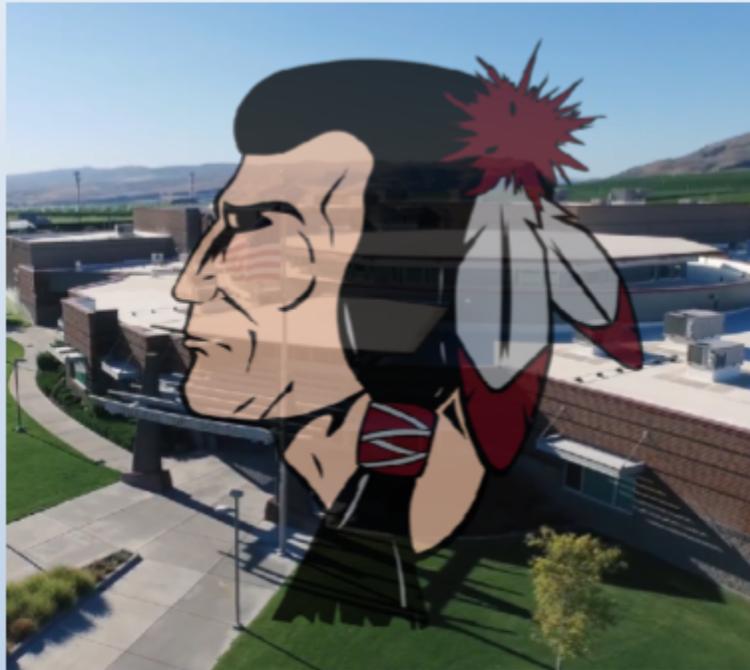


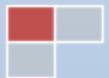
2021-2022

# Wahluke Jr. High School

STUDENT & PARENT HANDBOOK



WE ARE WAHLUKE



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## **Wahluke Jr. High School Mission Statement**

Empowering and inspiring students for all opportunities in life with equity, kindness and belonging.  
Every student, every day!

## **About this Handbook**

Wahluke Jr. High School has provided this comprehensive guide about our school, academic programs, support services, and behavioral expectations so that you can make the most of your child's educational experience. It is our desire that you and your child enjoy participating in all of the educational opportunities at WJH. We look forward to providing your students with many excellent opportunities to learn and prepare for their future.

If you have questions, we encourage you to talk with your child's teachers, counselors or principals. The most current information including school board policies, the student calendar, menus, bus transportation, and much more may be found on the [District website](#) or by calling (509) 932-4565. This handbook is not inclusive of all rules and regulations.

**WJH Contact Information**

Main Office..... 509-932-4455  
WJH Fax Number.....509-932-4282

**Mailing Address:**

502 N. Boundary Rd.  
Mattawa, WA 99349

**People You Should Know at WJH**

Principal .....Amy Jonshon  
Assistant Principal.....John Muchlinski  
Athletic Director.....Jackson Haak  
Career & Technical Education Director.....Betty Palmer  
Counselor.....Deisi Gonzalez  
Counselor.....Evelia Gonzalez  
Counselor.....Perla Duran  
PBIS Specialist... ..Autumn Harlow  
Migrant Graduation Specialist.....Magali Gonzalez  
English Language Learner Advocate.....Julio Maldonado  
Community Coalition Coordinator.....Brisa Sanchez  
Student Assistance Professional .....Oscar Herrera  
Athletic/Discipline Secretary.....Avel Tapia  
Head Secretary.....Patty Sanchez  
Attendance/Receptionist Secretary.....Jacky Hildago  
School Resource Officer.....Alex Zesati  
School Nurse.....Carrie Harris  
Lead Cook.....Gladis Zamora  
Maintenance Director.....Matt Hyndman  
Technology Director.....Joe Sherman

**WJH Staff Email**

WJH staff are available by electronic mail. A complete listing of staff email is available at the [Wahluke Jr. High website at https://www.wahluke.net/o/wjhs](https://www.wahluke.net/o/wjhs)

## Wahluke Junior High Core Value

No one has the right  
to interfere with the  
learning, safety or well-being of others.

This also includes:

Other Students

Staff Members

Visitors

## Our Expectations

**Work Hard**

**Give Your Best Effort**

**Do What Is Expected**

## Non-Negotiables

1. Student Supplies: AVID Binder + Pencil
2. Students in class when bells ring or tardy
3. No "Junk Food" in class & hallways
4. Personal tech only allowed in cafeteria & track without staff direction (7:15am-2:45pm)
5. Students are dismissed by the teacher after the bell (not early)
6. Backpacks
  - a. 6th grade = OK
  - b. 7th/8th grade = NO Backpacks

## **General Student Expectations**

- Attend school regularly, be ON TIME to every class, and arrive prepared with appropriate materials
- Come to school drug and alcohol-free every day. Also, do not use or possess tobacco products at school (includes smokeless tobacco and nicotine substitutes such as E-Cigs, Vape devices.)
- During the regular school day, students may not leave unless they have a written note from a parent stating the reason. All students MUST check in and out from the WJH Main Office.
- Please make sure all clothing is appropriate for the school setting.
- Cell phones/electronic devices are not to be seen or heard during instructional time. Emergency calls to parents should be made through the school office.
- Do your part to keep our school clean and beautiful
- Report incidents of Harassment/Intimidation or Bullying, or any concern that impacts the safety and well-being of students and staff.

## **Responsibilities**

We must work together to achieve success. Everyone at WJH is Respectful, Responsible, and Involved

### Administration

The Administration is expected to:

- Set high expectations for achievement, behavior, attitude, and attendance.
- Ensure a physically and emotionally safe environment that is conducive to learning.
- Listen to parents, students, and teachers.
- Provide leadership in curriculum and instruction.
- Support the professional activities and needs of the staff.
- Model professional growth, dedication to education, and concern for students.
- Set a good example.

### Teachers

Teachers are expected to:

- Establish an atmosphere in which productive learning can take place.
- Involve students in activities that will increase learning and foster self-esteem.
- Implement quality instruction.
- Serve as a positive role model to students.
- Communicate regularly with parents and Administration about student and instructional concerns.
- Model professional growth, dedication to education, and concern for students.
- Set a good example.

### Students

The student is expected to:

- Attend school regularly and be on time.
- Arrive prepared and with the appropriate materials.
- Ask the teacher questions or meet with him/her individually for further explanation.
- Treat others with respect and compassion.

# Affirmative Action Policy Statement

## DISCRIMINATION

Wahluke 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: Civil Rights Compliance Coordinator, Liz Leitz, [lleit@wahluke.net](mailto:lleit@wahluke.net), 505 N Boundary Ave, Wahluke, WA 99349, (509)932-4645, Title IX Coordinator, Jackson Haak, [jhaak@wahluke.net](mailto:jhaak@wahluke.net), 505 N Boundary Ave, Wahluke, WA 99349, (509)932-4477, Section 504/ADA Coordinator, DJ Garza, [dgarza@wahluke.net](mailto:dgarza@wahluke.net), 505 N Boundary Ave, Wahluke, WA 99349, (509)932-4645.

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [Policy: #3210 Nondiscrimination](#)

## SEXUAL HARASSMENT

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

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

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

**Examples of Sexual Harassment:**

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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Policy No 3205 Sexual Harassment of Students Prohibited](#)

## COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

## **Complaint to the School District**

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

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

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

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

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

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

## **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

## **Complaint to OSPI**

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

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

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

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

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

**Other Discrimination Complaint Options**

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

# Grading at Wahluke Jr. High School

## STANDARDS-BASED GRADES:

Standards-Based grades are used for all core classes will be 1, 2, 3. Some elective classes will use a Pass/Fail grade. The standardized 9-12 transcript shall be based on the following grading system that reports the grades earned by students in courses as follows:

Grade Scales
0 = Did not attempt, no effort 1 = Beginning Standard 2 = Approaching Standard 3 = Met Standard

# Attendance Policies: Procedures and Interventions

Attendance is a major key to student success in school. When students are in class daily, they gain knowledge from the instruction and build upon their own knowledge and ability. Students gain the opportunity to enhance their learning through supervised practice, social skills gained from interaction with other students and expertise from the instructor. The high school office understands there are illnesses and emergencies that sometimes will occur. These occurrences may cause the student to miss school. However, please prepare all other absences with the school office and plan on having the student collect work from his/her teacher so that he/she will miss as little classroom instruction as possible. Excessive absences may lead a student to lose credit in the course(s) he/she has failed to attend. Another important consideration is that state law requires students between the ages of 6 and 18 to attend school every day (RCW 28A.225.010).

## Wahluke School District Withdraw Procedures

Students who do not show up to the first five (5) days of school will be withdrawn. Students who do not show up for twenty (20) consecutive school days must be withdrawn. If the parents inform the building they will be gone for an extended period (more than 20 days), the student must be dropped from the roster on the first day of the absence. These students will be required to re-enroll when they return to the district.

## Truancy/BECCA Bill

**Washington State law holds students' ages seven (7) through seventeen years (17) of age and their parent(s) or guardians accountable for the student's attendance. The State considers students who average more than two absences a month as chronically absent students.** Therefore, state law dictates that when a student accumulates two (2) unexcused absences, a conference with the parent/guardian will be requested (RCW 28A.020). When a student accumulates five (5) unexcused absences in a month, the school must enter into a written Truancy agreement with the family, where the parent, student, and the school agree on the necessary steps to resolve the student's attendance problem. When a student accumulates seven (7) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Grant County Juvenile Court (RCW 28A.030). Both student and parent may be held to the petition order. As part of this process, both the student and parent will be expected to participate in a community truancy board. We ask the help and support of parents/guardians in seeing that our students learn the importance of regular attendance so that the consequences of a court petition may be avoided.

