

# *Selah High School*

Student Handbook 2018- 2019



*Home of the Vikings*

## **The Viking Way**

**We relentlessly pursue (our) future endeavors.**

**We demonstrate unwavering character and perseverance to do the right thing.**

**We are committed to leaving a positive legacy.**

**We support and respect one another as family.**

**We overcome obstacles as we strive for success.**

**Our Core Purpose is to ensure high levels of learning for all students in Selah.**

## **ADMINISTRATION**

Colton Monti, Principal  
Becca Thompson, Assistant Principal  
David Gibb, Assistant Principal / CTE Director  
Jake Davis, Athletic Director / Assistant Principal  
Michelle McCartney, Activities Director

## **COUNSELING STAFF**

DeLynn Elliott, Counselor  
Erin Wilson, Counselor  
Kari Sterns, Counselor  
Rae Dietrich, Counselor

## **OFFICE STAFF**

Nancy Minnick, Building Secretary  
Carolyn Olson, Assistant Secretary  
TBA, Receptionist  
Robin Gordy, ASB/Athletic Secretary  
Rena LaTour, Registrar  
Mandi Bond, Counseling  
Cori Chapman, Attendance Secretary  
Stacey Jones, Campus Security

## **TELEPHONE DIRECTORY**

Main Office & Voice Mail System .....	698-8500
Office Fax.....	698-8508
Attendance.....	698-8510
ASB .....	698-8515
Counseling.....	698-8521
Counseling Fax.....	698-8592
Student Records.....	698-8520
Athletics.....	698-8514
Athletics/ASB Fax.....	698-8516
Library .....	698-8581
Transportation .....	698-8330
Selah Academy.....	698-8060
Spanish Hotline .....	698-8450

SELAH HIGH SCHOOL WEBSITE  
<http://www.selahschools.org/SHS>

## CLUB AND ACTIVITIES

Select an activity of interest and get involved!

Adventure Club.....	Mr. Dwyer
Band/Choir.....	Alex Hancock
Cheer.....	Ms. Forenpohar
DECA.....	Mr. Benjamin
Drama Club.....	Mrs. Jochen
Drill Team.....	Mrs. Leist
FCCLA.....	Mrs. McCartney
FFA.....	Mr. Watkins
Knowledge Bowl.....	Mr. Dwyer/Mr. Brown
Math Team.....	Mrs. Harmon
National Honor Society.....	Ms. DeRousse
Spanish Club.....	Mrs. Caro
Yearbook (Fruitspur).....	Mr. Alvarez
Young Conservatives.....	Mrs. McCartney

If you are interested in any club or activity, please see the advisor for qualification and details.

## FEES

**CHROMEBOOK INSURANCE FEE.....\$15.00**

### **CAREER & TECHNICAL EDUCATION**

Culinary Adventures.....	\$20.00
General Shop (Metal Shop 1).....	\$20.00
General Shop (Metal Shop 2).....	\$20.00
Wood Shop.....	\$20.00
Wood Shop Adv.....	\$20.00
Drafting.....	\$10.00
Intro to Engineering.....	\$20.00
Principles of Engineering.....	\$20.00
Intro to Bio Med/Science.....	\$20.00
Human Body Systems.....	\$20.00
Sports Medicine I and II.....	\$20.00
Life Prep 101.....	\$10.00
#Adulting.....	\$10.00
Child Development.....	\$5.00

### **FINE ARTS, FOREIGN LANGUAGE & MUSIC**

Art, Digital 1.....	\$10.00
Art, Digital 2.....	\$10.00
Art, Drawing.....	\$10.00

Art, Independent Study .....	\$10.00
Art, Intro .....	\$10.00
Band Uniform Cleaning (year) .....	\$10.00
Choir 1 .....	\$10.00
Choir 2 .....	\$10.00
Concert Choir 1.....	\$10.00
Concert Choir 2 .....	\$10.00
Instrument Rental (year) .....	\$50.00
Painting 1 .....	\$10.00
Painting 2.....	\$10.00
Percussion (year) .....	\$50.00
Sculpture 1 .....	\$10.00
Spanish Dance Participation-3 <sup>rd</sup> and 4 <sup>th</sup> year students (year).....	\$10.00
(for 3 <sup>rd</sup> and 4 <sup>th</sup> year students only)	

**SCIENCE**

Applied Physics 1 .....	\$10.00
Applied Physics 2 .....	\$10.00
Biology EOC .....	\$ 2.00
Chemistry (year) .....	\$ 2.00
Earth Science.....	\$ 2.00
Forensics.....	\$ 2.00
Inquiry Science (year).....	\$ 2.00
Physics (year).....	\$ 2.00

**ASB CARDS**

Students may purchase an Associated Student Body card for \$25 during registration. After registration the fee is \$30.00. Students may not participate in any ASB sponsored activity without a valid ASB card. Students who attend a high school sponsored activity will be charged regular admission without an ASB card.

**DISTRICT ATTENDANCE POLICY**

For a more detailed description of attendance policies and procedures, refer to The District Attendance Policy located in the following link: <http://www.selahschools.org/domain/40> Board Policy 3122.

Excused Absences: Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following

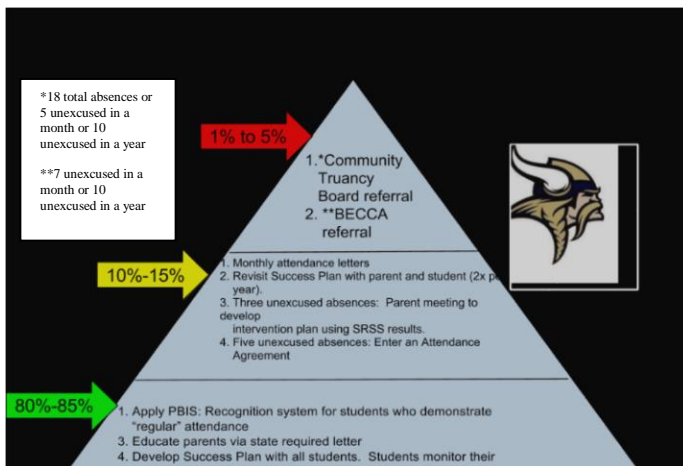
Principles will govern the development and administration of attendance procedures within the district: The following are valid excuses for absences: 1. Participation in a district or school approved activity or instructional program; 2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry); 3. Family emergency, including but not limited to a death or illness in the family; 4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction; 5. Court, judicial proceeding or serving on a jury; 6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview; 7. State-recognized search and rescue activities consistent with RCW 28A.225.055; 8. Absence directly related to the student's homeless status; 9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and 10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

### **HIGH SCHOOL ATTENDANCE POLICY**

A student's presence in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from the course, including the opportunity for interaction with teachers and peers. Homework assignments do not make up for missed class time. We encourage parents to monitor their student's attendance via Family Access. Any questions regarding attendance should be directed to the attendance office at 698-8510 or school administration.

