

TEAM
High School

Teaching Educational Academics Meritoriously

Woodland School District Alternative High School

2020-2021

STUDENT HANDBOOK

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

GENERAL INFORMATION

WELCOME TO TEAM HIGH

(Teaching Educational
Academics Meritoriously)

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

ACADEMICS

CREDITS

TEAM High School grants credits to students when they complete the course successfully. This can occur anytime throughout the school year.

GRADES

Evaluation of students' achievements for each course is reflected by an official grade when that course is completed.

GRADE REPORTS

A grade report is available anytime for students or parents.

RUNNING START

Running Start is available to students at TEAM High School.

PARTICIPATION IN GRADUATION CEREMONY

In order to participate in the commencement exercises, students must have earned the minimum credits prior to the date of the exercise and be in good standing through the commencement date. Other schools will have different requirements.

LEGISLATION REGARDING MILITARY RECRUITERS

The Armed Forces Recruiter Access to Students and Student Recruiting Information, 20 U.S. Code § 7908, 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.

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-days' worth of over the counter medicines (aspirin, cold medicine etc.) with a note from

their parent and the parent calls the office each day.

INSURANCE

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

VISITORS

We encourage parents to visit our schools and learn first-hand of the many accomplishments, which go unnoticed on a day-to-day basis. Visitors must be approved by the principal or the teacher with prior notification.

REMOVAL OF STUDENTS FROM SCHOOL

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

HOURS OF OPERATION

Our school hours are 8:00-10:00, 10:00-12:00, 12:00-2:00, 2:00-4:00 and 4:00-6:00 Tuesday-Friday; 9:00-2:00 on Monday. Monday is not a required day of school for students.

SPECIAL EDUCATION STUDENTS

Students who are on an IEP (Individualized Educational Program) will be allowed at TEAM High School with certain provisions according to their IEP's.

STUDENT MATERIALS

Students are expected to bring necessary class materials including pen, pencil, paper, book(s), etc.

DANCES

TEAM High School students are allowed to attend Woodland High School dances and must

have the proper paperwork filled out prior to attendance.

LUNCHES

TEAM High School students are allowed to eat lunch at Woodland Middle School during the appropriate time of day.

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.

ATHLETICS

ATHLETIC OPPORTUNITIES

TEAM High School students must check with the athletic director in order to be eligible for athletics.

ATHLETIC CODE

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

STUDENT RIGHTS/RESPONSIBILITIES

GUIDELINES

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

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

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

STUDENT RIGHTS

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

1. No student shall be unlawfully denied an equal educational opportunity, or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.
2. All students possess the constitutional rights to freedom of speech and press, to peaceably

assemble, and to petition the administration or government and its representatives for a review and/or correction of grievances, subject to reasonable limitations as to time, place, and manner of exercising such rights.

3. All students possess the right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while at school.
5. No student shall be deprived of equal educational opportunity, in whole or in part, by the School District without due process of law.

FREEDOM OF EXPRESSION

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

1. Interfering with the freedom or rights of others to express themselves.
- b) 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

Absences and/or tardies must be made up on Monday after the absence or other arrangements must be made.

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 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.

DISTRICT 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, but if they arrive late they must still stay 2 hours at TEAM.

DISCIPLINE

WAC 392-400

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:

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, lunch break, or after school supervised study period.

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, Saturday School, suspension of any type, restriction of attendance at extra-curricular activities and/or School service, expulsion.

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.

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

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.

Two Referrals: Two referrals written by the principal of TEAM High School could result in an automatic suspension from TEAM High School for the remainder of the academic term.

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.

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.
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 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. Phones may be confiscated for the day. Item returned to the student with a warning and outlining the consequences for any future violations.

FIGHTING/ASSAULT

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

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.

1st Violation: Will result in a suspension. Law enforcement may be notified. Suspension from school activities may be imposed. Chemical substance trafficking could result in long-term suspension.

2nd Violation: Will result in a suspension or expulsion. Law enforcement may be notified.

3rd Violation: Will result in a suspension. 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.

