

WISHRAM SCHOOL DISTRICT

#94

**Parent-Student Handbook
2022 -2023**



WISHRAM SCHOOL HANDBOOK INTRODUCTION

The staff and school board members welcome all returning students, new students, and parents to Wishram School District. This district is committed to serving the educational needs of the community of Wishram. It is the goal of the district that every student at Wishram School will receive a quality education. We are dedicated to our school's

Mission Statement:

Wishram School is a partnership of students, staff, parents, and community. Our goal is to provide a positive school experience, foster personal and academic growth, and teach skills for a successful life.

Wishram School District has adopted a safe-and-civil schools philosophy. Every person in this school will be treated with respect. Respect for self, others and property is our foundation. The policies and rules in this handbook are based on this foundation.

Please take the time to read the handbook and become familiar with the rules, discipline system, and other areas in the student manual. The more familiar you become with the handbook, the more you will understand the requirements and philosophy of the Wishram School District.

Please feel free to drop in or call at any time. Thank you,

Guy Strot, Superintendent/Principal

Wishram School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Wishram School Superintendent, PO Box 8, Wishram, WA 98673, (509) 748-2551.

Detach and return to the school

I have read and understand the philosophy and discipline procedures of the Wishram School District Handbook.

Parent Signature

Student Signature

STAFF

Mr. Guy Strot	-	Superintendent/Principal
Mr. Tye Churchwell	-	Director of Operations
Ms. Ronni Orton	-	Student Services Coordinator/Secretary
Ms. Sarah Hathaway	-	BusinessManager
Mrs. Judy Shinn	-	Grades 2nd & 3rd
Mrs. Kadee Herrington	-	Grades Kindergarten&1st
Mrs. Kristen Ringer	-	Grades 4 &5,REACHCoordinator
Mr. Ken Weaver	-	Social Studies/4th-12th
Mrs. Yvonne Taylor	-	English 6th-12th
Mr. Shannon Boucher	-	Title/Secondary P.E.
Mr. Brent Cameron	-	Science 6th-12th
Mrs. Kayla Justman	-	Math 6th-12 th
Ms. Ashley Blodgett	-	School Counselor
Mr. David Devoe	-	CTE/Math, 6th-12th
Mrs.Carisa Huva-Bellamy	-	Special Education
Mrs. Sheila McCullough	-	Food Service
Mrs. Skye Cooper	-	Paraprofessional/ Bus Driver
Mr. Jason Cooper	-	Tech/Parapro/Maint. /Bus Driver
Mr. Antoine Montoya	-	Maintenance/Coach
Mr. Jai Ringer	-	Librarian/Parapro/Bus Driver
Mr. Detmar McCullough	-	Bus Driver/Maintenance Substitute

TABLE OF CONTENTS

	<u>Page</u>
General Information	5
Teachers	6
Visitor Policy	6
Attendance	7-8
Delayed Start/Emergency Closing/Snow	10
Removal of Student During the School Day	10
Withdrawal From School	11
Homework	11
Grading System	12
Academic Reports	12-13
Parents Guide to ICU	13-17
Services	18
Closed Campus	18
Internet/Technology Use & Guidelines	19-30
Extra-Curricular Activities	30-33
ICU and Athletic Participation	33
Tardies and Athletic Participation	33
Drugs/Alcohol,Tobacco/Vaping Policy	33-36
Lockers	36
Eighteen-Year-Old Students	36
Head Lice Procedures	36
Student Conduct	37-43
SCHOOL GUIDELINES:	
Student Discipline System Procedures	44-50
In-School Suspension Rules	51
Lunch	51
Gym	51
Playground	52
Field Trips	52-53
W.H.S Graduation Requirements	53-66
Title I & Lap Program	64
Dance Rules & Guidelines	65
Wishram School Student Policy and Procedures	66-68
Maintaining Professional Staff/Student Boundaries	68

GENERAL INFORMATION

SCHOOL DAY

PRESCHOOL	TBD
GRADES KINDERGARTEN – 12th	8:00 – 3:00 (M – F)

SECONDARY BELL SCHEDULE

FIRST PERIOD	8:00 – 8:46
SECOND PERIOD	8:49 – 9:35
THIRD PERIOD	9:41 – 10:27
FOURTH PERIOD	10:30 – 11:16
FIFTH PERIOD	11:19 – 12:05
SIXTH PERIOD	12:50 – 1:36
SEVENTH PERIOD	1:40 – 2:25
EIGHTH PERIOD	2:28 – 3:00

LUNCH

PRESCHOOL	TBD
GRADES K – 5th	11:19 – 12:05
GRADES 6th-12th	12:05-12:48

School doors will open at 7:15 am. Breakfast will be served from 7:15am until 7:50 am each morning. Students may access the gym, cafeteria, or morning ICU room before school starts. Classrooms will open at 7:45 am each morning.

TEACHERS

Our teachers are dedicated to facilitating learning and have made it their profession to provide young learners with the tools that will be necessary to become successful citizens. Teachers come in all shapes and sizes. Their styles are not all alike. This is a good thing. As future employees, students will need to be able to accept, work with, and learn from many different employers. It's important to focus on what is being learned, not who is teaching it. Teachers are precious commodities. Treat them with respect; and if you have a conflict, work it out with him/her on a respectful basis. Learning to resolve issues is a vital skill. Students will be expected to handle all teacher-student conflicts with respect and in a non-intimidating way with the use of conflict resolution skills. The navigation advisor will be available when needed.

VISITOR POLICY

To reduce distractions and disruptions, no visitor will be permitted to enter the school building or its grounds unless he/she has official business to conduct. All visitors are to report directly to the main office, sign in, and wear a visitor's lanyard. Parents and other interested citizens of the community are welcome to visit, but should report to the superintendent's office first and have made prior arrangements. This procedure will help to ensure that anyone entering the school building is accounted for in case of an emergency situation.

***Students not enrolled at Wishram School will not be permitted to accompany friends to classrooms.**

ATTENDANCE

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies.

Excused Absences

The following are valid excuses for absences and tardies. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. **Absence due to illness, health conditions, family emergency, including a death or illness in the family or religious purposes including observance of a religious holiday or participation in religious instruction. The parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school.** Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of his/her absences with a signed note of explanation. Students fourteen years or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years or older may do the same for mental health, drug or alcohol treatment; and all students have the right for family planning. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parents/guardians, may be excused for a portion of a school day to participate in religious instruction.
- B. **Absence resulting from disciplinary actions or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade. **A student shall be allowed one make up day for each day of absence.**
- C. **Court, judicial proceeding or serving on a jury.**
- D. **College visitation or scholarship interview.**
- E. **Principal and parent, guardian, or emancipated youth manually agreed upon approved activity.**

Unexcused absences

Any absence from school for an entire scheduled school day or a majority of a scheduled school day is unexcused unless it meets one of the criteria above for an excused absence.

Unexcused absences fall into two categories:

Parent Authorized Absence

1. Submitting a signed excuse, which does not constitute an excused absence, **such as overslept, alarm broken, etc.) will be considered unexcused absences.**

Truancy

2. Failing to submit any type of statement for an excuse signed by the parent, guardian or adult student. **This type of absence is also defined as truancy.**

*** Does not include Religious, Medically Documented, Cultural, or Mental Health related absences**

Tardies Per Class per Quarter

*** Does not include Religious, Medically Documented or Cultural Absences**

<u>Tardies</u>	<u>Consequence</u>
1	Warning
2	30 minute detention
3	60 minute detention
4	Administrative referral, parent conference required & 1 day ISS
5	Administrative referral, implement MOU & 1 day ISS

*** Tardies = No practice /games/ school activities**

Tardiness: Students are expected to be on time for each and every class.

The above mentioned is a standardized procedure that will be implemented for the purpose of emphasizing the importance of being in class, on time and proper student conduct related to a learning environment.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policies 3122 & 3122P)

The Superintendent shall enforce the district's attendance policies and procedures. Frequent and unwarranted absences by a student could result in loss of credit. As explained on the preceding page, excessive absences may result in referrals to juvenile court.

DELAYED START/EMERGENCY CLOSING/SNOW

If a delayed start becomes necessary or if school will be closed, information will be broadcast on the following radio stations: Goldendale – KLCK 1400 AM, The Dalles – KODL 1320 AM, KYYT 102.3 FM, Q – 104.5 FM . Delays and closures will be reported on the local TV stations as well as posted on the school facebook page. **You may also sign up to have closure information sent directly to your cell phone. Inquire at the school office if you are interested.**

REMOVAL OF STUDENT DURING SCHOOL DAY

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

- A. Law enforcement officers, upon proper identification, may remove a student from school with a warrant provided that the law enforcement officer signs a statement that he/she is removing the student from the school. Residential parents will be contacted as soon as possible when a student is taken into custody.
- B. Any other agencies must have a written administrative or court order directing the school district to give custody to them. Proper identification is required before the student shall be released.
- C. **A student shall be released to the residential parent.** When in doubt as to who has custodial rights, school enrollment records must be relied upon as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
- D. The school must receive notification or authorization from the residential parent before releasing the student to a nonresidential parent.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school are asked to notify the office as soon as possible. Students who are withdrawing during vacation periods are asked to call the school to notify us that he/she is leaving, and, if possible, tell us where they will be attending school.

Students are to complete the following activities prior to withdrawing from school:

1. Turn in all books, equipment, etc.
2. Pay all fines and fees owed.
3. Turn in a clearance form, which has been signed by all teachers, the librarian, guidance and the office. Transcripts will be mailed when all of the above have been completed and the new school has requested them in writing.

HOMEWORK

The school board believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manner. Homework may be assigned for one or more of the following purposes:

- A. Practice - to help students to master specific skills which have been presented in class;
- B. Preparation - to help students gain the maximum benefits from future lessons;
- C. Extension - to provide students with opportunities to transfer specific skills or concepts to new situations; and
- D. Creativity - to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

GRADING SYSTEM

The evaluation of student achievement is one of the important functions of the teacher. An accepted marking system is as follows, however teachers may use an alternate scale

A	=	100 – 96	C-	=	72 – 70
A-	=	95 – 90	D+	=	69 – 65
B+	=	89 – 87	D	=	64 – 60
B	=	86 – 84	F	=	59 – Below
B-	=	83 – 80	I	=	Incomplete
C+	=	79 – 77	P/F	=	Pass/Fail –
C	=	76 – 73			No letter grade

An incomplete is given only when there is illness, an emergency, or by pre-arrangement of a student who has not been able to complete the assignments. An “in complete” on a report card becomes an “F” four weeks from the date it is issued. Make – up work is the complete responsibility of the student.

