



STUDENT HANDBOOK

2010-2011

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WELCOME TO WOODLAND HIGH

The information in this packet will be helpful to you in answering many questions about the policies and activities of Woodland High School. The purpose of the rules that follow is to create an orderly and positive atmosphere at WHS. We trust you will read this packet with this in mind. This packet only outlines certain policies and is not comprehensive.

ACADEMICS

SCHEDULING

Scheduling for the following year is done in the spring. The counselors assist students in choosing classes. A grace period is given at the beginning of each semester to allow for schedule changes. If a student fails to make the necessary changes during this time, he/she must remain in scheduled classes or withdraw with an F grade. Changes can be made within 3 days of the beginning of each semester.

A request to change a teacher must follow this procedure and guidelines:

a. Changes of teachers for the same class will only be considered at semester and mid year changes in January.

b. A committee consisting of administration, counselor and teachers will meet to make the decision. Parent and/or student input will be included in the final decision.

c. Requests must be made prior to the 4th day of the semester.

CREDITS

Woodland High School operates on a two-semester system with four grading periods. Semester grades are given after the second and fourth quarters. Those grades are the marks recorded on the student transcripts and are the permanent grades for courses taken. The high school operates on a six period day. This allows students to earn six (6) credits in a year. Check with the counselor or Curriculum Handbook for graduation requirements.

GRADES

Evaluation of students' achievements for each semester is reflected by an official grade in each course. The student and his/her parents are notified of this grade through a grade report about one week after the semester ends. About mid-semester each teacher assesses student work and reports progress to parents as a quarter grade. Only semester grades are recorded on the official transcript.

GRADING POLICY

Definitions:

Formative Assessments: A risk free activity that is done in preparation for a summative graded assignment.

Summative Assessment: Any activity which shall be graded and recorded towards the students overall grade in the course.

Agreements/Policy:

1. Grading procedures shall be related directly to stated learning goals.
2. Learning and performance standards shall be used to distribute grades and marks. Rubrics or scoring guides, either formal or informal, should be shared with students prior to giving a summative assessment activity.
3. Students are expected to complete all required work and will be given opportunities to do so.
4. Absent students shall be given make up opportunities for all missed summative assessments without penalty. Teacher established deadlines could be imposed and if established, shall be understood by the student. Students are expected to initiate this conversation with their teachers.
5. Late work shall be handled as follows: Teachers may set due dates and deadlines for all marked work that will be part of a student grade.
6. Teachers shall mark and/or provide written or oral feedback on formative assessments and shall **not** be included in student's grade calculation.
7. Grades shall be determined to ensure that the grade each student receives is a fair reflection of his or her performance.
8. Grades shall be weighted carefully to ensure that intended importance is given to each learning goal and to each assessment.
9. Teachers shall properly record evidence of student achievement on an ongoing basis.
10. Teachers shall provide to students and parents a written general overview of assessments, including grading in clear easily understandable language during the first week of classes in each course they teach.
11. Marks from summative assessments only shall be included in determining the student's grade.
12. Teachers can take a student's most recent evidence of learning into consideration when making the final determination of a student's grade.

PASS/FAIL PROGRAM AND INCOMPLETES

A junior or senior may elect to take one period of an elective class each year on a pass/fail basis with the prior approval of the teacher involved. Standards for grades may be based upon a contract with the teacher. The contract must be made no later than the end of the first quarter of the class. Exceptions need administrative approval.

Occasionally, at the end of the semester, a student needs a little more time to complete work and earn a passing grade in a course. In this case the teacher may award a grade of "I", Incomplete, giving the student two weeks to complete the work and submit it. The teacher may grant a longer extension if both student and teacher agree that two weeks is not enough time, but the teacher and student must agree on a specific deadline.

When the student completes the work the grade will be changed on the transcript. If the student does not submit the work by the deadline, the Incomplete will be changed to an F on the transcript. If a student earns an Incomplete second semester, the two-week extension begins when school starts the following fall. It is the student's responsibility to contact the teacher for clarification about the work and expectations.

HONOR ROLL

Students receiving a 3.0 or higher grade point average, based on a minimum of 2.0 credits (non P/F credits), at the end of each grading period, shall be listed on the school honor roll. Students receiving a 3.9 GPA or above in all classes shall receive special recognition as making the Principal's List. Honor roll will be calculated and reported quarterly.

GRADE REPORTS

Report Cards: Students receive Report cards at the end of each quarter.

Progress Reports: Between the 4th and 5th week of each quarter Progress Reports are sent home.

RUNNING START

Running Start is a program allowing qualified 11th and 12th grade Woodland students to be enrolled in college classes and get both college credit and high school credit at the same time. See your counselor for further information.

SCHOOL FEES

Some courses require a fee for materials used. Please consult the teacher for further information. Checks must be written for exact amount. A fee will be charged for non-sufficient funds.

PROMOTION - GRADE/CLASS STANDING

Students are required to have earned a specific minimum number of credits to be classified as being a member of a specific class. (i.e. grade 9, 10, 11 or 12). Consult the Curriculum Handbook for further information.

Without the appropriate number of credits, students will not be promoted to the next grade level. Examples of how this may impact "retained" students, include, but are not limited to: locker will not be changed, pictures in yearbook will be at retained grade level, class meetings, voting and ASB activity/participation will be at retained grade level, and/or upper-grade level privileges may be affected.

PARTICIPATION IN GRADUATION CEREMONY

In order to participate in WHS commencement exercises, students must have earned the minimum credits prior to the date of the exercise, completed all senior components of the culminating project (which include a service learning project, reflection paper, a presentation and a best work) passed the WASL and be in good standing through the commencement date.

It is to be understood that the final responsibility for meeting the credit and course requirements for graduation rests with the student. The counselors are ready to assist students and/or parents any time they have a question regarding a student's graduation status.

GENERAL INFORMATION

COUNSELING

Counseling is a process of helping individuals to understand and develop their full potential in dealing with life situations. The counselors are available to see students in small groups or individually to discuss academic growth, personal and interpersonal conflicts, and decision-making concerning the present and the post high school years. Information on drug/alcohol counseling is available through from school counselors.

The counselors respect confidentiality and will, within their legal restraints, keep all matters confidential.

It is one of the goals of the Woodland School District to provide students and staff a drug free school environment. To that end we strive to assist students and parents who are in some way being affected by drug and alcohol abuse. The counselors in our schools can be a valuable resource and are available to discuss this topic with students and/or parents on a confidential basis.

COUNSELOR'S DUTIES

Counselors will:

1. Assist students in scheduling and planning a four-year program.
2. Assist students with problems that may arise in school or with other students.
3. Assist students in planning for their future with information concerning job and career opportunities, college entrance information, scholarships and financial aid availability, etc.

If a student wishes to see a counselor, he/she should make an appointment. Students should not be in the counselor's office without an appointment.

LOCKERS

Each student will be assigned a locker at the start of the year.

1. All lockers are the property of the school and are assigned to students for their use for approved purposes only. All lockers are subject to periodic inspection to reclaim lost or misappropriated school materials.

2. Security of the locker is the responsibility of the student(s) assigned to that locker. Theft from lockers is a very serious problem. Keep your locker combination a secret! Protect your dialing and combination from others seeing it. Finally, make sure your locker door is closed and locked when you leave.

3. Students who switch or share lockers will be held accountable for their assigned locker.

4. It is the responsibility of the assigned student to keep his/her locker clean and orderly.

5. DO NOT keep valuables in the locker. Valuables can be checked into the high school office, PE office or to a staff member until needed.

HEALTH ROOM

The health room is available for students who become ill while at school or who need care for a health problem or injury. A student should stay at home if he/she feels ill or has a fever when it's time to leave home for school. Students are allowed to rest in the health room for one period, then a decision is made whether the student is to return to class or be sent home. If a student needs to go home, the school contacts the parent or "emergency" number. A student who wishes to go to the health room is to get a note from his/her teacher before leaving class, and then REPORT TO THE OFFICE. There should be very few exceptions to this procedure.

