



**Woodland High School**  
**STUDENT HANDBOOK**

**2022-2023**

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## WELCOME TO WOODLAND HIGH SCHOOL

The information in this student handbook 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 student handbook with this in mind. This student handbook only outlines certain policies and is not comprehensive. This handbook is online and also available in the high school office on an annual basis and is available to every student.

### ACADEMICS

#### SCHEDULING

Scheduling for the following year is done in the spring. The counselors assist students in choosing classes. Students are given a schedule prior to the beginning of each semester. Changes will be made prior to classes starting. If special circumstances exist, changes can be made after the semester begins. If a student fails to make the necessary changes during this time, he/she must remain in scheduled classes or withdraw with a failing grade.

#### 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. A half a credit a year can also be earned through CLC. 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 SCALE

Woodland High School has a universal grading scale that is listed below which will not include rounding of grades:

A	100% - 93.00%
A-	92.99% - 90.00%
B+	89.99% - 87.00%
B	86.99% - 83.00%
B-	82.99% - 80.00%
C+	79.99% - 77.00%
C	76.99% - 73.00%
C-	72.99% - 70.00%
D+	69.99% - 67.00%
D	66.99% - 60.00%
F	59.99% - 0.00%

#### 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, INCOMPLETES, WITHDRAWALS

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.

If a student wishes to withdraw from a class before the end of the first quarter or before the end of the third quarter, they will receive a "W" (Withdrawn) on their transcript for that class. If a student wishes to withdraw from a class after the first quarter or after the third quarter, they will receive an "F" (Fail) on their transcript for that class.

#### 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 available electronically.

Progress Reports: Between the 4th and 5th week of the second and third quarter, Progress Reports are available electronically.

#### 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, passed the required state assessments and be in good standing (no outstanding fines, discipline, etc.) in order to participate in the commencement exercises or receive a diploma.

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.

Academic Regalia Protocol: Woodland High School follows the Academic Costume Code as outlined by the American Council on Education (ACE). Graduation candidates wear green, white or black caps, gowns & tassels. In keeping with ACE's guidelines, graduates may not decorate their caps or gowns. Honorifics awarded by WHS i.e., National Honor Society and/or Academic Scholar honor cords may be worn. Floral accents i.e., corsages, boutonnieres, leis, etc. should be worn after the commencement ceremony.

## **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

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

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.

7. Do not post on walls unless permission has been granted.

### 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 or emergency contacts. 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 CAMPUS POLICY

Woodland High School operates as a closed campus for all grade levels. Once students arrive on campus they are not to leave campus at any time before school, during class, passing time or lunch. Closed campus also means that visitors and non-students are not allowed on campus without approval through the main office. Students attending Running Start classes at a college during the day or students who have late start or early out are asked to only arrive once or leave once if their schedule allows. Any student who needs to leave campus during the school day must get prior approval from the office and parent/guardian authorization. Students that violate this policy can serve lunch detentions and/or disciplinary action. Parents/guardians who wish to have their child leave campus on a consistent/frequent basis will be required to come to the office and check their child out of school, phone calls and notes will not suffice.

### LUNCH PURCHASES

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

Woodland School District has adopted the following procedure for managing negative food service balances for the high school level:

1. No a la carte items, i.e. milk, slice of pizza, Teriyaki bowl, fruit parfait, etc., may be charged when a student's food service account balance is in the negative. No exceptions.
2. A meal defined by the USDA is three food components with ½ cup of fruit and/or vegetables. Examples: milk, pizza and apple or chicken Caesar salad with a roll, juice and milk.

If the balance is less than \$5.00 – Daily robo calls home to parents/guardians. If the balance is between \$5.00 and \$10.00 the daily robo calls will continue plus the Nutrition Service Office will send an automated letter home with the student every other week. If the balance is over \$10.00 the robo calls will continue, the charging of meals is no longer allowed, Nutrition Service Office will send an automated letter home with the student every other week, a telephone call will be made by the office staff to the household confirming that the parent/guardian has received information about the negative balance, and a formal letter will be sent home from Business Services with a copy of the student's Food Service Statement along with a Free and Reduced lunch application.

At the end of the school year any balance greater or equal to -\$15.00 will be entered as a fine.

Any student with a negative food service balance who is no longer enrolled will have a grace period of 30 days from the end of the school year date to make payment before the account will be sent to a collection agency regardless of the dollar amount.

### STUDENT MATERIALS

Students are expected to bring necessary class materials to each course meeting, including pen, pencil, paper, book(s), computer, 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), Art Club, FFA, Honor Society, Knowledge Bowl, Interact, Trap, Equestrian.

### 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.

#### FINES, FEES, PAST DUE ITEMS

Students are required to have all past due items cleared in order to: participate in sports, receive official school records, attend TEAM, obtain release for GED, receive a diploma, etc. This includes all past due library books, textbooks and sports gear and paying all fines and fees.

### **ATHLETICS**

#### ATHLETIC OPPORTUNITIES

Athletic opportunities at Woodland High School could include but are not limited to:

**Fall** (Football, Girls Soccer, Boys Golf, Boys & Girls Cross Country, Volleyball, Dance, Cheer)

**Winter** (Boys & Girls Basketball, Wrestling, Cheer, Dance)

**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 AND 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 on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or

service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Vicky Barnes, Title IX Officer, Civil Right Coordinator, and Affirmative Action Officer, 800 Second St. Woodland, WA 98674, [barnesv@woodlandschools.org](mailto:barnesv@woodlandschools.org), (360) 841-2702
- Jake Hall, 504 Coordinator, 800 Second St. Woodland, WA 98674, [hallj@woodlandschools.org](mailto:hallj@woodlandschools.org), (360) 841-2720

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

### 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.

Students who have a history of truancies 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.

### ABSENCE

Not physically present on school grounds; and not participating in the following activities at an approved location: Instruction; any instruction-related activity; or any other district or school approved activity that is regulated by an instructional/academic, accountability system, such as participation in district-sponsored sports.

If a student leaves class for longer than 10 minutes without consent/permission to engage in an educational activity/medical monitoring, they will be marked as absent for that class period.

If a student arrives within the first 10 minutes of the bell ringing the student will be marked tardy. If a student arrives later than 10 minutes past the bell they will be marked as absent for that class attendance period.

A full day absence is defined as missing 50% or more of the student's scheduled day.

### ATTENDANCE POLICY

For absences 1-9 a parent should call the school or send a note to excuse absences.

**For any/all absences over 9 (10+) documentation is required within 3 days of the absence**, either a detailed parent note explaining the reason for the absence(s) or a pre-arranged absence form submitted before the absence occurs, which will be reviewed by an administrator to determine if the absence will be excused. Notes from a professional service organization are required for all appointments.

If a student has a mid-day appointment, outside of travel time, the student should be in school.

Though phone calls are appreciated they will not excuse absences **past the 9th one, documentation is required.**

Students who have 18 absences (excused or unexcused) in a school year are considered chronically absent by state definition and extra intervention will take place. For that reason, absences will not be excused without an intervention plan in place.

### VALID EXCUSES FOR EXCUSED ABSENCES

Must be excused within 3 days.

- (1) Participation in a district or school approved activity or instructional program;
- (2) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for who the student is legally responsible;
- (3) Family emergency including, but not limited to, a death or illness in the family;

- (4) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- (5) Court, judicial proceeding, or serving on a jury;
- (6) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- (7) State-recognized search and rescue activities consistent with RCW [28A.225.055](#);
- (8) Absence directly related to the student's homeless status;
- (9) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW [28A.705.010](#);
- (10) Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
- (11) Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
- (12) Absences due to medical appointments or counseling, in-patient, out-patient for mental health or chemical dependency, or pregnancy.
- (13) Absences due to court-ordered activities.
- (14) Absences due to foster care or dependency status.
- (15) Absences due to migrant status.
- (16) Absences due to safety concerns including threats, assaults, or bullying.