Citizenship: (E, S, U) will reflect conduct, attitude, and behavior of the student in the classroom.

- E – Excellent
- S – Satisfactory
- U – Unsatisfactory

ACADEMIC REPORTS

Report Cards/Progress Reports

Report cards are issued four (4) times during the school year. Each grading period is approximately nine (9) weeks long.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled in the fall and spring. The conferences will take place over a three-day period and will continue until 8:00 p.m. in the evening on one day so as to accommodate parents who cannot make it during the working day. Parents or guardians are encouraged to come and conference with the teachers as communication between you and the teacher is crucial for your child's success in school. Please feel free to call the school any time you have a question about your child's education.

Honor Roll

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

High Honors – 3.50 – 4.00 Grade Point Average

Honors – 3.25 – 3.49 Grade Point Average

The honor roll will be figured on letter grades each semester. The G.P.A. for class standing is based on the cumulative grade point average.

Only grades for regular graded grade-level classes will be used for honor roll computation. Make-up classes, remedial work, special classes and specifically arranged classes will be graded with a P/F (pass/fail) or P/NC (progress/no credit) system. Such credit will apply towards graduation.

Missing Assignments

Wishram School requires that every student complete every assignment. If a student misses an assignment the parent will be notified by text or email, and the student will be enrolled in Mandatory study halls conducted before and after school as well during lunch until all assignments are completed

Parents Guide to ICU

What is ICU?

ICU is a research based program that helps create a school culture that is built upon maximizing student success. The program begins by aligning all teachers as we combat student apathy, which has been proven to be the largest detraction from a student's academic performance. For far too long, students have had the choice in which assignments were completed, or went unfinished and marked as a zero in the grade book. The use of "zeros" is an outdated practice, and does very little in the way of teaching students actual responsibility. Therefore, students will no longer be assigned a zero for missing work, but will instead be entered into our ICU database for students with missing assignments, and will be considered "on the list."

ICU Protocol To ensure that students at Wishram School are provided with every opportunity to succeed academically, we employ a research-based intervention program known as ICU. When students miss due dates for assignments they aren't given zeros but are instead placed on the missing assignment list. Being placed on the missing assignment list means that students will be enrolled in mandatory study halls during lunch and before school to provide them with extra time and support to get their work done. Students who are on the missing assignment list, are also not eligible to participate in athletic contests and/or school activities until all missing assignments are completed to their teacher's satisfaction. Students who do poorly on assignments, quizzes, exams, papers, and/or projects will be placed on the missing assignment list for a re-do, although the rules for interventions for re-do's are a bit different. The protocol works as follows:

(M) missing assignment- An assignment that isn't turned in by the due date will be placed on the missing assignment list either before school (7:30 a.m.) or after school (3:00 p.m.) Students who are placed on the missing assignment list for a missing assignment will be automatically ineligible for participation in athletic contests and/or school activities and will attend mandatory study halls during lunch and before school to get their assignments completed. Student-athletes on the list may attend practice if they attend the 7:30 a.m. study table that morning. In the event that a student is placed on the list at 3:00 p.m., they will have until the following morning to turn in their assignment before they are deemed ineligible for athletic or activity participation.

(R)- re-do- An assignment that doesn't meet the expectations of the teacher(s) will be placed on the missing assignment as a re-do. They will attend the mandatory before school and lunchtime study hall sessions.

(A)- absent- If a student is absent, they will be placed on the missing assignment list, but will have (2) days to turn the assignment in before they are enrolled in mandatory study halls. Students will still be encouraged to attend before school and lunchtime study halls but will have the opportunity to elect not to. After (2) days, the assignment will be switched from an (A) absent to an (M) missing, which will carry the same consequences as a missing assignment. Students who know they are going to be absent should be collecting work from their teachers before they leave to ensure that they get the assignments completed as quickly as possible to help them stay caught up with their peers.

Students who stay on the list for an extended duration run the risk of falling even further behind in their studies. For this reason, a series of steps exist to ensure that students are given more time outside of the school day to get their assignments caught up. These steps are as follows:

Step 1- Student fails to turn an assignment in and is placed on the missing assignment list, enacting mandatory before school and lunchtime study halls until the student's work is completed.

Step 2- If the student fails to complete that assignment after (5) school days, the student's parents will be contacted, and they will be required to attend an after-school study hall from 3:00 p.m. to 5:00 p.m. There will also be a parent meeting in which a contract is entered into by the student and parent to get their assignment(s) turned in as soon as possible.

Step 3- If the student fails to complete their assignments after an additional (5) days of attendance of after-school study hall, they will need to attend a mandatory Saturday school from 8:00 a.m to noon.

***If parents refuse to allow their students to attend after school study halls, or Saturday school, or the student skips or otherwise decides not to attend the after-school study halls or Saturday school, the student will be placed in a disciplinary situation in which possible in-school suspension may be required. Our number one priority at Wishram School is to ensure that your student graduates on time, with their peers, and leaves our district with the essential skills necessary to succeed within our educational programming, and beyond their K-12 experience.**

Ok, so what happens when a student is put "on the list"?

As soon as an assignment is identified as missing and placed on the list a text and email are immediately sent to the parents/guardians to notify them that their child has missing work. Additionally, students are then automatically enrolled into our mandatory before, after, and lunch time study programs designed to assist students in completing their missing work. As soon as the assignment is completed, it is taken off of the list by the assigning teacher, a notification is sent to parents by text and email notifying them that the assignment is completed, and students are no longer required to attend study sessions, BUT can continue if they choose to.

Zeros always motivated me in school; why should students have a different expectation now?

Students that are motivated by zeros are the same students that already turn in every assignment. Students that don't turn in their work, really couldn't care less about grading in general, and are just hoping to squeak by with the lowest possible score (or perhaps not pass at all, and just wait until they are old enough to drop out). The ICU program forces students to become responsible for all of their assignments. This is a skill that can easily be transferred into life after graduation and beyond, and could be the single factor that keeps students out of personal difficulty ranging from credit scores to legal action. A recent poll conducted by the largest 5 businesses hiring American workers stated that students entering the workforce lack responsibility and punctuality. Here at Wishram School, we aim to have 100% of our students college or career ready by

graduation.

Why would making a list make a difference to students?

The list is helpful to students and teachers alike, and the list will be visible to all staff members at all times. Since the list updates daily based on assignment completion, literally any staff member that you interact with can inform you of your students status in regard to missing work. So, you will no longer have to wait months, weeks, or even days to be informed of your students' success in their courses. In time, students will be able to recall what assignments they owe, and who they owe those assignments to, without being prompted by staff members. All school staff members are dedicated to student success at Wishram School.

So, if my student is put on the list, are they still provided with a meal?

Of course, Wishram School would never withhold a meal from any student for any reason. However, students that have missing work will be required to eat their meals in a study hall setting, and may be subject to time restrictions (never less than 10 minutes) in order to gain the maximum benefit from study hall time. Students that want to enjoy the freedom of before, after, and lunch time during the school day need to complete all of their assignments to the best of their ability, and by the due date to be eligible for those opportunities.

My student is coming home upset about this program; what do I tell them?

True and meaningful change is a very difficult concept to deal with for anyone, and students are no different. We are going to be fighting years of learned behavior, and there will be students who are upset that they no longer get to simply take a zero and not turn in their work. The most important component in achieving student success is a positive, meaningful relationship between the school and family. We are hoping to partner with all of you, and join together to maximize every learning opportunity for every student. We are here to assist you in any way possible, so please tell your student that this is happening because we care, and because turning in every assignment is the best possible skill that a school can provide for their students.

My student says that his/her teacher is losing all of their work, and that is why they are on the missing assignment list.

Students have been using this excuse for many years to sneak out of doing undesirable assignments, and it would work, because sometimes it was true. With our new data collection program, this should almost never be the case. Teachers have already started revitalizing their assignment collection techniques, and a new line of communication will exist between all teachers in all grade levels and subjects regarding missing work. You will be notified when assignments are missing, as well as when they are completed, so you will know if your student is missing work or not.

My student says that he/she has turned their work in, and that their teacher refuses to take them off of the list.

While teachers are human, and there could possibly be a time when this might be true, this is usually another attempt at wiggling out of 100% assignment completion. A quick call or text to the teacher in question will clear this up, so please don't hesitate to contact us if you think this may be the case. Another issue that comes up regularly in this scenario will be when a student hasn't done the assignment correctly and it is returned to them to be completed. Students will pretend to be under the impression that the corrections weren't mandatory, and will instead try to take an unacceptable grade on the assignment. Again, this is a situation when it would be best to contact the school directly for clarification.

My student is coming home saying that they don't understand the material, and therefore can't complete their assignments.

This will be one of the last ditch efforts that students try to avoid doing all of their assignments. Once they have noticed that their parents and the school are teaming up to maximize their success, and that their old tricks aren't getting them out of undesired tasks any longer, some may attempt to say that they are confused, and that no one really helps them during study hall. Likely you will already have had a face to face meeting with the school by the time this occurs, but if it hasn't happened, please feel free to set one up. We would be happy to sit down with you, your student, and all of their teachers to discuss options and devise a plan to guarantee student success.

My A+ student is coming home and saying that they are no longer motivated to do all of their work because "everyone" is doing it.

Although this is much more unlikely to occur than the previous situations, some students may claim to be disheartened by the fact that all students are now doing something that previously made them stand out. Please let them know that you are very proud of them for already doing something that many others had to be taught to do, and that there will be many additional ways in which they can flourish academically. The ICU program isn't being implemented to make any student feel badly about themselves. Please remind your student that they will never have to worry about any of their free time being influenced by not turning in assignments, and that massive success awaits them so long as they just continue doing what they have always done. Students that fall into this category can develop a very bad habit of constantly measuring their own success by how they are doing in relation to their peers, and always surpassing the status quo. These students need to be reminded that the only person that they are competing with is themselves, and they need to create individual goals to meet and exceed.

SERVICES

Medication:

If a student must receive prescribed or non-prescription oral medication during the school day, **the parent must submit a written authorization accompanied by written instructions from a physician or dentist.** (Forms available in the office)

Student Accident Insurance:

Before turning out for athletics, students must show proof of insurance coverage whether by:

- a. An insurance waiver that shows the student is covered by a parent's insurance plan.
- b. Buying school insurance through the carrier the district is doing business with at the time. Information on this insurance may be picked up at the school office.