When a student is injured at school, it should be reported to the teacher and office the same day it happens.

School personnel are not allowed to give students any medicine, including aspirin. Written permission by parent or guardian and physician is required when

a student brings medicine from home to be taken at school. This information is kept on file in the office.

MEDICATION

Woodland School District must follow strict state guidelines in order to give medication to students during school hours. The definition of medication means all drugs, whether prescription or over-the-counter, including oral, injectable or topical. School personnel will not be responsible for reminding students to take medication during school hours.

A written request authorizing the school to administer medication must be completed by the physician or dentist with parent or guardian signatures. This request form may be picked up at the high school office. Requests to administer only listed medication for the dates indicated on the request form will be valid for the current school year. All medication must be given to the school in the original labeled container(s).

It is understood that some students may need to carry and self-administer insulin, asthma inhalers and/or epinephrine. Students still need to provide a completed physician/parent or guardian authorization form (available in the office) even though the medication is self-administered. A student who carries and uses these medications must in addition have a back-up supply of the same medication supplied by the parent/guardian and kept with school staff. A student may also be allowed to carry one-day's worth of over the counter medicines (aspirin, cold medicine etc.) with a note from their parent and the parent calls the office each day.

INSURANCE

The school has available a student insurance program that will provide adequate protection at a relatively low cost. All participants in interscholastic athletics must have insurance coverage, or a waiver. Check in the office for the type of Athletic, Dental and General Policies available and their cost. The school assumes no responsibility concerning the insurance; they merely provide the opportunity to buy it.

VISITORS

We encourage parents to visit our schools and learn first-hand of the many accomplishments, which go unnoticed on a day-to-day basis. All visitors to our schools are to be authorized through the principal's office. If the visitor is approved, the appropriate identification must be visibly worn and returned after the visit. If a visitor refuses to leave, enforcement of the request will be asked of police authorities. Non-Woodland High School students are not allowed to be visitors on our campus.

S.U.P.E.R. STUDENT AWARD

Students meeting certain standards throughout the year will receive special recognition at the Awards Assembly in June. The Woodland High School "S.U.P.E.R." Student Award will be given to those who have met the following criteria:

S. Service to/for the school and/or community: Provided special and significant help to teachers, office staff or some school program.

U. Ultra-good grades: Earned a 3.00 G.P.A. or better in the first three (3) quarters of the year.

P. Positive Attendance: Have no more than three (3) full days of school missed for any reason other than school related, or have no more than 19 total class periods missed.

E. Extra-Curricular Activity Involvement: Have participated in A.S.B. clubs, athletics and/or student council.

R. Referrals: Have no behavior, attendance or tardiness referrals during the year.

LIBRARY

The library at Woodland High School is a place for research, study and reading. Students are encouraged to use the library before and after school, and at lunchtime and during class time with a pass from a teacher. You are expected, at all times, to use courtesy towards others while in the library. Please eat your snacks and drink your pop elsewhere.

Library books should be returned promptly when due. If they are not returned in reasonable time they will be considered lost or stolen. The student will be held responsible to pay for them.

USE OF DISPLAYS

1. All bulletins placed on the general bulletin board in halls must first be cleared through the principal's office.
2. All bulletins or advertisements placed on the boards in the classrooms must be cleared through individual teachers.
3. Only organizations having definite connections with public schools will be allowed to advertise.
4. Outside organizations may advertise on school property provided that it does not conflict with school events.
5. Signs will be allowed only on bulletin boards or other designated areas.
6. People putting up signs should also remove them.

REMOVAL OF STUDENTS FROM SCHOOL

No students may be removed from the school grounds, any school buildings or school function during school hours except by a person authorized to do so by law or the student's parent/legal guardian. Before a student is removed, the person seeking to remove the student must present, to the satisfaction

of the superintendent, or his designee, evidence of his/her proper authority to remove the student.

CLOSED/OPEN CAMPUS POLICY

Basically, Woodland High School operates as a closed campus school. Upon arrival at school, until leaving at the end of the day, students are to remain on school grounds. However, students who have junior or senior class credit standing are allowed to leave during lunchtime. Other than the above exception, any student who needs to leave campus during the school day must get prior approval from the office, which includes parent/guardian authorization. Freshman and sophomore students are not allowed to leave campus any time throughout the day without approval from parents and the school. Open campus during lunchtime is a privilege for students of Junior or Senior status and can be revoked by a building administrator. Students that violate this policy can serve lunch detentions and/or disciplinary action.

LUNCH PURCHASES

Lunches may be purchased through our hot lunch program by depositing money in the student's account. Lunches are served from the kitchen in the Commons and are to be eaten in designated areas.

STUDENT MATERIALS

Students are expected to bring necessary class materials to each course meeting, including pen, pencil, paper, book(s), PE clothing, etc.

STUDENT GOVERNMENT/STUDENT COUNCIL

Student government consists of elected officials of the student body, including a President, Vice President, Secretary and Historian. The Treasurer and School Board Representative are appointed. These officers preside over the Student Council, which is made up of the ASB officers, 2 representatives from each class and 1 representative from each club or organization. The Student Council promotes school activities, fund-raisers and service projects. If you want a part in developing or changing WHS then get involved! Remember: The students are student government!

CLASS ADVISORS

Each class has a class advisor that helps the students organize activities, events, projects, etc. Each advisor will be in contact with the class officers at the beginning of the school year and will meet with the class and/or class officers periodically throughout the year.

CLUBS

Students are encouraged to join the different clubs or activities that are associated with Woodland High School. Some of the clubs are: Drama Club, Future Business Leaders of America (FBLA), 4-H, FFA, Honor Society, Knowledge Bowl, Pep Club, Student Council, WOCOWA, Interact, etc.

ACTIVITIES

Any student, faculty advisor or coach wishing to schedule an activity event or fund-raiser must contact the Head Secretary in the high school office. If approved, the secretary will provide the activity sponsoring group a planning form which will help them organize the event, and which needs to be completed and submitted to the administration at least one week prior to the scheduled date of the activity. Any non-school activity must be cleared through the Community Education Office.

DANCE/ACTIVITIES RULES

1. An activity form must be filled out and submitted to the office at least one week before the event.
2. All dances must have at least 6 chaperones: 2 high school teachers and four parents of high school students.
3. The dance is open to WHS students and prior approved guests of WHS students.
4. Persons not attending WHS (except WHS graduates at alumni dance) must obtain a pass from the Principal or Assistant Principal and have someone attending WHS responsible for their conduct at the dance. Guests must be under 21 years old.
5. The dance starts directly after the game is over and doors close thirty (30) minutes later for all students, including sports participants.
6. All dances must end before 11:30 p.m.
7. The sponsoring organization is responsible for making all arrangements for the dance.
8. Any person leaving the building, except for an emergency, will not be able to re-enter the activity and must leave the school grounds immediately. Students may obtain permission before leaving an activity and may be allowed to return.
9. Student Council and the administration will determine which organizations may sponsor dances.
10. Students will not be excused from class to decorate or make arrangements for activities.
11. There are no public dances at Woodland High School.
12. Middle School students are not permitted at High School dances.
13. Dances may be cancelled if appropriate dress and conduct is not followed.

PHYSICAL EDUCATION DRESS DOWN POLICY

Students are required to dress down daily for PE class. If the student is sick/physically impaired, they may be excused from dressing down and participation if they have a note from their parent/guardian or doctor. A student that does not dress down for PE will not be allowed to practice or participate in interscholastic competition that day/night.

Appropriate clothing includes shorts, sweats, t-shirts, sweatshirts, socks and tennis shoes. Lockers will be provided and students may provide their own locks. Please mark all PE clothing with your name for easy identification.