**The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.**

#### UNEXCUSED ABSENCES

Any absence from school is unexcused unless it meets one of the criteria above for an excused absence or if it is not excused within 3 days. Both the school and the parents must agree that it is excused otherwise it is unexcused.

#### PREARRANGED ABSENCES

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.

#### ACTIVITY/SCHOOL ABSENCES

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.**

#### HEALTH ROOM ABSENCES

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.

#### 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.

#### LEAVING CAMPUS ABSENCES (includes lunchtime)

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

#### TRUANCY

In our state, the law requires that children ages 6 to 17 who are enrolled in public schools, attend school Monday through Friday, unless there is a good reason for being absent. In this case the parent or legal guardian must excuse the absence by notifying the school. When students miss school and their parents have not excused the absence, they can be considered truant. Truancy is defined as being absent from

school or from the majority of a student's classes (4 or more periods) without a valid excuse. Be sure to read the attendance policies and discuss them with your student.

### SUSPENSION/EXPULSION ABSENCES

A student should be considered excused absent while they are suspended or expelled pursuant to chapter 392-400 WAC unless they are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC and the student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.

### THE BECCA BILL

The "Becca Bill" (SB 5439) is our state's truancy law. It is intended to stop truancy before it becomes a problem. Schools and families should work together as a team to ensure school attendance and student safety. However, if a student has unexcused absences, this law requires that schools and school districts take the following actions:

1. One (1) full day unexcused absence in a month. The school must inform the parent when there is one unexcused absence. This is often done by a phone call home.

2. Three (3) full day unexcused absences in a month. After the third unexcused absence, the school is required to schedule a meeting with the parent/legal guardian and student to discuss the causes of the unexcused absences and find solutions to prevent further absences. WARNS Survey is required.

3. Five (5) full day unexcused absences in a month. The school must enter into a written truancy agreement with the family, where the parent, student and school agree on the necessary steps to resolve the student's attendance problem.

4. Seven (7) full day unexcused absences in a month or at the tenth (10th) unexcused absence within a school year. The school district will file a petition in juvenile court to order the student to attend school. If this court order is violated, the court will call for a Contempt Hearing and the student could be ordered to do community service or spend time in juvenile detention. The parent may be fined up to \$25.00 for each day of unexcused absence. The school district may also refer the family to a "Community Truancy Board" if there is one in the community. A Truancy Board is a group of citizens who help resolve truancy cases away from the court. Schools must send the student a notice of the truancy court petition by certified mail with return receipt or by in-person delivery. The petition includes many important dates and deadlines that must not be missed by the student and the family. A student and/or parents can be represented by a lawyer in truancy court.

### PREVENTING TRUANCY

Student safety and academic progress are important to both parents and educators.

Here are some tips to prevent absences:

- A. Communicate with your student frequently.
- B. Talk about family expectations regarding school attendance.
- C. Discuss family expectations for earning a high school diploma.
- D. Praise positive behaviors and achievements in school.
- E. Look for attitudes from your youth that indicate unhappiness with school or fear of attending school.
- F. Listen to what they say and ask questions.
- G. Communicate with your school frequently.
- H. Ask the school about their policy and procedures on excusing absences from school.
- I. Respond quickly when the school notifies you of an unexcused absence.
- J. Learn how you can check your student's attendance.
- K. Immediately address issues of concern about your student with the school. Start with the teacher or counselor.
- L. If you feel your district's truancy or discipline procedures were not addressed properly, inquire about your district's appeal process.
- M. If you feel your school district policies are inadequate, speak with the administrators.

### 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. Before school and after school detention time can be served in the office or classroom. Lunch detentions can be served in the classroom or under the guidance of the administration. Any student tardy without excuse beyond ten (10) minutes into the class period may be treated as an unexcused absence/truancy. Excessive tardies will be dealt with by the administration.

## DISCIPLINE

School districts must:

1. Annually disseminate school discipline policies and procedures to students, families and the community
2. Monitor the impact of discipline policies and procedures using disaggregated data by racial, ethnic and other subgroups.
3. Periodically review and update discipline rules, policies, and procedures in consultation with staff, students, families and the community.

### 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:

**Classroom Exclusions:** Exclusion of a student from a classroom or instructional/activity area for behavioral violations that disrupt the educational process.

**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.

**Detention:** Assignment of student to work detail, detention time, after school supervised study period, etc.

**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.

**Disciplinary Action:** Informal talk, warnings, parent notification, parent conference, detention, work assignment, temporary removal from class, suspension or expulsion of any type, restriction of attendance at extra-curricular activities and/or school service, etc.

**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. Emergency Expulsion expires in 10 days unless another form of discipline is imposed. If a student is suspended for one or more days the student and the parent/guardian are required to complete the Re-entry/Re-engagement Plan and meet with an administrator prior to the student returning to school.

**Expulsion:** Exclusion from school, or individual classes for one year or longer. If a student is suspended for one or more days the student and the parent/guardian are required to complete the Re-entry/Re-engagement Plan and meet with an administrator prior to the student returning to school.

**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 school suspensions. This is to be used at the discretion of the school administrators.

**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. If a student is long-term suspended the student and the parent/guardian are required to complete the Re-entry/Re-engagement Plan and meet with an administrator prior to the student returning to school.

**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.

**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.

**Short-Term Suspension:** Temporary removal of the student from attending school or school activities. Suspension can last a maximum of ten (10) school days. If a student is suspended for one or more days the student and the parent/guardian are required to complete the Re-entry/Re-engagement Plan and meet with an administrator prior to the student returning to school.

### 10-10 RULE

Students will only be allowed to use the bathroom after the first 10 minutes of class and before the last 10 minutes of class. Only one student is allowed to use the bathroom at a time per class. Students must sign out and take the designated bathroom pass. Students will be expected to return to class within 3 minutes of leaving. Consequences could range from verbal direction to detention time or behavioral contract.

### 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). The student may be 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 when possible. 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 one of the staff members 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 and/or suspension from school activities.

#### CLASSROOM EXCLUSIONS

1. Exclusion of a student from a classroom or instructional/activity area for behavioral violations that disrupt the educational process.
2. This does not include missed instruction for a brief duration when a staff member attempts other forms of discipline to support the student meeting behavioral expectations, and student remains under staff supervision.
3. Must first attempt one or more other forms of discipline unless student's presence poses an immediate and continuing danger to other students or staff, or immediate and continuing threat of material and substantial disruption of the educational process.
4. Staff members (teachers or support personnel) may exclude a student from teacher's classroom for behavioral violations that disrupt the educational process while the student is under the staff member's immediate supervision.
5. A classroom exclusion is all or part of the balance of the class period or school day in which excluded; anything longer must be processed as suspension, expulsion or emergency expulsion.
6. Must provide opportunity to make up any missed tests or assignments.
7. Staff member must report exclusion and behavioral violation to the administration as soon as reasonably possible.
8. Staff member must notify parents of exclusion and reasons as soon as reasonably possible.
9. The classroom teacher has the right to exclude a disruptive student for up to two school days.
10. Only requirement is that student must have the opportunity to share their perspective and explanation for the behavioral violation.
11. No requirement to allow appeal.
12. If there is an appeal, the administration may set a time limit.

#### 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.

#### DIGITAL MULTIMEDIA

Use of digital multimedia not intended for school related assignments, projects, assemblies, etc. will be considered a violation of the Digital Multimedia Policy. Videos and/or images used without the consent of those displayed or referenced in a negative manner will also be a violation of this policy. Inappropriate



use of digital media also includes displaying, at school or school sponsored events, sexually explicit images or depictions. Discipline could result in any disciplinary action up to and including 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. Violations could result in disciplinary action.