## Definition of Absences and Tardiness

Sometimes there are extenuating circumstances that cause a student to miss school. State law (WAC 392-401-020) defines excused and unexcused absences as follows:

1. **Excused daily absences.** The following are valid excuses for absences from school:
  - a. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or outpatient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
  - b. Family emergency including, but not limited to, a death or illness in the family;
  - c. Religious or cultural purposes including the observance of a religious or cultural holiday or participation in religious or cultural instruction;
  - d. Court, a judicial proceeding, court-ordered activity, or jury service;

- e. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- f. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- g. Absence directly related to the student's homeless or foster care/dependency status;
- h. Absences related to the deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- i. Absences due to the suspensions, expulsions or emergency expulsions impose pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- j. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- k. Absences due to a student's migrant status; and
- l. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

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

- 2. **Excused Tardy.** Valid excuses for tardiness are identical to those for absences. Students are considered tardy when arriving to class after the start time but within the first 10 minutes of the class period. Students are considered absent after failing to attend the first 10 minutes of the class period.
- 3. **Unexcused absences and tardies.** Any tardy or absence is unexcused unless it meets one of the criteria for excusal. **All students with an unexcused absence are deemed truant.**

### **School Procedures for Excusing Absences and Tardiness**

Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school and life. It is the responsibility of the student and his/her parents or guardians to provide a phone call and/or written note that describes the reason for the absence. The note should (1) be dated and signed by the parent/guardian, (2) state the number of days absent, and (3) the cause of the absence.

Students have two school days to bring in an excuse for an absence. The cause of the absence must be valid as defined by the state (see above). The attendance staff in the main office will excuse absences or tardiness resulting from approved school-related activities after receiving notification from pertinent school staff. Any absence that has not been cleared in two school days will be considered truancy and carry the appropriate consequence according to district and school policy. It is recommended that the parent/guardian notify the Attendance Office prior to any/all impending absence(s) or tardiness.

### **Completing Classwork Missed During an Absence**

When a student is absent, excused or unexcused, they miss an important educational experience. There is often work that must be completed to recover the missed content. Students will be held responsible for meeting with their teachers before/after an absence to determine the appropriate course work they need to complete with the following conditions:

- 1. Students with an unexcused absence receive no guarantee that the teacher will accept the late work or factor it into the student's course grade.
- 2. Students who have excused their absence must be permitted to submit any work missed during their absence.
- 3. The extended time given to complete the make-up work will be equivalent to the duration of the absence.

4. Attendance is critical in performance-based classes such as Construction, Health and Fitness, Band, etc. because the class activities are challenging to make-up and students with repeated absences can quickly lose credit.

### **TRUANCY:**

Under **RCW 28A.225**, every school district in Washington must file a Truancy Petition on any student who meets the statutory criteria. The criteria states that any student who has 7 unexcused absences in one month or 10 for the year will have a truancy petition filed in Truancy court. Parents also may file a Truancy petition. This Truancy Petition is referred to as the Becca Bill.

A student is truant if he/she:

1. Leaves school without signing out in the office.
2. Leaves school at lunch without a pass
3. Is absent from school without prior permission of parent/guardian.
4. Is absent from a class without permission
5. Obtains a pass to go to a certain place and does not report there and/or detours to another place, lingers, or does not return to class.
6. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
7. Has permission to walk home for lunch, becomes ill, and remains there without having a parent or guardian call.
8. Arrives at school but does not attend class.
9. Fails to attend a scheduled assembly.
10. Fails to verify absence. Any absence without an excused note will be considered truancy.
  - a. The student has two days to verify an absence; otherwise his absence remains as truancy.
  - b. Exceptions for this may be made by a school administrator.
11. A student more than ten minutes late to a class without a pass is considered truant.
12. Is found in an off-limits area at any time during the school day.
13. Is found out of a class without a hall pass.

### **Missing class for a field trip**

Students are required to obtain and complete a pre-arranged absence form for any field trip or activity that would remove them from daily coursework. Students will not be allowed to attend field trips if they have not completed and submitted to the office the pre-arranged absence form within 48 hours prior to the scheduled trip. Included on the pre-arranged absence form are specific criteria allowing teachers the opportunity to comment on a student's academic progress and plan for coursework to be made up during the absence. If a teacher does not sign the pre-arranged absence due to attendance, grades, testing or other action taking place in their course that would significantly impact the student's progress, the student will not be allowed to attend the field trip. The school principal or designee has the final authority in determining a student's eligibility for attending field trips or other activities.

### **TARDINESS:**

It is expected that students will be in class on time. Tardiness creates a disruption to the educational process in the classroom. A student who arrives late to school is excused only if a note from the office is marked accordingly. Tardiness caused by other school personnel can be excused by sending a note or making personal contact to explain the situation. Tardiness to class of more than 10 minutes is treated as truancy as students miss essential instruction and objectives. A student who is temporarily detained by a teacher or administrator is considered a late entry. In such cases, the student must have a note from the teacher or administrator who detained them. It is emphasized that the late entry must not have been initiated by the student. Students who are late to class for reasons such as using the restroom, a stuck locker, detouring by another classroom to turn in an assignment, or stopping to talk with a counselor

without an appointment, will be considered tardy and unexcused. Students with unexcused tardies will automatically be required to serve lunch detention the day of the tardy. Repeated tardiness may be subject to progressive discipline.

## Tardies

Tardy = Lunch Detention

Office Referral = 3 Tardies per Qtr. (Parent Contact, Lunch Detention)

Contract = 5 Tardies per Qtr. (Parent Meeting, After School Detention, Restorative Circle)

Students with multiple tardies may lose ability to attend:

- Monthly Rewards
  - Dances, Assemblies, Field Trips, House Rewards, etc.

Or

- Growth Reward Field Trips
  - (Semester 1 or 2)

### Other Attendance Expectations

1. When a student has been called out of one class and is held over and is late for his/her next class due to conferring with the nurse, counselor, administrator, or any other adult in authority, it is the student's responsibility to clear the tardy or absence with the office and communicate to all teachers involved.
2. The distinction of Perfect Attendance is given to those students who have been present and on time to every class, every day. School-related absences are not factored into this distinction.

### Closed Campus

WJH is a closed campus. Students will not be allowed to leave campus at any time during the school day except for reasons that would excuse an absence as defined by state law (see above) and where proper checkout procedures are adhered to. In addition, WJH has areas that are considered out of bounds during the school day. These areas include all parking lot areas, vehicles, and hallways where classes are in session during lunchtime. The only exception to closed campus is Open Campus Lunch, please see below for more details.

### Checking In and Checking Out of School

To maintain the safety and security of all students the WJH campus is a closed campus. The WJH staff cannot give students permission to exit campus. Adherence to the following guidelines preserves campus safety and security:

#### 1. Check-In Procedures:

- a. School starts promptly at 8:00 AM. Students should be in their scheduled class at that time.
- b. All students arriving at school after 8:00 AM must check-in at the main office.

#### 2. Check-Out Procedures:

- a. All students must check out through the main office.
- b. The parent/guardian must come into the main office and sign the student out.
- c. Other designated adults may sign the student out where parent/guardian permission has been granted; including those individuals listed as contacts on the student's registration form.

- d. Students must attend class until (1) the parent is in the main office or (2) the pre-arranged time.
- e. Students returning to school during the same school day will receive a Dismissal Form to be used as a part of the absence excusal process.
- f. Attempts to check out a student after 2:00 pm, during school lunch, during school assemblies, or during a student's physical education classes are not guaranteed to be successful.

### **3. Academic Requirements for Release from Class:**

- a. A student with a failing grade from two or more courses may not be granted release from class and excused from attending WJH athletic, club activities, or other school activities that occur during the school day.
- b. It is recommended that parents/guardians review the academic performance of their student's courses when considering making appointments or planning other absences.

### **Levels of Attendance Support**

When a student's attendance habits are hindering his/her academic growth then it is the responsibility of WJH staff to provide support to the student. WJH offers a wide-range of supports divided into three groups (i.e. tiers).

#### **1. TIER 1: Student with infrequent tardiness or absenteeism**

- a. **Phone-caller system:** Whenever a student is tardy and/or absent an automated phone call is made to the home.
- b. **Teacher-Parent Contact:** Whenever a pattern of tardiness and/or absenteeism is suspected parent contact is attempted by the teacher.

#### **2. TIER 2: Student with regular tardiness or absenteeism (e.g., once per week)**

- a. **Teacher-Parent Contact:** Whenever a pattern of tardiness and/or absenteeism becomes evident parent contact is attempted by the teacher.
- b. **Loss of Access to School Activities:** This intervention is for students whose attendance patterns do not respond to after-school detention. Loss of activities may include athletics, field trips, or other activities that are considered a privilege to attend.

#### **3. TIER 3: Students with habitual absenteeism (e.g., more than once per week)**

- a. **Community Truancy Board:** Whenever a student is experiencing habitual absenteeism the law requires that the school engage the truant student, their parent/guardian, and the community in a meeting focused on entering into an attendance plan of improvement.
- b. **BECCA Truancy Process:** State law dictates that when a student accumulates (5) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Grant County Juvenile Court (RCW 28A.030). Both student and parent may be held to petition for an order. This will likely involve appearing in court and may involve paying a fine (i.e., a consequence for parents) and/or serving time in juvenile detention (i.e., a consequence for student).

WJH makes every effort throughout the intervention process to (1) provide incentives to truant students to meet their attendance goals and (2) involve and seek the support of WJH staff and the student's family.

# Hallway and Campus Conduct

## General Campus Expectations

General respect for others extends to the hallway and all other parts of the campus. Students are expected to treat one another with courtesy and respect while passing through the building and while on school property. Profanity in the hallways, classrooms, and the general campus is not acceptable behavior.

The display of romantic affection is a personal and private matter and should be refrained from being made public. Students will be given a disciplinary referral for engaging in inappropriate affection towards one another (kissing, touching, etc.). Subsequent offenses will follow regular discipline procedures.