The Intervention/Support Triangle shall be used as a general guide to support attendance.

## Selah School District Attendance Support 2018-19



If the above interventions fail to correct attendance issues, the student shall be declared "CHRONIC ATTENDANCE". Chronic attendance (18 total absences, **excused plus unexcused**) will result in a referral to the Community Truancy Board (CTB). As per HB1170, A guardian and the student will be required to meet with CTB to discuss attendance issues. Failure to comply with recommendations from the CTB will result in a BECCA – Truancy Court Referral.

At **12** absences in a given class, whether or not the absences are excused, the student has the potential to lose **semester credit** and will be required to defend their credit before an in- building truancy board.

### Excused Absences

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

1) Participation in school approved activity or instructional program: To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.

2) Absence due to: illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.

The parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written notice and provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written notice upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation. Students fourteen (14) years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a note of explanation, which will be kept confidential. Students thirteen (13) years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.

3) Absence for parental-approved activities: This category of absence shall be counted as excused for purposes agreed to by the principal and parent/guardian in advance. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent/guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course.

4) Absence resulting from disciplinary actions – or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up



assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.

5) Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her school work, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

6) Excused absence for chronic health condition. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the students' medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the students' needs, though the confidentiality of medical information will be respected at the parent's request.

### Procedures for Unexcused Absences

Unexcused absences fall into two categories:

- 1) Submitting an excuse which does not constitute an excused absence as defined previously, or,
- 2) Failing to submit, whether by phone, e-mail or in writing, any type of excuse statement by the parent, guardian, or adult student.

### **Examples of Unexcused Absences:**

- Arriving in class 10 minutes after the bell.
- Arriving on the high school campus and not attending classes. Once a student has arrived on campus he/she is under the jurisdiction of the school and the attendance policy applies.
- Not clearing absence(s) within the 48 hour time period.
- Leaving class without permission. Once a student has arrived on campus or boarded a school bus, she/he will be considered truant if she/he does not attend a subsequent class or classes.
- Failure to sign out before leaving campus will follow same offenses as unexcused absences.
- A student ignoring a request or directive from a staff member to report to any area in the high school.

- Teachers are not required to provide make-up work for unexcused absences.

After *three* unexcused absences within any month, a conference will be requested between the parent, student and principal. At such a conference the principal, student and parent will consider:

- Adjusting the student's program;
- Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
- Transferring the student to another school;
- Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,
- Imposing other corrective actions that are deemed to be appropriate;

If the above action fails to correct the attendance issues, the student shall be declared "CHRONIC ATTENDANCE". The principal shall interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester and referral to juvenile court.

The following truancy petition procedure will apply only to students under the age of seventeen (17):

No later than the seventh (7th) unexcused absence within any month during the current school year or upon the tenth (10th) unexcused absence during the current school year, the District shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:

- The student has unexcused absences in the current school year. While petitions must be filed if the student has seven (7) or more unexcused absences within any month during the current school year or ten (10) or more unexcused absences in the current school year, but a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school district will be counted when preparing the petition.

- Attesting that actions taken by the District have not been successful in substantially reducing the student's absences from school; and
- Court intervention and supervision are necessary to assist the District to reduce the students' absences from school.

The petition will include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing Individualized Education Program (IEP) and the student's current academic status in school.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the District's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions. If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the District shall periodically report to the court any additional unexcused absences by the student, actions taken by the District, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.

A student's presence in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from the course, including the opportunity for interaction with teachers and peers. Homework assignments do not make up for missed class time. We encourage parents to monitor their student's attendance via Family

Access. Any questions regarding attendance should be directed to the attendance office at 698-8510 or school administration.

RCW 28A.225.010 Mandatory Attendance. Parents of any child six years of age and under eighteen years of age shall cause such child to attend the public school of the district in which the child resides and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session.

**Student/Parent Responsibilities and Procedures:**

1. The parent and student are responsible for the student's attendance.
2. Absences not cleared will become trancies unless the student brings a note from a parent/guardian within 48 hours.
3. The student is responsible to contact teachers, to arrange for make-up work, and to get it done on time. The student will have as many days as she/he was absent, plus one school day, to complete make-up assignments; however, no extra time will be given if the assignment had been made days earlier and the due date was given with the assignment.
  - a) Schoolwork missed because of an excused absence can be made up.
  - b) Students are not entitled to schoolwork missed because of truancy.

**Washington State Attendance Letter**

Dear Parent/Guardian,

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

**DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.

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

### **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact Cori Chapman at 509 698-8510. **See Selah School District web page, Selah High School Handbook for specific attendance procedures.**

### **OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. **Counselors may be contacted at 509 698-8521.** We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

### **SCHOOL POLICIES AND STATE LAWS**

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

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

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

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition

may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant, you may need to go to court.

The Selah School District has established rules on attendance that will help you ensure your student is attending regularly. **See policy number 3122 at <http://selahschools.org/domain/40>**

### **WHAT YOU CAN DO**

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

### **Eighteen and older students**

Students may establish the authority to write notes for themselves when they reach eighteen and become an emancipated adult. An emancipated adult has not been claimed as a dependent for income tax purposes by parents/guardians, or has been legally emancipated from parents/guardians through the court. Proof of emancipation rests with the parent/guardian and student. Forms requesting emancipation status

are available in the attendance office and are to be returned to an administrator.

### **Tardiness**

Students are expected to be in class on time. A student who is not in his/her assigned classroom when the tardy bell rings is tardy.

Interventions for tardies are:

**3 Tardies: Skyward Notice**

**6 Tardies: Lunch DT/ Reteach**

**9 Tardies: Lunch DT/ Intensive Re-teach**

**12 Tardies: Friday School**

**15 Tardies: Saturday School**

**Every 3 after 15 is Saturday School**

Further offenses will result in additional corrective measures.

Unexcused tardies of 10 minutes or more become unexcused absences.

### **Early Dismissal**

Students needing to be dismissed early must bring a note from home to the attendance office. Students who fail to bring a note may request permission to leave through the attendance office or with administrator's approval. Students must sign out in the attendance office before leaving campus.