#### 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.

#### 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.

#### 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 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 may 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 to park in designated areas, not in Visitor Parking as an example. If the student parks in non-designated areas the student will be notified verbally on the first offense. On the second offense the student and the parent will be notified verbally or in writing that future violations could result in a car-boot, towing, restriction from campus parking or other possible actions. Third and future violations could result in any of the previous disciplinary actions or a combination of previous disciplinary actions with parent notification.
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. Loitering in cars will not be allowed.
4. 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.
5. 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 personal 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.

**1<sup>st</sup> Offense** – Confiscated for the class period only. Item returned to the student with a warning and outlining the consequences for any future violations. Teacher writes a referral and it is recorded by office personnel.

**2<sup>nd</sup> Offense** – Confiscated and placed in the office safe. Parent notified. Student is 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.

**3<sup>rd</sup> Offense and more** – 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.

### 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 and staff. Assault of a student, visitor or staff member may be subject to disciplinary action. Such actions may result in an Emergency Expulsion with a Reentry Meeting. Depending upon the circumstances the Emergency Expulsion could be converted to a Short Term or Long Term Suspension or Expulsion.

### 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 or other exclusions. 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 charge for any check written to the Woodland School District that is returned for non-sufficient funds or account closed.

### FORGERY/IMPERSONATE

Forgery is the signing of any other person's name to school related documents or forms. Impersonating a parent/guardian or having someone impersonate another person is prohibited. Violators will be subject to 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, 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 disciplinary action.

### 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 disciplinary action.

### HARASSMENT/INTIMIDATION/BULLYING

RCW 28A.300.285 defines harassment, intimidation and bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

Physically harms a student or damages the student's property.

Has the effect of substantially interfering with a student's education.

Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.

Has the effect of substantially disrupting the orderly operation of the school.

Bullying is repeated negative behavior toward a less powerful person or persons and is not limited to hitting, name-calling, shunning, shaming, spreading rumors, gossiping and making threats.

Students should fill out a Harassment/Intimidation/Bullying Incident Reporting Form if they are the target or know someone who is a target of harassment, intimidation or bullying. Forms can be obtained in the office, on the school website or from a teacher. Once a principal or designee receives an Incident Reporting Form that meets the unresolved, severe or persistent HIB threshold, the principal or designee has two (2) school days to contact families and let them know an investigation is taking place and five (5) school days after contact with the family to complete an investigation. The principal or designee has (2) school days after the investigation is complete to contact the family of the targeted student and the family of the aggressor and inform them of the outcome of the investigation. If corrective measures are warranted, they need to be implemented within five (5) school days or sooner after the principal or designee has made contact with the family.

The procedure allows for a complex investigation to take longer than five school days, so long as the district provides the targeted student's family with updates on a weekly basis. The procedure also requires schools to take "reasonable measures" to ensure the safety of a student during an investigation and, if necessary, to develop a safety plan to protect the student from further bullying. The procedure states that retaliation against students who report bullying is prohibited.

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.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention, as well as the creation of an intimidating, hostile or offensive school environment. This can include but is not limited to:

- \* 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.

Harassment, intimidation and bullying violations will be taken seriously. Discipline could result in any disciplinary action up to and including expulsion. Legal agencies may be contacted.

#### 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.

**1<sup>st</sup> Violation:** Will result in an Emergency Expulsion or Long Term Suspension. Law enforcement may be notified. Suspension from school activities may be imposed. Chemical substance trafficking could result in long-term suspension.

**Repeated Offenses:** Can result in a suspension or expulsion. Law enforcement may be notified.

#### 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 depending on the situation and previous violations.

#### 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 could fail the course. Students caught plagiarizing will be ineligible for National Honor Society. Subsequent instances of plagiarism or cheating will result in disciplinary action.

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.

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 will be issued a computer at the beginning of their high school career. They are responsible for that computer until the end of their high school career. Refer to Technology Responsibility Use in this student handbook.

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 (Skyward, 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 or accidental 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, disciplinary action.
- 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.
- 4) Any student "logging in" to a network, Internet, or programming a staff member's name, ID and password, will be referred to the building administration for disciplinary action.
- 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 possibly removed from the course with a failing grade and referred to the building administration for disciplinary action.
- 6) Any student accessing confidential Woodland High School data files (transcripts, attendance, student records, etc.) editing those files, or damaging files/programs. The proper legal authorities may be notified and the student will be referred to the building administrator for disciplinary action.
- 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, referral to community agency or police or referred to the building administrator for disciplinary action.

#### 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, notification of law enforcement and/or parent notification and/or any disciplinary action.

#### THREAT

Any threat, written or verbal, to injure/damage persons or property will be taken seriously. Violations can result in verbal warnings up to suspension/expulsion depending upon the situation and previous violations. Law enforcement may be notified. A Threat Assessment may be mandated at the expense of the parents.

#### TOBACCO, VAPING PRODUCTS AND/OR PARAPHERNALIA

Any device or look alike used to aid, ingest, light, burn, or consume any tobacco product as defined herein, including but not limited to: pipes, rolling papers, matches or any component or part of a tobacco product. Any product or look alike containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, vaping liquids, or electronic cigarettes, electronic cigars, electronic pipes, vaping chargers, vape pens, electronic hookah, or other similar product, regardless of nicotine content, that rely on vaporization or aerosolization. This includes any component or part of a tobacco product or vaping product.

No person shall, at any time, use a tobacco product or vaping product in any school building, on any school ground, at any athletic event or any school-sponsored event or in any school bus or other vehicle used for school purposes.

No student shall at any time possess any tobacco/vaping product or tobacco/vaping paraphernalia in any school building, on any school ground, at any athletic event or any school-sponsored event or in any school bus or other vehicle used for school purposes. When there is evidence that a student is in possession of tobacco/vaping products or tobacco/vaping paraphernalia, administrators, staff or designated chaperones may confiscate such items.

First Offense: Short term suspension from school.

Repeated Offense(s): Short term suspension from school.

### 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 and disciplinary action.

### VANDALISM/GRAFFITI/PROPERTY DAMAGE

All students are expected to respect and care for all property of the school and students including desks, whiteboards, books, elevators, 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, restitution of damages and disciplinary action.

### VULGARITY/OBSCENITY/MISBEHAVIORS

Vulgarity, obscenity, spitting, extortion, intimidation, immoral conduct, 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 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 will be expelled for a minimum of one year. Superintendent can modify on case-by-case basis. Possessing firearms on school premises, transportation or facilities under RCW 28A.600.420.

## **VICTIM PROTECTIONS, REENGAGEMENT, EDUCATIONAL SERVICES**

### VICTIM PROTECTIONS

1. Teacher Victim: Student committing specified crimes directed at a teacher shall not be assigned to that teacher's classroom or possibly school.
2. Student Victim: Student committing specified crimes directed at another student may be removed from the victim's classroom and/or school.
3. Offenses: Serious physical, sexual, property crimes, etc.
4. Duration: Can extend beyond the length of suspension or expulsion

### REENGAGEMENT MEETINGS

1. Mandatory for Long Term Suspensions, Expulsions or Emergency Expulsions but can be a requirement for a student to get back into the educational setting (school, classroom, etc.)
2. For Long Term Suspensions, Expulsions or Emergency Expulsions, the meeting must occur within twenty calendar days, but not later than five calendar days before the student returns to school or as soon as possible if the parents request a prompt meeting.

### EDUCATIONAL SERVICES

1. The district must provide an opportunity for the student to receive educational services during a suspension, expulsion or emergency expulsion that would enable the student to:
  - a. Continue to participate in general education curriculum.
  - b. Meet educational standards of the district.
  - c. Complete subject, grade level and graduation requirements.
2. The district must consider:
  - a. Meaningful input from the student, parents and staff.