## General Rules

Generally, no more than one student at a time will be allowed to leave a teacher's classroom. Exceptions might include students using the library; students sent to the counselor, office, another classroom, etc. Overuse or abuse of any exception will result in loss of privileges. Nothing in these rules is beyond common sense and generally accepted educational procedures. Students must show up for class on time and stay in the classroom.

In any student-initiated situation, the student must ask his/her teacher appropriately – and be granted permission by that teacher – to leave the classroom.

Students found in the halls without an appropriate hall pass, loitering, visiting in a place other than their allowed destination, or being loud or unruly will be returned promptly to their classroom and/or the office notified of the students' violations so that appropriate disciplinary action can be taken.

COVID Rules and regulations will be enforced and followed at all times. These are subject to change.

## Accidents

Students injured during class or at any extra-curricular activities are to report the accident immediately to the faculty member supervising the student(s). Claims for student insurance may not be paid unless the accident is reported at the time of the injury. Faculty members will complete the necessary accident forms and return them to the school office. If you are injured in an area not directly under supervision, report the accident immediately to the high school office.

## Hall Passes

Students that do not have a classroom hall pass will be sent back to their appropriate classroom. Only one (1) student is allowed to be out of the classroom at a time.

## Bathroom Use Rules

No more than one student out of the classroom at any time for this reason. Consideration will be given to students with a medical condition and a doctor's note on file in the office.

## Cell Phones, Headphones, and other Electronic Devices

It is the strong recommendation of the WJH administration that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. They can be disruptive to the learning environment, often create discipline problems, and are all too frequently damaged, lost, or stolen. If these items are in use or out during the instructional

time they can be taken by a school employee, taken to the office, and will be required to be picked up by a parent/guardian. Offenses can result in disciplinary action. WJH is not responsible for lost or stolen cellular telephones or electronic devices and will not investigate the theft of any of these items. If students do bring cell phones and / or other electronic devices to school, they are subject to the following policy guidelines should they become a distraction to the instructional environment.

#### **Use of Electronic Devices at School:**

1. Cell phones and other electronic devices must be turned off and kept out of sight during instructional time. Parents are reminded that in case of emergency, the main office is the appropriate point of contact to ensure that your child is reached quickly and assisted in an appropriate way.
2. Cell phones must not disrupt classroom lessons with ringtones, beeping, or vibrating.
3. Cell phones and other electronic devices may not be used in any manner that disrupts classroom lessons or other educational activities, such as assemblies.
4. Cell phones, cameras, or other devices should not be used to photograph or film others without their consent.

#### **Care for Electronic Devices:**

1. Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices.
2. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school.

#### **Process for Violation of This Policy:**

Students who violate the rules for the use of cell phones and other electronic devices, set forth above, will face corrective action as described below:

1. First violation - Students are given a warning to put the device away.
2. Second Violate - cell phone/electronic device confiscated by the teacher, then given back to the student at the end of the class period.
3. Third violation – confiscation, item given to administrator/office to be picked up by parent/guardian.
4. Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually-explicit nature in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school-sponsored events, or on school buses or vehicles provided by the district. In addition, an administrator may confiscate or with reasonable suspicion search the device, which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to the School Resource Officer or other law enforcement.
5. **By bringing a cell phone and other electronic devices to school or school-sponsored events, the student and parents consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.**

#### **Backpacks**

Due to lack of lockers available, backpacks will be permitted for 6th grade students. 7th and 8th grade students will be assigned lockers and are expected to keep all belongings except for supplies needed for each class in their locker.

## **Student Lockers**

Lockers are available upon request. Students are responsible for keeping lockers closed and locked at all times. WARNING! Petty theft is a constant problem with personal belongings kept in unlocked or unsecured lockers. Keep your locker closed and locked. Do not leave money in your locker for any reason. The school will not be responsible for any lost or stolen property. Students are responsible for the damage to their lockers (Scotch tape and stickers are considered damage.) Tampering with the locking mechanism will result in the loss of locker use privilege and/or a fine for repair.

Washington's law states lockers are the property of the school district and as a result may be searched individually at any time by school personnel for just cause. In addition, lockers may be searched in general during school-wide inspections.

## **Valuables at School**

It is very important that students do not bring valuables to school because the school cannot guarantee security for personal items brought to the building. The school will not replace personal items lost or stolen at school. Please leave valuables at home.

## **Skateboards and Rollerblading**

Skateboards and rollerblades are not to be ridden on school grounds at any time. Skateboards/rollerblades will be confiscated and returned to parents and the student will be removed from school grounds. If students are using skateboards/rollerblades for transportation to school they must be checked in at the main office.

## **Textbooks/Chromebooks/iPads**

Textbooks are temporarily issued to students to use as their personal property during the duration of that class. Chromebooks are assigned to individual students in each of their classes. Chromebooks stay in the classroom and will not be checked out to students. Students are responsible for the safekeeping of these textbooks/Chromebooks/iPads for each semester. Students are responsible and assessed for the replacement of any textbook or iPad that is lost or stolen. Fines will be issued for not returning the exact textbook or iPad that was issued to the student by the teacher. Students should report all lost textbooks and iPads to the teacher immediately so another textbook or iPad can be assigned if available. A fine will be assessed for textbooks/Chromebooks/iPads that are damaged. Transcripts will be withheld until all fines are paid in full. Students may not participate in commencement activities until all fines and fees are paid.

A general guide of fines is as follows:

- Lost, stolen or destroyed textbooks/Chromebook/iPad – the cost of the textbook (a destroyed book is one that cannot be rebound), Chromebook/iPad (the device is not repairable)
- Damaged textbooks – Books with broken covers and spines will be assessed the rebinding charge. Pencil marks, torn pages, and other incidental damage will be charged a fine ranging from \$.50 up to the cost of rebinding the book.
- Paperback books – replacement cost of the books.
- Damaged Chromebooks/iPads - The District Tech department will diagnose, evaluate, and determine the cost of the repair.

## **Wahluke Jr. High School Student will follow [WSD Dress Code Policy](#)**

Wahluke School District is dedicated to providing a positive learning environment helping students to achieve their academic potential. Students and staff should exhibit modesty and safety promoting a general respect for the learning process. Students and staff are asked to conform to the dress code designed to prevent dress and appearance from distracting in any way from the educational process.

**HEAD:** No hats to be worn inside the buildings.

**UPPER CLOTHING:** upper clothing must be cut so as not to expose undergarments, chest area, cleavage, midriff or back (*spaghetti, thin straps are prohibited*).

### **LOWER CLOTHING:**

1. All lower clothing (pants, shorts, skirts, etc.) shall be worn at the hips or above. No sagging, bagging, or dragging and no undergarments showing. Clothing must fit the size and stature of the student and staff.
2. Length of shorts, skirts, dresses and ripped jeans must be below the individual's fingertips.

### **ALL CLOTHING:**

1. Tight-fitting or otherwise revealing clothing is not permitted.
2. See-through clothing is not permitted.

**FOOTWEAR:** footwear must be worn at all times and must be age-appropriate for activities and emergencies.

**GENERAL:** clothing/accessories shall not convey messages that are: crude, vulgar/profane, violence/death oriented, gang-related, sexually suggestive, or promote alcohol, drugs or tobacco. Tattoo's and/or Body Art that exhibit these qualities must not be exposed. Principals will use multiple indicators when addressing gang-related clothing. Samples of visual aids demonstrating appropriate and inappropriate clothing will be available in School Offices. Any amendments must be approved by Principal & Superintendent.

Any gang-affiliated or unsafe clothing, hairstyles, tattoos, or adornments that denote gang affiliation in any way will not be tolerated at our school. This provision includes students wearing 3 or more RED or BLUE clothing of any form to indicate their affiliation.

**Students must follow the [WSD Dress Code Policy](#).**

**All dress code violations will be tracked in SWIS: School-Wide Information System which is a comprehensive database WSD schools use to understand student behaviors to help students find support faster and target their specific needs.**

- **First Warning:** Students will participate in a restorative talk with school counselors.
- **Second Warning:** Students will participate in a restorative talk or restorative circle during lunch. Parents will receive a phone call notification.
- **Third Warning:** Parents will be called into the school to have a meeting or conference with the school administrator and student.

- **All school buildings will have a change of clothes available for students who are not following the dress code appropriately.**

**Sports Teams and Activities Game/performance day attire**

Attire for sports teams, including cheer, dance, and robotics teams, as well as performance groups such as choir: Coaches/choir directors may determine the game day/performance day attire for their team/performance group. This may be team apparel, or it may be a dress shirt and tie, sport coats, “travel” gear such as shells, warm-up pants and tops, etc. **Students must only wear the coach designated “gear of the day,” or follow the dress code.**

# General Building Expectations

## Health Services

Should a student become ill during the school day, they will be asked to check in with the office secretaries. If necessary, the school nurse will be called and or the student's parents will be contacted.

## Immunization Forms

All students must have an up to date "original" immunization form in their health file. Under present state law, students without correct and updated forms on file will not be allowed to continue attending school. If parents have any questions about this policy and law, please contact the school office.

## WAHLUKE JR. HIGH SCHOOL SUPPLIES

We will provide the school supplies listed below. Some classes may require additional supplies for students to complete special projects or other needs.

Supplies requested **may** include things such as:

1. Pencil
2. Pens
3. 3-Ring Binder
4. College ruled paper
5. Spiral notebooks
6. Composition Notebooks
7. Highlighters
8. Ruler
9. Scissors
10. Glue Sticks

## Fines

Fines are assessed at the end of each Semester. Students who have outstanding fines will not receive any final report cards for the school year or be allowed to participate in the graduation ceremonies or receive their schedule and/or locker for the following year until all fines are paid. Unpaid fines are recorded in the student's permanent record and accumulate from year to year. Accumulated fines must be paid before the student's diploma/transcript will be released at graduation.

## Lost and Found

The lost and found is located in the office. At the end of the year, unclaimed items will be donated to a charitable organization, such as the Salvation Army.