ATHLETICS

ATHLETIC OPPORTUNITIES

Athletic opportunities at Woodland High School include:

- Fall** (Football, Girls Soccer, Boys Golf, Boys & Girls Cross Country, Volleyball)
Winter (Boys & Girls Basketball, Wrestling)
Spring (Baseball, Fastpitch, Boys & Girls Track, Girls Golf, Boys Soccer)

ATHLETIC CODE

An Athletic Code specifying academic requirements, training rules, fees for athletics and special requirements will be given to each athlete who participates in a sport. Each athlete and his/her parents are asked to read, and are required to sign the code, completing all appropriate information. This must be turned in before an athlete may participate in a practice, game or match. General and specific rules and expectations are contained in the Athletic Code.

STUDENT RIGHTS/RESPONSIBILITIES

GUIDELINES

The following rights and responsibilities were derived primarily from District policies, the Revised Code of Washington (RCW) Title 28A, and the Washington Administrative Code (WAC), Title 392, Chapter 180-40, copies of which are kept in the District and school administration offices.

In general, these summaries are guidelines, which have a direct or indirect bearing upon student rights, responsibilities, discipline and conduct. It is by no means a complete coverage of all the school rules and regulations.

This handbook has been approved by the School Board. Rules are subject to change as per Board policy.

STUDENT RIGHTS

In addition to other rights established by law, each student in the Woodland School system shall possess the following rights, and the District cannot limit these rights without good cause:

1. No student shall be unlawfully denied an equal educational opportunity, or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.
2. All students possess the constitutional rights to freedom of speech and press, to peaceably assemble, and to petition the administration or government and its representatives for a review and/or correction of grievances, subject to reasonable limitations as to time, place, and manner of exercising such rights.
3. All students possess the right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while at school.
5. No student shall be deprived of equal educational opportunity, in whole or in part, by the School District without due process of law.

FREEDOM OF EXPRESSION

Student expression is part of the District's instructional program. Freedom of speech may not be used to disrupt the educational process or interfere with the rights of others. However, students are entitled to freedom of expression, both verbally and in writing, limited to the following constraints:

1. Interfering with the freedom or rights of others to express themselves. Use of obscenities or personal attacks are prohibited.
2. The distribution of written material must receive prior approval of the principal and may not interfere with or disrupt the orderly educational process. The authors must sign all such written expressions of opinion.
3. Handwritten, printed, or duplicated materials distributed among the student body at school or school events or activities is the responsibility of the students who edit, publish and distribute such materials.
4. Distribution of unlawful materials or political materials representing the special interests of a political candidate or political organization by students on school property is prohibited.
5. Unauthorized commercial solicitation will not be allowed on school property at any time. Students who willfully violate this policy and these regulations shall be subject to disciplinary action.

6. Candidates may speak in classes as an educational experience and all candidates should be allowed an equal opportunity to do so.

FREEDOM OF ASSEMBLY

Student meetings in school buildings or on school grounds may function only as a part of the formal educational process and as authorized by the building principal, superintendent, or Board of Directors. Public school pupils have the right to assemble peaceably, however:

1. Such assemblies shall not disrupt, disturb, or impede the orderly educational process.
2. Demonstrations, which interfere with the operation of the school or a classroom therein, are inappropriate and, therefore, prohibited.
3. Unauthorized groups or individuals not legally registered for school attendance shall not participate in any student assembly without the specific authorization of the building principal.

SEARCH AND SEIZURE

The student's personal property and school property assigned to him/her shall be free from unreasonable search and seizure, however, school authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school or could be a disruption to the educational process. Students are not to bring these items to school or to any school sponsored function.

SEARCH AUTHORITY

1. Authority to Conduct a Search - The law allows school authorities to search students, their assigned lockers, their motor vehicles on school grounds and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
 2. Locker/Desk/Storage Area Inspections - All lockers and other storage areas, provided for student use on school premises, remain the property of the school district and are subject to inspection, access for maintenance and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by, or approved by, school authorities. Unapproved locks shall be removed and destroyed.
- Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action and/or suspension. School authorities may detain the student pending the notification and arrival of the student's parent/guardian(s) and/or law officials as appropriate.

ATTENDANCE

1. Rationale:

The Woodland School Board recognizes the fact that attendance at school is vital to the learning process. Effective and successful learning often involves activities such as class discussion, review, film viewing, laboratory work, and lectures which cannot easily be made up.

Furthermore, the Woodland School Board recognizes that developing good attendance habits most often leads to successful employment at a future date. Students who are 18 years old or older can write their own excuses provided both the parents and administration approve.

2. Definitions:

(A) Excused Absence: Any absence from class or school classified in one or more of the following categories:

- a) Serious illness of the student
- b) Serious illness of an immediate family member
- c) Medical or dental appointments
- d) Death of an immediate family member
- e) Serious emergency situations

(B) Unexcused Absence (Truancy): Any absence without permission of **both the school and the parents** is considered unexcused. By school district policy, the school will not accept parental excuses that permit students to break school or district regulations. When in doubt, parents should check with the school for further clarification of what constitutes excused or unexcused absences. "Ran out of gas", "overslept", "missed the bus", etc., are examples of excuses pretreated as unexcused absences.

(C) Prearranged Absence: Any absence from class or school which does not meet the definition of an excused absence and:

- a) is pre-arranged through appropriate procedures
- b) is acceptable to the school (approved by the administration)
- c) is approved as important by parents/guardians. Examples of such absences might include: funerals, out of state trips, family hunting/ fishing trips, etc. This type of absence will be counted as unexcused if not pre-arranged.

(D) Activity/School Absence: Any absence from school or class(es), which is directly a result of a school related activity or classroom requirement. Examples: field trips, choir or band contests, assembly preparations, student government/club business, etc. **These absences must be pre-arranged.**

(E) Health Room Absence: Any absence from a class because of illness during which the

student stays in the health room. The sign-in sheet in the office must verify these absences.

(F) Special Absences: Any absence from class(es) because of staff requests, i.e., counselor appointments, special testing, administrative conferences, special education meetings, etc. Students returning to class from these types of meetings will have a written excuse from the detaining staff member.

(G) Leaving Campus: (excluding lunchtime) Students must report to the attendance office and seek permission to leave campus during regular scheduled class time. Students leaving campus without permission from the attendance office will be marked unexcused or truant for their absence(s).

B. Compulsory Attendance Requirements:

Attendance laws affect the way schools are to work with students absent from school and their families.

Each school is required to:

a. Inform students and parents about the attendance law each year.

b. Inform a juvenile's parent/guardian in writing or verbally if the juvenile has one day (or majority of a day) of unexcused absence within any single month during the school year.

c. Schedule a conference with the parent/guardian and juvenile after two unexcused absences within any single month during the school year.

d. Refer a student and his/her parents to the Juvenile Court upon the student's 7th unexcused absence within a month or 10th unexcused absence within a school year.

Students who have a history of truantries do not necessarily "start from scratch" at the beginning of succeeding semesters or school years. In determining consequences for repeat offenders from previous semesters, some consideration will be given to attempts to improve inappropriate behaviors, and to the length of time between violations.

C. Tardiness: Tardiness is perhaps one of the most frequent disrupters of class. It can be detrimental to a student in attaining the course objectives, especially when initial presentations or explanations are missed. Therefore, tardiness will be dealt with as an infraction of classroom rules.

Excused tardiness to any class requires that a student have a signed note from a staff member with explanation. Also, any student tardy without excuse beyond ten (10) minutes into the class period may be treated as an unexcused absence/truancy.

4. Absences/Truancies and Tardiness Information

A. It is the responsibility of students to request and complete make-up work and assignments when returning from absences.

B. Excused absences require a parental phone call or a signed and dated note and must meet the definition of excused absences. Each student must report to the attendance office for an "admit slip" following each class absence (except for: contracted, activity/school, special absences and/or previously excused absences).

C. Tardiness will be dealt with by teachers. Repeated offenders may be referred to the administration and dealt with as insubordination.