Food Service:

Wishram School will provide its students a nutritious breakfast and lunch.

Schedule:	Breakfast	7:10 – 7:50
	Preschool	TBD
	Elem. Lunch	11:19 – 12:05
	JH/HS Lunch	12:05 – 12:48

Wishram School will follow federal guidelines for providing free & reduced meals to students.

CLOSED CAMPUS

Grades K through 10 will remain on campus to eat lunch every day. Grades 11 and 12 will have the option to leave campus for lunch. The school feels that it is important that older students be given the responsibility to leave campus during lunchtime. **Exceptions will be granted by parent request in writing to the district office for other students to leave campus for lunch with one-day advanced notice.** A closed campus hot lunch program will cut down on tardiness, discipline issues, unsupervised students, and provide a well-balanced hot meal for every student. The Wishram School Board is asking every parent and guardian to comply and support the closed campus rule.

Students that do not live in Wishram will not have the option to leave the school campus during lunch

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

PURPOSE

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Wishram School District #94. Use of such technology is a necessary, innate element of the Wishram School educational mission, but technology is provided to staff and students as a privilege, not a right. Wishram School seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

SUMMARY

Public technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing devices and all other forms of instructional, networking and communication tools are provided as a service by Wishram School to students. Use of these technologies is a privilege, not a right. Students are expected to observe the following:

- All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.

The student is ultimately responsible for his/her actions in accessing technology at Wishram School. Failure to comply with the guidelines of technology use (as stated either in this document or in the Wishram School Board Policy Manual) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the Washington State RCW/WAC or Federal Law.

GUIDELINES

1. Access to computers, computer systems, information networks, and to the information technology environment within the Wishram School system is a privilege and must be treated as such by all students.
2. The Wishram School system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which Wishram School District requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
4. The District's technological resources are limited. All users must respect the shared use of Wishram School resources. The District reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.

5. All communications and information accessible and accessed via the Wishram School system is and shall remain the property of the District.
6. Student use shall be supervised and monitored by system operators and authorized staff. Student use must be related to the school curriculum.
7. Any defects or knowledge of suspected abuse in Wishram School systems, networks, security, hardware or software shall be reported to the system operators.
8. Access to computers, computer systems, information networks, and to the information technology environment within the Wishram School system is a privilege and must be treated as such by all students.
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19. All communications and information accessible and accessed via the Wishram School system is and shall remain the property of the District.

20. Student use shall be supervised and monitored by system operators and authorized staff. Student use must be related to the school curriculum.
21. Any defects or knowledge of suspected abuse in Wishram School systems, networks, security, hardware or software shall be reported to the system operators.
22. Access to computers, computer systems, information networks, and to the information technology environment within the Wishram School system is a privilege and must be treated as such by all students.
23. The Wishram School system will be used solely for the purpose of research, education, and school-related business and operations.
24. Any system which requires password access or for which Wishram School District requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
25. The District's technological resources are limited. All users must respect the shared use of Wishram School resources. The District reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
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GUIDELINES

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UNACCEPTABLE USE

The Wishram School District #94 has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Attempts to disable, bypass or otherwise circumvent the Wishram School content filter that has been installed in accordance with the federal Children's Internet Protection Act (CIPA). This includes but is not limited to the use of proxy servers.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity or personal or private gain.
9. Installs unauthorized software or material for use on District computers. This includes, but is not limited to downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
10. Uses the network to access inappropriate materials.
11. Uses the District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
12. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
13. Uses the District systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos,

unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.

14. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.
15. Violates the District Acceptable Use Policy.
16. Uses the District systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.
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22. Violates the District Acceptable Use Policy.

SCHOOL DISTRICT'S RIGHTS AND RESPONSIBILITIES

1. Monitor all activity on the District's system. Determine whether specific uses of the network are consistent with this Acceptable Use Policy.

2. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.

3. Respect the privacy of individual user electronic data. The District will secure the consent of users before accessing their data, unless required to do so by law or policies of Wishram School.

4. Take prudent steps to develop, implement, and maintain security procedures to ensure

the integrity of individual and Wishram School files. However, information any computer system cannot be guaranteed to be inaccessible by other users.

5. Attempt to provide error-free and dependable access to technology resources associated with the District system. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

6. Ensure that all student users complete and sign an agreement to abide by the District's Acceptable Use Policy and administrative regulation. All such agreements will be maintained on file in the school office.

VIOLATIONS/CONSEQUENCES

Students who violate this Policy will be subject to revocation of Wishram School system access up to and including permanent loss of privileges, and discipline up to and including expulsion.

Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing Wishram School procedures for suspension or revocation of student privileges.

UNACCEPTABLE USE OF THE DISTRICT'S COMPUTER SYSTEMS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- 1. Altering any computer configuration including screensavers, desktop settings, network settings, passwords, etc.**
- 2. Installing or downloading any executable files from the Internet or portable drives.**
- 3. Using chat rooms or social web sites except for teacher-directed educational purposes.**
- 4. Installing or using instant messenger programs.**
- 5. Downloading MP3s or other music files.**
- 6. Accessing online radio stations and television programs.**
- 7. Writing, downloading, or printing files or messages that contain inappropriate language.**
- 8. Accessing or transmitting pornographic or other inappropriate material.**
- 9. Violating the rights to privacy of students and employees of the District.**
- 10. Reposting personal communications without the author's prior consent.**
- 11. Copying commercial software in violation of copyright law.**
- 12. Attempting to hack, crack, or otherwise degrade or breach the security of the District's network, other networks, or individual computers.**
- 13. Attempting to bypass the district's content filter, including the use of proxy servers.**
- 14. Developing or passing on programs that damage a computer system or network, such as viruses.**
- 15. Plagiarism.**
- 16. Modifying or copying files of other users without their consent.**

- 17. Giving out personal information such as address and phone numbers over the Internet without staff permission.**
 - 18. Accessing or transmitting material which promotes violence or advocates the accessing or transmitting material which advocates or promotes violence or hatred against particular individuals or groups of individuals.**
 - 19. Accessing or transmitting material which advocates or promotes the use, purchase, or sale of illegal drugs.**
 - 20. Conducting or participating in any illegal activity.**
 - 21. Any act that is determined as Cyber-bullying, harassment, or a violation of good Digital Citizenship.**
- Any inappropriate use as determined by the Superintendent, Director of Technology and/or building administrators.**

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:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- 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.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures *[and agree to abide by the provisions set forth in the district's user agreement]*. Violation of any of the conditions of use explained in the *(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.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. The district's wide-area network provider (K20/ESD112) reserves the right to disconnect the district to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

Technology- Computer Care

All Students will be instructed on the proper use and care of computers at the beginning of each school year and as new students transfer into the district.

ALL COMPUTERS (DESKTOPS AND LAPTOPS)

- Use equipment with care.
- Students are not to download anything on any computer without express permission of the computer instructor. This includes pictures, music, programs, images, etc.
- Settings are not to be changed without the express knowledge and consent of the computer instructor. This includes, but is not limited to, desktop background, additional user accounts, adding or removing passwords.
- Files are to be saved on removable media devices (CD, thumb drive).
- No food or drink is to be consumed around ANY computer.
- No games are to be played on the computers unless they are specifically designated as 'educational' and as directed by the computer instructor.
- Printing is to be done with computer instructor permission only.
- If an inappropriate website is accessed, students are to close the browser and **let the instructor know immediately.**

Wishram School District Chromebook Acceptable Use & Procedures Agreement

Wishram students will be assigned a Chromebook for educational purposes, including 1) classroom assignments and projects, 2) college admissions, financial aid, and scholarship applications, 3) and various other academic, college, and career-related activities. Responsible use of and care for the computers is expected at all times. The school may request the Chromebooks at any time. Inappropriate use of the computers may prohibit future use.

Parent Information The Wishram School District is making the Chromebooks available to your students. The device can be used to word-process, complete online applications and classroom assignments, access the Internet, and utilize a variety of tools and resources with an educational purpose. We encourage you to closely monitor your student's home use-- including access to the Internet. If you have any questions, please feel free to email the IT Department at jason.cooper@wishramschool.org. We intend to make these computers available to students for years to come. Responsible use and care for these devices is essential. The base value of the Chromebook is \$300.00

Expectations

1. Students must abide by all school rules as outlined in the Responsible Use Policy for Technology. To view the policy visit www.wishramschool.org and look under the Office tab.
2. Students agree to engage only in academic, college, and/or career related activities.
3. Students and Parents agree to be responsible for proper care of the Chromebook and that any damage or loss may result in financial liability in repairing or replacing the Chromebook.
4. Students and Parents agree that any inappropriate use of the Chromebook may result in loss of access to a Chromebook. Inappropriate use is defined in the Technology Use Policy on the school website..
5. Parents agree to monitor student use of the Chromebook and the Internet while at home.
6. Students and Parents agree that only the student and/or the parent may use the Chromebook for education-related purposes.
7. Students and Parents acknowledge that Wishram School may access and search the Chromebooks at ANY time to verify content.
8. Students leaving Wishram School must return the Chromebook and accessories, (charger, charger cable, etc.), to the school.
9. The Chromebook is to be returned to the school or whenever classes reconvene or session ends.

Chromebooks

All JH/HS students will be issued Chromebooks at the beginning of the year. **It is not permissible to leave a Chromebooks either outside the classroom or just dropped off in the office.**

It is critical that we remember that Chromebooks are delicate and need to be treated with care at all times.

- Above rules also apply to laptops.
- Do not put anything on top of a laptop – such as a textbook.
- Set them down gently and treat them with care.
- Transport the laptop with the case closed and latched.

Choosing to disregard these guidelines will result in the loss of privileges, financial charges or other disciplinary consequences.