## Late Work & Retesting

All students are expected to complete all assignments, homework, tests, and quizzes on time.

## Student Activity Program

The extracurricular student activities program at Wahluke Jr. High School is provided as an additional dimension to the program of basic education offered by the school. Extracurricular activities such as athletics and clubs are a privilege, not a right. Students are encouraged to participate in extracurricular activities which are of interest to them. Students are reminded that they are to focus first on their academics, then their extracurricular activities. Extra-curricular participation will provide the student

with opportunities for growth and leadership with their peers and are a valuable part of the learning experience.

WJH offers several athletic programs and club activities.

### **Associated Student Body (ASB) Cards**

All students will receive an ASB card at no charge.

### **Athletic Events**

At all high jr. school athletic events, all K-8 students must be accompanied by a responsible adult. Students may wear non-dress code clothing with the exception of gang-related attire to school-sponsored events. All school rules apply at all Wahluke Jr. High School athletic events.

### **Visitors and Volunteers**

Parents are encouraged to visit the school and volunteer in classes, the library or the office. For the protection of our students, all people visiting campus on official business must register at the main office and must wear a visitor badge. Student visitors need Principal approval prior to visiting.

# Wahluke Jr. High School Student Conduct

## Philosophy

Wahluke Jr. High School believes that students need a safe and supportive school environment to maximize their academic and social-emotional learning potential. Wahluke Jr. High School is committed to building positive relationships with our students by giving them respect, gaining their trust and being professional adult role models in their everyday life. Wahluke Jr. High School believes the best way to reinforce positive behavioral expectations are with student-focused discipline policies and positive school climate and culture throughout the building. Wahluke School District discipline [Policy 3241: Discipline for Student Misconduct](#) and [Procedure #3241P](#) can be found on the district website [wahluke.net](http://wahluke.net)

## Purpose of School Rules

It is the purpose of the school rules at Wahluke Jr. High School to provide a guideline for maintaining a safe and productive environment for students to attend classes and extracurricular activities. It is the school's belief that these rules prescribe positive student behavior that is within a public school and reflects the standards of the community. These rules help students grow into quality community members by eventually learning to live within the guidelines of society in their adult lives.

## Warrior Code: Be Respectful - Be Responsible - Be Involved

At Wahluke Jr. High School **courtesy** and **compassion** are the principles that guide our actions. We believe that for learning to occur in the classroom, order must be maintained. By emphasizing **Respect** for ourselves and others through **Responsible** behavior we can be **Involved** in maintaining a positive school environment.

## Multi-Tiered Student Supports - Behavior (MTSS-B)

Wahluke Jr. High School is a MTSS-B school, which means that we have established a system for rewarding expected behavior, redirecting and reteaching unexpected behaviors. In the case that a student's behavior requires disciplinary action, teaching and support staff, along with administrators, follow a flowchart of procedures created by all stakeholders that guide us in positively addressing the situation according to the severity of the actions involved. Wahluke Jr. High School believes students are responsible for their actions and they are held accountable for following all rules and regulations established by the Wahluke School Board, WJH administration, and staff. Wahluke Jr. High School has developed a Behavior Expectation Matrix with the help of all stakeholders that have been posted throughout the school.

## Redirection of Student Behaviors

Staff are responsible for supervising student behavior, employing effective classroom-management methods, and enforcing the rules of student conduct in a fair, consistent, and nondiscriminatory manner. Within the school, the principal or his/her designee will determine that appropriate student discipline is established and enforced. Each certified teacher, school administrator, school bus driver, and any other school employee designated by the Board of Directors has the authority to follow the MTSS-B flow chart and impose forms of discipline upon a student for misconduct that violates the school rules. All discipline that happens outside of the confines of the Jr. High School but still on school property needs to be reported to the Jr. High School administrators as soon as possible.

Discipline must be reasonable and necessary under the circumstances and reflect the District's priority to maintain a safe and positive learning environment for all students and staff. The methods employed in

enforcing school rules involve professional judgment within the MTSS-B model. The following factors will be considered in imposing discipline:

- Consistency from day to day, student to student, and teacher to teacher;
- The severity of the misconduct;
- Fairness to the student, parent, and others;
- Effectiveness of the proposed corrective action; and Effect of misconduct on the educational environment.

## STEPS

Step 1	Step 2	Step 3
<p><u>Purpose:</u> Give students time to reflect on behavior that resulted in Step 1</p>	<p><u>Purpose:</u> Results when student has not followed Step 1</p>	<p><u>Purpose:</u> Results when student has not followed Step 2</p>
<p><u>Procedure:</u></p> <ol style="list-style-type: none"> <li>1. Teacher <b>CALMLY &amp; INDIVIDUALLY</b> addresses student</li> <li>2. Teacher says, “<b>Step 1 (give behavior)</b>”</li> <li>3. Student goes to Step 1: <b>SITS AWAY FROM CLASS</b></li> </ol> <p><b>*If chair is not available, student STANDS AWAY FROM CLASS</b></p>	<p><u>Procedure:</u></p> <ol style="list-style-type: none"> <li>1. Teacher <b>CALMLY &amp; INDIVIDUALLY</b> addresses student</li> <li>2. Teacher says: “<b>Step 2 (Give behavior)</b>”</li> <li>3. Student goes to Step 2: <b>SITTING AWAY FROM CLASS &amp; COMPLETES REFOCUS FORM</b></li> <li>4. After student completes Refocus Form, they’re allowed to go back to their seat or the next <b>period</b> <ol style="list-style-type: none"> <li>a. <b>This may make them tardy to their next class</b></li> </ol> </li> <li>5. Teacher files Refocus Form</li> <li>6. <b>3-5 Refocus Forms, teacher may request Parent Conference</b> <ol style="list-style-type: none"> <li>a. Parent has 1 day to complete meeting, if parent is unsuccessful to meet then student will be in ISS</li> </ol> </li> </ol>	<p><u>Procedure:</u></p> <ol style="list-style-type: none"> <li>1. Teacher completes Step 3 Form               <ol style="list-style-type: none"> <li>a. Other side of Refocus Form</li> </ol> </li> <li>2. Teacher <b>CALMLY &amp; INDIVIDUALLY</b> address student</li> <li>3. Teacher says, “<b>You have now chosen Step 3 (give behavior) and sends student to the Office</b>”</li> </ol> <p><b>THEN...</b></p> <ol style="list-style-type: none"> <li>1. <b>Send student to Office</b></li> <li>2. <b>Call to notify Office</b></li> <li>3. <b>Office calls parent to set up Conference</b></li> <li>4. <b>Student held from Step 3 class in Buddy Room until next period (unless extreme situation)</b></li> </ol>
<p><u>Removing From Step 1:</u> In 5 minutes, teacher asks student: “HOW DID YOU CHOOSE STEP 1?”</p> <p>Student response: “FOR (gives behavior)”</p> <p>If no extra time is needed, the teacher then says: “YOU MAY RETURN TO YOUR SEAT.”</p> <p>Extra Time Needed:</p> <ol style="list-style-type: none"> <li>1. Teacher will check back in another 5 minutes</li> <li>2. Time will depend on the activity taking place in class</li> </ol>	<p><u>Refocus Form:</u></p> <p><b>After student completes form, they’re allowed to go back to their seat -or- the next period</b></p>	<p><u>Refocus Form:</u></p> <p><b>Results when student has not followed Step 2</b></p> <p><u>Buddy Rooms</u></p> <p>Place for Step 3 students to wait (during school) for their Parent-Teacher Conference</p> <p>“SHADOWING” someone in a Buddy Room may result in an Automatic Step 3</p>

<p><u>Arguing at Step 1:</u> In 5 minutes, teacher asks student: “HOW DID YOU CHOOSE STEP 1?”</p> <p>Student Response: “Student argues or continues to argue</p> <p>Teacher Response: “SOUNDS LIKE YOU NEED MORE TIME?”</p> <p>THEN...</p> <ol style="list-style-type: none"> <li>1. Teacher will check back every 5 minutes until student appropriately responds</li> <li>2. Time will depend on the activity taking place in class</li> </ol>	<p><u>Recourse:</u> <b>Opportunity for student to clarify an issue or situation from Step 1</b> “Always takes place AFTER the Step 1 Conference is completed”</p> <p>In 5 minutes, teacher asks student: “HOW DID YOU CHOOSE STEP 1?”</p> <p>Student response: “<b>FOR</b> (gives behavior).”</p> <p>Teacher replies: “<b>DO YOU NEED MORE TIME?</b>”</p> <p><b>Student then replies:</b></p> <ul style="list-style-type: none"> <li>• “No, but I would like a recourse.”</li> <li>• “No, but I would like to explain the issue”</li> <li>• “No, but I want to explain what happened.”</li> </ul>
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**Shadowing:** When a student interacts with another student while on steps

- **Consequence:** Student “shadowing” joins the other student at their current Step

Automatic Step 3	Academic Step 3
<p><u>Procedures:</u></p> <p><b>If a student earns an Automatic Step 3:</b></p> <ol style="list-style-type: none"> <li>1. <b>Complete Step 3 Form</b></li> <li>2. <b>Send Student to Office</b></li> <li>3. <b>Call to notify office</b></li> </ol>	<p><u>Purpose:</u> Results when student has repeatedly <b>NOT</b> done in class</p> <ul style="list-style-type: none"> <li>• Worked hard</li> <li>• Given best effort</li> <li>• Done what was expected (classwork, homework, etc.)</li> </ul>
<p><u>Behaviors/Concerns:</u></p> <ol style="list-style-type: none"> <li>1. <b>Extreme defiance</b></li> <li>2. <b>Inappropriate language</b></li> <li>3. <b>Fighting (+ play fighting) - likely ISS/OSS</b></li> <li>4. <b>Safety</b></li> </ol>	<p><u>Procedure:</u></p> <ol style="list-style-type: none"> <li>1. Teacher meets with student and <b>sets expectations</b></li> <li>2. Parents notified of <b>behavior + contract</b></li> <li>3. If contract broken, results in Academic Step 3</li> <li>4. Teacher complete Step 3 Form -&gt; sends student to Office -&gt; calls to notify Office</li> <li>5. Student will return to class -&gt; had 1 day to complete Academic Step 3 Conference or results in ISS/OSS</li> </ol>