DISCIPLINE

STUDENT RESPONSIBILITIES AND DUTIES

A major goal of the Woodland School District system is to provide learning experiences which will assist all students in developing necessary skills, competencies, and attitudes that are fundamental to an individual becoming a responsible, contributing citizen. In order to achieve this mission, it shall be the responsibility and duty of each student:

1) to attend school regularly and actively pursues their course of studies.

2) to comply with the rules and regulations of the school district.

3) to follow the lawful direction of the staff appointed by the District Board of Directors.

4) to submit to reasonable corrective action or punishment imposed by a school district and its agent for violation(s) of rules.

STAFF AUTHORITY AND RESPONSIBILITIES

Each teacher, or authorized staff member, is empowered to hold pupils accountable for their behavior on the way to and from school, while on or about school grounds, or at any school related activity. That accountability applies to the interference with, or disruption of, the dignity and rights of other individual students, the student group as a whole, or the school staff as they fulfill their responsibilities and duties. Accountability also applies to the conduct of a student, which may bring discredit upon himself/herself, upon other members of the school, or upon the school itself.

DISCIPLINARY ACTIONS AND DEFINITIONS

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith and effort on the part of the staff.

For the purpose of the district's policies relating to corrective action or punishment the following definitions will apply:

Discipline: All forms of corrective and disciplinary actions employed by school personnel and the Board of Directors to ensure that appropriate order and control for a conducive learning environment is maintained.

Referral: A formal written description of a violation which will be placed in the student's permanent file and a copy sent to the parents.

Disciplinary Action: Informal talk, Warnings, Parent notification, Parent conference, Detention, Work Assignment, Temporary removal from class, Saturday School, Step Program, In-School suspension, Restriction of attendance at extra-curricular activities and/or School service.

Removal From Class: Staff members may remove students from the classroom for a period of time. Further disciplinary action may be taken.

Detention: Assignment of student to work detail, lunch break, or after school supervised study period.

3-Strikes: The 3-Strikes Policy was adopted by the school board to address certain serious rule and regulation violations by students. Listed in the following chart are examples of offenses whereby an accumulation of three such violations will result in a student being placed on a long-term suspension or expulsion from school on the third offense.

In loco parentis: In the position or place of a parent. School officials at times may act in place of parents when necessary.

In-School Suspension (ISS): May be used in lieu of certain short term out of school suspensions. This is to be used at the discretion of the school administrators.

Short-Term Suspension: Temporary removal of the student from attending school or school activities. Suspension can last a maximum of ten (10) school days.

Long-Term Suspension: Removal of the student from attending school or school activities. Long-Term suspension can last a maximum of one (1) semester or 90 days.

Expulsion: Exclusion from school, or individual classes for an indefinite period.

Emergency Expulsion: A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators, or is a substantial disruption to the educational process of the district.

Zero Tolerance Policy: The Zero Tolerance Policy has been adopted by the Woodland School District to maintain a safe school environment for students, personnel and patrons. Therefore, incidents, which jeopardize the safety and welfare of individuals and/or the educational process, will be considered severe and warrant “extraordinary means” allowed by law. Examples of such incidents, which will not be tolerated, include: the possession of weapons on school grounds or transportation, gang related activity, and chemical substance trafficking. Violations of the Zero Tolerance Policy will result in immediate long-term suspension or expulsion.

Attendance Violations: Typically if more than 30 school days have elapsed between referrals the student will remain at their current violation level. The final decision for placement on the policy will be made by the school administrators. If a student reaches Violation 10 during the first semester, when the student returns the second semester they will start at Violation 6 the first time there is an attendance violation. As a general rule, procedures followed by the school in cases of truancy (not checking out properly, skipping class(es), in an area where they have no permission to be, freshmen and sophomores leaving campus at lunchtime, etc.) are:

Violation 1 – Warning, detention and/or makeup time. Parent may be notified. The student is given an outline of the consequences for any future violations and the student signs the form indicating that they understand the possible consequences.

Violation 2 – One lunch detention or 30 minutes of detention time. Parent may be notified.

Violation 3 – Two lunch detentions or 60 minutes of detention time. Lose the next Friday Rewards. Parent notified.

Violation 4 – Three lunch detentions or 90 minutes of detention time. Lose the next Friday Rewards. Parent notified.

Violation 5 – Five lunch detentions or 150 minutes of detention time. Lose the next Friday Rewards. Parent notified.

Violation 6 – One day suspension from school. Lose the next Friday Rewards. Parent notified.

Violation 7 – Two days of suspension from school. Lose the next Friday Rewards. Parent notified.

Violation 8 – Three days of suspension from school. Lose the next Friday Rewards. Parent notified.

Violation 9 – Five days of suspension from school. Lose the next Friday Rewards. Parent notified.

Violation 10 – Long term suspension from school for the remainder of the semester. Parent notified.

Tardy Policy: Students need to be to class on time. An unexcused tardy is up to 10 minutes late to class. Teachers will design their own individual policy that will be progressive and reasonable. Contact with the parent must be made prior to administrative referral. After school or before school detentions can be served in the office. Lunch detentions can be served in a classroom under the supervision of a staff member.

Step Program: This can apply to any disruption of the educational process, i.e., profanity, vulgarity, disruptive conduct, etc. It consists of six steps. Once a student has reached a particular Step (such as Step 3) they can never return to a previous Step (such as Step 1 or Step 2). Each applicable referral moves the student up to their next Step. Typically if more than 30 school days have elapsed between referrals the student will remain at their current Step. The final decision for placement on the Step Program will be made by the school administrators. Each teacher has the privilege to use this Step Program as a semester-long policy or a year-long policy.

Step 1 – The teacher notifies the student of the misbehavior and warns the student. The teacher outlines the consequences for any future violations and the student signs the form indicating that they understand the possible consequences. A referral is written by the teacher and recorded by office personnel. The teacher may impose discipline.

Step 2 – The teacher notifies the student and a parent of the misbehavior and consequences. A referral is written by the teacher and recorded by office personnel. The teacher may impose discipline.

Step 3 – The teacher notifies the student of misbehavior. The student is suspended from that class for one day by sending the student to a different classroom (or area) in order to be under the supervision of a staff member (each teacher is responsible for this arrangement). The teacher will contact the parent in person, phone or email. A conference is conducted outlining a written contract that specifies the consequences for future misbehaviors in that class. A referral and contract is written by the teacher and recorded by office personnel. An administrator will conference with the student.

Step 4 – The teacher notifies the student and the parent of the misbehavior that violated the contract. A referral is written by the teacher and recorded by office personnel. An administrator will suspend the student from school for one day and a **STRIKE** will be imposed.

Step 5 – The teacher notifies the student and the parent of the misbehavior that violated the contract. A referral is written by the teacher and recorded by office personnel. An administrator will suspend the student from school for two days and a **STRIKE** will be imposed.

Step 6 – The teacher notifies the student and the parent of the misbehavior that violated the contract. A referral is written by the teacher and recorded by office personnel. An administrator will suspend the student from school for the remainder of the semester and a **STRIKE** will be imposed.

CUMULATIVE VIOLATIONS

The frequency with which students violate various school policies, rules and regulations, is often of equal or greater concern than single violations. Students who consistently violate various school policies may be subject to the higher forms of disciplinary actions and suspension regardless of the seriousness of the violations. Seniors involved in violations of school rules during the last semester of school may be denied participation in graduation activities.

NEXUS

By definition it is a means of connection; link or tie. Off campus and on campus activities that disrupt the educational process (even though not directly tied to school) can be disciplined at school using school rules and regulations.

ARSON

Arson is considered any combustible object or flammable liquid/object or other device or instrument that, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or cause property damage or a threat thereof (i.e. bomb threat). A Strike will be imposed. The student may be suspended or expelled.