EXTRA-CURRICULAR ACTIVITIES AGREEMENT

In contrast to other school activities, athletic participation and other extra-curricular activities are not a right of students, but a privilege that must be earned. It is earned by both academic achievement and personal conduct. WIAA policy for eligibility will be followed. Also see policy #2151

Academic Requirements

1. Eligibility for extra-curricular activities will be determined by the following:
 - a. Monitoring of grades will be a minimum of every two weeks in all classes.
 - b. Each student must pass, or be passing **ALL CLASSES**, in a seven period class schedule, and must maintain a minimum of a 2.0 GPA to be considered eligible for practice or games.
 - c. Student athletes must have no missing assignments to be eligible to participate in an athletic event.
 - d. Students will not be allowed to attend practices or games if an in-school or out of school suspension is pending or being carried out.
 - e. Regular School Attendance is required.
2. Any student who has failing grades in **ANY** of his/her classes will be subject to the following monitoring procedures and requirements:

- a. Any student with failing grades in **ANY** classes will be placed on academic probation until such a time as the failing grades are eliminated.

Student will be required to attend before, at lunch, and after school study hall until the failing grade has been improved to a “D ” or better, so long as the “D ” pulls the student past the minimum required GPA of a 2.0.

- b. Students on academic probation will be allowed to practice, at the school administrator’s discretion, but are not eligible to play in competition until their grades have improved to a level deemed acceptable. Students on academic probation will be required to arrive at school by 7:30 a.m. to attend the morning homework table.

Extra-Curricular activities include all school-sponsored activities, which are not directly related to course work have to meet the same requirements as other athletes.

Conduct Requirements

1. **Athletes must be in attendance the entire day (which includes not being tardy) in order to practice or play in a game.** On the day after games, participating students are expected to be in his/her 1st period classes on time. Exceptions for excused absences will be made by an administrator. All other sanctions against tardiness and absence will also apply. Midweek games will be avoided where possible.

Elementary athletes are required to attend practice every day unless absent from school or excused by his/her parent/guardian. On the day of or day after games, participating students are encouraged to be in attendance the entire day and be in class on time. For every hour late to school, the participating student will lose (1) quarter of game eligibility for the very next game (or the equivalent to one quarter). Exceptions for excused absences will be made. (See attendance policy on pages 8-11).

2. When the bus does not return to Wishram before midnight, participating students will be allowed to come to school at 9:00 a.m. without penalty. However, any participating student who arrives later than 9:00 will not be eligible to practice that day or be eligible for the next game.

3. **Students must return on the bus. Exceptions may be made if prior arrangements are made with the Athletic Director and the coach. Under no circumstances will a student be released to anyone other than a parent/guardian after an away game, unless prior arrangements have been made in the school office. Parents need to give the coach a signed and dated note in order to take students with them.**

4. Training rules are in effect from the first day of practice until the end of the season, which includes holidays and weekends. However, students who use tobacco, alcohol, or other drugs during the off-season must accept responsibility for their own diminished performance and recognize that they will not play as often or as well as they could otherwise. The coach and/or the administration will investigate any reported violations. Any student may be reported by any employee of the school district or by a school board member and will be considered in violation of these rules.

5. Students are warned that by being in a car or a home where others (particularly students) are in possession and/or using illegal drugs or alcohol they may be considered to be in possession themselves. Anyone arrested for drugs or alcohol possession will be considered in violation of training rules.

6. Athletes are expected to conduct themselves properly on the playing floor or field, on the bus to and from games, and to willingly follow all directions of his/her coaches. Participation can be denied if these requirements are not met.

7. Any student who is removed from the team for disciplinary reasons may request a hearing.

ICU AND ATHLETIC PARTICIPATION

Students who are on the ICU list will not be eligible to participate in school sanctioned events and activities. These events and activities include (but are not limited to); sporting events, dances, assemblies, field trips, = and any other school sanctioned event. As soon as the student completes all work in a manner that satisfies the requirements stipulated by their teacher(s), they will automatically regain eligibility for participation.

TARDIES AND ATHLETIC PARTICIPATION

Any student who shows up late for any non-medically excused reason will not be eligible to participate in sporting practices or events for that particular day. This also includes activities like dances, field trips, assemblies, ASB meetings, and any other school sanctioned event. Should the tardy be related to a medical reason, specific documentation from the medical facility will need to be provided to the front office upon the students return to school.

CONDUCT DURING SPORTS EVENTS

The following is an outline of rules that students will follow with the assistance of their parents and game supervisors.

- a. Once in the building the student is expected to be in the gym watching the game. If there is excessive wandering, the student will be asked to leave. (This includes wandering the halls.)
- b. Locker rooms for the home team and visiting team are off limits to everyone except team members.
- c. Harassing or vulgar remarks directed towards opposing team members or referees are prohibited. Offenders will be asked to leave the building immediately.

Lyle/Wishram Drug and Alcohol Violations

Any student participating in any co-curricular activities or athletics, will not be allowed to associate with, use, distribute, or be in possession, (including possession by consumption), of any legend drugs (only available by prescription), schedule one drugs, anabolic steroids,

marijuana, alcohol, tobacco, vaping products and or paraphernalia. This policy is in effect 24 hours a day/7 days a week. If you are representing the school by participating in athletics or co-curricular activities, age does not excuse you from the rules. Guilt will be determined by the student/athlete being observed, student athlete admission, and/or law enforcement contact. Appearance or attendance at parties or gatherings where use of alcoholic beverages, drugs, tobacco or vaping products are being used is prohibited. Students found to be in violation of this rule will be referred to an Intervention Specialist. Student will be deemed ineligible for any and all co-curricular activities and/or athletics until student has been assessed by the Intervention Specialist, agrees to any and all recommendations by the Intervention Specialist and are following all recommendations.

1st Violation (of the year) –Grades 5th-12th

(Use or possession of Alcohol, legend drugs, schedule one drugs, anabolic steroids, marijuana, products or any paraphernalia for any of these products)

- a. Student will be referred to the building principal or designated administrator. The student will be subject to district policy and will be immediately declared ineligible from participating in any athletic and co-curricular activities.
- b. Building principal will refer student to the Student Substance Support Committee which will include both Lyle and Wishram's Athletic Directors and one coach from each school.
- c. Student will be referred to the schools intervention specialist. The Intervention Specialist reports his/her review of the case to the Principal and the Student Substance Support Committee.
- d. The first violation will constitute a minimum loss of ONE contest and a Maximum loss of all contests for that year in which the student represents Lyle/Wishram Middle School or Lyle/Wishram High School.
- e. Student Substance Support Committee will issue punishment based on:
 - a. Severity of situation
 - b. Student's willingness to accept responsibility for their actions.
 - c. Student must agree to follow any and all recommendations of intervention specialist through written contract or student will automatically be deemed in-eligible for all athletic or co-curricular activities for the remainder of that year.
- f. In any situation where the student is selling or distributing alcohol and other illegal drugs including the distribution of prescription medications drugs the student will be turned over to law enforcement and will immediately be deemed ineligible for ONE Calendar Year.
- g. Student/athletes who violate this provision must serve the consequences in that sport season and, if not completely served, the next sport season. If the student

fails to complete the season in which they are serving the consequence, the consequence must be served in whole, the next sport season.

2nd Violation (of the year) – Grades 5th 12th

If a student is found to have violated the drug and alcohol policy for the second time during Grades 5th – 12th, the student will be immediately declared ineligible from participation in any Lyle or Wishram School District athletic or co-curricular activity program for a period of ONE calendar year from the date the second violation was determined and discipline assigned.

3rd Violation (of the year) – Grades 5th 12th

If a student is found to have violated the drug and alcohol policy for third time during grades 5th-12th, the student shall be immediately declared ineligible and permanently prohibited from participation in any Lyle or Wishram District athletic and activity program a period of ONE calendar year from the date the third violation was determined and discipline assigned. Additionally, given this is the third violation, the committee may assign additional consequences, up to and including the removal of the possibility for any future participation. The student's in drug/alcohol cessation and abstinence plan will be essential in resolving a 3rd violation.

Appeal Process.

A student or parent/guardian may appeal a disciplinary action within five (5) school days following the date of being provided with the written decision.

The appeal must be made in writing in the following order

1. Superintendent/Principal
2. Board of Directors. The decision of the Board of Directors is final in all matters of the appeal. Lyle Students will appeal to the Lyle Board of Directors and Wishram Students will appeal to the Wishram Board of Directors.

Tobacco/Nicotine/Use of Vaping Device and Paraphernalia Violations

1st Violation (of the year) –Grades 5th-12th

If a student is found to have violated the tobacco/nicotine/use of vaping device/paraphernalia policy for the 1st time during grades 5th-12th the student must immediately enroll in a tobacco/vaping sensation class or face a ONE game suspension.

2nd Violation (of the year) – Grades 5th 12th

If a student is found to have violated the tobacco/nicotine/use of vaping device/paraphernalia policy for the 2nd time during grades 5th-12th the student must

immediately enroll in a tobacco/vaping sensation class AND the violation will constitute a minimum of TWO game suspension.

3rd Violation (of the year) – Grades 5th-12th

If a student is found to have violated the tobacco/nicotine/use of vaping device/paraphernalia policy for the 3rd time during grades 5th-12th the violation will constitute a suspension from all athletics and co-curricular events for the rest of that season.

LOCKERS

Each student in grades 6 through 12 is assigned a hall locker, if they want one, which should be kept neat and clean. If, for some reason, the locker does not function properly, you should report to the office so your locker can be opened and the difficulty adjusted. Student lockers remain the property of the district and school officials retain the authority to inspect lockers. Administration may inspect student lockers at any time without prior notice and without reasonable suspicion. (See RCW.28A.600.240)

EIGHTEEN-YEAR-OLD STUDENTS

Eighteen-year-old and emancipated students refer to pages 7-11 of this handbook and district policy #3122 for appropriate procedures relating to writing excuses for absences.

HEAD LICE

Lice infestation in schools can and do occur. Lice checks will be made on a periodic basis. School personnel will notify parents/guardians if nits are found and will provide support in the education of this pest. Students with live lice or severe signs of infestation will be sent home and will not be allowed to return until the infestation is cleared. Returning students will be checked upon arrival.

STUDENT CONDUCT

1. **Classroom Conduct**

Teachers have the right and are responsible for establishing guidelines concerning the learning atmosphere expected in their classrooms and for disciplinary measures to maintain classroom order. **Students are required to follow the guidelines and comply with these measures.**

2. **Compliance with Directions**

All students will comply with reasonable directions given to them by any member of the school staff. Failure to do so will lead to disciplinary action.

3. **Arguing**

Students who persist in using up classroom time by arguing with a teacher or peers will be subject to disciplinary action.