## Reminder

Students with:

- Multiple Step 3’s
- Behavior Contracts
- In-School Suspensions (ISS)
- Out-of-School Suspensions (OSS)

May not be eligible for Monthly Rewards (Dances, Assemblies, Field Trips, House, Rewards, etc.)  
OR  
Growth Reward Field Trips (Semester 1 or 2)

If you lose the opportunity to attend a Monthly Reward or Growth Reward Field Trip, you lose them for the **entire** school year.  
\*Unless you successfully complete a Restorative Circle (with your parents + teachers + people you harmed)

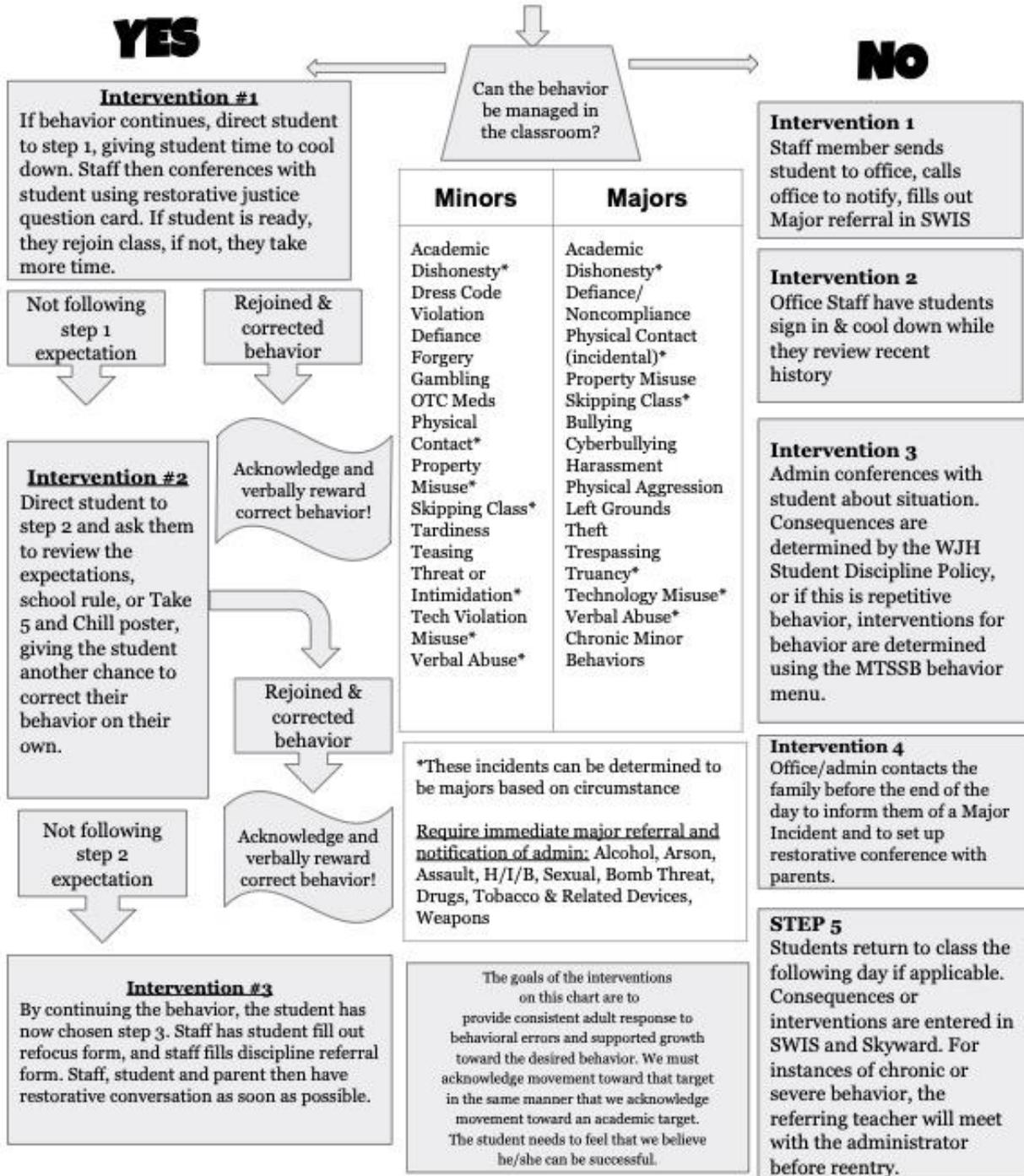
# The Warrior Way in Common Areas (Behavior Expectation Matrix)

Hallways	Library	Cafeteria
<ul style="list-style-type: none"> <li>● Walk on the right side of the hallways</li> <li>● Maintain social distancing</li> <li>● Walk at a pace that gets you to your destination on time</li> <li>● Respect peers and their boundaries</li> <li>● Use inside voice and school appropriate language</li> <li>● Continue moving towards your destination</li> <li>● Make eye contact and greet one another appropriately</li> <li>● Maintain hallway clean by throwing garbage away</li> </ul>	<ul style="list-style-type: none"> <li>● Use inside/quiet voices</li> <li>● Use school appropriate language</li> <li>● Stay in student work area</li> <li>● Respect materials               <ul style="list-style-type: none"> <li>○ Return borrowed materials on time</li> </ul> </li> <li>● Respect peers and their boundaries</li> <li>● Use your time wisely</li> <li>● Clean up workspace before you leave</li> </ul>	<ul style="list-style-type: none"> <li>● Use technology responsibly</li> <li>● Follow the path in to line to get your lunch</li> <li>● Ask to be excused to the restroom, office or outside</li> <li>● Maintain your eating area clean               <ul style="list-style-type: none"> <li>○ Place trays in correct area</li> </ul> </li> <li>● Use inside voices</li> <li>● Respect peers and their boundaries</li> <li>● Listen respectfully to announcements</li> </ul>
Classrooms	Foyer	Gym
<ul style="list-style-type: none"> <li>● Stand to speak, make eye contact, use hand gestures</li> <li>● Participate in activities</li> <li>● Stay on task</li> <li>● Come prepared with technology and binder/supplies</li> <li>● Respect the learning environment, staff and peers</li> <li>● Be on time</li> </ul>	<ul style="list-style-type: none"> <li>● For passing</li> <li>● Drinking Fountain</li> <li>● Restroom use</li> <li>● Use school appropriate language</li> <li>● Respect peers and their boundaries</li> <li>● Maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>● Engage in activities</li> <li>● Respect equipment</li> <li>● Respect staff and peers</li> <li>● Use school appropriate language</li> </ul>
Student Store	Track/Outside	Office
<ul style="list-style-type: none"> <li>● Kindly wait to be dismissed to go to the store</li> <li>● Patiently wait in line</li> <li>● Maintain social distancing</li> <li>● Respect peers and each others boundaries</li> <li>● Use inside voice and school appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>● Report to an adult anything that makes you nervous</li> <li>● Respect peers and their boundaries</li> <li>● Use garbage cans</li> <li>● Use equipment appropriately</li> <li>● Use school appropriate language</li> <li>● Listen for bell/staff instruction</li> <li>● Stay in supervised area until dismissed</li> <li>● Enter building through appropriate door</li> </ul>	<ul style="list-style-type: none"> <li>● Use inside voice</li> <li>● Respect staff and peers</li> <li>● Wait patiently for your turn</li> <li>● Maintain social distancing</li> <li>● Use school appropriate language</li> <li>● Appropriate use of phone when contacting parents</li> </ul>
Bathroom		
<ul style="list-style-type: none"> <li>● Be appropriate with your time</li> <li>● Clean up after yourself</li> <li>● Flush toilet and wash hands</li> <li>● 3 people at a time</li> <li>● Use school appropriate language</li> <li>● Use the space for what it is intended</li> <li>● Dispose of products properly</li> <li>● Respect people's privacy</li> </ul>		

# WAHLUKE JR. HIGH TIER I BEHAVIOR FLOW CHART

## Observe Problem Behavior

No matter the activity, instruction or area, staff member is to state clear expectations verbally, and written if possible.



Discipline Flow-Chart		Personal Technology Flow-Chart	
3 Offenses	Restorative Conference w/ Student	1 Offense	Teacher Warning
5 Offenses	Restorative Conference w/ Parent	2 Offenses	Teacher Daycare
Continued Behavior	After School Detention (30 min)	3 Offense	Office Daycare--Parent pick-up
Continued Behavior	Campus Clean-Up	Continued Behavior	Office Daycare--Parent pick-up
Continued Behavior	WAG		
Dress Code Flow-Chart		Academic Flow-Chart	
1 Offense	Warning & Change Clothes	1 Referral	RAASI
2 Offenses	Change & Parent Conference	Unsuccessful RAASI	Academic Step 3 (results in parent conference)
3 Offenses	Change & After School Detention (30 min)		
4 Offenses	Garbage Clean-Up		
5 Offenses	WAG		

### Infractions/Consequences

Any student who willfully performs any act which interferes with or is detrimental to the orderly operation of the school, a school-sponsored activity, or any other aspect of the educational process within the school district shall be subject to discipline. Such acts shall include, but not be limited to those enumerated in our Student Discipline Policy 3241 and Procedure 3241P located on our school website at wahluke.net or posted school rules/regulations published in any disciplinary procedure update approved by the school administration. It is the obligation of all students to comply with the lawful directives of the Wahluke School District Board of Directors, administrators, teachers, and staff. A failure of any student to promptly and fully comply with a lawful directive may result in student disciplinary action.

