or spring sport, you only need to complete a new signed activities code & concussion form. You cannot practice until all your forms are turned in and you are cleared by the Athletic Director or the Athletic Director Secretary. Remember, you must be passing all classes to play sports. Specific information is provided in the Activities Code.

### **Are There Rules for Students Participating in Activities & Sports?**

*Yes, there are! These are outlined in our Activities Code below:*

The Tenino Middle and High School activities programs offer activities that can contribute to student growth in the areas of health, leadership, teamwork, and citizenship. This Activities Code provides standards for activity participants' attendance, academic performance and citizenship. By being a participant in our activities programs, students will learn self-discipline,

accept responsibility, and develop character traits that lead to a productive and successful future. Tenino Middle and High School activity participants are expected to demonstrate exemplary behavior at school, in the community and while visiting other schools and communities.

**Covered Activities:** The program activities shall include all members of interscholastic athletics, performing music groups, performing drama groups, student body offices, class offices, clubs, Fort Flagler counselors, cheer-leading and any other activity or academic organizations recognized by the A.S.B. to represent the school. For the purpose of this code, a student's participation in extra-curricular events will be affected if the student violates the standards of the Activities Code. The extracurricular events will be limited to those that are not required for class credit as defined by the club or activity advisor, and those sponsored by the school district.

In order to be eligible to participate in the Tenino School District Activities program, students must at all times conduct themselves in compliance with the Tenino School District Activities Code of Conduct. This code is in effect for one calendar year, except in the summertime, unless the student is in a school sponsored activity, from the first day of participation in an activity or a sport in the Tenino School District and remains in effect each year thereafter that a student participates in an activity or a sport in Tenino Schools. It is also in effect for all summer-time school-sponsored activities that occur within the year the Activities Code is in effect.

Athletic participation is also governed by the rules of the Washington Interscholastic Activities Association (WIAA). Those rules and regulations include, but are not limited to, age, residence, transferring students, and the previous semester's grades. The Principal and Athletic Director have copies of those rules.

## **ATTENDANCE**

Students must be present at school their entire scheduled day in order to participate in an activity or practice on that day. Exceptions will be made for medical appointments and extreme family emergencies (i.e. death, accidents, funerals, and surgeries). Exceptions for other situations will be decided on an individual basis by the school principal or the principal designee.

## **ELIGIBILITY**

Each student must meet the academic regulations for participation in the activities program as identified in this Code. Students must be passing in all classes to participate in any activity.

Athletes must be passing all classes to participate in athletic events. Grade checks will be made on a weekly basis for all athletes. Athletes that receive a failing grade for any class will be

placed on academic probation and tutoring will be recommended. At any grade check where the athlete is failing the same class for a third consecutive week, the athlete will be ineligible and tutoring will be recommended until the next grade check in which the athlete is passing all classes. Ineligible athletes may practice but not travel with his or her team, or participate in any games.

Any athlete who is failing classes is required to meet with the teacher of the class or classes that he or she is failing during the week. A signed form verifying the meeting between the teacher and student must be returned to the Athletic Director by the end of the teacher work day at the end of the academic week. Any athlete who is failing classes at the end of a quarter (at the middle school), or end of a semester (at the high school) will be allowed to participate in turnout or practices but will be ineligible for participation in games or competitions. If failing one class, the participant is ineligible for 2 weeks. If failing two or more classes, the participant is ineligible for 5 weeks. If the student is passing all classes at the end of the period of ineligibility, he or she will become eligible on the Monday of the 3rd week for one class failure or 6th week if failing two or more classes.

Any club-only participant who is failing classes at the end of a quarter (at the middle school), or end of a semester (at the high school) will be held out of extracurricular events, shows, banquets, conferences or competitions for a period of two (2) weeks. If the participant is passing all classes after 2 weeks, they will become eligible for participation on Monday of the 3rd week.

Grade checks will be made on a quarter bases for any student who is in clubs and not athletics. Club-only students that receive a failing grade for any class will be placed on academic probation will have weekly grade checks, and tutoring will be recommended. At any grade check where the club-only student is failing the same class for a third consecutive week the club-only student will be ineligible and tutoring will be recommended until the next grade check in which the club-only student is passing all classes. Any club-only student who is academically ineligible will not be allowed to travel with or compete with his or her club during the time of ineligibility. The academically ineligible club-only student will be allowed to participate in club meetings held on school grounds during the school day.