REMOVAL FROM THE CLASSROOM

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

The removal shall continue only until:

1. The danger or threat ceases, or
2. A building administrator acts to impose discipline, or
3. A staff member consults with the student

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

TECHNOLOGY USE

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

Students need to use care and good judgment when using computers, VCR's, video cameras, printers and other items of technology. Because

the cost of the equipment is significant, and because damage or misuse can be extremely disruptive to others' learning or work, the following building rules and violations have been written:

- A. Students are only to use school computers and other pieces of technology with a staff member's permission.
- B. No technology equipment is to be used by students before having been instructed, trained and tested on its proper operation.
- C. Students may have access to a variety of computer programs authorized for student use to help them with class work. Students are not to have access to staff or office computer programs.
- D. Accessing the Internet by students may only be done following approval of a valid "Acceptable use Policy--Informed Consent" form being completed by the student and his/her parent. Upon approval, a student will be issued a special card, which must be visibly present when accessing the Internet on a school computer.
- E. All computers, printers, software and files are the property of the school. Students may use computers and other technology in support of education and research and consistent with the mission of the district. This prohibits the use of games, personal emails, social networking sites, forums, etc. All files, emails and internet browsing, are subject to periodic inspection. This means that the administration, classroom teacher, or computer supervisor may view all student work and/or files at any time.

Consequences:

- 1) Any student found to be accessing restricted parts of the computer system, unauthorized applications (School Master, etc.) or unauthorized internet sites (forums, emails, games, etc.) will be removed for at least one day on the first offense and subsequent offenses will result in further disciplinary action.
- 2) Intentional destruction or modification of hardware or software belonging to the school district or other students could result in any or all of the following: Restitution for time to repair and property damage, suspension of Internet privileges, 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 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

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

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, computers, 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

TEAM 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 may be expelled for a minimum of one year.

SUSPENSIONS AND EXPULSIONS

SHORT TERM SUSPENSION

- Exclusion from class or school for 10 days or less
- Not for first offense unless Exceptional Misconduct
- Maximum of 15 school days per semester
- Must provide make up work for the student and additional time for the student to complete the work, typically one day for each suspension day
- Must have prior conference with student
- Written notice to parent and student if suspension is greater than one day
- Suspension is in effect during the appeal process unless waived by the principal/designee, superintendent or Board of Directors
- Suspension can take effect immediately
- Can include In-School Suspension
- **Appeal Process:**
 - A. Informal hearing with the principal or designee
 - B. Within two school days present a written or oral request to the superintendent
 - C. Within two school days present a written or oral request to the Board of Directors to be scheduled at the board's next regular meeting

LONG TERM SUSPENSION

- Exclusion from class or school for more than 10 days
- Imposing a long term suspension or expulsion is only mandatory for a violation regarding firearms, which is a required one calendar or more
- Written prior notice is required
- Can be instituted 3 days after written notice or instituted immediately if waiver is obtained
- Must have an end date of not more than the length of an academic term with the only exception of not less than one year for a firearms violation
- Not for first offense unless good reason to believe other options would fail for Exceptional Misconduct which include but are not limited to:
 1. Possessing firearms on school premises, transportation, or facilities
 2. Violent offenses such as manslaughter, kidnapping, arson, extortion, certain types of assault, robbery, and indecent liberties by forcible compulsion
 3. Sex offenses such as rape, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, incest, and sexual exploitation of children
 4. Controlled substances (drugs) violations
 5. Liquor violations
 6. Harassment and related crimes such as stalking, violation of a no-contact order, and criminal gang intimidation
 7. Property crimes such as arson, reckless burning, criminal street gang tagging and graffiti, and

malicious mischief (a crime involving knowingly and maliciously damaging property, which includes painting or otherwise marking a building)

8. Two or more violations within a three year period of: criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators or refusing to leave public property, or defacing or injuring school property
 9. Adversely affecting the health and safety of other students or educational staff
- While students may be excluded from school, districts must provide students with an opportunity to receive educational services during that time that should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline
 - Reengagement Meeting must be held within 20 days of a Long Term Suspension or Expulsion and no later than 5 days before the student returns
 - As a component of the Reengagement Plan, families must have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive Reengagement Plan
 - **Appeal Process:**
 - A. Informal hearing with the principal or designee
 - B. Within three school days present a written or oral request to the

superintendent to request a Formal Hearing

- C. The Formal Hearing must take place within three days
- D. The parents have three days after the Formal Hearing to request an appeal of the decision
- E. The student has the right to be present at school during this process unless an Emergency Expulsion has been instituted prior to the Long Term Suspension or Expulsion

EXPULSION

- Exclusion from a particular classroom or instructional or activity area unless the superintendent believes there is risk to public health or safety
- Imposing a long term suspension or expulsion is only mandatory for a violation regarding firearms, which is a required one calendar or more
- Written prior notice is required
- Must have an end date of not more than the length of an academic year with the only exception of not less than one year for a firearms violation
- Not for first offense unless good reason to believe other options would fail for Exceptional Misconduct which include but are not limited to:
 - 1. Possessing firearms on school premises, transportation, or facilities
 - 2. Violent offenses such as manslaughter, kidnapping, arson, extortion, certain types of assault, robbery, and indecent liberties by forcible compulsion