### **Dismissal for school related activities**

Students who are not in attendance for any portion of the school day, will not be eligible to participate in activities. Only medical or absences deemed an emergency will be considered.

## **OFF-CAMPUS**

Selah High School is a closed campus. By Selah School District Policy, students are **NOT** allowed to check out for lunch.

## **DISCIPLINE POLICY**

The Selah High School Staff believes the purpose of the school is to provide a quality education that will promote the growth of the individual while enabling each person to become a responsible member of society

### **Behavior Management System**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining



primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional. Why is it so important to focus on teaching positive social behaviors? Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. Students at Selah High School will learn how to live life the Viking Way in all areas of our school and community.

## **SELAH SCHOOL DISTRICT Procedure 3240P:**

### **Student Conduct Expectations**

The following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

#### **I. Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on District provided transportation or otherwise under school authority.

#### **II. Student Rights**

In addition to individual rights established by law and District policies students served by or on behalf of the District will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated District goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorable discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability;

- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the District;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to freedom of speech and press; to peaceably assemble; petition the government and its representatives for a redress of grievances; the free exercise of religion and to have their schools free from sectarian control or influence;
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the District's rules and regulations regarding students, discipline and rights.

### **III. Compliance with Rules**

All students will obey the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions and directives of District personnel. For purposes of Policy 3240 and this procedure, the term “District personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for corrective action. All students will submit to reasonable corrective action by the School District and its representatives for violations of policies, regulations and rules.

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the School District; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
  - On school grounds at any other time when school is being used by a school group(s) or for a school activity;
  - Off school grounds at a school activity, function, or event;
  - Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process;
- or
- In school-provided transportation, or any other place while under the authority of school personnel.

### **IV. Guidelines for Corrective Action**

School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner.

The administrator’s judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student’s misconduct, and the student’s long-term educational success.

Administrators may designate prescribed penalties for certain types of misconduct. Disciplinarians will review the nature and circumstances of each case separately and may make exceptions

in cases involving exceptional circumstances. The frequency of student's misconduct may determine the form of corrective action imposed, including suspension and/or expulsion.

Except in cases of exceptional misconduct, district administrators shall impose alternative forms of corrective action for incidents of misbehavior prior to imposing a suspension or expulsion for that same type of behavior.

Where an incident of misconduct also appears to be a violation of the law, administrators may contact law enforcement.

## **V. Prohibited Misconduct**

A student will not intentionally engage in conduct causing disruption to school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on District-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel;
- Disobedience of reasonable requests, instruction and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to District personnel (including law enforcement officers) while under the supervision of the school;
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion;
- Theft;
- Forgery;
- Fighting;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;

- Harassment, intimidation, and bullying of others;
- Inappropriate dress or appearance;
- Lewd, obscene, or profane language, gestures, or materials;
- Tardiness/unexcused absences;
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco or nicotine products;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

## **VI. Exceptional Misconduct**

The District has determined, following consultation with an ad hoc citizen's committee, that the following misconduct is either (1) of such frequent occurrence, notwithstanding past attempts of District staff to control such misconduct through the use of other forms of corrective action, or (2) so serious in nature or in terms of the disruptive effect upon the operation of the District to warrant immediate resort to short-term or long-term suspension for a first-time offense. Such misconduct may also result in an expulsion or emergency expulsion. See Procedure 3241P.

Exceptional misconduct includes the following:

- Arson;
- Assault;
- Commission of any crime on school grounds or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations (including chronic disruption of the educational process);
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;

- Disruptive Conduct: Conduct that materially and substantially interferes with the educational process;
- Extortion;
- Failure to Cooperate: Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes but is not limited to non-compliance, defiance and disrespect;
- Falsifying documents;
- Fighting: Fighting and instigating, promoting (including promotion by presence as a spectator), or escalating a fight, as well as failure to disperse at the scene of a fight;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Possession or use of tobacco or nicotine products;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210;
- Displaying any gang sign, symbol, writing or clothing items.

## **VII. Definitions of Misconduct and Offense-Specific Provisions**

**Arson:** Any intentional or reckless setting of a fire or other burning of personal or public property. “Reckless” means that the student understood, but acted with disregard for, the consequences of his or her conduct.

**Assault:** Actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

**Defacing or Destruction of School Property (Vandalism):** The unauthorized, intentional damage to District property or the property of others (other than arson, above). Restitution may be required.

Note: Under RCW 28A.635.060(1), the School District may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the District, a contractor of the District, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the Superintendent directs otherwise. If the property damaged is a school bus owned and operated by the District, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the Superintendent.

When the pupil and parent/guardian are unable to pay for the damages, the School District will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**Defiance of School Authority:** Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of district policy that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of district policy. Defiance of school authority can also include intentional disruptive behavior.

**Drug, Alcohol and Prohibited Controlled Substance Possession, Consumption, Use, or Storage:** Possession, consumption, use, storage, or distribution of drugs, alcohol, and

other similar chemical substances on school grounds, at school activities, or on District-provided transportation.

“Drugs” includes any controlled substance, medication, stimulant, depressant, mood altering compound, marijuana or substances containing marijuana, and legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on District-provided transportation. This prohibition includes:

- Entering school grounds, school activities, or District-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- Possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana including look-a- likes.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on District-provided transportation a substance prohibited under this section that is also a violation of the law a report will be made by school officials to law enforcement.

**Fighting:** Fighting and instigating, promoting (including promotion by presence as a spectator) or escalating a fight, as well as failure to disperse at the scene of a fight. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another. Any actual or attempted hitting or wrongful contact may be punished as assault, defined above.

-HS: including the promotion, verbal encouragement, filming of, and/or showing a recording of a fight.

### **Gang Conduct:**

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture. Gang imagery and symbols include, but are not limited to:
  - Apparel (including shoelaces, bandanas, belts, hats or jewelry) which by virtue of color, arrangement,



trademark, symbol, or any other attributes indicate or imply gang membership or affiliation.