4. **Dress and appearance**

Student dress shall not be regulated except in the following instances:

- a. A health or safety hazard shall be presented by the student's dress or appearance.
- b. Damage to school property shall result from the student's dress.
- c. The student's dress or appearance shall create a material and substantial disruption of the educational process at the school. The following could be considered but not limited to:

-Clothing that advertises drugs, alcohol, tobacco products, violence, or Uses profanity, or is suspected to be gang related or insinuates any of the above.

-Sexually suggestive or supportive clothing

-Oversized or excessively baggy clothing

-No pajamas, slippers or beach flip-flops allowed(Must be 1 inch strap).

-Hats or head coverings of any kind shall not be worn in the building

-Any other clothing item or personal property deemed as disruptive and/or unsafe by school staff.

5. **School Assemblies**

Unless permission has been granted otherwise, students are required to attend all school assemblies.

- a. Elementary and secondary students must sit with his/her teacher.
- b. Students must demonstrate respect for presenters by doing such

things, but not limited to :

- No Cell Phones/ Tablets/ Electronics of any kind.
- No Talking
- Be Respectful
- No Sleeping
- c. Be punctual.
- d. No talking when the presenter is speaking.

6. Food and Drinks

No food or drinks in the Computer Lab at any time. Food may be allowed in the classroom at teacher's discretion. On Teacher's approval Special Occasion (NOT BEFORE LUNCH) foods may be brought. All food must be store bought, no homemade items are allowed.

7. Profanity and Vulgarity

The use of profane, vulgar, discriminatory or disruptive language or gestures by students on school property or at school-sponsored events is prohibited.

8. Disruptive Devices

Electronic devices can be used at teachers discretion **ONLY**. Any device, or item deemed to be distracting or disruptive, will be confiscated.

- A. First offense- Item will be taken and returned at the end of the day.
- B. Second offense- 30 Minute detention. Items will be taken and returned at the end of the day.
- C. Third offense- 60 Minute detention. Item will be taken and returned at the end of the day to **Parent or Guardian Only**

9. Tardiness

Students are to be prompt in reporting to all classes and activities. Tardiness is to be treated as a disciplinary problem and those who violate this rule subject themselves to teacher disciplinary measures and suspension in severe cases. (See page 7-11)

10. Identifying Self

All persons, including students, must, upon request, identify themselves to school employees on the school grounds or at school-sponsored events.

11. Invasion of Privacy

Students are to honor the privacy and property of others. Violations are subject to discipline actions as necessary.

12. Field Trips/Conduct Off – Campus

Policy and procedures are addressed on pages 44-45. Students on athletic trips, field trips, or any other school-sponsored events are covered by all policies of the school district from the time they leave the campus until they return and are dismissed by a staff member.

13. **Hazing, Fighting, Bullying, Cyber Bullying and Harassment**
“Hazing” or “initiating” of students by verbal or physical means is prohibited. Fighting at school, aggressive behavior or physical contact between students is not permitted. No students shall harass, intimidate, threaten, or cause physical injury to another person on campus during school or at activities. (See Policy 3207 and pursuant to Washington State Law). The district policy and procedures are located as an addendum to this handbook.

14. **Skating/ Scooters**
Roller skates or skateboards(of any kind) are not to be used by students at any time on school grounds or in the building. These may be confiscated in addition to other disciplinary action. No skate shoes allowed. Any scooters brought or ridden to school will be collapsed and folded prior to entering the building. Inside the school building, they will be quietly and safely carried and placed:

In the student’s assigned locker, if available, or outside on designated bike rack.

Use of these on campus during school hours is strictly prohibited.

15. **Private Property**
The school is not responsible for private property. It is recommended that all individual property brought or used at school be adequately (permanently) marked with proper identification. **Wishram School will not be held responsible for any lost or missing properties.**

16. **Driving and Parking**
All students who drive to school and park must register with the office and provide License and proof of insurance. All students must drive in a safe and appropriate manner. Students are not to leave campus in a student - driven vehicle without parental permission in writing. All state and local regulations will be complied with while driving on school property. Drivers must also meet requirements of board policy #3243.

17. **Meals**
Students will refrain from throwing food or utensils. All school meals are to be eaten in designated areas. Disruptive students may spend their mealtime according to the rules designated by supervisors. During meals, students are to remain in a supervised area and follow posted guidelines. See page 43 for further guidelines.

18. **Kitchen**
Students are NOT permitted in the kitchen area unless they are under the direct supervision of staff members.

19. **Snowballs**

Throwing snowballs is not permitted on school grounds.

20. **Hallway**

- a. Walking only
- b. No throwing objects
- c. Hands (all body parts) to yourself
- d. Horseplay is not acceptable
- e. No blocking hallways
- f. Secondary students are not allowed to walk in the Elementary Hallways during lunch break.

21. **Hall Passes**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission

or special duties that require them to be in the halls. Students in the halls during class time must have a hall pass.

- a. Bathroom passes will be given at teacher discretion.
- b. Other hall passes can be written out and carried by the student.

22. **Continual Violations**

The continued violation of rules may result in suspension or expulsion from school.

23. **Use of Tobacco – Effective September 1, 1991**

Use and/or possession of any form of tobacco products including vaping of any kind by students is prohibited on the campus of Wishram School,

24. **Criminal Acts**

Any act occurring on school premises or at school-sponsored events or in route between home and school which is contrary to the law of the state, county, or city is prohibited. Some specific criminal acts are, but not limited to:

- a. Assault or Causing Physical Injury: A student shall not cause physical injury or behave in a way as could reasonably cause physical injury to any person.
- b. Illegal Drugs and Drug Paraphernalia: Students are not permitted to transport, use, possess or be under the influence of illegal drugs, and they are not allowed to transport, use, or possess drug paraphernalia.
- c. Alcohol: Students are not permitted to transport, use, possess, or be under the influence of alcoholic beverages.
- d. Students will not interfere with the conduct of school business by occupying a building or school grounds in order to deny others of its use.
- e. Vandalism and Property Damage: A student shall not intentionally or with carelessness, cause, or attempt to cause,

damage to school property. Students who destroy, injure, or vandalize school property will be required to pay for losses or damages. Grades, diplomas and transcripts of students may be withheld until damage charges have been paid by the student or the student's parent or guardian. Students shall be liable to suspension and other disciplinary action. This section is governed by RCW 28A.87.120. Students should not bring permanent markers to school.

- f. Theft: A student shall not steal the property of the school, school employees or other students.
- g. Malicious and Sexual Harassment: This district is committed to a positive and productive educational and working environment, free from discrimination including malicious and sexual harassment.

The district prohibits the malicious and sexual harassment of students, employees and others involved in school district activities.

Malicious and sexual harassment occurs when: Students intimidate, threaten or otherwise cause unwelcome physical, sexual or gender-directed conduct or communication which interferes with an individual's performance or creates an intimidating, hostile or offensive environment. Sexual harassment can occur; adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

- a. Weapons: A student on school property, in a school -operated vehicle, or in a place under the control of the school, shall not possess, handle, or transmit any object that can reasonably be considered a weapon such as knives, firearms, fireworks of any type, metal pipes, brass knuckles, etc. **(See Policy 4210) ****
- b. Lighters and Matches: Students shall not bring matches or lighters to school.

28. Criminal Acts with Specific Consequences Established by State Law:

a. RCW9.40.010 – **Obstruction of extinguishment of fire:**

Any person who removes apparatus or destroys fire apparatus shall be punished by imprisonment in the state penitentiary for not more than twelve months, according to the offense.

b. RCW9.40.060 – **Setting Fires:**

Punishable by a fine of not less than one thousand dollars, or by imprisonment in the county jail not less than three months nor more than twelve months, according to the offense.

c. RCW9.40.100 – **False Alarms:**

Any person shouting in a public place or by means of any public or private fire alarm system or signal, or by telephone – is guilty of a misdemeanor.

29. Use of a Controlled Substance

Any student involved in a confirmed use of a controlled substance while at school or at a school – sponsored activity is subject to progressive discipline with required drug/alcohol counseling at parent’s expense.

30. Sale or Transmittal of a Controlled Substance

Any student involved in a promotion, confirmed sale/transmittal or promotion of a controlled substance is subject to progressive discipline with required drug/alcohol counseling at parent expense. Repeated incidents will result in a hearing for expulsion from school for one year.

31. **Definitions**

- a. **Discipline**-includes but is not limited to, student and/or parent conferences, detention, denial of privileges or activities, and removal from class as well as no trespassing on school grounds.
- b. **Student Behavior Plan**-student and parents may be required to sign an agreement specifying required behavior to avoid being suspended from school or to be readmitted to school after a suspension.
- c. **Suspension**-parents are notified in writing whenever suspensions are applied.

d. **Detention/Study time**

Students complete assignments in supervised isolated areas on school premises. A student will be given three chances to serve detention or consequences will be that they will not be eligible to attend extra- curricular activities, including sports.

e. **I.S.S. (In-school suspension)**

In-school suspension will be given as part of the progressive discipline system. The principal may substitute the use of I.S.S. for out-of-school suspension depending on the student behavior plan. Students in I.S.S. will be isolated from the regular program. Students will eat lunch at school. Students in I.S.S. will not be allowed to attend any extra-curricular activities.

f. **Short-term Suspension**

Students are denied access to Wishram School between 1 to 10 days depending on the incident. Schoolwork will be supplied and expected to be completed.

g. **Long-term Suspension**

Students are denied access to Wishram School for 10 or more days depending on the severity of the incident. All long-term suspensions can be appealed and a formal hearing called before the discipline committee prior to suspension in most cases.

h. **Expulsion**

Students are denied access to Wishram School for up to one year. All students who are expelled have a right to a hearing before the school board.

STUDENT DISCIPLINE AND SYSTEM PROCEDURES

As stated earlier in this handbook, Wishram School District has adopted a Safe-and-Civil School Philosophy. In the area of discipline, this means that everyone who enters Wishram School will conduct himself or herself in a safe and civil manner. Safe in the aspect that no student, staff or guest will be allowed to act in a manner that is unsafe to him or herself or others and civil in the aspect that all individuals in Wishram School will be respectful to one another and the learning environment. The following guideline of rules and responsibilities is to provide a framework for students and parents to understand the expectations of the discipline system and a safe-and-civil school. Students are required to follow all rules. If a student chooses to violate the rules, he or she will be subject to disciplinary action. The action taken will depend on several factors.