- 3. Sex offenses such as rape, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, incest, and sexual exploitation of children
 - 4. Controlled substances (drugs) violations
 - 5. Liquor violations
 - 6. Harassment and related crimes such as stalking, violation of a no-contact order, and criminal gang intimidation
 - 7. Property crimes such as arson, reckless burning, criminal street gang tagging and graffiti, and malicious mischief (a crime involving knowingly and maliciously damaging property, which includes painting or otherwise marking a building)
 - 8. Two or more violations within a three year period of: criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators or refusing to leave public property, or defacing or injuring school property
 - 9. Adversely affecting the health and safety of other students or educational staff
- Written prior notice is required
 - While students may be excluded from school, districts must provide students with an opportunity to receive educational services during that time that should be comparable, equitable, and appropriate to the regular education services a student would have received

without the exclusionary discipline

- Reengagement Meeting must be held within 20 days of a Long Term Suspension or Expulsion and no later than 5 days before the student returns
- As a component of the Reengagement Plan, families must have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive Reengagement Plan

- **Appeal Process**

- A. Informal hearing with the principal or designee
- B. Within ten school days present a written or oral request to the superintendent to request a Formal Hearing
- C. The Formal Hearing must take place within three days with a decision to be issued within 11-20 days
- D. The parents have three days after the Formal Hearing to request an appeal of the decision
- E. The student has the right to be present at school during this process unless an Emergency Expulsion has been instituted prior to the Long Term Suspension or Expulsion

EMERGENCY EXPULSION

- Exclusion from class or school immediately
- Must be converted or end within 10 school days
- Must pose immediate and continuing danger to other students/staff or is a significant

disruption to the educational process

- Not for first offense unless good reason to believe other options would fail for Exceptional Misconduct which include but are not limited to:
 1. Possessing firearms on school premises, transportation, or facilities
 2. Violent offenses such as manslaughter, kidnapping, arson, extortion, certain types of assault, robbery, and indecent liberties by forcible compulsion
 3. Sex offenses such as rape, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, incest, and sexual exploitation of children
 4. Controlled substances (drugs) violations
 5. Liquor violations
 6. Harassment and related crimes such as stalking, violation of a no-contact order, and criminal gang intimidation
 7. Property crimes such as arson, reckless burning, criminal street gang tagging and graffiti, and malicious mischief (a crime involving knowingly and maliciously damaging property, which includes painting or otherwise marking a building)
 8. Two or more violations within a three year period of: criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators or

refusing to leave public property, or defacing or injuring school property

- While students may be excluded from school, districts must provide students with an opportunity to receive educational services during that time that should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline
- **Appeal Process**
 - A. Informal hearing with the principal or designee
 - B. Within three school days present a written or oral request to the superintendent to request a Formal Hearing
 - C. The Formal Hearing must take place within two days
 - D. The parents have three days after the Formal Hearing to request an appeal of the decision
 - E. The student does not have the right to be present at school during an Emergency Expulsion

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

SEXUAL HARRASSMENT & BULLYING

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

TEACHER QUALIFICATIONS

Federal law permits parents of children in Title I Schools to request information on the professional qualifications of their child's teachers 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.

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.

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 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, 9/20/18
Adoption Date: October 8, 2003
Woodland School District #404

Nondiscrimination Statement:

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

TEAM High School

Dear Parent/Guardian/Student,

ATTENDANCE POLICIES/PROCEDURES

This year, TEAM High School is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work. More information is located in the TEAM High School Student Handbook. Parts of this letter are attributable to Attendance Works.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact Mary Burnett at 360-841-2742. This letter needs to be signed and returned to TEAM High School.

OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile Court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

At TEAM High School, we have established the following rules on attendance that will help you ensure your student is attending regularly. Refer to the TEAM High School Student Handbook on the district website www.woodlandschools.org.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

STUDENT HANDBOOK

The TEAM High School Student Handbook contains valuable information on academics, student rights, lockers, medication, closed campus, fines, discipline, attendance and much more. Each student receives a copy of the Student Handbook and copies are available at TEAM High School or online at www.woodlandschools.org. Please contact TEAM High School with any questions or concerns.

Sincerely,

Jake Hall
TEAM High School Principal

Your signature below indicates that you have received and reviewed both the attendance policies/procedures and the student handbook. Please return this page to TEAM High School.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