- Displays of gang affiliation on personal belongings, including clothing, school assignments, notebooks, body, etc.
  - The promotion of gang culture and/or gang violence, or
  - The solicitation or recruitment of gang members.
- Hand Signs
  - Mad-dogging-mugging
  - Tattoos, piercing, hairstyles (shaved heads with small patches remaining or words/phrases carved)
  - Graffiti, marks on self or other objects
  - Shaved eyebrows
  - Use of a tag name
  - Hazing or intimidation
  - Shoe laces that are the color and/or style associated with gang clothing
  - Nike Cortez shoes
  - Any web belt, any buckle with Old English numbers or letters
  - Buttoning only the top button of a shirt
  - Pants sagging below the waist line or pants two or more sizes larger than the students actual size and tucking/tying/rubber banding pants legs into shoes
  - Hanging belts, suspenders or overall straps
  - Bandanas or hair nets
  - Any belt buckles or emblems (including shirts) of a racial nature i.e.; confederate flag, swastika, Insane Clown Posse (ICP)
  - Consistently and repeatedly wearing only one color or consistently stacking or layering one color
  - Rosary beads or any other necklaces consistent with gang-like behavior
  - Any other form of dress or hairstyle deemed to be gang related

**Harassment, Intimidation, or Bullying:** Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy, which defines “harassment,

intimidation or bullying” as any intentionally written message or image (including those that are transmitted electronically), verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages a student’s property;
- Has the effect of substantially interfering with the student’s education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

### **Harassment, Intimidation, and Bullying Continued**

Selah School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, or bullying.

In accordance with District Policy 3207 and Procedure 3207, all reports of bullying, harassment, and/or intimidation will be taken seriously and investigated.

If a student feels that they have been subjected to harassment, intimidation, or bullying, the student should report the incident immediately to a staff member.

At any time, a student or their parent/guardian may submit a formal complaint regarding harassment, intimidation, or bullying using District Form 3207 (see page 9). Formal complaints are submitted to the building principal.

The District Compliance Officer for District Policy 3207 is:

Chad Quigley

Executive Director for Human Resources

316 W. Naches Ave.

Selah, WA 98942

T. 509-698-8004

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

District Policy 3207 is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

The District's prohibition of harassment, intimidation, and bullying shall apply:

- On school District property at any time;
- Off school District property at any school activity, function, or event;
- Off school District property if the actions of the student materially or substantially affect the education process and/or student attendance at school.

**Lewd, Obscene, or Profane Language, Gestures, or**

**Materials:** This includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

**Theft/Stealing:** Possession of another person's or District property, regardless of value, without the person's permission with the intent to deprive the owner of such property:

Note: Under RCW 28A.635.060(1), the School District may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the District, a contractor of the District, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the District a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent//guardian are unable to pay for the damages, the School District will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**Tobacco/Nicotine Products – Use or Possession:** Smoking, use of tobacco products, or products containing nicotine or possession of such products on the school premises a school-sponsored function.

**Weapons:** District Policy 4210 prohibits possession or use of weapons, including firearms and dangerous weapons. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 4210 should be addressed under other sections as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The School District may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.10 and displays a device that appears to be a firearm. Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

While on suspension or expulsion from Selah High School, **students will not be allowed on any school district campus or at any school activity both home and away.** Discipline may affect participation in athletics/activities. Failure to meet any of the above requirements will result in increased assignment and/or suspension from school.

### **RIGHTS AND RESPONSIBILITIES FOR GRIEVANCE PROCEDURE**

Official grievance procedures will be included with suspension/expulsion correspondence. More details can be found on Selah School District website at <https://www.selahschools.org/domain/40> Policy 3241

### **DISRUPTIVE CONDUCT AND FAILURE TO COOPERATE**

Students are expected to cooperate with staff members. This would include complying with any reasonable request by any school staff member. Students are expected to identify themselves when requested to do so. Disorderly conduct, including profanity and obscene behavior, will not be allowed. Failure to comply with a reasonable request from school personnel is considered willful disobedience and will result in serious disciplinary action to include suspension/expulsion from school.

### **MAINTAINING A POSITIVE LEARNING ENVIRONMENT**

Students are required to avoid any action that disrupts the school or class environment. Students are not to loiter in the halls while classes are in session. All students are required to be enrolled in six classes each semester.

## **ALCOHOL, DRUGS, ILLEGAL SUBSTANCES**

The use, possession, or sale of alcohol, alcoholic substances, tobacco, drugs, narcotics, drug paraphernalia or look-a-likes are prohibited and illegal. Students may be subject to a Breathalyzer if reasonable suspicion of alcohol use exists. Co-curricular activities are subject to random Breathalyzer tests. Intervention and counseling are available to all students.

Students are clearly expected to refrain from the possession, sale, solicitation, use, or being under the influence of alcohol or illegal drugs on district property or at school sponsored events. Students in violation of these policies will be assigned:

**1<sup>st</sup> violation**: **SHORT TERM SUSPENSION**. The short term suspension may be modified if a UA and a Drug/Alcohol Assessment are completed. The UA must be completed no later than 24 hours from the time of the infraction. Failure to complete the UA or any of the recommendations of the assessment will result in

- Short Term Suspension
- Prosecution referral.

**2<sup>nd</sup> violation** of this policy will result in a **LONG TERM SUSPENSION**, remainder of the semester and loss of credit. Prosecution referral. A Re-Engagement Conference **MUST** be held prior to a student being re-admitted.

## **POSSESSION / USE OF TOBACCO**

Any student, regardless of age shall not possess tobacco, in any form, including look-a-like products. (28A.210.310) Intervention and counseling are available to any student. Students found in possession of tobacco products (i.e. cigarettes, chew, snuff, or look-a-like products) on district property or at school sponsored events will be assigned:

**1<sup>st</sup> offense** – Short Term Suspension (5 days) **or** 2-day suspension and completion of the tobacco awareness program.

**2<sup>nd</sup> offense** – Short Term Suspension (10 days) **or** 5 day suspension and UA/Assessment. The UA must be completed no later than 24 hours from the time of the infraction. Failure to complete the UA or any of the

recommendations of the assessment will result in the original disciplinary action.

**3<sup>rd</sup> offense** - LONG TERM SUSPENSION, for the remainder of the trimester and loss of credit.

### **INTERPERSONAL CONFLICTS**

Students need to interact and relate with others in a positive manner. Gossip, rumors, innuendos, supposition, drama and general chaos caused by this behavior in school or on social media effecting the learning environment is unacceptable at Selah High School.

### **DRESS CODE/STUDENT APPEARANCE**

A dress code in any work or school environment helps to promote a more serious work atmosphere. Most jobs and careers have a dress code in place. Having a dress code, as opposed to a uniform, still allows choice and self-expression with attire.