1. Severity
2. Past history
3. Developmental age
4. Behavior plan
5. Counseling Plan

The following pages will outline the school rules, but are not a complete list of misbehaviors. Students are subject to these rules while at school, while at a school-sponsored event, or whenever under school jurisdiction. The superintendent/principal or designee may use his or her judgment when dealing with all student issues and their consequences.

Wishram uses a progressive system of discipline. In most cases, students will be given warnings. If they persist in continuing a certain behavior, that student is making a choice that may result in a disciplinary action. In most cases, a warning or reminder is all that is needed. In the case of severe inappropriate behavior, which we call Level 4, the consequences are more severe. Below is an outline of Level 4 and Level 3 behaviors and the action the school will take whenever these behaviors occur.

On any occurrence of any Level 4 or Level 3 offenses, Law Enforcement may be contacted and parent/ guardian contact. Suspensions may include ISS.

Level 4

Offense

Possession of Gun

Loaded/unloaded operable/inoperable or other explosive devices.

Action

Mandatory 1 year expulsion
Subject to appeal
Notification of law enforcement
(parent notified)

Offense

Possession of Other Weapons

Self-reporting:

Knives, stars, brass knuckles, chain,
Num-chucks, pipes, razor blades,
ice picks, dirks, pen/pencil,
look-a-likes
pending

**Intention of weapon use
against any person**
(including pen/pencil)

Combustible Devices:

Such as but not limited to:

Firecrackers, cherry bombs, lighters,
Matches, related explosives

Threats of Bodily Harm:
(To or against others)

Action

Confiscated
(parent notified)
All others: Automatic
up to 10-day suspension

investigation, **(parent notified)**
Police intervention
Automatic Suspension
(parent notified)

Self-report: confiscation
(parent notified)
**1st offense: confiscate, up to 3-day
suspension (parent notified)**
**2nd offense: up to 5-day
suspension (parent notified)**
**3rd offense: up to 10-day suspension
(parent notified)**
Hearing on possible expulsion
(Expulsion Committee)

**1st offense: up to 5-day suspension/or
I.S.S. (parent notified)**

**2nd offense: up to 10-day suspension
(parent notified)**
Required counseling plan developed

**3rd offense: up to 10-day suspension
(parent notified)**
**Hearing on possible expulsion
(Expulsion committee) Developmental
age will be a consideration.**
1. Referral to Law Enforcement
2. Revision of Counseling Plan
3. Administrative in take hearing
required for re- admittance.
4. Behavior interview plan enacted.

Offense

Harassment, Bullying or Intimidation

Intentional written, verbal bullying
Or digital physical act resulting in
harming a person's property or emotional
or mental well-being; interfering
with a student's education; or, is
so severe, persistent or pervasive
that it created an intimidating or
threatening educational environ –
ment; has the effect of substantially
disrupting the orderly operation of the
school.

Electronic Devices

Initiating or participating in the
dissemination of inappropriate messages or
images including transmitting, or possessing
images of a sexually explicit nature on an
electronic device.

Felony Theft

Arson (of any kind)

Intentional/life threatening in/
on school property.

Action

1st offense: Documented warning
(depending on severity)

**2nd offense: Documented up to 3-day
I.S.S.(parent notified)**

**3rd offense: documented up to 5-day
suspension (parent notified)**

Parent conference

Counseling Plan put in placed

**4th offense: Documented up to 10-day
suspension/or long-term**

**suspension/or expulsion (parent
notified) Behavior plan Parent
conference**

Please see the Technology Acceptable
Use Policy

Automatic up to 10-day suspension
(parent notified)

Automatic Expulsion
(parent notified)

Offense

Action

Accidental Arson

1st offense: up to 10-day suspension

Counseling Plan put into place.

2nd offense: up to 10-day suspension

Counseling Plan put into place

Hearing on possible expulsion
(Expulsion Committee)

1. Referral to Law Enforcement
2. Revision of Counseling Plan
3. Administrative intake hearing required for re- admittance.
4. Behavior interview plan enacted.

Fighting, Assault or Battery

Serious, exceptional, deliberate,
blatant, overt

1st offense: up to 3-day I.S.S.

(depending on severity and age)

2nd offense: up to 5-day suspension

Counseling Plan put into place

3rd offense: up to 10-day suspension

(Counseling plan put in place
must take place prior to re – admittance
with appropriate documentation)

Hearing on possible expul. w/Committee

1. Referral to Law Enforcement
2. Revision of Counseling Plan
3. Administrative intake hearing required for re- admittance.
4. Behavior interview plan enacted.

Offense

Action

False Alarm (fire, etc.)

Pulling fire alarm
False bomb threat

Law Enforcement will be contacted

1st offense: up to 10-day suspension

Counseling Plan put into place

2nd offense: up to 10-day suspension

Hearing on possible expulsion.

(Expulsion Committee)

Criminal Vandalism

Defacing school property
Breaking school property
Damaging school property

1st offense: up to 3-day I.S.S.

(Restitution and community service required)

2nd offense: up to 5-day suspension

3rd offense: up to 10-day suspension.

hearing on possible expulsion (Expulsion Committee)

**Gross Disrespect/or Non –
Compliance Toward Staff**

Profanity
Gross insubordination
Continual failure to comply
Continual disruptions in class
Continual disruption of education
Continual verbal abuse
Continual loud behavior
Continually argumentative

1st offense: up to 3-day suspension

2nd offense: up to 5-day suspension

(Counseling plan put into place)

3rd offense: up to 10-day suspension

Hearing on possible expulsion

(Expulsion Committee)

**Inappropriate Physical Contact
with Staff Member**

**Indefinite Suspension
Pending Investigation**

Offense

Sexual Harassment

Digital
Verbal
Written
(Counseling)
Physical

Action

1st offense: Document; up to 3-day suspension/or I.S.S. (parent notified)
depending on developmental age

Plan put into place)

2nd offense: Document up to 5-day suspension (parent notified)

3rd offense: Document up to 10-day suspension/long-term suspension/or expulsion (parent notified) Parent conference

1. Referral to Law Enforcement
2. Revision of Counseling Plan
3. Administrative in take hearing required for re- admittance.
4. Behavior interview plan enacted.

Alcohol/Drug Sale

Police intervention (**parent notified**)
Expulsion

Drug or Alcohol Use/Possession

Police Intervention (**parent notified**)

1st offense: up to Long term suspension (parent notified)

Counseling Plan put into place
May go down to short term suspension if agree to follow recommendation of drug assessment.

2nd offense: up to Long term suspension (parent notified)

Counseling Plan put into place
Hearing on possible expulsion (Expulsion Committee)

Possession/Use of Tobacco

1st offense: up to 3-day suspension* (Parent notified)

2nd offense: up to 10-day suspension*

3rd offense: up to long term suspension *counseling available

***Note:expulsion is to be 1 calendar year**

LEVEL 3

Offense

Detention (Failure to Appear)

Disruptive Behavior

Is not limited to, but includes:

Fake fighting
Horsing around
Rough housing
Yelling Whistling loudly
Overt slamming of locker door
Water balloons
Water devices
Tripping
Running through hallways
Running down stairs
Sleeping in class

Disrespect to Staff/or non-compliance toward staff

Skipping/Truancy

Unexcused Absence
Being somewhere
That you are not supposed to be
Leaving campus without permission

Excessive Display of Public Affection

Kissing, fondling overt
close proximity/hugging

Theft (non felony)

Action

Detention doubles
Progressive discipline
1st offense: Verbal warning
2nd offense: up to 30-minute detention
(parent notified)
3rd offense: I.S.S. time to be determined
½ or full day **(parent notified)**

1st offense: up to 1-day I.S.S. **(parent notified)**
2nd offense: up to 3-day I.S.S. **(parent notified)**
3rd offense: automatic Level IV suspension **(parent notified)**

(Parent notified) up to 3-day ISS suspension and administrative letter highlighting the district's obligation to inform and/or petition the court for order the student to attend school during the school day.
RCW 28A.225.030

Up to 1 hour detention

Short term suspension and/or administration decision

DETENTION IN-SCHOOL SUSPENSION

Rules

1. Detention can be served before school, during lunch break, and after school.
2. Visiting is not allowed at any time with other students or staff.
3. Bathroom breaks will be supervised and not during any regular class Break/ passing time
4. Students will be respectful of supervisors.
5. Students will bring all assignments and materials to work on.
6. Students will stay on task at all times.
7. If work is completed, the student is to be reading an appropriate book, no leaning against walls, no sleeping!
8. Students are responsible for their own actions.
9. Cell phones will be docked in the Cell Phone rack.
10. No eating except school provided meals.
11. Chairs must not pass the blue tape , no leaning, all four legs on the floor

LUNCH

1. In general students on campus during lunch must be in a supervised area. Normally that means that you are to be in a supervised area such as in the front hall, gym or student lounge.
2. If you go home or off campus for lunch, you are expected to come directly into the gym or another supervised area when you return to the school grounds.
3. No chasing in the gym or outside.
4. Students are not to be on the stage.
5. Students are expected to follow the instructions of school staff At all times.
6. No working out in the weight room without a staff member present.

GYM

1. No one is to be on the stage.
2. Equipment should be shared.
3. No rough games or “chasing” games should be played.
4. No swearing or arguing or abusive language.
5. Three whistles-freeze and sit down “now.”
6. No food or drink (exception is water only).
7. Gym shoes required.

PLAYGROUND

(Elementary Classes)

1. No throwing of any objects other than balls, frisbees, etc.
2. No fighting or bothering other students.
3. No swearing.
4. 3 whistles: line up immediately.
5. Use of slide:
 - ◆ Do not stand in front of the slide.
 - ◆ No rocks on slide.
 - ◆ Come down feet first at all times.
6. Remain on the playground at all times, in view of the supervisor.
7. Keep your playground clean by picking up after yourself and other items you may notice that need throwing away.
8. If you go off campus for lunch (you will need written permission) you must wait until 12:00 p.m. to enter the playground (elementary only).
9. Consequences for not following guidelines:
 - a. Warning.
 - b. No recess “benched”.
 - c. Office conference and/or parents called.
10. No Toys brought from home.

CLASS FIELD TRIPS

Field trips are a way to expand the classroom to the real world. We want to give our students the opportunity to expand their world; to provide new environments to learn new skills and build on the knowledge they already have. Notice of field trips will be sent home at least 3 days prior to the trip. Students must have their signed parental agreement forms into the office two(2) days before the trip leaves. Students who have demonstrated a pattern of unacceptable behavior may be restricted from the trip. Students in I.S.S. will also be restricted from field trips that take place while they are serving I.S.S. time.