We provide restorative justice circles during lunchtime and try to dive deeper into the student's social/emotional state to better understand the reason behind the negative behavior. We have a restorative circle group after school for students who have performed a more serious infraction. We hold parent/student meetings, we provide access to a social/emotional counselor, and we have a team that helps generate individual behavior plans to best support students that need it. Consequences at Wahluke

Jr. High School are student-focused and are intended to help the student self reflect on their actions and guide them to better understand the school's expectations.

### **Hazing/Intimidation/Harassment/Bullying**

All students will deal with all people in a manner that conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, sex, sexual preference, age, or disability. Acts of harassment, intimidation, hazing, bullying, hostility, or defamation, whether verbal, written, physical, or by gesture will not be tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues/activities and is used to initiate or humiliate another student constitutes grounds for disciplinary action including suspension or expulsion (Level 3 thru 5 Offenses). RCW 28A.300.285

### **Policy 3211**

#### **Students**

#### **PROHIBITION ON DISCRIMINATION BASED ON GENDER EXPRESSION OR IDENTITY**

All students have a right to an education that is safe and free of discrimination, including discrimination under Washington State law on the basis of gender expression or identity. The District complies with the Office of the Superintendent of Public instruction's rules and guidelines legally developed under RCW 28A.642.020 to eliminate discrimination in Washington public schools and recognizes the unique challenges and needs faced by transgender public school students. Such students are entitled to rights conferred under WSD Policy 3207 and Procedure 3207P regarding harassment, intimidation and bullying, and WSD Policy 3210 and Procedure 3210P prohibiting discrimination. The District's designated compliance officer under Policy 3210 shall be responsible for implementing the requirements of RCW 28A.642.080

LEGAL REFERENCE: RCW 28A.642.080, RCW 28A.642.010, RCW 49.60.215, WAC 162-32-040  
WAC 162-32-050, WAC 162-32-060, Adoption Date: 06.08.2021, Wahluke School District  
Revised Date: 06.22.2021

### **Plagiarism/Cheating**

Plagiarism is a form of cheating and occurs when a student uses the work of others and presents that work as their own. Copying another student's homework or taking information off the Internet without giving credit to the author are forms of plagiarism. Whenever a student is guilty of cheating or plagiarism the teacher shall collect the student's paper, mark a zero for the work, **and notify the parent and office immediately as to the action taken.** The teacher will arrange for a parent/teacher conference.

### **Vandalism and Property Damage**

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, a suspension may be assigned and the School Resource Officer and or other law enforcement agencies may be contacted.

### **Gangs and Gang Related Activity**

Anything gang-affiliated including; rosaries, clothing, hairstyles, tattoos, or adornments that denote gang affiliation in any way will not be tolerated at school.

Any School District employee has a right to stop any pattern, for example, groups wearing identical earrings, chains, bracelets, etc. or anything that may be gang affiliated.

## **Dangerous Weapons/Explosives**

The possession of, including manufacturing, delivery, disposing of, or furtively carrying with the intent to conceal, any firearm or other dangerous weapon, is prohibited on school property, real or personal, that is owned, rented or controlled by the district or any school-sponsored activity on or off-campus.

## **Weapons**

Students will not be allowed to possess any device that is a weapon, including but not limited to gun, rifle, knives, explosives, or any common object or article that resembles a weapon fabricated to assault a person will be considered a weapon as defined in RCW 9.41.010, RCW 9.41.280, RCW 28A.600.420, RCW 9.41.250, RCW 9.41.270.

## **Firearms Possession –**

Students in possession or use of a firearm on school grounds or at school functions will result with Parent and Police notification and up to a one-year expulsion (RCW 28A.600.420), subject to appeal, will be applied to students who bring firearms on school property.

## **Emergency Expulsion**

A student may be expelled immediately in emergency situations if there is sufficient cause to believe that the student's presence poses an immediate and continuing danger to other students or school personnel or an immediate and continuing threat of material and substantial disruption to the educational process. An immediate and continuing threat of material and substantial disruption of the educational process means:

- a. The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and
- b. School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations. (see [Policy #3241P: Discipline for Student Misconduct](#))

## **Substance-Use and Possession**

**Possession or use of a controlled substance on school property, at school events or on school district property is prohibited.**

### [Discipline Policy Updates: Substance-Use and Possession](#)

Comprehensive revisions to state discipline rules under Chapter 392-400 WAC that became effective July 1, 2019 task schools with:

- RCW 28A.600.015(7) provides that, apart from firearms violations, school districts are not required to suspend or expel students for any behavior and explicitly encourages school districts to “consider alternative actions” before administering suspension or expulsion.
- WAC 392-400-435(1) requires school districts to first attempt other forms of discipline to support the student in meeting behavioral expectations before administering a short-term or in-school suspension.
- WAC 392-400-440(1) requires school districts to consider other forms of discipline to support the student in meeting behavioral expectations before administering a long-term suspension or expulsion.

- RCW 28A.600.410 provides that districts may reduce the length of a student’s suspension conditioned by the commencement of treatment services—which may include completion of a drug assessment. However, nothing in the law requires a parent or student to do so, and districts cannot indefinitely suspend a student pending any scheduling or completion of such services.
- RCW 28A.600.015(1) and RCW 28A.600.020(6) prohibit school districts from administering suspensions or expulsions indefinitely and require that suspensions or expulsions must have an end date. Therefore, mandating students access services that may be unavailable or unwanted is not allowable.

**Substance Abuse Guidelines:**

**The following procedures will be followed when a student is in possession of, has admitted being under the influence of drugs or alcohol, or has tested positive for drugs or alcohol:**

1. The parent or legal guardian will be called to pick up the student to ensure the student is in a safe place as the substance wears off. The School Resource Officer or other law enforcement will be notified only if the student is still in possession of the controlled substance. The student and parent/guardian will be informed that the Wahluke School District policy requires school districts to first attempt other forms of discipline to support the student in meeting behavioral expectations before administering a short-term or in-school suspension (WAC 392-400-435). Wahluke Jr. High will refer the student to the district’s student support intervention specialist which will include a 10-week program to help educate the student of the dangers of drugs and alcohol.
2. Second Offense – The parent or legal guardian will be called to pick up the student to ensure the student is in a safe place as the substance wears off. The School Resource Officer or other law enforcement will be notified only if the student is still in possession of the controlled substance. The student will be assigned to in-school suspension or short term suspension from school and referred to a chemical dependency clinic. The student and his or her family are responsible for the financial costs related to the treatment.
3. Third and Future Offence(s) – The parent or legal guardian will be called to pick up the student to ensure the student is in a safe place as the substance wears off. The School Resource Officer or other law enforcement will be notified only if the student is still in possession of the controlled substance. The student will be assigned to short term suspension or long term suspension from school and referred to a chemical dependency clinic. The student and his or her family are responsible for the financial costs related to the treatment.

**Youth Assessment Treatment Providers**

The following is a partial list of area Youth Assessment Treatment Providers and their phone numbers:

- Mattawa Community Medical Clinic, 509-932-4499
- PARC in ML, 509-765-5402
- Merit Resource Services, 509-837-7700
- Sundown M Ranch, 509-457-0990

**Tobacco**

Possession or use of tobacco on school property, at school events or in school district vehicles is prohibited. Tobacco products and delivery devices includes, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.



# **Wahluke School District Athletic/Activities Code 2021-2022**

## **Philosophy of Activities Programs**

The activities program in the Wahluke School District is intended to provide students at all levels an opportunity to improve and achieve excellence through participation in voluntary school activities, including athletics while maintaining a strong emphasis on academic achievement and developing productive, positive citizens.

## **Goals**

It should be understood that participation in athletics is voluntary, and hence it is a privilege, not a right. The principles concerning competition and participation should foster the development of the following:

- physical fitness
- skills and abilities
- mental alertness
- discipline
- leadership
- upstanding character
- commitment to team
- high self-esteem
- good sportsmanship
- desire to excel
- courage to perform & do what is right
- appreciation for success in all types of sports and activities

Ultimately, we are striving to instill in participants the value of competition, sportsmanship, teamwork, and discipline to help them achieve lifelong success in our competitive world. The purpose of this code is to establish and maintain high standards of conduct for Wahluke School District activities participants. The activities code is intended to guide and help students and parents understand the conduct that is expected of activities participants in our school district and also to understand the seriousness with which infractions of the code are viewed. It is hoped that the code will avoid the need for disciplinary action. Because participants are representatives of our school, their conduct on school property, in public places, or elsewhere shall comply with the highest standards of personal integrity. Any conduct which is not consistent with the conduct expected of our activities participants as specified in this code may result in disciplinary action and possibly lose the privilege to participate.

Activities participants involved in competitive activities are expected to exhibit a competitive spirit while at the same time showing good sportsmanship in competition. The participant has a responsibility to demonstrate loyalty to the school and to his or her teammates and coaches, while at the same time showing respect for opponents, officials, and fans. If the participant verbally or physically behaves in a manner that brings disgrace or disrespect to the school district or his or her teammates, he or she may face disciplinary action.

**This code is in force once the participant and parents have completed and signed all forms electronically on Final Forms and the Athletic Director confirms all documentation is complete. The code continues to be in force until the final event of the academic year for which the student has signed it.**

## **General Code of Conduct**

Activities participants are to abide by the rules and regulations stated in the school's student handbook. An incident deemed severe or extreme by the school district staff or frequent or repeated disciplinary

action because of poor conduct is sufficient cause for corrective action and/or dismissal from the team. Disciplinary sanctions may carry over from one school year to the next, or from one season to the next. In the event that a participant is suspended or dismissed from a team due to a violation of this code, s/he will have due process by following the appeals process according to school board policy.