- Any article of clothing that advocates or advertises the use of drugs, alcohol, tobacco or displays of gang, profanity, or sexual obscenities will not be allowed.
- Student clothing must fully cover the torso and must not show undergarments, all straps must be 3 adult fingers wide.
- Sunglasses may not be worn in the classroom.
- Shorts or skirts must extend past students' fingertips (elbows locked arms hanging down by side).
- Students who choose clothing that violates the standard will be given the choice to cover it up, reverse it inside out, or be sent home to change.
- Any further restrictions are at administration discretion.
- Teachers retain the authority to ask students to refrain from wearing hats or any article of offensive clothing in their respective classrooms. Students so requested will be expected to comply.

## **CHEATING AND PLAGIARISM**

Plagiarism is the taking of language, ideas, or thoughts from another person or source and representing them as original work. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subjected to disciplinary action. SHS expects all students to do their own work. Cheating and plagiarism are serious offenses and are not tolerated by faculty or administration.

**1<sup>st</sup> Offense:** The student receives a failing grade on the assignment, quiz, or test. The student is assigned detention and parents are notified.

**2<sup>nd</sup> Offense:** The student receives a failing grade on the assignment, quiz, or test. The student will be assigned Friday School by the office and the teacher will notify parents with details of the offense.

**3<sup>rd</sup> Offense:** The student receives the automatic failing grade and loss of credit in the class for the semester.

## **POSSESSING DANGEROUS WEAPONS ON SCHOOL PROPERTIES — PENALTY — EXCEPTIONS**

- 1) It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:
  - a) Any firearm;
  - b) Any other dangerous weapon as defined in RCW 9.41.250; (i.e. knives/daggers).
  - c) Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
  - d) Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
  - e) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, other gas, or look-a-likes.



## **SECURITY VIDEO CAMERAS**

Selah High School utilizes security cameras on campus to help maintain a secure and safe learning environment. Unsafe, inappropriate conduct viewed and/or recorded on video cameras may result in disciplinary action.

## **LOCKERS/ VEHICLE SEARCHES K-9 (DOG) POLICY**

Selah High School is not responsible for lost or stolen property. Do not keep valuables or money in your locker. Do not share your locker combination. Keep your locker locked and in good order at all times. Students should always keep valuables out of the PE areas. Neither right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school district and the locker may be subject to search (Selah School District [SSD Policy #3230]).

Furthermore, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law of school rules governing student conduct [SSD Policy #3231].

Selah High School has and will continue to utilize a K-9 unit as a proactive measure to protect our students. The Selah police department uses a trained K-9 to detect narcotics without invading the privacy of our students. The K-9 will be provided access to all school property, inside and outside, including our parking lots. District policy in regards to Alcohol, Chemical Substances and Tobacco Products states:

## **STUDENT TRANSPORTATION/PARKING POLICY**

**All vehicles must be registered in the main office.** (Every student vehicle parked in the upper parking lot will have a permit.) You will need to bring your valid driver's license, proof of insurance, and registration with you when you register your vehicle in the main office. If you want to purchase a permit to park in the upper lot, the fee is \$10, and you must be in good

standing (no outstanding fees or fines), before being able to purchase a permit.

Permits are non-transferable.

Parking in the Upper Lot without a permit:

(First Offense) \$5.00 FINE and Letter home

(Second Offense) \$10.00 FINE and Letter home

(Third Offense) \$20.00 FINE, Letter Home, and Friday School

Parking in Staff Parking:

(First Offense) \$10.00 FINE and Letter home

(Second Offense) \$20.00 FINE, Letter home, and Friday School

Additional offenses will result in a discipline referral.

Possible Removal of Parking Privileges

1. Speeding
2. Reckless driving
3. Vehicular endangerment
4. Excessive violations/tickets
5. Non-payment of tickets/fines

### **Use of motor vehicles on campus**

Students are expected to drive and operate motor vehicles in a safe and responsible manner at all times while on campus. The campus speed limit is 5 MPH. The safety of the driver and all persons in the area is of extreme importance. Students are expected to use good judgment in operating a motor vehicle and to avoid any situation that would endanger themselves or others. Reckless or unsafe motor vehicle operation will result in loss of driving/parking privileges on campus.

### **Parking Lot/Cars During School Hours**

Students are **NOT** to visit cars or be in the parking lot during the school day. Cars are not to be used as lockers for books and equipment storage during the school day. Once parked, cars are not to be re-entered until the student is ready to leave campus. Students are not to loiter in the parking lots at any time. Students who have an approved reason to leave campus during

the school day should enter their cars and leave the parking lot promptly. Parking violations are to be reported to security.

Students attending both Selah Academy and Selah High School will be expected to ride the provided shuttle van and to leave their vehicle in the SHS or SA parking lots during the day. Any exception must be cleared through the office.

### **Student vehicles**

The school assumes no responsibility for student vehicles. Students must park in the designated student areas only. Cars improperly parked may be towed and/or fined.

### **BUSES**

Students are to yield to buses at all times. The bus driver is fully in charge of the bus and is responsible for the enforcement of rules of conduct. Failure to comply will result in disciplinary action, which may include loss of riding privileges (e.g. disruptive behavior, damaging busses).

### **SELAH NUTRITION UNPAID MEAL POLICY**

Students are notified of a low account balance starting at two remaining lunches at the cashier line. An automated phone message is activated at that time on all school days informing families of the low balance amount.

Students in grades *PK-12* who carry a negative balance will continue to receive a regular meal while parents work to pay the balance in full. Extra entrees and snacks are not allowed for purchase unless the account has money available to cover the cost.

In addition to school reminders and automated phone calls, personal calls will be made from the Nutrition Services office once the negative balance is above \$3.00. A letter will be sent to households who reach a \$20 negative balance along with a free/reduced meal application. Accounts that reach a \$40 negative balance and are not paid in full will be turned over to collections.

### **LOSS/DAMAGE OF STUDENT BELONGINGS**

Selah High School is not responsible for lost or stolen property. The School District continually strives to make our schools a safe place, both for students and their personal belongings. Unfortunately, incidents sometimes occur which can result in damage or loss of personal property owned by or in the possession of students. Accordingly, parents are reminded that the School District cannot be responsible for loss or damage to personal property brought to school by students. Thus, any personal belongings brought to school are at the student's own risk. Students are encouraged to purchase a lock for P.E.

### **SKATEBOARDS**

Skateboards, roller blades or similar devices are not to be used on Selah School District Property. If such devices are brought to school they are to be placed in the student's locker or designated area upon arrival. Failure to comply will result in confiscation of the device and placement on the discipline ladder.