Student attendance at class-related field trips is not an option. These trips are part of an extension to the classroom and are part of the curriculum for the class. Students will be graded and held accountable for the information that is learned on the trip.

Non-curriculum field trips such as trips to Kah-nee-ta, carnival or play days are not required. They are, however, still school days. Your child is expected to be in school for the entire day. Alternate assignments will be given for the day

Field trips (overnights, including lock-ins and extended school hour trips)

Rules of Eligibility:

Academic

Students must have a current 2.00 grade point average in core subjects, i.e. math, science, English and social studies.

School Behavior

- a. No more than four formal referrals during the school year prior to the trip.*
- b. Any student found in possession of or having ingested illicit drugs is automatically not eligible for any extended field trips and must get the superintendent's permission for any other scheduled field trips.

*Formal referral -this means a referral that is issued because the student is interrupting the educational process, making threats to staff and peers or refusing to comply with staff directives.

Attendance

Non-curricular field trips will require students, in **4th quarter**, to have no more than: 7 absences, 4 detentions and 1 ISS referral, in order to be eligible. In addition, students cannot have any out-of-school suspensions and must maintain a 2.0 GPA. Students not meeting this requirement will attend a regular school day. Exceptions to this rule will apply for severe injury, illness or family emergencies. Appeals need to be in writing one week before the field trip occurs. In the event students select spring break as the time for a trip, only the rules of school behavior would be enforced.

Field Trip Guidelines

1. Students must have the notice of trip slip signed by their parent or legal guardian and turned into the office no later than two days prior to the event.
2. Students need to abide by all student conduct rules (see page 28) while attending a field trip.
3. Students must ride on the school bus to and from any field trip activity. A field trip is a school sponsored activity. If a parent or guardian requests to take his/her child at the conclusion of the field trip, a written note requesting

permission to do so must be on file with the teacher and office one day prior to the field trip

WISHRAM HIGH SCHOOL GRADUATION REQUIREMENTS

1. One (1) credit equals one (1) year or 150 hours of study in a class. Therefore, a quarter final grade equals .25 credit.
2. Credits for graduation in English, mathematics, and science must be earned in sequential years. No more than .25 credit per quarter or 1 credit per year may be applied toward graduation requirements in these subjects. Exceptions will be allowed only in cases where a student has failed a previous sequential course, or in exceptional cases with the approval of the administration.
3. If there is a question in determining grade level, the total number of credits earned will determine grade level.

9th – fewer than 6 credits

10th – fewer than 12 credits

11th – fewer than 19 credits

12th – must have 20 or more credits

4. Grade point averages (G.P.A.) will be using the following 4.0 scale

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

GRADUATION REQUIREMENTS

CREDITS FOR WISHRAM SCHOOL

Students shall be expected to earn a total of 26 credits for graduation in order to complete graduation requirements. For credit purposes, a class must meet for a total of 180 (50-minute) hours of planned instruction.

The following requirements become effective with the entering freshman class of 2016 and beyond:

Subject	<u>College or Jr. College</u> Credit	<u>Career</u> Credit
English	4 **	4 **
Mathematics	3 *	3 *
Science	3*	2 *
Social Studies	3 *	3 *
Physical Education/ Health	2 *	2 *
Occupational Ed.	1 *	1 *
Fine Arts	1 *	1 *
Foreign Language	2 **	0
Computers	1 **	1 **
Seniors	1 **	1 **
On-Line	1 **	1 **
School-to-Work	0	2 **
Electives	<u>5</u>	<u>5</u>
Total Credits for Graduation:	26	26

Note: * = State requirements

** = District requirements

**Policy: 2410 Section: 2000
- Instruction**

High School Graduation Requirements

The board will establish graduation requirements which, at a minimum, satisfy those established by the State Board of Education. The board will approve additional graduation requirements as recommended by the superintendent. Graduation requirements in effect when a student first enrolls in high school will be in effect until that student graduates unless such period is in excess of ten years. The board will award a regular high school diploma to every student enrolled in the district who meets the requirements established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may be pursued.

STATE CREDIT REQUIREMENTS

Class of:	2012	2013	2014	2015	2016	2017	2018	2019* and beyond
<i>Entering 9th grade after July 1 of:</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>
English	3	3	3	3	4	4	4	4
Mathematics	2	3	3	3	3	3	3	3
Science	2	2	2	2	2	2	2	3
Social Studies	2.5	2.5	2.5	2.5	3	3	3	3
Arts	1	1	1	1	1	1	1	2
Health and Fitness	2	2	2	2	2	2	2	2
Career and Tech Ed								1
Occupational Education	1	1	1	1	1	1	1	
World Language								2
Electives	5.5	5.5	5.5	5.5	4	4	4	4
Total Required Credits:	19	20	20	20	20	20	20	24

Additional credit information for Classes of 2015-2017

Math (3 credits required)

Math credits are required as follows: Algebra 1 or Integrated Math 1; Geometry or Integrated Math 2; Algebra 2 or Integrated Math 3, or a 3rd credit of math, other than Algebra 2 or Integrated Math 3, if the elective is based on a career-oriented program of study identified in the student's High School and Beyond Plan and the student, parent/guardian and a school representative meet, discuss the plan and sign a form pursuant to WACn180-51-067(2)(b).

Social Studies (2.5 credits required for Class of 2015, 3 credits required for Classes of 2016-2017)

For the Class of 2015, the following courses are required: 1 credit of U.S. History and Government, 1 credit of Contemporary World History, Geography and Problems, and .5 credits of Washington State History. For the Classes of 2016 and 2017, the following courses are required: 1 credit of U.S. History and Government, 1 credit of Contemporary World History, Geography and Problems, .5 credits of Civics (content may be embedded in another social studies course) and .5 Social Studies elective.

Career and Technical Education equivalencies

The district has determined the following Career and Technical Education (CTE) courses to be equivalent to a non-CTE course: *insert courses*. These courses may be used to meet two (2) graduation requirements.

Additional credit information for Class of 2019 and beyond

Credit requirements conform to Career & College-Ready Graduation requirements.

Math (3 credits required)

The following courses are required: Integrated Math 2; Algebra 2 or Integrated Math 3 and a third credit of math chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course. The Washington State history and government requirement may be met in grades 7 through 12. If the course is taken in the 7th or 8th grade, it fulfills the requirement, but high school credit will only be awarded if the academic level of the course exceeds the requirements for 8th grade. Students who meet the requirement but do not earn credit must still take the required number of social studies credits in high school.

Science (3 credits required)

At least two (2) labs are required and a third credit of Science chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

Social Studies (3 credits required)

The following are required: U.S. History and Government; Contemporary World History, Geography and Problems; 0.5 credits of Civics (content may be embedded in another social studies course); 0.5 credits of Social Studies elective.

Arts (2 credits required) Performing or visual arts is required. One (1) credit may be a **Personalized Pathway Requirement**, defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student’s interests and High School and Beyond Plan, which may include Career and Technical Education, and are intended to provide a focus for the student’s learning.

World Language (2 credits required) Both credits may be a Personalized Pathway Requirement. If the student has chosen a four-year degree pathway in their High School and Beyond Plan, the student will be advised to earn 2 credits in world language.

Career and Technical Education (1 credit required)

This credit may be an Occupational Education course that meets the definition of an exploratory course as described in the [CTE program standards](#).

ASSESSMENTS

Class of:	2012	2013	2014	2015	2016	2017	2018	2019
Entering 9 th grade after July 1 of:	2008	2009	2010	2011	2012	2013	2014	2015
	Reading and Writing High School Proficiency Exam (HSPE)			Reading and Writing HSPE, or ELA SBAC, or 10 th grade ELA Exit Exam	10 th grade ELA Exit Exam, or ELA SBAC		ELA SBAC	ELA SBAC
	Math HSPE, or one Math EOC, or earn 2 credits of Math after 10 th grade	One Math EOC Exam in Algebra I/Integrated math 1 or geometry/Integrated math 2		One Math EOC Exam or Algebra I/Integrated math 1 EOC Exam or Geometry/Integrated Math 2 EOC Exit Exam or Math SBAC			One Math EOC Exam in Algebra 1/Integrated Math 1 or Geometry/Integrated Math 2 or Math SBAC	Math SBAC
				Pass one Science EOC in biology			Biology EOC Exam	Biology EOC Exam

Additional assessment information

SBAC refers to the Common Core State Standard assessments developed by the multi-state consortium, the Smarter Balanced Assessment Consortium. ELA SBAC refers to the English Language Arts assessment that will be administered to students in the 11th grade. The 10th grade ELA Exit Exam refers to a Common Core State Standard assessment that will be developed by Washington using SBAC components. The Math EOC Exit Exam will be developed by the spring of 2015 and will be aligned with Common Core State Standards.

Next Generation Science Standards (NGSS) implementation and assessment development are underway as of December, 2014 and may be required for graduation for students graduating after 2015.

Class of:	2012	2013	2014	2015	2016	2017	2018	2019
<i>Entering 9th grade after July 1 of:</i>	2008	2009	2010	2011	2012	2013	2014	2015
	Culminating Project			As of the Class of 2015, the Culminating Project is no longer a state requirement				
	High School and Beyond Plan							
	Certificate of Academic Achievement or Individual Achievement awarded to student who pass the required assessments							
					Washington State history and government			

High School and Beyond Plan

Within the first year of high school enrollment, each student will develop a High School and Beyond Plan. The plan will be developed in collaboration with the student, parents/guardians and district staff and include, at a minimum: 1) a career goal; 2) an educational goal; 3) a four-year course plan for high school; and 4) identification of required assessments. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan if necessary and to advise the student on steps for successful completion of the plan. Whether the student has met requirements for the High School and Beyond Plan is determined by the district.

A student receiving special education services who has developed a transition plan as part of their Individualized Education Plan (IEP) may be considered by the district to have developed a High School and Beyond Plan.

Certificate of Academic Achievement

A student will receive a certificate of academic achievement (CAA) if they earn the appropriate number of credits required by the district, complete the High School and Beyond plan, complete the Culminating Project (not required for the Class of 2015 and beyond) and meet the reading, writing and math standards on the high school statewide assessment or an appropriate state-approved alternative ("CAA option").