### **Rules of Conduct**

1. Participants shall not commit any theft of goods, equipment, or property belonging to the school or others.
2. Participants shall not commit any vandalism or illegal destruction of property.
3. Participants shall not engage in any serious unethical conduct.
4. Participants shall obey all laws of the community, state, or country, or otherwise shall not engage in illegal activities.
5. Participants shall not be involved in bullying, intimidation, harassment, or hazing of any type.
6. Profanity of any kind will not be tolerated.

### **Penalties for Violating the Rules of Conduct**

The coach and activities director, with help from the principal if need be, will determine an appropriate penalty which is commensurate with the seriousness of the infraction, giving due consideration to the nature of the offense and the student's past record. The penalty may include reprimand, suspension from activities participation, or termination of activities privileges altogether.

### **Eligibility Rules**

In order to participate in extracurricular activities in the Wahluke School District, a student must comply with the following eligibility rules. Current WIAA rules and regulations will be in effect at all times. Familiarize yourself with the WIAA rules by looking through their handbook in the Activities Director's office or by visiting their website.

### **Academic Eligibility**

Students must pass five (5) of the six (6) of their classes at the semester or they will face a suspension from athletics/activities. If they fail two or more classes at semester they will be ineligible to compete in contests for a minimum of 3 weeks for middle school students and 5 weeks for high school students. In the fall trimester, the period for ineligibility for high school students will last through the fourth (4th) Saturday in September. After the 3 or 5-week period, the student will be eligible.

In addition to the WIAA standards for academic eligibility, the Wahluke School District has established an eligibility policy for our participants as well. Grades will be checked on a weekly basis on the first Tuesday of every month. Teachers weekly will post their grades and the Athletic Director will run a report of all students with failing grades. All students who are failing two or more classes on the bi-weekly grade check or at the quarter grade check will be placed on the F List. The F List will take effect on the next Tuesday after grades were checked. Once a student is on the F List, they can be cleared with an email/note from their teacher stating they now have a passing grade. This email/note must be turned in to either their coach or the Athletic Director or they will not be cleared from the F List. They will also be cleared from the F List if the next grade check shows them passing all of their classes. For example, if a student is placed on the F List for Week 1 (because they have 2 or more F's) they can become ineligible at the beginning of Week 2 (if only they have less than 1 F on their grade report). If they clear from the F List with an email/note from their teacher or they are passing all classes at the next grade check they will become immediately eligible.

*Any student who has multiple F's may not practice until he/she has a minimum of anything less than 1 F. The student still cannot participate in competitions or performances until grades are passing (less than 1 F). Coaches and the Activities Director have authority to remove students from the roster if they are continually on the F List.*

### **Detention & Suspension**

The activities program believes that participants should not be getting detentions or suspensions of any kind. However, in the event that a participant does receive detention or suspension, the following guidelines will apply.

Students who receive an after-school detention and miss practice time due to the detention will be dealt with accordingly by their coach. Students who are in after-school detention on home game days will also be dealt with by their coach. Students who miss the bus on away game days due to a detention will not be allowed to play that day.

Students who are on in-school suspension will be dealt with on an individual basis by their coach, the athletic director, and the principal. Students on out-of-school suspension are not allowed to be at school or at any school event during their suspension. This includes practices, games, or any other team functions.

### **Ineligible Players' Status with the Team for Competitions**

Participants who are ineligible from competition/participation due to grades or behavior issues are not allowed to travel with the team to away games. Additionally, they are not allowed to sit on the team bench for either home or away games.

### **Total Semesters of Eligibility**

After entering or being eligible to enter the seventh-grade students shall have six (6) years of interscholastic eligibility. If the seventh or eighth grade is repeated, and such repetition is based upon documented academic reasons, the repeated year shall not count against the student's six (6) interscholastic competitive years. After entering or being eligible to enter the ninth grade, a student shall have four (4) consecutive years of interscholastic eligibility.

### **Enrollment and Regular Attendance**

A student must be enrolled and in regular attendance within the first fifteen school days in a semester at the start of the current semester in order to participate in interscholastic contests during the current semester. A student must be in attendance 15 weeks during an 18-week semester. A ratio of 1 unexcused absence to 6 attendances constitutes irregular attendance. (WIAA Handbook, Section 18.8.0)

### **Age Limits**

High School – Students shall be under 20 years of age on September 1 for the fall season, December 1 for the winter season, and March 1 for the spring season.

Middle School – Students shall not have reached their 15th birthday prior to June 1 of the previous school year. (WIAA Handbook, Section 18.4.0)

### **Paperwork Necessary for Participation**

All extracurricular activities participants must have the appropriate paperwork turned in to the district's Final Forms electronic portal at <https://wahluke-wa.finalforms.com/> prior to the first practice.

**Physical Examination (Athletes only)** – Physical exams are good for a period of **two (2)** years.

**WSD Activities/Athletics Clearance Form** – This is the form where students and parents agree to follow the WSD Athletics Handbook. Additionally, parents must provide contact information, emergency contact information and medical insurance information. All forms are electronic and on [Final Forms](#).

**Sudden Cardiac Arrest and Concussion Information Sheet** - Due to state law, all athletes and their parents must read and sign the “Sudden Cardiac Arrest and Concussion Information Sheet”. This form talks about the signs and symptoms of Sudden Cardiac Arrest as well as the signs and symptoms of Concussions. Although we try to avoid concussions through teaching proper techniques and through safety equipment, there is no way to prevent concussions and unfortunately, they happen. It is expected that athletes and/or parents report possible concussions to the coaches or the Activities Director. If a coach or the Activities Director suspects an athlete has sustained a concussion the student in question will not be allowed to participate in practices or contests until they have been cleared by a licensed health-care provider trained in the evaluation and management of concussions.

**ASB Card** – All students will receive an ASB Card at no cost.

**Participants will not be allowed to participate without a current physical exam on file. They must also have the WSD Activities/Athletics Clearance Form and the Concussion Information Sheet completed and submitted on Final Forms in order to be able to practice.**

### **Attendance**

Activities participants must be in attendance at school on the day of a contest to be eligible to participate. Participants can still participate if they have an excused absence for less than half of the day but the absence must be approved by the Activities Director or his designee prior to the absence. Generally, this rule applies mainly to doctor’s appointments and family emergencies. The participant must have an explanation of the absence in writing. This rule also applies to a non-school day for attendance on the previous school day- for example, a student must be in school on Friday to participate in a contest on Saturday.

Any unexcused absence or excused absence that was not pre-approved shall result in the participant not being allowed to participate in that day’s competition/performance. The Activities Director and Principal have the authority to make exceptions to the pre-approval rule when unique situations arise. On days when participants are practicing, if a student has an unexcused absence for any portion of the day, he or she will not be allowed to practice that day. In the event that there is confusion as to whether the absence is excused or unexcused, the participant will be allowed to participate that day. If it is found that the absence was in fact unexcused, the participant will not be allowed to participate in the next day’s practice or competition/performance.

### **Travel**

Participants are expected to travel with the team or group in school-provided transportation. However, participants may ride with parents/guardians at any time or the parents’/guardians’ designee(s) provided a written request is made twenty-four (24) hours before the contest and it is acceptable to the supervisor of the activity. “Alternate Form of Travel” request forms are available from the bus driver and a parent/guardian or designee needs to sign out their athlete prior to leaving the contest.

As at all times, when the group is traveling, participants are expected to behave in accordance with the school rules, Activity Code guidelines, and the rules of the specific activity and the rules of the bus. If a bus driver requests compliance from a participant on the bus, the participant must abide by the driver's request. Problems stemming from poor behavior on bus trips may result in discipline from the coach and/or the school, depending upon the seriousness of the infraction. Bus drivers have the same authority for disciplining participants while on bus trips as do coaches.

### **Transferring from One Sport to Another**

When an athlete voluntarily chooses to quit a team, he or she may go out for another team during that same season, provided that it is still prior to the first competition. The athlete needs to tell the coaches of each sport that this is his or her intention. It is up to the coaches to determine if this is acceptable to both of them.

Any athlete who was dismissed from a team may turn out for another team with the approval of the coach of each team and the Activities Director. Any athlete who was cut during tryouts for a team may automatically go out for another team. Again, for both of these instances, after one half of the season is over, an athlete should not be allowed to transfer. When an athlete does switch sports, he or she must start over the minimum required practice days. Practices for one sport cannot carry over to the other sport.

### **Lettering Requirements (High School)**

Lettering requirements for each sport will be determined by the head coach of that sport. With regards to the specific sport lettering requirements, head coaches will determine who letters and why, *with input from the athletic director if necessary*. Participants should make sure to find out the specific lettering requirements for their activity at the beginning of the season. Any student who does not finish the season in good standing due to academic or disciplinary reasons or quits the team will not receive a letter or any other awards he or she may have been entitled to. Also, if an athlete was suspended for a second or third offense of the drug and alcohol policy, he or she will not letter for any sport for which he or she is suspended. *The athletic director may determine if the issues listed above warrant that a participant not receive a letter or award.*

### **Tattoos**

Wahluk School District reserves the right to have participants cover up tattoos that may be deemed inappropriate or that could be considered as a potential threat to the safety of the school. The administration or designees thereof will be the ones who determine if a tattoo should be covered. In most instances, a bandage that covers the tattoo completely will suffice. The covering must be on for the duration of the event.

### **Internet Use Issues**

Participants need to be careful as to how they use the internet. They should refrain from disparaging remarks about individuals and teams from their own and other schools. While sites like Washington Preps, Facebook and other social media sites have their merits, participants need to act responsibly when using them. Pictures and comments on these and other sites that indicate violations of the Activities Code may be used to prove such violations.