- b. Whether student's services include ELL, Special Education or Section 504.
- c. Access to necessary technology, transportation, or resources to participate fully in the services.
- 3. The district may provide an alternative setting or modify the suspension or expulsion. The setting should be comparable, equitable and appropriate to regular educational services. Examples could be an alternative high school, one-on-one tutoring, on-line learning, etc.
- 4. The district must provide written notice to the student and parent as soon as reasonably possible after the suspension or expulsion. It must describe the services offered along with the name and contact information for the staff who can offer support to keep current with assignments and course work.
- 5. Exclusions Up to Five Days:
  - a. Coursework, including any assigned homework from all regular subjects or classes.
  - b. Access to school staff who can offer support.
  - c. Opportunity to make up assignments and tests missed.
- 6. Exclusions Six to Ten Days:
  - a. Same as Exclusions Up to Five Days (see above).
  - b. The district must make a reasonable attempt to contact student or parents within three school business days and periodically thereafter to:
    - i. Coordinate delivery and grading of course work at frequency allowing to keep current in all subjects or classes.
    - ii. Communicate with the student, parents and teacher about academic progress.
- 7. Exclusions for More Than Ten Days:
  - a. As required by WAC 392-121-107.
  - b. WAC 392-121-107 defines a "Course of Study" for funding purposes, including: instruction, alternative learning, instruction provided by a contractor, etc.

## **FORMS OF DISCIPLINE, SUSPENSIONS AND EXPULSIONS**

### **PURPOSE**

Administer discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in class to the maximum extent.

### **DEFINITIONS**

1. School Business Days: Any weekday non-holiday when the superintendent's office is open for business. Usually referenced in appeals.
2. School Days: Any day students are in attendance at school for instructional purposes. Usually referenced in length of exclusions.
3. Calendar Days: Any day of the seven day week. Usually referenced in reengagement timelines.

### **OTHER FORMS OF DISCIPLINE BESIDES SUSPENSIONS OR EXPULSIONS**

1. Examples of other forms of discipline include, but are not limited to, verbal warning, verbal counseling, verbal reprimand, written reprimand (discipline referral), parent contact, loss of recess, detention (before school, after school, or lunchtime), brief "reset" in "buddy classroom," loss of privileges, community service, apology note, behavior agreement/contract, or restitution.
2. Responses to behavioral violations short of classroom exclusion, suspension, expulsion, or emergency expulsion.
3. Only requirement is that student must have the opportunity to share their perspective and explanation for the behavioral violation.
4. No requirement to allow appeal.
5. If there is an appeal, the administration may set a time limit.
6. The school may not administer discipline in a manner that would result in the denial or delay of a nutritionally adequate meal.

### **BEHAVIOR AGREEMENTS**

1. The school may enter into an agreement with the student and parents in response to behavioral violations, including:
  - a. Reducing the length of exclusion conditioned on participation in treatment services.
  - b. Agreements in lieu of suspensions or expulsions.
  - c. Agreements holding suspensions or expulsions in abeyance.



2. The district must have written policies and procedures authorizing Behavior Agreements.
3. Behavior Agreement does not waive the student's right to a reengagement meeting or plan or educational services during exclusion.
4. The duration of the Behavior Agreement may not exceed the length of the academic term.

#### IN SCHOOL SUSPENSIONS

1. In school suspension is a short term suspension in which a student remains in their current school placement but will typically be in different room within the school.
2. Must first attempt other forms of discipline. Can not be used for the first offense.
3. May not be more than 15 cumulative school days per semester.
4. School personnel must be in the same physical location as the student.
5. The student must be offered support with assignments and classwork.
6. May not extend to the next school year.

#### SHORT TERM SUSPENSIONS

1. Short term suspension is the denial of attendance in response to behavioral violation for up to 10 school days.
2. Must first attempt other forms of discipline. Can not be used for the first offense.
3. May not be more than 15 cumulative school days per semester.
4. May not extend to the next school year.
5. Must consider individual circumstances and the nature/circumstances of the behavioral violation to determine what level of discipline and length of exclusion is warranted.
6. Report all suspensions and expulsions (and underlying violation) to superintendent within 24 hours.
7. Make reasonable efforts to return student to regular educational setting as soon as possible.
8. Allow application for readmission at any time.
9. Include an end date.
10. When a student is suspended or expelled, the school must offer educational services.
11. A suspension or expulsion may not prevent a student from completing subject, grade-level or graduation requirements.
12. A student may not be suspended or expelled due to absences or tardies.
13. A suspension or expulsion may not preclude the student from returning to original educational setting following the end date unless the superintendent grants petition to extend the suspension or expulsion, excluded in accordance with protecting victims or otherwise allowed by law.

#### LONG TERM SUSPENSIONS

1. A long term suspension is the denial of attendance in response to a behavioral violation for more than 10 consecutive school days.
2. Must first consider other forms of discipline.
3. A long term suspension may be used for a first offense.
4. May not extend to the next school year.
5. May not exceed the length of the semester.
6. Can be imposed for certain behaviors:
  - a. Violent Offenses (manslaughter, kidnapping, arson, extortion, assault, robbery, etc.)
  - b. Sex Offenses (rape, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, incest, sexual exploitation of children, etc.)
  - c. Harassment and Related Crimes (stalking, violation of a no contact order, criminal gang intimidation, etc.)
  - d. Controlled Substances (drugs, liquor, huffing, etc.)
  - e. Property Crimes (arson, reckless burning, criminal street gang tagging and graffiti, malicious mischief, etc.)
  - f. Endangering Others (behavior that adversely impacts the health or safety of students or staff, fighting, etc.)
7. A student is not allowed to return to school before the end of the long term suspension if it would pose an imminent danger to students or personnel or an imminent threat of material and substantial disruption of the educational process.
8. Reengagement Plan is mandatory and requires family input

9. Must consider individual circumstances and the nature/circumstances of the behavioral violation to determine what level of discipline and length of exclusion is warranted.
10. Report all suspensions and expulsions (and underlying violation) to superintendent within 24 hours.
11. Make reasonable efforts to return student to regular educational setting as soon as possible.
12. Allow application for readmission at any time.
13. Include an end date.
14. When a student is suspended or expelled, the school must offer educational services.
15. A suspension or expulsion may not prevent a student from completing subject, grade-level or graduation requirements.
16. A student may not be suspended or expelled due to absences or tardies.
17. A suspension or expulsion may not preclude the student from returning to original educational setting following the end date unless the superintendent grants petition to extend the expulsion, excluded in accordance with protecting victims or otherwise allowed by law.

### EMERGENCY EXPULSIONS

1. Removal from current school placement for up to 10 school days.
2. There must be sufficient cause to believe student's presence poses immediate and continuing:
  - a. Danger to other students or staff, or
  - b. Threat of material and substantial disruption of the educational process, meaning results in extreme disruption that creates substantial barrier to learning for other students across the school day, and staff exhausted reasonable attempts at administering other forms of discipline.
3. No behavioral violation is required.
4. Initial Notice: After imposing an Emergency Expulsion, must attempt to notify parents as soon as reasonably possible of reasons for the Emergency Expulsion.
5. Written Notice has to be delivered within 24 hours in person, by mail or email and must include:
  - a. Reason behavior meets the Emergency Expulsion standard.
  - b. Duration of conditions, including beginning and end dates.
  - c. Opportunity to receive educational services.
  - d. Right to informal conference with the principal or staff members.
  - e. Right to appeal.
6. Conversion:
  - a. Emergency Expulsion must end or be converted within 10 school days.
  - b. All days spent on Emergency Expulsion must be applied to the length of the converted discipline.
  - c. Must provide all required due process for converted discipline.
7. Must consider individual circumstances and the nature/circumstances of the behavioral violation to determine what level of discipline and length of exclusion is warranted.
8. Report all suspensions and expulsions (and underlying violation) to superintendent within 24 hours.
9. Make reasonable efforts to return student to regular educational setting as soon as possible.
10. Allow application for readmission at any time.
11. Include an end date.
12. When a student is suspended or expelled, the school must offer educational services.
13. A suspension or expulsion may not prevent a student from completing subject, grade-level or graduation requirements.
14. A student may not be suspended or expelled due to absences or tardies.
15. A suspension or expulsion may not preclude the student from returning to original educational setting following the end date unless the superintendent grants petition to extend the suspension or expulsion, excluded in accordance with protecting victims or otherwise allowed by law.