Certificate of Individual Achievement

Beginning in 2014-2015, a student qualifying for special education services will earn a Certificate of Individual Achievement after passing assessments determined by the student's Individualized Education Plan (IEP) team to be appropriate for the student based on their learner characteristics, post-secondary goals and previous testing history.

International Baccalaureate Diploma

A student who fulfills the requirements for an international baccalaureate diploma is considered to have satisfied the minimum state requirements for graduation from high school, but the district may require the student to complete additional local graduation requirements. To receive an international baccalaureate diploma, a student must complete and pass all required diploma program courses as scored at the local level, pass all internal assessments as scored at the local level, successfully complete all required projects and products as scored at the local level and complete the final exams administered by the international baccalaureate organization in each of the required subjects.

High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:

1. Earning a passing grade according to the district's grading policy and/or
2. Demonstrating proficiency/mastery of content standards as determined by the district; and/or
3. Successfully completing an established number of hours of planned instructional activities to be determined by the district.
4. The district will establish a process for determining proficiency/mastery for credit-bearing courses of study.

The superintendent will develop procedures for implementing this policy which include:

1. Determination of the education plan process for identifying competencies;
2. Establishing the process for completion of the High School and Beyond Plan;
3. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district;
4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement, including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (e.g. another public school district or an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days;
5. Making graduation requirements available in writing to students, parents and members of the public;
6. Providing for a waiver of graduation requirements for an individual student when permitted. All state graduation requirements must be satisfied unless a waiver is permitted by law;
7. Granting credit for learning experiences conducted away from school, including National Guard high school career training;
8. Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit. State law requires that the district award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university, except
for community college high school completion programs where the district awards the diploma. Tenth and eleventh grade students and their parents will be notified annually of the Running Start Program;
9. Granting credit for work experience;
10. Granting credit based upon competence testing, in lieu of enrollment;
11. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade;
12. Counseling of students to know what is expected of them in order to graduate;
13. Preparing a list of all graduating students for the information of the board and release to the public;
14. Preparing suitable diplomas and final transcripts for graduating seniors;
15. Planning and executing graduation ceremonies; and
16. Developing student learning plans for students who are not successful on one or more components of the statewide assessment.

In the event minimum test requirements are adopted by the board, a student who possesses a disability will satisfy those competency requirements which are incorporated into the Individualized Education Plan (IEP). Satisfactory completion of the objectives incorporated into the IEP will serve as the basis for determining completion of a course.

A student will be issued a diploma after completing the district's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student will also be advised that he/she may receive a final transcript.

However, a student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents will have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, [Classroom Management, Discipline and Corrective Action](#). When damages are in excess of \$100, the appeal process for long term suspension as defined in Policy 3241, [Classroom Management, Discipline and Corrective Action](#), will apply. The district may, in its discretion, choose to offer in-school suspension in these circumstances.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances, the diploma will be granted.

Cross References: 2418 – Waiver of High School Graduation Requirements
 3412 - Automated External Defibrillators
 3520 - Student Fees, Fines, or Charges
 3241 - Classroom Management, Discipline and Corrective Action
 3110 - Qualification of Attendance and Placement

Legal References: RCW 28A.230.090 High school graduation requirements or
 equivalencies — Reevaluation of graduation requirements —
 Review and authorization of proposed changes — Credit for
 courses taken before attending high school — Postsecondary credit
 equivalencies
 RCW 28A.230.093 Social studies course credits – Civics
 coursework
 RCW 28A.230.097 Career and technical high school course
 equivalencies
 RCW 28A.230.120 High school diplomas — Issuance — Option to
 receive final transcripts — Notice
 RCW 28A.230.122 International baccalaureate diplomas
 RCW 28A.600.300-400 Running start program - Definition
 RCW 28A.635.060 Defacing or injuring school property — Liability of
 pupil, parent or guardian — Withholding grades, diploma, or transcripts
 — Suspension and restitution — Voluntary work program as alternative
 — Rights protected
 WAC 180-51 High school graduation requirements
 WAC 392-121-182 Alternative learning experience
 requirements
 WAC 392-169 Special service programs - Running start
 program
 WAC 392-348 Secondary education
 WAC 392-410 Courses of study and equivalencies

Management
Resources:

2014 - December Issue

2013 - September Issue

2012 - April Issue

2011 - October Issue

2010 - June Issue

2009 - April Issue

2009 - February Issue

Policy News, August 2007 Graduation Requirements Modified
by Legislature

Policy News, October 2004 Graduation Requirements: High
School and Beyond Plans

Policy News, February 2004 High School Graduation Requirements

Policy News, December 2000 2004 High School Graduation
Requirements Adopted

Policy News, April 1999 Variations Complicate College Credit
Equivalencies

Adoption Date: Classification:

Essential

Revised Dates: 12.00; 02.04; 10.04; 12.04; 08.07; 02.09; 04.09; 06.10;
10.11; 06.12; 09.13; 12.14; 04.15

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TITLE I & LAP PROGRAMS

The Title I Program is designed to assist the student who is below class level in the areas of reading and mathematics. Standardized test scores assist staff to identify students having difficulties. Once identified, individualized assistance is provided to return the student to class level as soon as possible. The Title I efforts are in cooperation with the classroom teacher in each particular subject title.

DANCES

Grades 9-12

Our dances over the past years have been very successful. The students have conducted themselves very well.

We want tradition to continue, so we are reminding you of the more important rules so there will be no misunderstanding.

DANCE GUIDELINES

You must sign up yourself and approved guests by 3:00 the day of the dance (or the school day prior to the dance if the dance is on a Saturday) or you may not enter. The rules are as follows:

1. Once you leave, you must leave school grounds and you may not re-enter.
2. Anyone using, in possession or under the influence of a prohibited substance, will receive a minimum five (5) day suspension from school and denial of all dance privileges in the future.
3. You must be present the full day of the dance. (If the dance is scheduled for the weekend, students must attend school on Friday in order to attend the dance.) If you are absent on the day of the dance for doctor's appointments, funerals, court appearances or any other reason approved in advance, you may attend the dance. If you are absent for any other reason, you may not attend.
4. If you are asked to leave the dance due to your misbehavior, you will not be allowed to attend any other dances for the remainder of the year.
5. You are responsible for your guest's behavior.

All extra-curricular activity rules apply. (See pages 20-23)

WISHRAM SCHOOL STUDENT POLICY AND PROCEDURES

You may request a complete copy of any policy from our district office or download them from our website at www.wishramschool.org

Admission and Attendance

Qualifications of Attendance and Placement	3110
A. Age of Admission	
B. Entrance Qualification	
C. Admission of Students Aged 21 or Older	
D. Placement of Students on Admission	
Procedures	3110P
Part-time, Home-based, or Off-campus Students	3114
Procedures	3114P
Homeless Students: Enrollment Rights and Services	3115
Procedures.....	3115P
Enrollment	3120
Procedures	3120P
Excused and Unexcused Absences	3122
Procedures	3122P
Withdrawal Prior to Graduation	3123
Removal/Release of Student During School Hours	3124
Procedures	3124P
Child Custody	3126
District Attendance Area Transfers	3131
Release of Resident Students	3140
Nonresident Students	3141
International Student Exchange.....	3142
Procedures.....	3142P
District Notification of Juvenile Offenders.....	3143
Release of Information Concerning Student Sexual and Kidnapping Offenders	3144
Procedures.....	3144P
Rights and Responsibilities	3200
Prohibition of Harassment, Intimidation and Bullying.....	3207
Procedures.....	3207P
Nondiscrimination	3210
Procedures	3210P
Transgender Students.....	3211
Procedures.....	3211P
Freedom of Expression	3220
Student Publications	
E. Distribution of Materials	

Procedures.....	3220P
Freedom of Assembly	3223
Student Dress	3224
Procedures	3224P
Interviews and Interrogations of Students on School Premises.....	3226
Procedures.....	3226P
Student Privacy and Searches	3230
Searches of Students Personal Property	
F. Locker Searches	
Procedures	3230P
Student Records	3231
Procedures	3231P
Parent and Student Rights in Administration of Surveys, Analysis	
Evaluations.....	3232
Procedures.....	3232P
Student Conduct Expectations and Reasonable Sanctions	3240
Procedures	3240P
Classroom Management, Corrective Actions or Punishment	3241
A. Detention	
B. In-School Suspension	
C. Appeal Process for Disciplinary Action	
D. Suspensions or Expulsions	
E. Short-Term Suspension	
F. Appeal Process for Short-Term Suspension	
G. Emergency Expulsion	
H. Long-Term Suspensions or Expulsions	
I. Appeal Process for Long-Term Suspension or Expulsion	
J. Emergency Removal	
K. Readmission Application Process	
Procedures	3241P
Closed Campus	3242
Student Driving	3243
Procedures.....	3243P
Prohibition of Corporal Punishment	3244
Students and Telecommunication Devices	3245
Procedures.....	3245P
Use of Reasonable Force	3246
Procedures.....	3246P
Isolation and Restraint of Students with IEPs and Section 504 Plans.....	3247
Procedures.....	3247p
Student Welfare	
Student Health	3410
Automated External Defibrillators (AED).....	3412
Procedures.....	3412P
Student Immunization and Life-Threatening Health Conditions.....	3413
Procedures.....	3413P

Infectious Diseases	3414
Procedures	3414P
Accommodating Students With Diabetes	3415
Medication at School.....	3416
Procedures	3416P
Catheterization	3417
Procedures	3417P
Emergency Treatment	3418
Procedures	3418P
Self-Administration of Asthma and Anaphylaxis Medications	3419
Procedures	3419P
Anaphylaxis Prevention and Response.....	3420
Procedures	3420P
Child Abuse, Neglect and Exploitation Prevention	3421
Procedures	3421P
Student Sports - Concussion and Head Injuries.....	3422
Procedures	3422p
Emergencies	3432
A. Fire	
B. Lockdowns	
C. Evacuations	
D. Shelter-in-Place	
E. Earthquakes	
F. Bomb Threats	
G. Emergency School Closure or Evacuation	
H. Pandemic/Epidemic	
Procedures	3432p
Student Activities	
Associated Student Bodies	3510
Procedures	3510P
Student Incentives	3515
Procedures	3515P
Student Fees, Fines, or Charges	3520
Procedures	3520P
Fund Raising Activities Involving Students.....	3530
Procedures	3530P

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

See Policy # 52