## **Drug/Alcohol/Tobacco Policy**

The Wahluke School District Activities programs recognize that alcohol, tobacco, and other drug use, including anabolic steroids, is not conducive to a healthy lifestyle, athletic competition, or other school activities. Unlawful possession and illicit use of alcohol, tobacco, or other drugs will not be tolerated. Students who choose to participate in extracurricular activities in the Wahluke School District will abstain from using controlled substances, such as alcohol, tobacco, or illegal or illicit drugs, including illegally using and/or distributing prescription drugs. Abstaining includes not attending parties and other informal gatherings where there is underage consumption of alcohol, tobacco, and other drugs. If a student athlete finds themselves at a party or informal gathering where alcohol/drugs/tobacco are present they must immediately remove themselves from the situation or they will be in violation of our policies.

In addition, participants shall not possess, manufacture, transfer, deliver, conceal, sell or distribute alcohol or other drugs, nor be under the influence of such substances. This includes benign materials that are designed, packaged, and intended to represent illegal or prescription drugs. Possession is defined as actual or constructive. Constructive possession can occur when there is no actual physical possession, but the person has dominion and control over the substance, i.e., in a locker or bag belonging to the person.

In all cases regarding the possession, either actual or constructive, sales, manufacture, distribution, or transfer of alcohol or drugs to another individual, the evidence will be secured and turned over to law enforcement authorities. The school district will cooperate with law enforcement and juvenile court authorities in the prosecution of established cases. Parents will be notified of such instances in a timely fashion. This policy also covers prescription medications that are distributed illegally. **In addition, over the counter medications may not be distributed among participants. For example, students may not give aspirin, Tylenol, ibuprofen, or other over the counter medications to one other. This would constitute a violation of this policy.** Students are not allowed to use prescription and over the counter medications that are for legitimate purposes without prior arrangements between the school district and the participant's parent/guardian or their physician. Also, the legal distribution of over the counter medications by school district employees to participants for their consumption will not be allowed without prior arrangements between the school district and the parent/guardian or their physician. **A first offense of this portion of the rule by an activities participant will result in a conference with the coach or supervisor and the Activities Director to discuss the severity of these actions. A second offense will be treated as a first offense in the Drug/Alcohol/Tobacco policy penalties. (See "Penalties for Violation of Drug/Alcohol/Tobacco Policy" below.)**

## **Penalties for Violation of Drug/Alcohol/Tobacco Policy**

### **First Violation of the Drug/Alcohol Policy**

A participant shall be immediately ineligible for interscholastic activities' participation in the current program for the remainder of the season if they violate the alcohol/drug policy. Ineligibility shall continue until the next season in which the participant wishes to participate unless the student accesses the assistance program outlined in B (below).

A. In order to be eligible to participate in the next season, the participant must meet the school eligibility board consisting of coaches and administrators selected by the principal, to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the participant's case. The school principal shall have the final authority as to the participant's participation in the interscholastic activities program.

B. A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. The participant must schedule to meet with the school district's drug and alcohol counselor/intervention specialist. The participant must meet with the intervention specialist for a minimum of 10 meetings. In no instance shall participation in a school and/or community approved assistance program excuse a participant from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with the athletic code by the student-athlete may allow him/her to have eligibility reinstated in the activities program, pending recommendation by the school eligibility authority. This reinstatement may only occur after the participant has sat out at least 50% of the season and has begun meeting with the intervention specialist. If the participant does not set up and then continue meeting with the specialist, she/he will be suspended until she/he begins meeting the specialist again. If the violation occurs late enough in the season that the participant cannot complete the 50% season suspension, s/he must finish the suspension in the next season for which the student turns out.

In order to encourage participants to be forthright and truthful in the event they made a mistake, if a participant self-reports his or her first violation of the Drug/Alcohol/Tobacco policy, the suspension period for that violation will be shortened to 25% of the season. The principal, activities director, or designee will determine if a participant did in fact "self-report" the infraction. All other requirements of a first-time offender listed above will be in effect for a participant who self-reports.

**Second Violation of the Drug/Alcohol Policy** – A participant who again violates any provision of RCW 69.41.020 through RCW 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic participation for a period of one (1) calendar year from the date of the second violation. For a second offense, a participant must have a formal chemical dependency assessment performed by a state-certified chemical dependency treatment agency in order to be allowed to participate in an interscholastic activities program again in the future. The participant and parent/guardian will agree to follow the recommendations of the assessment, which will include a minimum of 10 days of follow-up counseling with the district's intervention specialist. **The participant and his or her family will bear the financial responsibility of the chemical dependency assessment and any treatment if it is so indicated. (See Below for a list of Youth Assessment Treatment Providers.)**

**Third Violation of the Drug/Alcohol Policy** – A participant who violates for a third time RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic participation.

**First Violation of the Tobacco Policy** – A participant shall be immediately ineligible for interscholastic activities for 20% of the current program season if they violate the tobacco policy for the first time. This penalty will carry over into the next sport season they participate in if less than 20% of the previous season remained at the time of the infraction.

**Second Violation of the Tobacco Policy** – A participant shall be immediately ineligible for interscholastic activities for 50% of the current program season if they violate the tobacco policy for a second time. This penalty will carry over into the next sport season they participate in if less than 50% of the previous season remained at the time of the infraction.

**Third Violation of the Tobacco Policy** – A participant shall be immediately ineligible for interscholastic activities for one calendar year if they violate the tobacco policy for a third time.

Fourth Violation of the Tobacco Policy – A participant who violates the tobacco policy for a fourth time shall be permanently ineligible for interscholastic participation.

**\*For all offenses on school property or at a school function, the student handbook discipline code will also be in effect. This will include suspension from school, and a formal assessment will be required to be reinstated. See the student handbook for details.**

**\*\* Extreme Circumstances For any offense of the code deemed to be “extreme in nature”, the Activities Director, Principal, Superintendent and/or School Board may choose to supersede the above-mentioned penalties and invoke the “Rules of Conduct” section of this code and administer a more severe punishment.**

#### **Youth Assessment Treatment Providers**

The following is a partial list of area Youth Assessment Treatment Providers and their phone numbers:

Mattawa Community Medical Clinic, 509-932-4499

PARC in ML, 509-765-5402

Merit Resource Services, 509-837-7700

Sundown M Ranch, 509-457-0990

**This code was revised in the Spring of 2020 by the Wahluke School District Activities Director and High School Administration.**

## **Student Internet Use Agreement**

Students must have student and parent signature agreement on file before using the Internet (see Board Policy 2022P)

We are very pleased to bring Internet access to Wahluke School District and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
2. Public domain and shareware of all types. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics. Access to University Library Catalogs, the Library of Congress and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Wahluke School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Wahluke School District, firmly believes that the valuable information and interaction available on this worldwide network far outweigh WJH the possibility that users may obtain material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources. The following guidelines are provided so you are aware of your responsibilities. If a Wahluke School District user violates any of these provisions, his or her account will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Internet – Terms and Conditions**

- 1) Acceptable Use – The purpose of Washington State K-20 Network, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Wahluke School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited.
- 2) Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Wahluke School District faculty member pertaining to the proper use of the network). The

system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty and staff of Wahluke School District may request the system administrator to deny, revoke or suspend specific user accounts.

- 3) **Network Etiquette** – you are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be polite. Do not get abusive in your messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Illegal activities are strictly forbidden.
  - Do not reveal your personal address or phone numbers of students or colleagues.
  - Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - Do not use the network in such a way that you would disrupt the use of the network by other users.
  - All communications and information accessible via the network should not be assumed to be private property.
- 4) Downloading of software of any kind is prohibited on Wahluke School District computers. Not all software is compatible with every computer and operating system. If software is needed for a class put in the request to a staff member for the software. If you are found to be downloading software you will lose your computer privileges for the remainder of the year.
- 5) Wahluke School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wahluke School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Wahluke School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6) Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- 7) Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, any of the above listed agencies or other networks connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- 8) Servers – Use of the servers is a privilege. Downloading or using servers inappropriately will result in the loss of user privileges. This includes creating folders outside of your file folder.

## Wahluke Jr. High School Bell Schedule

Regular Schedule				1-Hour Late Start	
W.B. 7-8	7:53			W.B. 7-8	8:53
W.B. 6	7:55			W.B. 6	8:55
WT	8:00-8:25			WT	9:00-9:25
P-1	8:28-9:13			P-1	9:28-10:05
P-2	9:16-10:00			P-2	10:08-10:45
P-3	10:03-10:47			P-3	10:48-11:25
P-4/L-1	10:50-11:35			P-4/L-1	11:28-12:05
P-5/L-2	11:38-12:23			P-5/L-2	12:08-12:45
P-6/L-3	12:26-1:11			P-6/L-3	12:48-1:25
P-7	1:14-1:58			P-7	1:28-2:05
P-8	2:01-2:45			P-8	2:08-2:45
Detention	2:48-3:15			Detention	2:48-3:15

*W.B.* = Warning Bell    *P* = Period    *L* = Lunch    *W.T.* = Warrior Time

2-Hour Late Start		Assembly		Early Release	
W.B. 7-8	9:53	W.B. 7-8	7:53	W.B. 7-8	7:53
W.B. 6	9:55	W.B. 6	7:55	W.B. 6	7:55
WT	10:00-10:25	WT	8:00-8:25	WT	8:00-8:25
P-1	10:28-10:58	P-1	8:28-9:05	P-1	8:28-8:54
P-2	11:01-11:30	P-2	9:08-9:45	P-2	8:57-9:23
P-3	11:33-12:02	P-3	9:48-10:25	P-3	9:26-9:52
P-4/L-1	12:05-12:35	P-4/L-1	10:28-11:05	P-4/L-1	9:55-10:21
P-5/L-2	12:38-1:08	P-5/L-2	11:08-11:45	P-5/L-2	10:24-10:50
P-6/L-3	1:11-1:41	P-6/L-3	11:48-12:25	P-6/L-3	10:53-11:19
P-7	1:44-2:13	P-7	12:28-1:05	P-7	11:22-11:47
P-8	2:16-2:45	P-8	1:08-1:45	P-8	11:50-12:15
Detention	2:48-3:15	Assembly Detention	1:48-2:45 2:48-2:45	Detention	NA