### EXPULSIONS

1. Expulsions are the denial of attendance at student's current school placement in response to a behavioral violation.
2. Must first consider other forms of discipline. Expulsion for the first offense is permitted.
3. May extend to the next school year.
4. Principal may petition to extend the expulsion.
5. Can be imposed for certain behaviors:
  - a. Violent Offenses (manslaughter, kidnapping, arson, extortion, assault, robbery, etc.)

- b. Sex Offenses (rape, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, incest, sexual exploitation of children, etc.)
  - c. Harassment and Related Crimes (stalking, violation of a no contact order, criminal gang intimidation, etc.)
  - d. Controlled Substances (drugs, alcohol, huffing, vaping, etc.)
  - e. Property Crimes (arson, reckless burning, criminal street gang tagging and graffiti, malicious mischief, refusal to leave public property, vandalism, etc.)
  - f. Endangering Others (behavior that adversely impacts the health or safety of students or staff, fighting, firearms, weapons, etc.)
6. A student is not allowed to return to school before the end of the expulsion if it would pose an imminent danger to students or personnel.
  7. Reengagement Plan is mandatory and requires family input.
  8. Consider individual circumstances and the nature/circumstances of the behavioral violation to determine what level of discipline and length of exclusion is warranted.
  9. Report all suspensions and expulsions (and underlying violation) to superintendent within 24 hours.
  10. Make reasonable efforts to return student to regular educational setting as soon as possible.
  11. Allow application for readmission at any time.
  12. Include an end date.
  13. When a student is suspended or expelled, the school must offer educational services.
  14. A suspension or expulsion may not prevent a student from completing subject, grade-level or graduation requirements.
  15. A student may not be suspended or expelled due to absences or tardies.
  16. A suspension or expulsion may not preclude the student from returning to original educational setting following the end date unless the superintendent grants petition to extend the expulsion, excluded in accordance with protecting victims or otherwise allowed by law.

#### ONE YEAR EXPULSIONS

1. Possessing firearms on school premises, transportation or facilities under RCW 28A.600.420.
2. Superintendent can modify on case-by-case basis.

### **DISCIPLINE APPEALS PROCESS**

#### SUSPENSIONS AND EXPULSIONS APPEALS

1. Informal Initial Hearing:
  - a. With the principal or assistant principal.
  - b. Student and parents involved.
  - c. The student has the opportunity to contact parents for a Short Term Suspension or an In School Suspension.
  - d. The principal or assistant principal must make a reasonable attempt to contact the parents to provide an opportunity to participate in person or by phone.
  - e. The purpose is to hear the student's perspective and explanation.
  - f. The principal provides the notice of the violation, the explanation of the evidence, and the explanation of the possible discipline.
  - g. The principal or assistant principal must inform the student of the decision including beginning and ending dates.
  - h. Suspensions and Expulsions can begin immediately following the attempt to notify parents.
2. Written Notice to the Student and Parents from the Principal or Assistant Principal:
  - a. Must be within one school business day of the Informal Initial Hearing.
  - b. Must be in person, by mail or email.
  - c. The letter must contain the following:
    - i. Description of behavior and how it violated the policy.
    - ii. Duration and conditions, including the beginning and ending dates.
    - iii. Other forms of discipline considered or attempted.
    - iv. Explanation of decision to use suspensions or expulsions.
    - v. Opportunity to receive educational services.
    - vi. Right to an informal conference.

- vii. Right to appeal, including where and to whom appeal requested.
  - vii. Opportunity for a reengagement meeting, required only for Long Term Suspensions and Expulsions.
3. Optional Informal Conference:
- a. Held with the principal or assistant principal and with the parent and/or student.
  - b. Held within three school business days of the Written Notice.
  - d. Opportunity to share student/parent perspective and explanation.
  - e. The student/parent have the opportunity to confer with the principal, assistant principal and the school staff involved.
  - f. Seek resolution of any disagreements.
4. Appeal to a Hearing Officer:
- a. Student and parents must appeal within five school business days of the Written Notice.
  - b. Suspensions or Expulsions can be imposed during the appeal.
  - c. Short Term Suspensions or In School Suspensions:
    - i. The parent/student can informally appeal to the superintendent or designee.
    - ii. The superintendent/designee provides the student and the parents the opportunity to share the student's perspective and explanation.
    - iii. Can be submitted orally or in writing.
    - iv. The superintendent must submit the written decision within two school business days after receiving the appeal.
    - v. Can be delivered in person, by mail or email.
    - vi. Written decision contents will affirm, reverse or modify suspension; outline the duration and conditions including the beginning and ending dates; list the educational services offered; and offer the right to request review/reconsideration and to whom to make the request.
  - d. Long Term Suspensions or Expulsions:
    - i. It is an in-person appeal hearing.
    - ii. Must be submitted within three school business days of appeal request.
    - iii. The district must hold appeal hearing within 3 school business days of the request.
    - iv. The presiding official can be the superintendent, hearing officer or discipline appeal council.
    - v. Parties may agree to postpone the reengagement meeting and plan.
    - vi. Student, parents and district may request to inspect any documentary or physical evidence and list of witnesses.
    - vii. Student and parents may review education records upon request.
    - viii. District witnesses may be excused if the district shows that it made a reasonable effort to produce and failure is excused by fear of reprisal or another compelling reason.
    - ix. Must provide above information as soon as reasonably possible, but no later than the end of the school business day before the hearing.
    - x. The student and parents may be represented by legal council.
    - xi. The student and parents can question the witnesses.
    - xii. The student and parents can share the student's perspective and provide an explanation.
    - xiii. The student and parents can introduce relevant documentary, physical or testimonial evidence.
    - xiv. The appeal hearing must be recorded manually or electronically with a copy given to the student or parents upon request.
    - xv. The appeal decision deadline is three school business days after the hearing.
    - xvi. The method of delivery must be in person, by mail or by email.
    - xvii. The appeal decision contents must:
      - 
      - Be solely based on the evidence presented.
      - Include findings of fact.
      - Include if the action is affirmed, reversed or modified.
      - Determine whether the behavior violated the discipline policy and reasonably warrants a suspension or expulsion and the length of that action.
      - List the duration and conditions of the action, including beginning and ending dates.
      - Notify the student and the parents of the right to request review or reconsideration.
      - Notify the parents and the student of the opportunity for a reengagement meeting and contact information of the coordinator.

xviii. The suspension or expulsion may temporarily continue for 10 consecutive school days from the Informal Initial Hearing or until the appeal is decided, whichever is earlier. Any days the student is temporarily suspended or expelled may not extend the length of the overall exclusion from school.