BUS TRANSPORTATION AND BEHAVIOR

Of the transportation offered by the school district, home-to-school and school-to-home has top priority and, therefore, receives the greatest consideration. It is the responsibility of the student to familiarize himself/herself, and act in accordance with all bus regulations pertaining to students.

A faculty advisor and the bus driver will supervise all field trips and activity excursions. These trips are considered an integral part of the school program and therefore, students on them are subject to school rules, regulations and responsibilities.

School bus drivers have the authority to hold students accountable for their behavior while on school buses. Misconduct may result in suspension of bus riding privileges. Bus transportation is a privilege not a right. Abuse could result in losing the privilege. A student who is cited for misconduct will be referred to the office for disciplinary action.

Consequences for misconduct on the bus generally are:

a. Pre-ticket Misbehavior: Bus driver handles the situation and the parent is contacted.

b. First Ticket: Meeting between administrator and student; discipline at the discretion of the administrator.

c. Second Ticket within a 60-School Day Period: Bus driver, student and administrator meet. Student will normally receive a one to three day suspension as determined by the administrator.

d. Third Ticket within a 90-School Day Period: Three to five day suspension as determined by the administrator.

e. Fourth Ticket within a School Year: One to four week suspension as determined by the administrator.

f. Fifth Ticket within a School Year: Long-Term suspension or expulsion from the bus as determined by the administrator.

Students are to ride their assigned bus unless otherwise permitted. Students may ride home with their parents from activities provided that their parents personally contact the teacher or staff member in charge of the group.

CHECKING OUT OF SCHOOL OR ACTIVITIES

Check out through the office for any appointment or other need to leave school during the school day. At a school event, such as a dance or game, once a student leaves, he/she may not return to that event unless prior permission to leave was given by the staff person in charge. Violations can result in make-up time, Step Program, Attendance Violations, Saturday School and/or suspension from school activities.

COMPLICITY

Definition – involvement as an accomplice in a questionable act or a crime. Students should remove themselves from potentially incriminating situations as soon as reasonably possible. Students that are in violation of complicity shall receive disciplinary action which could range from warning up to expulsion.

DISPLAYS OF AFFECTION

Students are expected to limit displays of affection at school and at school events. Couples are expected to use good judgment, behaving appropriately for a school environment. Displays of affection are to be limited to hand holding, arm around waist while walking and a peck on the cheek or lips. Behavior not permitted is leaning on each other, long sprees of intermittent kissing, passionate embraces/excessive public displays of affection and sitting on laps. The first violation will result in a warning. The second violation will result in a lunch detention. The third violation will result in two lunch detentions with parent notification. The fourth violation will result in five lunch detentions and parent notification. Subsequent offenses could result in more detention time or suspension.

DISRESPECT

Students demonstrating disrespect to other students or school personnel in a manner that causes a willful disruption of the educational process (such as door slamming, inappropriate gestures or tones of voice, profanity, etc.) may be subject to disciplinary action, suspension, expulsion and/or a Strike.

DISRUPTIVE CONDUCT

Disruptive or abusive conduct that deprives other students of their right to learn or participate in school functions is prohibited. Abusive language, excessive teasing, harassment, or hazing of a student by one or more students may be cause for disciplinary action, suspension, or expulsion. A Strike may be imposed.

DRESS AND APPEARANCE

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

In general, acceptable dress must meet a standard of modesty that is appropriate for an educational setting. Some specific guidelines:

- 1. No head coverings in the Middle School or elementary schools. In classrooms at Woodland High School, head coverings are only allowed with teacher permission.
- 2. No visible underwear.
- 3. No bare midriff, exposed backs, or visible cleavage while sitting or standing.
- 4. Shorts/skirts must be fingertip length.
- 5. No clothing, jewelry, tattoos, materials, symbols and/or supplies with alcohol, tobacco, drugs or sexually suggestive statements or pictures will be allowed.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

DRIVING/PARKING

Use of motor driven vehicles on school property by students, visitors, and school employees shall be in the interest of safety to people and school property. Violations of the following regulations may result in disciplinary action, towing at owner's expense, restriction from campus parking or other applicable disciplinary procedures.

- 1. Students are not allowed to park in designated staff parking areas, handicap zones, "No Parking" areas or other areas not designated for parking. Vehicles parked improperly may be towed away at owner's expense.
- 2. Drivers are required to observe the 5-MPH speed limit on campus. All local and state traffic laws must be followed when operating vehicles on school premises.
- 3. Students can purchase parking spaces for the semester in the school parking lot. The procedure will be determined by the student council and approved by the ASB advisor.
- 4. Loitering in cars will not be allowed.
- 5. Vehicles used by students to drive to and from school or school events, whether on campus or not, can be searched. A search of the vehicle will be conducted if there is reasonable suspicion that contraband or illegal substances, or any object which violates a school rule or poses a hazard to the safety and good order of the school is present.
- 6. The school assumes no responsibility for damage or theft of cars driven to school. Any complaint of damage or unauthorized entry into a vehicle is encouraged to be reported to law enforcement. Violations could result in parking space or driving privileges being revoked, referral to law enforcement or suspension from school.

ELECTRONICS POLICY

We are encouraging students not to bring electronic devices to school as the school is not responsible for theft or damage as this can cause a disruption to the educational process. Students are not to use or have visible their electronic devices (cell phones, i-pods, MP3 players, games, i-phones, PDA'S, laser pointers, etc.) during instructional time as determined by the teacher. Students may not leave a class to use electronic devices while class is in session. If a student refuses to surrender their electronic device, they will be immediately referred to the administration. These procedures are in place to protect the learning environment at Woodland High School.

1st Offense – Confiscated for the class period only. Item returned to the student with a warning and outlining the consequences for any future violations and the student signs the form indicating that they understand the possible consequences. Teacher writes a referral and it is recorded by office personnel.

2nd Offense – Confiscated and placed in the office safe. Parent notified. Given 30 minutes of detention time. Item is returned to parent only after detention time is served. Teacher writes a referral and it is recorded by office personnel.

3rd Offense – Confiscated and placed in the office safe. Parent notified. Given 60 minutes of detention time. Item is returned to parent only after detention time is served. Teacher writes a referral and it is recorded by office personnel.

4th Offense – Confiscated for at least 3 days and placed in the office safe. Parent notified. Given 90 minutes of detention time. Item is returned to parent only after detention time is served. Teacher writes a referral and it is recorded by office personnel. Administrator will conference with the student.

5th Offense - Confiscated for at least 5 days and placed in the office safe. Parent notified. Given 120 minutes of detention time. Item is returned to parent only after detention time is served. Teacher writes a referral and it is recorded by office personnel. Administrator will conference with the student.

6th Offense - Confiscated for at least 10 days and placed in the office safe. Parent notified. Given 150 minutes of detention time. Item is returned to parent only after detention time is served. A **Strike** will be imposed. Teacher writes a referral and it is recorded by office personnel. Administrator will conference with the student.

7th Offense - Confiscated for at least 10 days and placed in the office safe. Parent notified. Given 150 minutes of detention time. Item is returned to parent only after detention time is served. A **Strike** will be imposed. Teacher writes a referral and it is recorded by office personnel. Administrator will conference with the student.

8th Offense – A **Strike** will be imposed. Parent notified. Teacher writes a referral and it is recorded by office personnel. Administrator will conference with the student.

FIGHTING/ASSAULT

Excessive horseplay and/or fighting are considered disruptive to the learning environment and dangerous to the health and well being of individual students. Assault of a student, visitor or staff member may be subject to disciplinary action, suspension, expulsion and/or a Strike. Such actions may result in immediate suspension and a parent conference. Subsequent offenses may result in a long-term suspension or expulsion. A Strike will be imposed.