### **DANCES**

Students wishing to bring a guest to school sponsored dances must complete and submit the form for approval prior to the close of the school day the Wednesday prior to the dance. Guest passes will be allowed only for those dances expressly designated by the ASB as guest dances. All students and guests must be prepared to identify themselves as SHS students or approved "guests" by presenting photo identification or risk being denied entrance. Passes will only be granted to persons under the age of 21 and 9<sup>th</sup> grade and above. Students may be asked to submit to a breathalyzer test prior to entry and exit. Those unwilling to comply will be denied entry.

### **MEDICATIONS AT SCHOOL**

See SSD Webpage <http://www.selahschools.org/domain/24>

### **STUDENT WITHDRAWAL FROM SCHOOL**

Students are required to present a note to the counseling office from the parent/guardian requesting withdrawal and the reason for the request. **All school materials must be returned and fines paid before transcripts will be released.**

Other districts shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances, the enrolling school shall be provided with the student's academic, special placement, immunization history, and discipline records within two (2) school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense and shall have an opportunity to challenge the contents of the records.

### **CLASS FEES & FINES**

Students are expected to take good care of school-owned equipment, supplies, and textbooks. They will be held financially responsible for damage or loss resulting from misuse and/or carelessness.

- 1) Students who lose a book during a term are to pay for it before being issued another book.
- 2) A list of students with unpaid fines will be published throughout the school year. These students will not be issued certain equipment or be allowed to participate in any co-curricular or sports activities until they have a receipt properly dated and marked paid in full, a note from an administrator clearing them, or after definite arrangements have been made by the student and/or parent for payment of the fine.
- 3) Grades, transcripts and diploma will be withheld until fines are paid.
- 4) Participation in athletics/activities may be denied.
- 5) Students are not eligible to participate in graduation ceremonies until all fines/fees are paid in full.

### **NO VISITORS**

Students are not allowed to bring visitors or guests to school during the school day. Parents are welcome to visit school, but we require all adults entering the building to register in the office first.

### **ASSEMBLIES/GAMES/CONTESTS**

Assemblies are provided for the students' benefit. They are a part of the regular school day and are treated as a class period. It is expected that students will attend the assembly. Inappropriate or disruptive behavior at an assembly can lead to loss of assembly privileges, detention, or suspension. At the discretion of the school administration, students will be accompanied by their respective teachers and sit in designated areas with them. Students shall not by conduct or expression, disrupt or obstruct any school function. Students may lose privileges to attend events.

### **FOOD/BEVERAGE/LITTER/WATER POLICY**

Beverages/food brought to the office for students may be picked up between classes only. Students may eat lunch outdoors in approved areas, provided they do not disrupt classes in session. Students are expected to pick up their own trays and/or litter following lunch and to leave their lunch table/area clean. Food, drinks, and water in the instructional areas will be at teacher discretion.

### **POSTERS**

Any person who places posters on school property is responsible for removing them within twenty-four (24) hours of completion of the event. All posters must be approved in advance by the Activities Director and will be stamped to reflect that approval. Posters should reflect good taste and add to the environment in a positive way.

### **LIBRARY**

Library materials are due on the due date. Books are renewable, magazines are not. No food or drink in the Library or Computer Lab. Printing should be limited to reasonable amounts (i.e. 5-7 pages). Color printing costs \$.10 a page. Rules will be posted in both areas and students are expected to abide by all expectations.

## **COMPUTER LAB RULES & USE PRIVILEGES**

As outlined in Selah School District Board Policy No. 2022 regarding ELECTRONIC INFORMATION SYSTEM, digital network usage, prohibited practices include, but are not limited to, the following:

- Viewing, sending or displaying offensive messages, pictures, or pornography
- Using obscene language, including hate mail, cyber-bullying, harassment or discriminatory remarks
- Using network resources for illegal activity, including gaining unauthorized access to resources or entities
- Attempting to damage equipment or harm data on any network, including creating, uploading or propagating viruses or other malware
- Violating copyright and other intellectual property laws

## **ELECTRONIC DEVICE / BYOD SUMMARY**

- Use of cellular/electronic/music devices (i.e.: Cell Phone, I-POD, MP3 players, etc.) are not to be used in classrooms without teacher permission.
- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- Students are not to video or photograph students or staff without their permission.
- Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.

Students who violate the BYOD Policy will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator or teacher, may confiscate the device.

## **CHROMEBOOK DISCIPLINE POLICY**

If a student consistently comes to class with his/her Chromebook not charged or forgets their Chromebook, the following disciplinary action will take place, depending on the frequency of the violation.

- After School Detention
- Friday School
- Temporary confiscation of the device (must check it out each morning in the library and check back in to the library each afternoon for a specified amount of time, with the opportunity to earn back the privilege of taking it home.)
- Permanent confiscation of the device with no opportunity to take it home each day (check in and check out would also apply).

### **When accessing the Selah School District network**

Access is provided for educational/professional purposes only. No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Student email accounts (commercial or district) may be used for educational purposes ONLY. Account IDs and passwords are to be used by the **account owner** only. The account holder may be held responsible for all account activity. Students shall not provide personal information such as addresses or telephone numbers over the system or utilize social networking tools without explicit teacher permission and oversight.

Use resources efficiently: only print as much (or as little) as is absolutely necessary for educational purposes. Treat district equipment (and the privilege of its use) with respect.

### **Selah High School student email accounts**

All student Electronic Mail (email) accounts are property of the Selah School District. The user accepts all responsibility to understand these guidelines and the existing network use policy.



The student will be removed from the system after graduation or leaving the school district.

The primary purpose of the Google Apps for Education service is for students to communicate with school staff and classmates, utilize resources related to school assignments, and collaborate with fellow students on school activities.

Account user names and passwords can be provided to parents so those parents can monitor the account and communicate with teachers. If a parent wishes to take advantage of this, please contact the Selah High School office.

Use of Google Apps for Education services will align with the school's code of conduct and the code will be used as needed for discipline purposes. Communication through this service will exhibit common sense and civility. Students are responsible for messages sent from their accounts. Students should not share their passwords.

Messages via the district email cannot cause disruption to the school environment or normal and acceptable school operations. Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or inappropriate files.

Students will not identify their home telephone numbers, or home addresses in any email correspondence.

**Electronic mail sent or received within the Selah School District system is not confidential (see above).**

Administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

When issues arise, the school administration will deal directly with the student and /or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action. The account may be revoked if used inappropriately.

Again, it is very important that students keep his/her username and password private and do not share either with other students. User names cannot be changed.

Because Google Apps services are web based, students and parents can also access student e-mail accounts from home and public library computers.