5. Emergency Expulsions:

- a. Appeal to a Hearing Officer.
- b. Student or parents must appeal within three school business days of the Written Notice.
- b. Can be imposed during the appeal.
- c. It is an in-person appeal hearing.
- d. Must be submitted within three school business days of appeal request.
- e. The district must hold appeal hearing within 2 school business days of the request.
- g. The presiding official can be the superintendent, hearing officer or discipline appeal council.
- h. Parties may agree to postpone the reengagement meeting and plan.
- i. Student, parents and district may request to inspect any documentary or physical evidence and list of witnesses.
- j. Student and parents may review education records upon request.
- k. District witnesses may be excused if the district shows that it made a reasonable effort to produce and failure is excused by fear of reprisal or another compelling reason.
- l. Must provide above information as soon as reasonably possible, but no later than the end of the school business day before the hearing.
- m. The student and parents may be represented by legal council.
- n. The student and parents can question the witnesses.
- o. The student and parents can share the student's perspective and provide an explanation.
- p. The student and parents can introduce relevant documentary, physical or testimonial evidence.
- q. The appeal hearing must be recorded manually or electronically with a copy given to the student or parents upon request.
- r. The appeal decision deadline is one school business day after the hearing.
- s. The method of delivery must be in person, by mail or by email.
- t. The decision will be based solely on the evidence at the hearing.
- u. The appeal decision contents must:
  - i. Be solely based on the evidence presented.
  - ii. Include findings of fact.
  - iii. Include if the action is affirmed, reversed or modified.
  - iv. Determine whether the behavior violated the discipline policy and reasonably warrants a suspension or expulsion and the length of that action.
  - v. List the duration and conditions of the action, including beginning and ending dates.
  - vi. Notify the student and the parents of the right to request review or reconsideration.
  - vii. Notify the parents the and student of the opportunity for a reengagement meeting and contact information of the coordinator.
  - viii. The suspension or expulsion may temporarily continue for 10 consecutive school days from the Informal Initial Hearing or until the appeal is decided, whichever is earlier.
  - ix. Any days the student is temporarily suspended or expelled may not extend the length of the overall exclusion from school.

6. Review and Reconsideration by the School Board:

- a. Held within 10 school business days of appeal decision by Hearing Officer.
- b. Decision by the school board must be delivered in person, by mail or email.
- c. The decision letter must contain:
  - i. Whether the action was confirmed, reversed or modified.
  - ii. The duration and conditions of suspension or expulsion including the beginning and ending dates.
  - iii. An opportunity to participate in a reengagement meeting if it is a Long Term Suspension or Expulsion

7. Appeal to the Courts:

- a. RCW 28A.645
- b. Must appeal within thirty days

## **LEGAL NOTICES**

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

- Vicky Barnes, Title IX Officer, Civil Right Coordinator, and Affirmative Action Officer, 800 Second St. Woodland, WA 98674, [barnesv@woodlandschools.org](mailto:barnesv@woodlandschools.org), (360) 841-2702
- Jake Hall, 504 Coordinator, 800 Second St. Woodland, WA 98674, [hallj@woodlandschools.org](mailto:hallj@woodlandschools.org), (360) 841-2720

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [LINK](#)

### SEXUAL HARRASSMENT & BULLYING

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [LINK](#)

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless



you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

### TEACHER QUALIFICATIONS

Federal law permits parents of children in Title I Schools to request information on the professional qualifications of their child's teachers and Para Educators. 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 Vicky Barnes at 841-2700.

### 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.

#### MCKINNEY VENTO ACT

Woodland School District is required to provide notice of the education rights of homeless students. Please contact the district office for more information.

#### NO CHILD LEFT BEHIND ACT

In accordance with the NCLBA, Woodland School District provides notices to parents and the public including annual reports and progress reviews; school improvements; teacher qualifications; student achievement information; and a variety of information about the status of English Language learners.

#### INDIVIDUALS WITH DISABILITIES EDUCATION ACT

Under IDEA, Woodland School District provides a copy of procedural disability safeguards upon request. Please contact the special services offices if you would like one.

#### 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>

#### CITIZEN COMPLAINT AGAINST A SCHOOL DISTRICT OR OTHER SCHOOL SERVICE PROVIDER

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Follow steps 1 through 5 to complete the citizen complaint process.

#### STEP 1 Use Your Local Process First

If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) and are unable to reach a satisfactory solution, use this citizen complaint process through OSPI.

## STEP 2 File a Citizen Complaint Through OSPI

A citizen complaint must be in writing, signed by the person filing the complaint, and include:

- Contact Information of the Person Filing the Complaint. Your name, address, telephone number and email, if you have one.
- Optional: If someone is helping you to file this citizen complaint, include 1) their contact information, and 2) your relationship to them — for example, family member, a relative, friend or advocate.
- Information About the School District, ESD or School Service Provider You Believe Committed This Violation. Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- The Facts — What, Who & When. Include a description of the facts and dates, in general, of when you think the alleged violation happened.
  1. What specific requirement has been violated?
  2. When did this violation occur?
  3. Who you believe is responsible: names of all the people, and the program or organization involved.
- Optional: Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- The Resolution You Expect. A proposed solution, if you think you know or have ideas about how the issue can be resolved.

## STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction Attn: Citizen Complaint-Title I, Part A P.O. Box 47200  
Olympia, WA 98504 Fax: (360) 586-3305

## STEP 4 OSPI Staff Process Your Complaint

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (subgrantee).
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within 20 calendar days.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (subgrantee).

Their response must clearly state one of two results:

- Denial of the allegations in your complaint and the reason for denial.
- Proposal of reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within 5 calendar days of the date of the response from the school district, ESD or school service provider (subgrantee).

## STEP 5 Final Decision by OSPI

OSPI will send you the final decision in writing within 60 calendar days of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider (subgrantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider (subgrantee) must take the corrective actions OSPI prescribes within 30 calendar days of the final decision.

5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines If you as the complainant, and the school district, ESD or school service provider (subgrantee) named in your citizen complaint agree to extend the timelines, this agreement must be in writing and sent to OSPI within 10 calendar days of the date the school district, ESD or school service provider (subgrantee) received notification from OSPI.

Office of Superintendent of Public Instruction Attn: Citizen Complaint—Title I, Part A P.O. Box 47200 Olympia, WA 98504

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

- *Vicky Barnes, Title IX Officer, Civil Right Coordinator, and Affirmative Action Officer, 800 Second St. Woodland, WA 98674, barnesv@woodlandschools.org, (360) 841-2702*
- *Jake Hall, 504 Coordinator, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2720*

*You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at [www.woodlandschools.org](http://www.woodlandschools.org).*

#### NONDISCRIMINATION

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent, or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings, educational programming, or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence, and remedy its effects.

The superintendent will develop procedures for reporting, investigating, and addressing complaints of discrimination by the district and to otherwise implement this policy. The procedures will be consistent with the district's obligations under federal and state nondiscrimination laws and regulations, including, but not limited to, Chapter 392-190 WAC. Woodland School District board policy 3210P governing complaint procedures [can be viewed at this link](#).

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will monitor and coordinate the district's compliance with Chapter 391-90 WAC and the guidelines for prohibiting discrimination in Washington public schools developed by the Office of Superintendent of Public Instruction (OSPI). The compliance officer will be responsible for investigating any formal discrimination complaints communicated to the district.

The district will provide a nondiscrimination statement, which will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents/guardians, or employees. The statement will include:

1. Notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories;
2. The name and contact information of the district's compliance officer designated to ensure compliance with this policy; and
3. The names and contact information of the district's Section 504 and Title IX compliance coordinators.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Cross reference:	Board Policy 2020	Curriculum Development and Adoption of Instruction Materials
	Board Policy 2030	Service Animals in Schools
	Board Policy 2140	Guidance and Counseling
	Board Policy 2150	Co-Curricular Program
	Board Policy 2151	Interscholastic Activities
	Board Policy 3210P	Discrimination complaint procedure
	Board Policy 3205	Sexual Harassment of Students Prohibited
	Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
	Board Policy 4217	Effective Communication
	Board Policy 4260	Use of School Facilities
Legal reference:	Chapter 28A.640 RCW	Sexual Equality
	Chapter 28A.642 RCW	Discrimination Prohibition
	Chapter 392-190 WAC	Equal Educational Opportunity—Unlawful Discrimination Prohibited
	Chapter 49.60 RCW	Discrimination—Human Rights Commission
	WAC 392-400-215	Student Rights
	20 U.S.C. § 7905	Boy Scouts of America Equal Access Act
	42 U.S.C. §§ 12101-12213	Americans with Disabilities Act
	Office of Superintendent of Public Instruction, Prohibiting Discrimination in Washington Public Schools, dated February 2012	

Management Resources:

- 2014 - December Issue
- 2013 - April Issue
- 2012 - December Issue
- 2011 - June Issue

*Policy News*, August 2007 Washington's Law Against Discrimination

Revision Date: 9/10/07, 12/19/11, 3/25/13, 11/12/13, 9/28/15, 6/9/16, 1/23/17

Adoption Date: October 8, 2003

Woodland School District #404

# Woodland Public Schools

# Technology Responsible Use and Safety Agreement

Woodland Public Schools plan to issue students a one-to-one technology device (typically a Chromebook) as a means to promote growth and achievement, and provide flexible and modern learning opportunities. This agreement outlines Woodland Public School's expectations for students and families issued a device. In addition to this agreement, the use of district-provided technology requires students to abide by their school's technology guidelines in the student handbook and the Technology Use Guidelines.