FINES/FEES PAYMENT

Students may accumulate fines throughout the school year for breakage, loss of/damage to school materials, vandalism, theft, etc. Students may also incur fees/fines for classes or projects. Students not promptly paying these fines/fees are subject to such school action as: withholding and/or processing of school records (should they transfer), and/or the denial of participating in graduation exercises. Checks written for class fees or fines must be made payable for the exact amount of purchase to Woodland High School. Due to audit requirements, cash cannot be refunded from a check if there is an overpayment. Also, there will be a \$20 charge for any check written to the Woodland School District that is returned for non-sufficient funds or account closed.

FORGERY

Forgery is the signing of any other person's name to school related documents or forms. Violators will be subject to any disciplinary action.

GAMBLING

Gambling of any sort is strictly forbidden on school premises or at any school-related activity. This includes but is not limited to card games, dice games, athletic contests, matching coins, and lagging coins. Violators of this regulation will be subject to disciplinary action, including possible suspension, parent notification, and the confiscation of money or valuables involved.

GANG RELATED ACTIVITY

The School recognizes that the harm done by the presence and activities of gangs in the public school exceeds the immediate consequences of such activities as violence and destruction of property. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Any student gang related activity including but not limited to: displays, tattoos, or dress is strictly prohibited from school grounds at any time. This includes gestures, graffiti, wearing of colors/symbols and/or recruiting. Such behavior is subject to immediate suspension/expulsion from school. Gang related activities are considered under our "Zero Tolerance Policy".

HALL PASSES AND LIBRARY PASSES

Students need to have a hall pass or library pass when in the halls or library during class time. These passes need to be signed by the teacher whose class they left. Library passes are needed when using the library apart from the whole class. Violations can result in a Referral to suspension.

HARASSMENT

No student or staff member should be subjected to harassment for any reason by any student or staff member. Therefore, it is the policy of the Woodland School Board that students and employees will deal with all persons in ways which convey respect and consideration of individuals regardless of race, color, marital status, national origin, religion, gender, age, or disability. Acts of harassment, hostility or defamation, whether verbal, written or physical (bullying), will not be tolerated, and will constitute grounds for disciplinary action, suspension, or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention, as well as the creation of an intimidating, hostile or offensive school or work environment. This can include:

- * Sexually suggestive looks or gestures
- * Sexual jokes, pictures or teasing
- * Pressure for dates or sex
- * Sexually demeaning comments
- Deliberate touching, cornering or pinching
- Attempts to kiss or fondle
 - * Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

For counsel and assistance in resolving matters of this nature, contact the administration or Title IX officer. Violations of this rule will be taken seriously,

and violators will receive disciplinary action, which could include suspension from school. A Strike will be imposed.

ILLICIT AND ILLEGAL CHEMICAL SUBSTANCES

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used, or be associated with any narcotic drug or hallucinogenic drug, drug paraphernalia, amphetamine, barbiturate, marijuana, "look-a-like" drugs, alcoholic beverages or intoxicants of any kind:

1. On or near the school grounds during or immediately before or after school or school event.
2. On or near the school grounds at any other time when the school is being used by any school group
3. Off the school grounds at a school activity, function or event, or
4. On school transportation while traveling to and from school or school activity.

1st Violation: Long-term suspension or expulsion (may be reduced if the student gets an assessment and follows the recommendations of the assessment at the expense of the parent or student). A Strike will be imposed. Law enforcement may be notified. Suspension from school activities may be imposed. Chemical substance trafficking could result in long-term suspension or expulsion on the first offense.

2nd Violation: May result in long-term suspension or expulsion. A Strike will be imposed. Law enforcement may be notified.

3rd Violation: Will result in expulsion. Law enforcement will be notified. A Strike will be imposed.

INSUBORDINATION

Insubordination is the failure to comply with reasonable requests, or to properly identify self to or by a staff member of the Woodland School District. Violations can result in disciplinary action, suspension or expulsion depending upon the situation and previous violations. A Strike may be imposed.

PLAGIARISM AND CHEATING POLICY

Plagiarism and cheating are forms of theft and therefore, a serious offense. Woodland High School will have zero tolerance for such actions. All students are expected to be honest and all of their work presented for credit must be original. Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. Cheating is defined as using dishonest methods to gain an advantage.

Examples:

- Giving false data or information for a paper, assignment or a report.
- Claiming someone else's words, ideas, plots, characters, theories, opinions, concepts, or designs as one's own by failing to give credit to the writer or creator. This includes paraphrasing the ideas of others, or recopying someone else's words with the substitution of synonyms or changes in syntax. Also this includes copying sentences, phrases, paragraphs, or pages from a source or sources without providing documentation.
- Discussing the contents of any tests or quizzes with other students who were not there.
- Cheating on tests or quizzes.
- Copying homework, notes, outlines or workbook answers without teacher permission.
- Copying lab work or lab reports.
- Providing homework (or other material listed above) to another student also is wrong and will be treated as a similar discipline issue.

Cause for Concern or Suspicion:

The student will be asked to provide hard copies of all resources. No grade will be given for the assignment until all sources have been provided and the teacher has had a reasonable amount of time to review them. The teacher may ask another staff member to review the assignment independently.

Consequences:

The teacher will discuss the issue with the student, notify the parents and write a referral. The student(s) caught cheating or copying will receive a zero on the assignment or test. If plagiarism is determined and successful completion of the research paper or assignment is a mandatory course requirement, the student will fail the course. Students caught plagiarizing will be ineligible for National Honor Society. Subsequent instances of plagiarism or cheating will be handled in accordance with the discipline steps outlined under Disciplinary Actions and Definitions in the student handbook, which could include suspension or expulsion.

PROFANITY OR INDECENT GESTURES

The use of profanity and indecent gestures are not condoned by the Woodland School District. It is not appropriate to be used at school. Violations can result in verbal warnings up to suspensions depending upon the situation and previous violations.

REMOVAL FROM CLASS

A student may be removed immediately from a class by a teacher and sent to the principal or a designated school official, without first attempting corrective action. A teacher must have good and sufficient reason to believe the student's presence poses an immediate and continuing danger to the student, other students or staff, or an immediate and continuing threat of substantial disruption of the class, or educational process.

The removal shall continue only until:

1. The danger or threat ceases, or
2. A building administrator acts to impose discipline, impose a short or long-term suspension, expulsion, or to impose an emergency expulsion.

A building administrator shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. The teacher or administrator who removed the student shall be notified of the action which has been taken or initiated.

TECHNOLOGY USE

The Woodland School District libraries have updated their procedures to incorporate the most effective search and reference tools. Because these are primarily "Web-Based", internet licenses are required to access them. Parents are encouraged to consider this in deciding whether or not to allow their student internet access. The district has, as required by law, a filtering system to prevent students from accessing sites known to be pornographic or inappropriate for students. Because the filter is not 100% effective, students are still responsible to report access to inappropriate materials.

Students need to use care and good judgment when using computers, VCR's, video cameras, printers and other items of technology. Because the cost of the equipment is significant, and because damage or misuse can be extremely disruptive to others' learning or work, the following building rules and violations have been written:

- A. Students are only to use school computers and other pieces of technology with a staff member's permission.
- B. No technology equipment is to be used by students before having been instructed, trained and tested on its proper operation.
- C. Students may have access to a variety of computer programs authorized for student use to help them with class work. Students are not to have access to staff or office computer programs.
- D. Accessing the Internet by students may only be done following approval of a valid "Acceptable use Policy--Informed Consent" form being completed by the student and his/her

parent. Upon approval, a student will be issued a special card, which must be visibly present when accessing the Internet on a school computer.

E. All computers, printers, software and files are the property of the school. Students may use computers and other technology in support of education and research and consistent with the mission of the district. This prohibits the use of games, personal emails, social networking sites, forums, etc. All files, emails and internet browsing, are subject to periodic inspection. This means that the administration, classroom teacher, or computer supervisor may view all student work and/or files at any time.