Any user who violates these guidelines may be denied network access, depending on the severity of the infraction. School, district and/or legal sanctions may be imposed over and above any revocation of network access.

### **The Basics:**

1. This blog/discussion forum is considered an extension of the classroom and therefore is subject to these guidelines as well as the rules and regulations of Selah High School and Selah School District.
2. All responses and entries will be reviewed by your teacher. If any component of this policy is violated, your comment/response will be removed and you will face removal from the list of contributors.
3. The use of school computers is limited to assigned schoolwork; personal blogs/discussion forums that do not pertain to class work at SHS should not be accessed from school computers.
4. These guidelines are not meant to be exhaustive and do not cover every contingency. If you are ever in doubt about the appropriateness of an item - ask a parent or teacher.

### **The Details:**

Students should not write anything on a blog or post anything to a board that you would not say or write in a classroom. Use common sense, but if you are ever in doubt ask a teacher or parent whether or not what you are considering posting is appropriate. If you are going to err, err on the safe side. Here are some specific items to consider:

1. The use of blogs/discussion forums is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate on a blog or in a discussion. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.
2. Blogs/discussion forums are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, be sure to follow all rules and suggestions that are offered by your teacher regarding appropriate posting in your class.
3. Blogs/discussion forums are about ideas - therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your position. Read others' posts carefully - often in the heat of the moment you may think that a person is saying one thing, when really they are not.
4. Try not to generalize. Sentences that start with words like "All" (e.g., "All teachers," "All administrators," "All liberals," "All conservatives") are typically going to be too general.
5. Some blogs and discussion boards are public. Whatever you post can be read by anyone and everyone on the Internet. Even if you delete a post or comment, it has often already been archived elsewhere on the web. Do not post anything that you wouldn't want your parents, your best friend, your worst enemy, or a future employer to read.
6. Participate safely. NEVER post personal information on the Web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). (Note: The advice to not use your last name is for your

protection. Teachers may choose to use their last names for their posts/comments.) Do not, under any circumstances, agree to meet someone you have met over the Internet.

7. Because your login to the blogging site (e.g., edublogs.org) may be linked to your profile, any personal blog or forum you create (if you choose to do so) is directly linked to your class blog and must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in your profile or in any posts/comments you make), you need to realize that anywhere you use that login links back to your class blog. Therefore, anywhere that you use that login (posting to a separate personal blog, commenting on someone else's blog, etc.), needs to be treated the same as a school blog and follow these guidelines. You should also monitor any comments you receive on your personal blog and - if they are inappropriate - delete them. If you would like to post or comment somewhere and not follow these guidelines, you need to create a separate login to the blogging site so that it does not connect back to your class blog. You may not use that login from school computers. We would still recommend you follow the portion of these guidelines that address your personal safety (e.g., not posting personal information, etc.)
8. Linking to web sites from your blog or comments in support of your argument is an excellent idea. But never link to something without reading the entire article to make sure it is appropriate for a school setting.
9. Use of quotations in a blog or a discussion forum is acceptable. Make sure that you follow the proper formatting and cite the source of the quote.
10. Depending on available features, pictures may be inserted into a post. Make sure that the image is appropriate for use in a school document and copyright laws are followed. Do not post any images that can identify yourself or others.

## COUNSELING

See counseling for information regarding the following:

- Class enrollment, requirements, and limitations
- College admissions, applications, scholarships, Running Start, and YV Tech
- SHS graduation requirements
- 4 year college entrance requirements

	<b>Class of 2018</b>	<b>Class of 2019</b>	<b>Class of 2020 and 2021</b>
<b>English</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Mathematics</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Social Studies</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>US History</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Wash State History</b>	<b>.5</b>	<b>Completed in Middle school</b>	<b>Completed in Middle school</b>
<b>World History</b>	<b>.5</b>	<b>1</b>	<b>1</b>
<b>Civics &amp; CWP</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Science</b>	<b>2 (one lab)</b>	<b>3 (two labs)</b>	<b>3 (two labs)</b>
<b>Career Technical Education</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Fitness/Health</b>	<b>2 (1.5 fitness and .5 health)</b>	<b>2 (1.5 fitness and .5 health)</b>	<b>2 (1.5 fitness and .5 health)</b>
<b>Fine Arts, Visual or Performing</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Fine Art or Personal Pathway</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Foreign Lang. or Pers. Pathway</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Electives</b>	<b>3</b>	<b>1</b>	<b>1</b>
<b>Total</b>	<b>22</b>	<b>24</b>	<b>24</b>

Additional requirements include mandated Washington State testing, a High School and Beyond Plan and 15 hours of community service

(Students may begin their service hours after the last day of school following their junior year).

### **GRADE INQUIRIES**

Parent(s)/Guardian(s)/ Students may check student progress by accessing Family Access via the internet. Sign up in the main office or counseling. Picture ID required.

### **CLASS ENROLLMENT REQUIREMENTS AND LIMITATIONS**

Students will be expected to take six (6) classes per term, unless special circumstances warrant exceptions upon individual petition to the principal.

Students may enroll in only one (1) of the following classes per semester for credit: teacher's aide, student teaching, or office assistant. Students cannot earn more than 2 teacher aide credits total for their high school career. Open to juniors or seniors only. Exceptions to this must be petitioned to the principal or his designee.

Students dropping a class during a semester:

- must receive administrative approval for any class dropped after 10 days
- will automatically receive a failing grade. Special circumstances may be appealed to the principal.
- must still be enrolled in a minimum of 5 classes, unless circumstances warrant a reduced schedule and administrative approval is received.

### **SCHEDULE CHANGES**

It shall be the policy of Selah High School to make every effort to keep continuity of teachers with the same students in the core classes that extend over semesters. These classes include English, Social Studies, Math, Science and Foreign Language. Exceptions to this will be considered on the basis of special need, or emergency or petition from a parent, only.

- 1) Only one schedule change can be made per semester, and must be made within the first 5 days of such semester. After

5 days, schedule changes may occur only if special circumstances exist - written request is required and will be handle on a case-by-case basis.

- 2) All schedule changes must be cleared through the counseling office. NO EXCEPTIONS.
- 3) A building administrator must approve all requests for teacher schedule changes. An administrator must approve all parent requests for core class changes.
- 4) A note or phone call will be required to drop a sequential class.
- 5) Waiver or Credit Policy. State law allows schools to grant a waiver of credit for a wide range of classes. Students wishing to apply for waiver shall fill out a form in advance and submit to the high school principal. Forms are available in the counseling office. DEADLINE: Students have two weeks from the regular conclusion of the sports season to make a request for waiver.