## Expectations

- **Be Prepared** - Bring the device to school each day with a full battery charge.
- **Be a Mindful Digital Citizen** - Files, including communication and collaboration, must be consistent with school policies and copyright laws. Be sure to communicate responsibly. Don't share your passwords with others and refrain from logging in as another user.
- **Take Care of the Device** - Use either the optional carry case, or keep protected in a backpack with laptop compartment (most have one now). Keep the device away from foods, liquids and refrain from adding stickers. Do not leave your device unattended or close the device with items inside.
- **Keep the Integrity of the Device** - Specific software and system configurations are intended for student safety. Do not attempt to alter or circumvent district settings or software.
- **Return in good condition** - Devices are to be returned to the district when the four year cycle is complete or upon withdrawal or transfer. The device must be in a working and reasonable condition and include original peripherals (i.e. case and charger).

## Inappropriate Use and Consequences

Actions that are in conflict with school and/or district codes of conduct will result in a consequence deemed appropriate.

Specific codes relating to technology include but are not limited to:

- **Bullying Behavior** - Such as harassment, discrimination or intimidation.
- **Offensive Behavior** - Including profanity, obscenities or otherwise offensive to a reasonable person
- **Malicious Use** - Including misrepresenting others, modifying files from another, accessing an account of another.

## Frequently Asked Questions

### **1. Will Unsafe/Inappropriate Websites Be Filtered on the Devices?**

We do our best to ensure your child's online experience is safe. Each student that uses their district-issued device will be **filtered and tracked regardless of whether they are on or off campus**. Our web filters are configured to block inappropriate content as required by law.

While filtering software continues to improve, the best filter is adult guidance. It is best practice to have students work in communal areas at home. If you suspect or discover any inappropriate web activity, please contact your child's teacher, building principal or assistant principal. Inappropriate web browsing (obscene, violent or harassing) is a violation of the district's Authorized Use Policy and may result in disciplinary action.

### **2. Will the District Provide a Case for the Devices?**

The district will provide an optional carry case to students that wish to use one. This is padded and reinforced to protect the district-issued device. If the student has a backpack with a padded laptop compartment (most do now) this will also be suitable for transporting the device. We strongly recommend that students have one or the other and don't carry the device around unprotected.

### **3. How Long Will the Student Keep the Device?**

The issued device should last the student for their entire high school career, so it's in their interest to look after it! Families can keep the device over the summer to avoid having to check it in and out again, but will be able to check it in if needed.

### **4. What if the Device is Damaged?**

Families will be responsible for damages/losses of the device. However, we offer an optional Device Assurance Program that can provide an inexpensive solution for families to lessen the financial burden if an accident or theft occurs. While the assurance is not mandatory it is recommended. The cost is a one-time expense for the student's time at the high school, with a 50% reduction for students on free or reduced lunch. If you opt into this program a "fee" for the appropriate amount will be placed on your student's school account.

### **5. What is the Current Replacement Cost?**

Full replacement cost is currently around \$250. If a lost/stolen device is recovered any payments will be reimbursed.

## **Device Assurance Costs (One-Time)**

Student Grade	Freshman	Sophomore	Junior	Senior
<b>Cost (Regular/Reduced)</b>	\$25/\$12.50	\$20/\$10	\$15/\$7.50	\$10/\$5

Opt INTO Assurance Program	Opt OUT of Assurance Program
<p><b>Fee:</b> see table above, one-time cost for lifetime of device.</p> <p><b>Accidental Damages:</b>  1st incident - \$0  2nd incident - \$25  3rd incident - Full cost</p> <p><b>Lost/Stolen:</b>  1st incident - \$75  2nd incident - \$150  3rd incident - Full replacement cost.  Currently around \$250.</p> <p><b>Problems Due to Faulty Hardware:</b>  \$0 (District will repair/replace the device)</p> <p><b>Not Covered:</b>  Lost charger - \$20  Lost case (if student has one) - \$20  Intentional damage/misuse</p>	<p><b>Fee:</b> \$0</p> <p><b>Accidental Damages:</b> Full cost of repair.  Example costs are  Screen \$40  Keyboard \$25</p> <p><b>Lost/Stolen:</b>  Full replacement cost. Currently around \$250.</p> <p><b>Problems Due to Faulty Hardware:</b>  \$0 (District will repair/replace the device)</p> <p><b>Other Costs:</b>  Lost charger - \$20  Lost case (if student has one) - \$20  Intentional damage/misuse</p>

Parent Acknowledgement (Prior to Device Checkout)



<p><b>By signing below I acknowledge that my child will be issued a district-owned device, and that we will be responsible for any loss/damages unless we opt into the Device Assurance Program.</b></p>	
<p>I WOULD LIKE THE OPTIONAL FREE CARRY CASE</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>OPTIONAL DEVICE ASSURANCE PROGRAM:</b></p>	
<p>We opt <b>into</b> the device assurance program</p> <p>We opt <b>out of</b> the device assurance program and understand we will be liable for the full cost of repairs and replacements</p>	
<p>PARENT NAME</p>	
<p>PARENT SIGNATURE</p>	<p>DATE</p>

**Student Acknowledgement (During Device Checkout)**

<p><b>By signing below I acknowledge I will abide by the outlined expectations and I have received the listed device:</b></p>	
<p>STUDENT NAME</p>	
<p>STUDENT ID</p>	<p>GRADE</p>
<p>DEVICE MAKE</p>	<p>DISTRICT SERIAL #</p>
<p>SIGNATURE</p>	<p>DATE</p>

**Escuelas Públicas de Woodland**  
 Acuerdo de seguridad y uso responsable de la  
 tecnología

Las Escuelas Públicas de Woodland planean emitir a los estudiantes un dispositivo tecnológico (Chromebook) a cada uno como un medio para promover el crecimiento y el rendimiento y proporcionar oportunidades de aprendizaje modernas y flexibles. Este acuerdo describe las expectativas del Distrito escolar de Woodland para los estudiantes y las familias con el uso de la computadora. Además de este acuerdo, el uso de tecnología proporcionada por el distrito requiere que los estudiantes cumplan con las reglas de tecnología de su escuela en el manual del estudiante y las reglas del uso de tecnología.

## Expectativas

- **Estar preparado:** Trae la computadora a la escuela todos los días con la batería cargada.
- **Sea un ciudadano digital consciente:** Los archivos, incluida la comunicación y la colaboración, deben ser consistentes con las políticas escolares y las leyes de derechos de autor. Asegúrate de comunicarte de manera responsable. No compartas tus contraseñas con otras personas y evita iniciar sesión como otro usuario.
- **Cuida la computadora:** Usa la funda de transporte opcional o mantenerla protegida en una mochila con compartimento para computadora portátil (ya la mayoría tiene una). mantén la computadora alejada de alimentos, líquidos y no le agregues calcamonias/stickers. No descuides tu computadora ni la guardes con otras cosas para evitar que se quiebre o se raye.
- **Cuida la computadora:** El software específico y las configuraciones del sistema están destinadas a la seguridad de los estudiantes. No intentes alterar la configuración o el software del distrito.
- **Devuelve la computadora en buenas condiciones:** Debes de devolverla al distrito cuando termines el ciclo de los cuatro años de la preparatoria(High School) o al cambiarte de escuelas o ya no asistir ala escuela. La computadora debe funcionar correctamente y debe incluir los accesorios originales (es decir el estuche y cargador).