Consequences:

- 1) Any student found to be accessing restricted parts of the computer system, unauthorized applications (School Master, etc.) or unauthorized internet sites (forums, emails, games, etc.) will be removed for at least one day on the first offense and subsequent offenses will result in further disciplinary action.
- 2) Intentional destruction or modification of hardware or software belonging to the school district or other students could result in any or all of the following: Restitution for time to repair and property damage, suspension of Internet privileges, discipline to expulsion and/or prosecution.
- 3) Any student "logging in" to a network, Internet, or program under another student's name, ID and password, will be referred to the building administration for disciplinary action up to a short-term suspension.
- 4) Any student "logging in" to a network, Internet, or programming a staff member's name, ID and password, will be referred to the office and will receive a short-term suspension (not to exceed 10 school days).
- 5) Any student editing, changing, damaging, hiding, moving, etc. any staff's or other student's program data, office/library program data, any data or placement of data will be placed on short-term suspension and possibly removed from the course with a failing grade.
- 6) Any student accessing confidential Woodland High School data files (transcripts, attendance, student records, etc.) editing those files, or damaging files/programs, may be placed on long-term suspension or expulsion from school. The proper legal authorities may be notified.
- 7) Distributing inappropriate material that was accessed over the Internet using the school district network could result in any or all of the following: short-term to long-term suspension of Internet privileges, short-term to long-term

suspension from school, referral to community agency or police.

TELEPHONE USE

The telephone is available for use in the office for emergencies and school related business. Try to use the phone during non-class time. Misuse of the phone can result in phone privileges being suspended.

THEFT

Theft, or the possession of stolen property is unlawful. Students can be punished by restitution, Step Program, suspension, notification of law enforcement and/or parent notification. A Strike will be imposed.

TOBACCO

Smoking, use, in association with, or possession of tobacco products by students, is not permitted on or near school property, at school-sponsored activities or during school time, even if student has walked off school grounds i.e. between classes and then returns. Look alike substances shall be treated as actual tobacco products. (This includes the use of all forms of tobacco).

1st Violation: The student may be suspended from school up to 3 consecutive school days and/or until a parent conference takes place. Drug and alcohol counseling is recommended. A Strike will be imposed.

2nd Violation: The student may be suspended from school up to 5 consecutive school days and/or until a parent conference takes place. Drug and alcohol counseling is recommended. A Strike will be imposed.

3rd Violation: The student may be placed on a long-term suspension or expulsion. A Strike will be imposed.

TRESPASSING

Trespassing: being present in an unauthorized place, or refusing to leave when ordered to do so is a violation of school rules. Penalties could include referral to law enforcement, suspension and/or expulsion.

VANDALISM/GRAFFITI/PROPERTY DAMAGE

All students are expected to respect and care for all property of the school and students including desks, chalkboards, books, lockers, etc. Any student or students found damaging or defacing school property would be required to pay for the damage. Willful destruction or defacement of school property is good cause for suspension. Students charged with vandalism may be liable for criminal prosecution and restitution of damages. A Strike will be imposed.

VULGARITY/OBSCENITY

Vulgarity, obscenity, spitting (gleeking), extortion, intimidation, immoral conduct, lighting matches or lighters, littering, or any inappropriate behavior can result in disciplinary action, suspension or expulsion.

WEAPONS

Woodland High School campus is a no-tolerance, weapon-free zone. A weapon is any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing bodily harm, any combustible or flammable liquid or other device or instrument that, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm. A threat of a weapon (such as a bomb threat) can be grounds for any disciplinary action. A weapon is any object that is in the possession of a student and can be or is for the purpose of doing bodily harm or is threatening another individual. Any person observing any situation that appears to involve dangerous weapons is expected to report that incident to the school administration and/or police. Students in possession of a gun or other dangerous weapon or look-alike, whether on their person, in their locker, vehicle, on school grounds, or school functions shall be suspended or expelled. Weapons are considered Zero Tolerance.

APPEAL PROCESSES

APPEAL PROCESS FOR DISCIPLINARY ACTION

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be open to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

If the matter is not resolved, the parent and student shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the board during its

next regular meeting. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the parent and student of its response to the grievance within 10 school business days after the date of the regular meeting in which the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

SHORT-TERM SUSPENSION

In the event the proposed punishment of a student is to include the denial of the right of school attendance from any single class or full schedule of classes for 1 to 10 consecutive school days, a conference shall first be conducted with the student as follows:

1. An oral or written notice of the charges shall be provided to the student.
2. An oral or written explanation of the evidence in support of the charges shall be provided to the student.
3. An oral or written explanation of the suspension, which may be imposed, shall be provided to the student.
4. The student shall be provided the opportunity to present his/her explanation.

In the event a short-term suspension is imposed, the parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally, or by U.S. mail, as soon as reasonably possible.

Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests within teacher-determined time lines if:

1. Such assignments or tests have a substantial effect upon the student's semester grade or grades.
2. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

SHORT-TERM SUSPENSION APPEAL PROCESS

Any parent of a student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter.

If the grievance is not resolved, the parent and student shall have the right, upon 2 school business days prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days prior notice, shall have the right to present a written grievance to the board at its next regular meeting. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the parent and student of its response to the grievance within 10 school business days after the date of the regular meeting in which the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

LONG-TERM SUSPENSION OR EXPULSION APPEALS PROCESS

The principal may impose a long-term suspension or expulsion or assistant principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member in the notice within 3 school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and 5) the date by which the request for a hearing must be received.

The school may temporarily impose a long-term suspension/expulsion during an appeal period, not to exceed a period of ten consecutive school days, or until the appeal is decided, whichever is the shortest period. If a hearing is requested, the superintendent shall schedule the matter for a hearing within 3 school business days of such request.

The parent and student and the district or representatives shall be permitted to inspect, in advance of such hearing, any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged

misconduct and to present affidavits-exhibits, and such witnesses as desired, as well as the opportunity to question witnesses. The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student counsel.

If the hearing officer upholds the long-term suspension or expulsion, the parent and student shall have 3 school business days after receiving the hearing decision to appeal that decision to the board. If an appeal is not taken, the corrective action or punishment decided upon shall take effect at the end of this 3-day period. If an appeal is made to the board, the imposition of the corrective action or punishment may be stayed until such appeal is decided.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent and/or counsel. In an open hearing only those persons designated as witnesses shall have the right to speak. The principal shall make available in his/her office at least 2 days before the hearing exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the principal. These may be examined and copied by the parent, student and counsel. If the principal later receives any further information that shall be presented at the hearing, he/she shall notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent, student and/or counsel.

Upon the request of the hearing officer, the parent and student or counsel, the principal shall submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records shall be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer shall reach a disposition of the case. The disposition need not be the action recommended by the principal, but shall not exceed the penalty he/she recommends. The disposition should explain the

reason for the particular decision. The decision shall be provided to the parent and student or counsel.

If the student is under an emergency expulsion, the hearing officer shall render his/her decision within 1 school business day of the conclusion of the hearing. If the student was under an emergency expulsion at the time of the hearing and if the hearing officer imposes a long-term suspension or expulsion, the imposition of the long-term suspension or expulsion shall be stayed until a timely appeal to the board is decided. The imposition of a long-term suspension or expulsion shall not be stayed if the hearing officer's decision includes a finding that the student continues to pose an immediate and continuing danger to himself/herself, other students, or staff, or poses an immediate and continuing threat of substantial disruption of the educational process of the district.

If no appeal to the board is taken, the corrective action or punishment shall take effect after the expiration of the appeal period of 3 school business days.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

1. A single hearing shall not likely result in confusion.
2. No student shall have his/her interest substantially prejudiced by a group hearing. If the hearing officer finds that during the hearing a student's interests shall be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

If a long-term suspension or expulsion is upheld, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision.

The board shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable. Prior to adjournment, the board shall agree to the following procedures:

1. Study the hearing record or other materials submitted and record its finding within 10 school business days.

2. Schedule and hold special meeting to hear further arguments on the case and record its findings within 15 school days.
3. Hear and try the case de novo (again) before the board within 10 school business days.