Any club-only student who is failing classes is required to meet with the teacher of the class or classes that he or she is failing during the week. A signed form verifying the meeting between the teacher and student must be returned to the Principal or Principal Designee by the end of the teacher work day at the end of the academic week. Any club only student who is failing classes at a quarter (at the middle school), or semester (at the high school), will be allowed to



participate in club meetings held on school grounds during the school day, but will be ineligible for participation in club competitions or activities that occur off campus or outside the school day. If failing one class, the participant is ineligible for 2 weeks. If failing two or more classes, the participant is ineligible for 5 weeks. If the student is passing all classes at the end of the period of ineligibility, he or she will become eligible on the Monday of the 3rd week for one class failure or 6th week if failing two or more classes.

### **BEHAVIOR EXPECTATIONS**

It is a violation of this Activities Code for a student to:

- \* Use or possess tobacco; or
- \* Consume, possess, buy, sell, give away, or knowingly be in the presence of illegal use of alcohol, or any illegal substance as defined by Washington State law and/or the Washington Interscholastic Activities Association (WIAA); or
- \* Admit to or be found guilty of a crime; or
- \* Be involved in “exceptional misconduct” as defined in the student handbook; or
- \* Be involved in “deferred adjudication” or “diversion”

Students who attend gatherings where drugs and/or alcohol are being used illegally must make immediate and exhaustive attempts to leave and must leave the gathering in a timely manner.

### **CONSEQUENCES FOR VIOLATING THE ACTIVITIES CODE**

Any student who is a participant in the Tenino School District middle and high school activities program who violates the behavior expectations of the Activities Code will be excluded from participating in all Tenino School District activities, and attending all home activities and activities sponsored by Tenino School District (i.e. athletic events, dances, plays, etc.). However, students who violated the behavior expectations of the Activities Code will be allowed to practice with their teams. Club-only participants will be allowed to attend club meetings held on school grounds during the school day.

After confirmation by the principal or principal designee that a student, who is under the jurisdiction of the Activities Code, has violated the expected standards of behavior identified in the Activities Code, the following consequences will be imposed:

#### First Violation of the Activities Code

- Tobacco—45 calendar days; reduced by 15 calendar days upon proof of entering a tobacco cessation program
- Alcohol, Misdemeanor Crimes, Exceptional Misconduct – 60 calendar days, reduced by 15 calendar days upon proof of compliance with an assessment plan

- Felony Crimes, Illegal Substances (Legend Drugs and Controlled Substances) - 120 calendar days, reduced by 30 calendar days upon proof of compliance with an assessment plan

Second Violation of the Activities Code

- Tobacco – 60 calendar days
- Alcohol, Misdemeanor Crimes, Exceptional Misconduct – 120 calendar days
- Felony Crimes, Illegal Substances (Legend Drugs and Controlled Substances) – one calendar year.

Third Violation of the Activities Code

- Tobacco – one calendar year.
- Alcohol, Misdemeanor Crimes, Exceptional Misconduct – one calendar year
- Felony Crimes, Illegal Substances (Legend Drugs and Controlled Substances) – permanent exclusion.

Fourth Violation of the Activities Code

- Tobacco - permanent exclusion
- Alcohol, Misdemeanor Crimes, Exceptional Misconduct – permanent exclusion
- Felony Crimes, Illegal Substances (Legend Drugs and Controlled Substances) – permanent exclusion.

Consequences (days) are applied during the school year and during any school sponsored summer time activities that would apply to the student (i.e. band trips, FFA events, fall sports season practices, etc.)

Appeal - Any student, parent or guardian who believes the student did not violate this Activities Code may request an informal conference with the school principal. The request for the conference must be in writing. If the grievance is not resolved at the school principal level then the student, parent or guardian shall have the right to seek a remedy to the grievance through the Tenino School District Grievance Process for Disciplinary Action. A copy of the guidelines for the grievance process may be obtained from the office at Tenino Middle School or Tenino High School.

Please note that the level of the consequences cannot be appealed. Appeals are for the sole purpose of determining whether a violation occurred.

Middle School -Consequences for a violation of the Activities Code while a participant in the middle school activities program may carry over into and affect high school participation. A student's record of violations of this Activities Code while in middle school will be deleted when the person becomes eligible for high school participation. However, any violations of Illegal Substances (legend drugs and illegal substances) while a student at the middle school will be counted as violations at the high school. For example, one violation of Illegal Substances at the middle school will count as a first violation of the Activities Code at the high school, two Illegal Substances violations at the middle school will count as a second violation of the Activities Code at the high school.

**Did you know...**

**Education=\$\$?**

**2012 Median Weekly Income**

**High School Dropout: \$471**

**High School Graduate: \$652**

**Associates Degree: \$785**

**Bachelor's Degree: \$1066**

**Masters Degree: \$1300**

**“Success begins  
with  
GRADUATION!”**