### **GRADUATION**

In order to participate in Selah High School commencement exercises, students must meet the requirements for graduation *prior* to the date of the exercise, must be enrolled in a minimum of five classes, be in attendance the second semester of their senior year, and be in good standing (including but not limited to discipline infractions and unpaid fines/fees) with Selah High School through the commencement date. Since this is a formal ceremony, students are expected to have professional dress and the appropriate cap and gown. Only the school district approved cap and gown is acceptable for the graduation ceremony.

**Students will not be allowed to participate in the graduation exercises if they do not meet these requirements.** No additional items may be added to official garments, nor may they be altered in any way.

### **CWAC CONFERENCE ATHLETICS/SPORTSMANSHIP**

Selah High School is a member of the CWAC 2-A Conference. Selah provides sports teams for the following seasons:

Fall: Football, Volleyball, Women's Soccer, Women's Swimming, and Men's and Women's Cross-Country.

Winter: Wrestling, Men's and Women's Basketball, Men's Swimming and Women's Bowling.

Spring: Men's Baseball, Men's Soccer, Men's and Women's Golf, Men's and Women's Tennis, Men's and Women's Track and Field, Women's Fastpitch.

Choosing to be an athlete at Selah High School is a **special privilege**. For those students making this choice, this will include living by a higher standard than our general student body. Selah School District Athletics/Co-Curricular Activities on the specific standards and guidelines may be obtained from the Selah High School Athletic Office.

Committing acts contrary to the laws of the State of Washington shall be considered a violation of the Selah High Athletic Code. Such acts include but are not limited to misdemeanors, gross misdemeanors and felonies. In addition, acceptance of community service or deferred disposition, etc., in lieu of prosecution will be considered a violation of the Selah High Athletic Code.

Selah is a member of the CWAC 2-A Conference and is responsible for following all CWAC sportsmanship and spectator regulations. Students and student rooting sections are expected to display good sportsmanship, adhere to their regular school rules, and follow the regulations listed below.

### **Requirements for Eligibility:**

1. Current Physical (good for one year)
2. Copy of co-curricular code with signatures
3. Current ASB card
4. Fees for participation
5. Proof of insurance
6. Passing classes

### **SPECTATOR REGULATIONS FOR ATHLETIC CONTESTS**

The CWAC and WIAA "spectator guidelines" are published in hopes that high school athletes will be kept within the proper spirit of competition. Fans cooperation is appreciated and expected.

CWAC Guidelines:



- 1) There shall be no noisemakers, megaphones, and noise amplifiers in any rooting section during any athletic contest.
- 2) There shall be no confetti thrown in any student rooting section during an athletic contest. The school banner will be the only sign displayed at athletic contests.
- 3) Vulgar, obscene, or suggestive yells and signs are not to be part of any student rooting section.
- 4) Spectators are to remain off the playing surface at all times. There shall be no physical contact between participants and spectators prior to, during contests or after contests.

#### WIAA Recommendations:

- 1) Remember that the game is for the players. They are here because they want to play and enjoy the experience.
- 2) Refrain from distracting the players during play.
- 3) Recognize and appreciate skill in performance, regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will.
- 4) Treat the officials with respect before, during, and after the contest.
- 5) Display good conduct. Even though you paid for your admittance, the management has the authority to remove any spectator who does not conduct himself/herself respectfully. Abusive language will not be tolerated.
- 6) Remember that your view of the game could be quite different from that of the official. Recognize the fact that, as a student spectator, you represent the school, as do the athletes.
- 7) Respect, cooperate, and respond enthusiastically to cheerleaders.

#### **ACTIVITY/ATHLETIC CODE VIOLATIONS**

These procedures will be followed when a student receives a short-term suspension from school for misbehavior and is also participating in a WIAA sponsored activity.

When the activity/athletic director receives notification from the administrator or designee that a student involved in a WIAA sponsored activity has been suspended, the activity/athletic director must contact the student or parent as soon as possible.

The activity/athletic director will inform the student of:

- Specific activity code violation

- Consequence which will be imposed
- Right of the student to appeal the discipline

If the student does not appeal the school discipline, the days the student is suspended from school will count as part of the activity code discipline. In other words, the activity/athletic code suspension begins at the same time as the school discipline.

If the discipline is appealed within the legal timeline, the student will not be allowed to participate in all activities pending the outcome of the appeal. Upon receipt of the appeal officer's decision the building administrator, who represented the district, will forward the decision to the activity/athletic director within one (1) business day. Within three (3) business days of having received the appeal decision, the activity/athletic director will:

- Inform the student of the activity code violation
- Discipline being imposed
- Inform the student's parents of the activity/athletic code violation, imposed discipline, and their right to appeal the activity/athletic code discipline.

### **SEXUAL EQUALITY MANDATED FOR PUBLIC SCHOOLS**

RCW 28A.640 Purpose Discrimination Prohibited. Inequality in the educational opportunities afforded women and girls at all levels of the public schools in Washington State is a breach of Article XXXI, Section 1, Amendment 61, of the Washington State Constitution, requiring equal treatment of all citizens regardless of sex. This violation of rights has had a deleterious effect on the individuals affected and on society. Recognizing the benefit to our state and nation of equal educational opportunities for all students, discrimination on the basis of sex for any student in grades K-12 of the Washington public schools is prohibited.

### **NONDISCRIMINATION**

The Selah School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. Selah School District does not discriminate in any programs or activities on the basis

of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, non-job related sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational and/or extracurricular school activities as well.

The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator**

Executive Director of Human Resources  
316 W. Naches Ave, Selah WA 98942  
(509) 698-8004  
[chadquigley@selahschools.org](mailto:chadquigley@selahschools.org)

**Civil Rights Compliance Coordinator**

Executive Director of Human Resources  
316 W. Naches Ave, Selah WA 98942  
(509) 698-8004  
[chadquigley@selahschools.org](mailto:chadquigley@selahschools.org)

**Section 504/ADA Coordinator**

Executive Director of Special Programs  
316 W. Naches Ave, Selah WA 98942  
(509) 698-8016  
[Bettylopez@selahschools.org](mailto:Bettylopez@selahschools.org)

**Harassment Intimidation & Bullying Compliance Coordinator**

Executive Director of Human Resources  
316 W. Naches Ave, Selah WA 98942  
(509) 698-8004  
[chadquigley@selahschools.org](mailto:chadquigley@selahschools.org)