Any decision by the board to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

1. Those board members who have heard or read the evidence.
2. Those board members who have not acted as a witness in the matter.
3. A majority vote at a meeting at which a quorum of the board is present.

Within 30 days of receipt of the board's final decision, any parent and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal upon the board chairman and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the alleged errors mentioned in the appeal. The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

1. Written notice of the emergency expulsion shall be sent by certified mail within 24 hours of the expulsion.
2. The parent and student shall have 10 school business days after receipt of the notice during which to request a hearing.
3. The hearing officer shall render the decisions within 1 school business day after the conclusion of the hearing.

EMERGENCY EXPULSION APPEAL PROCESS

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators, or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the principal reinstates the student or until a fair hearing is held and a final determination reached. (See Policy 3323, Long-Term Suspensions or Expulsions). Such an emergency expulsion shall be stayed whether or not appeal is made to the board, unless the hearing officer shall find that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continued to cause a substantial disruption to the educational process of the district.

READMISSION PRIOR TO TERMINATION OF A SUSPENSION OR EXPULSION

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal. The application shall include:

1. A written statement from the student wanting to return on why the request should be considered.
2. Evidence which supports the request; and
3. A supporting statement from the parent or others who may have assisted the student, including therapists, counselors, probation officers, etc.

The Principal shall, in writing, advise the parent and student of the decision within 15 school days of the receipt of such application. The principal's decision may be appealed to the superintendent, who may review the evidence and/or conduct a hearing to hear new evidence. The superintendent shall advise the parent and student of the final decision within 15 school days of receiving the appeal.

CONFIDENTIALITY-FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights with respect to the student's education records. The parent or eligible student has a right to:

- Inspect and review the student's education records;
- Seek to amend the student's education records;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see Releasing Information below); and
- File a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of the act.

Parents wishing to review their children's records should contact the school office.

RELEASING INFORMATION

Woodland School District is permitted by state and federal law to disclose student information without consent in the following cases:

- If a school official needs to review an education record to fulfill his or her professional responsibility;
- If information is requested by another school district in which a student seeks or intends to enroll; and

- If the information requested is directory information. Directory information includes data such as student's name, photograph (for use in public information), date and place of birth, address, phone number, grade, dates of attendance, most recent previous school attended, diplomas and awards received and participation in recognized activities and sports.

Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties.

Please note that under FERPA, parents have the right to request nondisclosures of any or all of the above information.

PUPIL RIGHTS-PPRA

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the rights to:

- Consent before students participate in a survey that concerns one or more of the protected areas: political affiliations or beliefs; mental or psychological problems; sex behaviors or attitudes; illegal, anti-social or self-incriminating behavior; legally recognized privileged relationships; religious practices, affiliations or beliefs; and income, other than required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of any other protected information survey; any non-emergency, invasive physical exam or screening required as a condition of attendance, except for those required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing.
- Inspect upon request and before administration of use any protected information surveys of students; instruments used to collect personal information from students for any marketing, sales or distribution purposes; and instructional material used as part of the educational curriculum.

PUBLIC RECORDS

Pursuant to Chapter 42.17 RCW, parents and other members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under state law.

LEGISLATION REGARDING MILITARY RECRUITERS

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and institutes of higher education unless a parent has opted out of providing such information

CHILD IDENTIFICATION PROCEDURES

The district conducts childfind activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Childfind activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the school or district office.

DRUG-FREE SCHOOLS

The Woodland School District supports and enforces drug-free schools.

Use and/or possession of alcohol and illicit drugs is unlawful, wrong, and harmful. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used alcohol or any controlled illegal, addictive, or harmful substances of any kind (including anabolic steroids) while on school grounds or at a school activity, function, or event.

Violation of this policy shall result in the following:

- The parent(s) will be notified to discuss appropriate treatment.
- The school administration may request the assistance of a law enforcement official investigating the source of the substance.
- Appropriate school disciplinary action will be taken.

To ensure the safety, health and well-being of all students, the district is committed to a program that emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. While the primary obligation to seek assistance rests with the student and his/her parent(s), school staff shall work

with the home and community to develop and implement a comprehensive prevention and intervention program. The district shall seek the support and cooperation of public and private agencies as necessary.

NON-DISCRIMINATION/TITLE IX

Woodland School District assures that all its students have an opportunity to enroll in classes, programs and extra-curricular activities without regard to race, color, national origin, sex, or handicap. The district complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disabilities. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the district office.

SEXUAL HARRASSMENT & BULLYING

The District and School Board recognize their responsibility to provide a working environment for employees and a learning environment for students that is free from all types of discrimination, including sexual harassment and bullying. Sexual harassment is illegal, and procedures have been developed that provide for receiving and investigating a complaint from any staff member or student. To make a confidential report, contact the school office.

TEACHER QUALIFICATIONS

Federal law permits parents of children in Title I Schools to request information on the professional qualifications of their child's teachers. Specifically, parents have the right to ask for the following information:

- Whether OSPI has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether OSPI has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to know if your child's school is a Title I School and/or receive any of this information, please call the district office.

COLLEGE CREDIT PROGRAM INFORMATION

Each senior high school shall publish information annually concerning the entrance requirements and the availability of programs in the local area that lead to college credit, including classes such as advanced placement, running start, tech-prep, skill centers, college in the high school, and international baccalaureate programs. In addition, each senior high school shall enclose information of the names and contact information of other public or private entities offering such programs, including online advanced placement programs, to its students if the school has knowledge of such entities. For information on programs and offerings available to Woodland students, contact the high school counseling department.

SPECIAL EDUCATION FUNDING

Each year our Special Education Department applies for the Federal Fund grant through The Office of Superintendent of Public Instruction (OSPI). This grant will support the district's special education programs and services and help provide an equal and quality education for all students. Parents can review the application by contacting the Special Education Department.

CHILD ABUSE PREVENTION

Woodland School District works with state agencies (including OSPI) to establish a coordinated primary prevention program for child abuse and neglect. Parents may refuse to have their children participate in the program.

ASBESTOS PLAN

Woodland schools engage in a continuous asbestos surveillance program to assure that there are no asbestos problems or danger to students and employees. A copy of the District's asbestos management plan is available for review at the district office.

PESTICIDES

Washington State law requires all school districts to adopt a pesticide policy and related procedures for implementing the policy. It is Woodland School District's intent to take steps that will promote a safe and healthy environment for children, staff, parents and others who visit the schools. Information regarding the use of pesticides in the District is available at the district office.

MENINGOCOCCAL DISEASE

State law requires schools to provide meningococcal information to parents and students in grades 6-12.

Meningococcal disease, commonly known as meningococcal meningitis, strikes up to 3,000 adolescents and adults in the U.S. each year. A vaccine is available and it can help protect against up to 83% of the disease cases occurring among adolescents and young adults. Vaccination is not required for school attendance.

For additional information, see the following web site:

National Meningitis Association

<http://www.nmaus.org/programs/pta/index.htm>

PUBLIC NOTICE

Woodland School District No. 404, in order to protect the privacy of parents and students and to comply with the requirements of Section 438 of the General Privacy Act, as amended, designates the following categories of personally identifiable information from student records as directory information: The student's name, address, telephone number, date and place of birth, course(s) of study, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, diplomas, certificates and awards received, and the most recent agency or institution attended by the student.

It is the right of the parent of a student, or any student who has attained the age of 18, to refuse to permit the designation of any or all of the aforementioned categories of personally identifiable information with respect to that student as directory information. Any such student or parent must notify the School District in writing of such refusal within ten (10) days of the publication of this notice. Such written notice should be addressed to Mr. Michael Green, Superintendent of Schools, 800 Third Street, Woodland, Washington 98674.

Students' records will be forwarded upon request from another educational agency unless written notice has been received from the parents. Such notice should be sent to Mr. Michael Green at the above address.