## Uso inapropiado y las consecuencias

Acciones que están en conflicto con los códigos de conducta de la escuela y/o del distrito resultará en una consecuencia que se considere apropiada.

Los códigos específicos relacionados con la tecnología incluyen,pero no se limitan a:

- **Comportamiento de intimidación/bullying** como el acoso, la discriminación o la intimidación.
- **Comportamiento ofensivo:** Incluye blasfemias, obscenidades y otras formas ofensivas para una persona razonable.
- **Uso inapropiado:** Incluye hacerse pasar por otros,acceder archivos o cuentas de otra persona.

## Preguntas Frecuentes

### **1. ¿Se filtraran los sitios web inseguros/inapropiados en la computadora?**

Hacemos todo lo posible para garantizar que la experiencia sea segura para los estudiantes. Cada estudiante que use su computadora emitido por el distrito será **filtrado y rastreado independientemente de si está**

**dentro o fuera de la escuela.** Nuestros filtros web están configurados para bloquear contenido inapropiado según lo exige la ley.

Si bien el software filtrado continúa mejorando, el mejor filtro es la guía para adultos. Es una buena práctica que los estudiantes trabajen en áreas comunes en su hogar. Si sospecha o descubre alguna actividad web inapropiada, comuníquese con el maestro/a de su hijo/a, o con el director y el subdirector de la escuela. La navegación web inapropiada (obscena, violenta o acosadora) es una violación de la política de uso autorizado del distrito y puede dar lugar a medidas disciplinarias.

## **2. ¿Proporcionará el distrito un estuche para las computadoras?**

El distrito proporcionará un estuche opcional para los estudiantes que deseen usar uno. Esto está acolchado y reforzado para proteger la computadora proporcionado por el distrito. Si el estudiante tiene una mochila con un compartimento acolchado para la computadora portátil (la mayoría ya lo tienen incluido). Esto también será adecuado para transportar la computadora. Es muy importante de que los estudiantes usen uno o otro y no lleven la computadora sin protección.

## **3. ¿Cuánto tiempo mantendrá el estudiante la computadora?**

La computadora debe durarle al estudiante durante los cuatro años de la escuela preparatoria/High School. Por esa razón deben cuidarla. Las familias pueden conservar la computadora durante el verano para el uso educativo siempre y cuando se le avise a la escuela y se llene un formulario.

## **4. ¿Qué pasa si la computadora se daña?**

Las familias serán responsables de los daños / pérdidas de la computadora. Sin embargo, ofrecemos un programa opcional de garantía para la computadora que puede proporcionar una solución económica para que las familias disminuyan la carga financiera en caso de un accidente o robo. Si bien la garantía no es obligatoria, se recomienda. El costo se paga una vez por el tiempo del estudiante en la escuela preparatoria/High School, con una reducción del 50% para los estudiantes que califican para el almuerzo gratis o reducido. Si opta por este programa, se colocará una "tarifa" por el monto correspondiente en la cuenta escolar de su estudiante.

## **5. ¿Cuál es el costo actual de reemplazo?**

El costo total de reemplazo actualmente es de alrededor de \$ 250. Si se recupera la computadora después de haberse perdido / robado, se reembolsará cualquier pago.

## Los costos de la computadora (una sola vez)

Grado de los estudiantes	Freshman(9)	Sophomore(10)	Junior(11)	Senior(12)
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<b>Costos ( Reducido/regular)</b>	\$ 25 / \$ 12.50	\$ 20 / \$ 10	\$ 15 / \$ 7.50	\$ 10 / \$ 5
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<b>SI PAGA el programa de garantía</b>	<b>NO PAGA el programa de garantía</b>
<p><b>Costo:</b> Programa: vea la información anterior acerca del costo de la garantía .</p> <p><b>Daños accidentales:</b>  1er incidente - \$ 0  2do incidente - \$ 25  3er incidente - Se compra una computadora nueva</p> <p><b>Perdida / robada:</b>  1er incidente - \$ 75  2do incidente - \$ 150  3er incidente - Se compra una computadora nueva. Actualmente alrededor de \$ 250.</p> <p><b>Problemas debido a hardware defectuoso:</b>  \$ 0 (el distrito reparará / reemplazará la computadora)</p> <p><b>Lo que no cubre la garantía:</b>  Si se pierde el cargador - \$ 20  Si se perdió el estuche (si el estudiante pidió uno) - \$ 20  Daño intencional / uso incorrecto</p>	<p><b>Costo:</b> \$ 0</p> <p><b>Daños accidentales:</b> Costo total de la reparación. Los costos por ejemplo son  Pantalla \$ 40  Teclado \$ 25</p> <p><b>Perdida / Robada:</b>  Costo total de reemplazo. Se compra una computadora nueva. Actualmente alrededor de \$ 250.</p> <p><b>Problemas debido al hardware defectuoso:</b>  \$ 0 (el distrito reparará / reemplazará la computadora)</p> <p><b>Otros costos:</b>  Si se pierde el cargador - \$ 20  Si se perdió el estuche (si el estudiante pidió uno) - \$ 20  Daño intencional / uso incorrecto</p>

## Contrato para los padres (antes de que se entregue la computadora)

<p><b>Al firmar a continuación, reconozco que a mi hijo/a se le prestara una computadora propiedad del distrito y que seremos responsables de cualquier pérdida / daño al menos que optemos por el Programa de Garantía de la computadora.</b></p>	
<p>ESTUCHE OPCIONAL DE TRANSPORTE GRATUITO</p> <p>GUSTARÍA    Sí    No</p>	
<p><b>PROGRAMA OPCIONAL DE GARANTÍA DE LA COMPUTADORA:</b></p>	
<p>NO deseamos participar para el programa de garantía de la computadora</p> <p><input type="checkbox"/> Si deseamos participar en el programa de garantía para la computadora y entendemos que seremos responsables del costo total de las reparaciones y reemplazos.</p>	
<p>NOMBRE DEL PADRE</p>	
<p>FIRMA DEL PADRE</p>	<p>FECHA</p>

## Acuerdo del/la estudiante (durante la entrega de la computadora)

<p><b>Al firmar a continuación, reconozco que cumpliré con las expectativas descritas y he recibido la computadora numerada:</b></p>	
<p>NOMBRE DEL/LA ESTUDIANTE</p>	
<p>ID DEL/LA ESTUDIANTE</p>	<p>GRADO</p>
<p>FIRMA</p>	<p>FECHA</p>
<p>MARCA DE LA COMPUTADORA</p>	<p>NÚMERO DE SERIE DEL DISTRITO</p>

### **Gender-Inclusive Schools**

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive

training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

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Cross References: Board Policy      Suicide Prevention  
2145  
Board Policy      Prohibition of Harassment,  
3207                      Intimidation, and Bullying  
Board Policy      Nondiscrimination  
3210  
Board Policy      Student Records  
3231

Legal References: RCW 28A.642      Discrimination Prohibition  
20 U.S.C. 1232g, 34 C.F.R., Part 99 - Family Education  
Rights and Privacy Act

Management Resources:      2014 - December Issue  
   2013 - December Issue  
   Prohibiting Discrimination in Washington Public  
   Schools - OSPI Guidelines for school districts  
   to implement Chapters 28A.640 and 28A.642 RCW  
   and Chapter 392-190 WAC (February 2012)









# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

**"In Your Classroom or Area"**

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

**"Get Inside. Lock outside doors"**

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

**"Locks, Lights, Out of Sight"**

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

**"To a Location"**

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

**"State Hazard and Safety Strategy"**

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

**“Get Inside. Lock outside doors”**



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

**“Locks, Lights, Out of Sight”**



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

### SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

### WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

